



## Safe Work Practice (SWP)

<b>Name of Task: Floor Jack</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>• CSA Approved Safety Footwear Required</li><li>• Coveralls where needed</li><li>• No jewelry, watches, rings, necklaces etc.</li></ul>	
<b>Hazards:</b> <ul style="list-style-type: none"><li>• Cuts, lacerations and amputations</li><li>• Burns</li><li>• Noise</li><li>• Crushing hazard</li><li>• Risk of catching loose clothing and jewelry on moving parts</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 for valid annual inspection sticker</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>• Make sure the jack and stands you are using are suitable for the job.</li><li>• Always use matched pairs of jack stands.</li></ul>
<b>Prohibited Activities</b>	<ul style="list-style-type: none"><li>• Do not Smoke (Fire Hazard)</li><li>• Do not leave this equipment unattended while running</li><li>• Never lift a vehicle that is heavier than the jack's rated capacity.</li><li>• Never support a vehicle on anything other than jack stands.</li><li>• Do not use soft wood or steel blocks to support the vehicle. They may slide or split under the weight of the vehicle.</li><li>• Do not use bricks to support the vehicle. They will shatter under the weight of the vehicle.</li><li>• Do not jack or support a vehicle under any independent suspension components.</li><li>• Make sure the vehicle is positioned on a firm level surface.</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	Check the vehicle service manual or owner's manual to determine the best position to support a vehicle.

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4	Position the vehicle on a flat, solid surface. Put the vehicle into first gear or park and set the emergency brake.
5	Place blocks in front of and behind the wheels that aren't going to be raised off the ground
6	Refer to the owner's manual to find out where you can safely place the jack.
7	Position jack properly under lift points on vehicle.
8	NEVER raise the vehicle with someone in the vehicle.
9	Make sure there are no people or objects in path of jack. Follow manufacturer's procedures in operation of jack. Note: while using this machine, ensure that people are a safe distance away until car is secured on jack stands. While car is in motion, it could potentially become unbalanced. Do not raise until instructor has checked lift points.
10	Lift vehicle slowly and check the placement of the jack pad.
11	If the vehicle is stable, continue lifting it until it's at the height where you can safely work under it.
12	Adjust each jack stand to same height and position them underneath the vehicle. Ensure they are positioned at a point that can support the weight
13	Gently lower vehicle onto jack stands. Keep a safe distance away from vehicle when lowering.
	<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 off.</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>	
<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>	
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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