



Safe Work Practice (SWP)

Name of Task: Engine Hoist	
Department/Unit: Trades	
Personal Protective Equipment or other required equipment or other safety considerations: <ul style="list-style-type: none">• Eye protection Required• No loose-fitting clothing• CSA Approved Safety Footwear Required• Long or loose hair must be tied back or contained• No jewelry, watches, rings, necklaces, etc.	
Hazards: <ul style="list-style-type: none">• Moving parts• Tipping• Sharp edges• Foot hazards-wheels on hoist• Pinch or crush hazards• Falling parts	
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">• Ensure that there are no slips or trip hazards in the area (clean work area. No oils, steel chips, or tools)• Check for valid annual inspection sticker• Check all moving and non moving parts for proper operation, cracks, and bends• Check for oil leaks from hydraulics• Check for proper operation before use testing up motion and ensuring lock engages• Use CSA approved chain and lifting devices
Prohibited Activities	<ul style="list-style-type: none">• Do not remove, modify, or disable safety equipment or features• Keep fingers out of pinch zones• Do not walk under suspended loads• Do not transport loads in the raised position• Do not open release valve quickly (drop hazard)• Do not use on inclines• Do not go past extension lines on arms• Do not leave in a raised position
Steps to be taken to complete task safely:	
1	Inspect required personal protective equipment and replace if required.
2	Put on all required personal protective equipment.
3	Inspect work area for safety hazards
4	Clean area if required
5	Perform Pre-operational safety checks

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6	Ensure legs are fully inserted and locked
7	Bring to work area using 2 people
8	Confirm the work area has no obstructions for lifting and path of travel
9	Adjust legs to job requirements and tighten to lock. CAUTION: Do not extend legs past stop marks
10	Lift arms to job requirements
11	Tighten all locks on hydraulics, legs and arms
12	Centre lifting hook over job
13	Adjust lifting hook to proper length and secure using appropriate hardware
14	Ensure only operators are present in the area
15	Tighten valve on hydraulic cylinder and pump handle slowly to lift load
16	Lift to clear obstructions
17	Move to required position with 2 operators
18	Release valve slowly to lower to desired location
19	Remove lifting chain
20	Move lowered machine to storage location and shorten legs and lift arm
21	Complete Housekeeping activities
	<p>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.</p> <p>Housekeeping</p> <ul style="list-style-type: none"> • Ensure the equipment/work space is safe, clean, and tidy before you leave it. • Report any machine faults
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>	
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.

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