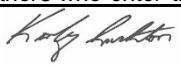




## Safe Work Practice (SWP)

<b>Name of Task: Cornice Brake</b>	
<b>Department/Unit: Trades</b>	
<b>Personal Protective Equipment or other required equipment or other safety considerations:</b> <ul style="list-style-type: none"><li>• Eye Protection Required</li><li>• Long or loose hair must be tied back or contained</li><li>• No loose-fitting clothing</li><li>• No jewelry, watches, rings, necklaces etc.</li><li>• Hand Protective Required</li><li>• CSA Approved Safety Footwear required</li></ul>	
<b>Hazards:</b> <ul style="list-style-type: none"><li>• Pinch Points</li><li>• Crushing Hazards</li><li>• Impact from counterweight</li><li>• Sharp edges and burrs</li></ul>	
<b>Required Training</b>	<ul style="list-style-type: none"><li>• Successful completion of NBCC Safety Course (Work Safely or Workplace Safety Practices)</li><li>• Shop safety orientation</li><li>• Read and understand SWP</li><li>• For students, practical demonstration and Instructor supervision required</li></ul>
<b>Pre-Operational Safety Checks</b>	<ul style="list-style-type: none"><li>• Inspect required personal protective equipment and replace if required.</li><li>• Ensure all guards are fitted, secure and functional. Do</li><li>• Check workspaces and walkways to ensure no slip/trip hazards are present</li></ul>
<b>Prohibited Activities</b>	<ul style="list-style-type: none"><li>• Do not use cornice brake for bending metal that is beyond its capacity for thickness, shape or type</li><li>• Do not attempt to bend rod, wire, strap or spring steel sheets</li><li>• Do not put your fingers near the brake fingers</li></ul>
<b>Steps to be taken to complete task safely:</b>	
1	Wear appropriate personal protective equipment (PPE).
2	Ensure adequate workspace room to move your stock in and out of the brake before you begin
3	Remove the brake fingers that are in the way. Use only the pan brake fingers required to make the bend.
4	Ensure the pan fingers that are not removed for an operation are securely seated and firmly tightened before the machine is used.
5	Ensure your fingers and limbs are clear before operating the pan brake.
6	Lower finger clamps to work (Do not drop)
7	Ensure workpiece is secure
8	Keep clear of and engage counterweight.
9	Disengage counterweight
10	Lower finger clamps to a safe position

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11	Remove workpiece
	<p>If an emergency occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.</p> <p>REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY</p> <p><b>Housekeeping</b></p> <ul style="list-style-type: none"> <li>Place all materials in their proper storage areas.</li> <li>Ensure the equipment is safe, clean and tidy before you leave it.</li> </ul>
<b>Responsibilities, Completion and Review</b>	
<p><i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i></p>	
<p>Completed by and Date: Ashley Ritchie, 1/28/2021</p>	<p>Approved by: </p>
<p>Last Reviewed / Revised by and Date:</p>	<p>Note: This task will be monitored periodically to ensure compliance and effectiveness.</p>

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