




## Safe Work Practice (SWP)

<b>Name of Task: Hand Planer (Portable Powered Tool)</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>• Hearing Protection Required</li><li>• CSA Approved Safety Footwear required</li></ul>	
<b>Hazards:</b> <ul style="list-style-type: none"><li>• Noise</li><li>• Cuts and Lacerations</li><li>• Flying Debris (wood shavings, knots, etc.)</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>• Inspect tool and ensure cutting blades are not chipped and sharp.</li><li>• Ensure power cord is in good condition.</li><li>• Ensure that power switch is OFF before plugging the tool in.</li><li>• Check the material (stock) to ensure it is free of foreign objects (nails, screws, staples, etc.)</li></ul>
<b>Prohibited Activities</b>	<ul style="list-style-type: none"><li>• Not Operating the tool with 2 hands.</li><li>• Do not cut stock less than 8" long or less than ½" thick.</li><li>• Do not leave this equipment unattended while running.</li><li>• Do not put your finger or any object in a deflector to clean out chips while a planer is running.</li><li>• Do not overreach. Keep proper footing and balance.</li></ul>
<b>Steps to be taken to complete task safely:</b>	
1	Wear appropriate personal protective equipment (PPE).
2	Make all adjustments to the cutter heads (blades) with POWER OFF. Don't plane more than 1/16" at a time.
3	Ensure the material you are planing is supported and secured into a comfortable position.
4	Start a cut with the infeed table (front shoe) resting firmly on the stock and with the cutter head slightly behind the edge of the stock.
5	Use two hands to operate a planer - one hand on the trigger switch and the other on a front handle
6	Stand on the side of the planer near the controls. Never stand behind stock when being fed into the planer.

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7	Keep all cords clear of cutting area.
8	Disconnect the power supply and cleanup work area
9	During use, wood chips may need to be removed from the tool. To do this, unplug the tool. Once tool is cleaned, turn power on and resume from Step 4
	<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>• Ensure equipment is off.</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>	
Completed by and Date: Ashley Ritchie, 1/28/2021	Approved by: 
Last Reviewed / Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.

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