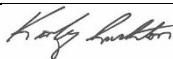




## Safe Work Practice (SWP)

<b>Name of Task: Transmission Jack - High</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 is required.</li><li>• CSA approved safety foot ware is required.</li><li>• A load must never exceed rated jack capacity.</li><li>• Do not lift or support the vehicle with this jack. Adequately support the vehicle before starting repairs.</li><li>• Use only on a hard, level surface.</li><li>• Center the load on the jack saddle. Off-center loads can damage the seals in the ram and cause jack failure.</li><li>• Use of this product is limited to the removal, installation, and transportation, in the lowered position, of transmissions, transfer cases, and transaxles.</li><li>• Slowly and carefully move the jack around corners because the load could tip. Stay clear of a lifted load. Lower the jack slowly and carefully while watching the position of the load.</li><li>• Do not modify the jack or use adapters.</li><li>• Use jack stands when required to suspend load over a period of time.</li></ul>	
<b>Potential Hazards</b> <ul style="list-style-type: none"><li>• Cuts, pinching, lacerations and amputations</li><li>• Crushing hazards</li><li>• Falling objects</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>• Please read all operation manuals before using all equipment.</li><li>• Study, understand, and follow all safety precautions and operating instructions before operating this device.</li><li>• <b>You must do your own risk assessment with regard to the correct PPE to wear.</b></li></ul>
<b>Safe Work Procedure(s)</b>	
1	Position the jack under the vehicle.
2	Raise the jack by operating the foot pump until the saddle touches the component.
3	Adjust the support brackets to fit the component.
4	Use the tilt crank to align the saddle with the component.
5	Finish raising the jack to the component. Secure the chain assembly around the component.
6	Follow the vehicle's recommended service procedure for removal of the component.

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7	Slowly lower component.
8	Lower the load completely before transporting the component on the jack.
9	To install component, reverse this procedure.
<p><b>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.</b></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>• Regularly lubricate all moving parts of the jack. Pay special attention to the lift screw and related linkages.</li> <li>• A medium weight lubricating grease should be used on all external moving parts, such as the bearing surface, pivot points, tilt screws, etc.</li> <li>• Regularly check the oil level. With the saddle fully lowered, remove the oil filler screw, and check the oil level. The oil level should be at the bottom of the filler screw holes. Add oil if necessary.</li> <li>• Use only hydraulic jack oil. Do not use hydraulic brake fluid.</li> <li>• If the jack fails to operate, check the oil level and/or bleed unit before seeking service.</li> <li>• Do not use this jack as a wash rack when washing or steam cleaning transmissions.</li> </ul>	
<p><b>Responsibilities, Completion and Review</b></p>	
<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: 1/26/2021	Approved by: 
Last Reviewed / Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.

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