






## Safe Work Practice (SWP)

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
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|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Name of Task: Jack Stands</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>• Protective Apron Required</li><li>• CSA Approved Safety Footwear required</li><li>• Mechanics gloves are recommended</li></ul> |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|   | <b>Hazards:</b> <ul style="list-style-type: none"><li>• Pinch hazard when extending and retracting stand.</li><li>• Incorrect placement of stand under vehicle</li><li>• Crush hazard</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 no slip/trip hazards are present in workspaces and walkways.</li><li>• Faulty equipment must not be used. Immediately report suspect machinery.</li><li>• Damaged stands must not be used</li><li>• Ensure stand locks are free to move and lock extensions securely</li></ul> |  |
|   | <b>Prohibited Activities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"><li>• Do not smoke (Fire Hazard)</li><li>• Poor placement of stands</li><li>• Vehicle must be supported by stands prior to working underneath vehicle.</li><li>• Never leave a raised vehicle unattended on a jack (stands must be used)</li></ul>                                                                                                                            |  |
|   | <b>Steps to be taken to complete task safely:</b>                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 1 | Wear appropriate personal protective equipment (PPE).                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 2 | Visual Inspection of jack stands ensure there is no physical damage to stand.                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 3 | Ensure stand locks securely and locks are working properly                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 4 | Ensure stand is correctly placed under the vehicle prior to releasing jack                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 5 | Allow stand to take weight of vehicle and alleviate strain on jack                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |

*Any document appearing in paper form is uncontrolled and must be compared to the electronic version.*

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|---------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------|
|                                                   |                                                                                                  | <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>• 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>                                    |                                                   |                                                                                                  |
|                                                   |                                                                                                  | <table border="1"> <tr> <td>Completed by and Date: 1/20/2020</td> <td>Approved by: </td> </tr> </table>                                                                                                                                                                                                                                                                                                               | Completed by and Date: 1/20/2020                  | Approved by:  |
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|                                                   |                                                                                                  | <table border="1"> <tr> <td>Last Reviewed / Revised by and Date:<br/>1/25/2021</td> <td>Note: This task will be monitored periodically to ensure compliance and effectiveness.</td> </tr> </table>                                                                                                                                                                                                                                                                                                       | Last Reviewed / Revised by and Date:<br>1/25/2021 | Note: This task will be monitored periodically to ensure compliance and effectiveness.           |
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