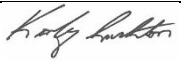




## Safe Work Practice (SWP)

<b>Name of Task: Portable Power Tools</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 Protective Required</li><li>• CSA Approved Safety Footwear required</li><li>• Approved Dust Mask</li></ul>	
<b>Hazards:</b> <ul style="list-style-type: none"><li>• Noise</li><li>• Flying Debris</li><li>• Cuts/Scraps from blade or cutting material</li><li>• Electrical (defective cord)</li><li>• Prolonged muscular use (Burning, swelling, numbness)</li><li>• Binding the Tool</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 cord or battery for damage</li><li>• Inspect all cutting edges (blades, bits, etc. before using them in the tool</li><li>• Ensure workstation is on even ground</li><li>• Ensure the product being cut is secured properly before cutting begins</li></ul>
<b>Prohibited Activities</b>	<ul style="list-style-type: none"><li>• Do not Smoke (Fire Hazard)</li><li>• Do not leave this equipment unattended while running.</li></ul>
<b>Steps to be taken to complete task safely:</b>	
1	Wear appropriate personal protective equipment (PPE).
2	Make all adjustments with POWER OFF.
3	Only use power tools in a manner specified by the operational instructions and in dry environments
4	Do not use broken power tools, ones that have cracks or splits in them, or tools that have had guards removed
5	Do not force the power tool. This can make the tool less effective, damage it, or could make the tool slip.
6	For repetitive or long-lasting tasks, take micro breaks or change tasks or positions to reduce stress on the same muscles
7	Try to work in neutral positions as often as possible (wrists and back straight, elbows in, reduce back twisting by instead taking small steps to reposition, etc.) and try to avoid overreaching

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8	Use both hands to use the power tool if it has been designed this way
9	Keep work areas free of loose tools which could be tripped over and after use, return tools to designated areas and keep them unplugged
10	Always keep your second hand (for one handed tools) and other body parts clear of the cutting, drilling, or grinding path of the power tool
11	Try to use power tools where there is adequate ventilation to remove dust. If this is not possible, use a dust mask
12	Use clamps or other practical way to secure and support piece(s) to a stable platform before working on it. Holding pieces or items with only your hand or against your body leaves it unstable and may lead to loss of control and serious injury
13	De-energize the tool once you are finished using it and before changing, bits, blades, discs, belts etc. Let the tool cool before touching the blade, bit, etc. to change it
	<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><b>REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY</b></p> <p><b>Housekeeping</b></p> <ul style="list-style-type: none"> <li>• Ensure tool is unplugged</li> <li>• Ensure work area is cleaned of debris</li> <li>• Ensure tool is returned to its case/ proper location in the tool room</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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