



## Safe Work Practice (SWP)

<b>Name of Task: Beverly 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>• No loose fitting clothing</li><li>• CSA approved footwear required</li><li>• Long or loose hair must be tied back</li><li>• No jewelry, watches, rings, necklaces, etc.</li></ul>	
<b>Potential Hazards</b> <ul style="list-style-type: none"><li>• Cuts, lacerations and amputations</li><li>• Pinch points</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></ul>
<b>Prohibited Activities</b>	<ul style="list-style-type: none"><li>• Do not cut material larger than rated capacity.</li><li>• Do not use Beverly Shear to cut rods.</li><li>• Never clean work area with bare hands.</li></ul>
<b>Steps to be taken to complete task safely:</b>	
1	Wear appropriate personal protective equipment (PPE).
2	Do not exceed capacity of equipment – size and/or thickness.
3	Always keep hands clear of moveable knife and holding fingers.
4	Material should be properly supported during cutting
5	Hold material securely to prevent it tilting during the cut.
6	Never reach behind Beverly Shear or allow someone to do so while operating equipment
7	Retrieve your work piece once knife is returned to the up position and locked.
8	Clean work area with brush – never with bare hands.

*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.