

## Safe Work Procedure

### General shop equipment

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision:

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Vehicle or property damage Serious injury Pinch points	Steel toed boots Eye protection Hearing Protection	

Safe Work Procedure:
<ol style="list-style-type: none"> <li>1 The workplace must be provided with equipment that meets the requirements of the standards and regulations</li> <li>2 All machines should be constructed and maintained so that while running at full or idle speed and with the largest attachment it is free of excessive noise and harmful vibration</li> <li>3 All machines except mobile or portable ones should be leveled and if necessary vibration dampened</li> <li>4 All machines should be securely fastened to the floor or other suitable foundation to eliminate movement/walking</li> <li>5 Small units should be secured to benches or stands of adequate strength and design</li> <li>6 Arbors and mandrels should be constructed to ensure a firm and secure bearing and free from slip or play</li> <li>7 Loose clothing, long hair and jewelry should not be worn around rotating parts and nip points</li> <li>8 Adjustments should not be made if at all possible while the machine is running</li> </ol>

***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure***

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regulations: 2.1 Safe Work Procedures 4 General Workplace Requirements 6 Personal Protective Equipment 16 Machines, Tools and Robots	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years  Reviewed By Worker Rep/ WSH Committee:  Date:
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