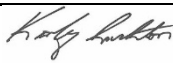




Safe Work Practice (SWP)

Name of Task: Portable Spring Compressor	
Department/Unit: Trades	
Personal Protective Equipment or other required equipment or other safety considerations: <ul style="list-style-type: none">• Eye protection required• Long or loose hair must be tied back or contained• No loose-fitting clothing• No jewelry, watches, rings, necklaces etc.• Protective clothing required• CSA approved safety footwear required• Mechanics gloves are recommended	
Hazards: <ul style="list-style-type: none">• Pinch hazard when spring is being compressed/released.• Incorrect placement of tool could result in springs suddenly and violently releasing.• Springs could break resulting in a sudden release of stored energy withing the spring• Damaged tool, resulting in release of compressed spring	
Required Training	<ul style="list-style-type: none">• Successful completion of NBCC Safety Course (Work Safely or Workplace Safety Practices)• Shop safety orientation• Read and understand SWP• For students, practical demonstration and Instructor supervision required
Pre-Operational Safety Checks	<ul style="list-style-type: none">• Inspect required personal protective equipment and replace if required.• Ensure no slip/trip hazards are present in workspaces and walkways.• Make sure guards, if present, are installed and are working properly.• Faulty equipment must not be used. Immediately report suspect machinery.• All components of tool must be in good condition and working (not seized).• Strut must be placed securely in vice prior to compressing spring.• Unauthorized persons not in area
Prohibited Activities	<ul style="list-style-type: none">• Do not Smoke (Fire Hazard)• Do not leave this equipment unattended when springs are compressed• Do not use this equipment if tool is damaged or does not fit on spring correctly• Never place hands within a compressed spring• Keep back as much as possible from compressed spring• Never lean over the top of a compressed spring
Steps to be taken to complete task safely:	
1	Wear appropriate personal protective equipment (PPE).
2	Ensure work area is clean and organized
3	Ensure tool is in good working condition prior to use
4	Clamp strut securely with bench vice
5	Correctly attach tool to spring to be compressed
6	Slowly tighten tool to compress spring

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7	Only tighten spring to what's necessary, never over compress a spring
8	Remove strut mount nut with correct tools, R&R spring.
9	Slowly release the compressed spring being replaced, repeat steps 4,5 and 6, with new spring replace strut mount and tighten nut to specifications. Never relieve a compressed spring without ensuring strut mount nut is fully threaded on.
10	Once spring is secured and nut torqued, remove strut from vice for reinstallation on vehicle
11	Clean up dust and debris, return tool to correct storage location.
	<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>Housekeeping</p> <ul style="list-style-type: none"> • Ensure equipment is off. • Place all materials in their proper storage areas. • Ensure the equipment is safe, clean and tidy before you leave it.
Responsibilities, Completion and Review	
<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>	
Completed by and Date: 1/20/2020	Approved by: 
Last Reviewed / Revised by and Date: 1/26/2021	Note: This task will be monitored periodically to ensure compliance and effectiveness.

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