



## Safe Work Practice (SWP)

|   |  |
|---|--|
| <b>Name of Task: Hand Shear</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>• Cuts, lacerations and amputations</li><li>• Musculoskeletal injury from lifting and maneuvering workpieces.</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>• Ensure no slip/trip hazards are present in workspaces and walkways.</li><li>• Make sure guards, if present, are installed and are working properly.</li><li>• Faulty equipment must not be used. Immediately report suspect machinery.</li><li>• Keep hands out of path of shear blades.</li></ul>   |
| <b>Prohibited Activities</b>  | <ul style="list-style-type: none"><li>• Do not cut material larger than rated capacity.</li><li>• Do not remove finger guard. Keep hold-down adjusted as close as possible to the table, while providing clearance to feed material.</li><li>• Do not cut rod with the shear.</li><li>• Do not attempt to shear any material less than 1/2" cut across the table under full capacity.</li><li>• Never reach behind shear or allow someone to do so while operating equipment</li><li>• Never attempt to cut rod, strap or wire with this machine</li></ul> |
| <b>Steps to be taken to complete task safely:</b>   |  |
| 1   | Wear appropriate personal protective equipment (PPE).  |
| 2   | Make sure all guards are in place, properly adjusted, and secured.   |
| 3   | Remove all burrs from sheet metal before starting to work it.  |
| 4   | Place workpiece on table against guide and position it where cut is desired.   |
| 5   | Keep hands clear of the blade.   |
| 6   | Lower lever and apply enough force so that the blades cut through the workpiece  |
| 7   | Clean up work area.  |

*Any document appearing in paper form is uncontrolled and must be compared to the electronic version.*

|   |  |
|---|--|
|   | <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>• 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> |  |
| Completed by and Date: 1/20/2020  | Approved by: Catherine Black – Dean, Trades  |
| Last Reviewed / Revised by and Date:  | Note: This task will be monitored periodically to ensure compliance and effectiveness.   |

*Any document appearing in paper form is uncontrolled and must be compared to the electronic version.*