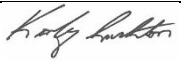




## Safe Work Practice (SWP)

<b>Name of Task: Grip Hoist (Hand-operated Mechanical Hoist)</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>• CSA Approved Safety Footwear required</li></ul>	
<b>Hazards:</b> <ul style="list-style-type: none"><li>• Pinch Points/ Entanglement</li><li>• Slips/Falls</li><li>• Cuts &amp; Lacerations</li><li>• Crushing Hazard from tool or load</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>• Check hoist to ensure all parts are in good working order</li></ul>
<b>Prohibited Activities</b>	<ul style="list-style-type: none"><li>• Do not leave this equipment unattended while attached to a load</li><li>• Using in a restricted area (ensure adequate room to move load)</li><li>• Lifting loads that's are too large for the grip hoist being used, adhere to rated capacity</li><li>• Using the cable as a sling</li><li>• Never get in the way of the load pathway</li><li>• Never stand under a load</li></ul>
<b>Steps to be taken to complete task safely:</b>	
1	Wear appropriate personal protective equipment (PPE).
2	Layout wire rope in a straight line
3	Push down the release latch, and open the jaw clamp
4	Feed wire rope through the jaws of the grip hoist from front to back
5	Pull the wire rope through to the load being moved
6	Lock the wire rope in place by operating the rope release mechanism.
7	Attach the grip hoist to a secure anchor point
8	Apply a telescopic handle to the forward grip hoist lever, and begin operating by moving it to-and-fro, which will cause the wire rope to be moved towards the machine
9	Once the load is moved to the desired position, it is essential to take the load off the machine before attempting to release the jaws. To do this, operate the reverse operating lever until there is no tension in the wire rope. (You will need to move the telescopic handle from the forward lever, and then place unto the reverse lever)

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10	Remove the telescopic handle
11	Release the machine from the anchor point
12	Disengage jaws and remove wire rope
13	Re-engage jaws before putting grip hoist away
	<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 in good working order.</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>	
<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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