




Safe Work Practice (SWP)

Name of Task: Lock Former (Pittsburgh)	
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.• CSA Approved Safety Footwear required	
Hazards: Flying Debris Machine Jams Cuts & Lacerations Entanglement Electrical Shock	
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.• Make sure surrounding work area is free of debris• Inspect equipment before use
Prohibited Activities	<ul style="list-style-type: none">• Do not leave this equipment unattended while running.• Horseplay• Placing fingers near rotational parts
Steps to be taken to complete task safely:	
1	Wear appropriate personal protective equipment (PPE).
2	Make all equipment safety checks with POWER OFF.
3	Turn switch on, hold metal with two hands against back guard.
4	Help feed the sheet of metal through the Pittsburgh.
5	Repeat step 4 if necessary
6	Shut off Pittsburgh switch when done

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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>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	
<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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