



Safe Work Practice (SWP)

Name of Task: Tire Balancer	
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.• Protective Apron Required• CSA Approved Safety Footwear required	
Hazards: <ul style="list-style-type: none">• Pinch hazard when attaching wheel to machine.• Bodily harm from spinning wheel or unsecure tire weights.• Musculoskeletal injury from lifting heavy tires	
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.• Ensure no slip/trip hazards are present in workspaces and walkways.• Make sure guards, if present, are installed and are working properly.• Faulty equipment must not be used. Immediately report suspect machinery.• Locate and ensure you are familiar with the operation of the ON/OFF starter.• Disconnect power supply before adjusting equipment.
Prohibited Activities	<ul style="list-style-type: none">• Do not Smoke (Fire Hazard)• Do not leave this equipment unattended while running.• Do not operate with wheel cover open or removed if equipped
Steps to be taken to complete task safely:	
1	Wear appropriate personal protective equipment (PPE).
2	Make all adjustments with POWER OFF.
3	Make sure all guards are in place, properly adjusted, and secured.
4	Inspect machine to ensure that power cords and equipment are free from damage and in proper working order. A heavy wheel may require two people to lift into place.
5	Keep hold of wheel on machine until wing nut is securely attached to prevent wheel from falling.
6	Tighten wing nut securely with both hands
7	Remove all weights from tire using wheel weight pliers. Inspect and clean any debris from tire.
8	Lower guard completely and start machine. Machine will stop spinning automatically when cycle is complete. Do not raise guard until wheel has completely stopped spinning.
9	Raise guard to add weights as per data indicated. Weights should be securely attached to the wheel using a hammer to set weights between rim and tire. Use the hammer to gently tap weights into place.

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

10	Repeat procedures 9 and 10 if necessary to confirm wheel balance.
11	Hold wheel securely while loosening wing nut and removing wheel from machine.
12	Clean up dust and debris with POWER OFF.
	<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>	
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.