

## Safe Work Procedure

### Repairing Equipment

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

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Slip/Trip Pinch points Lacerations Burns	Steel toed boots Safety glasses Safety gloves Hard hat	

Safe Work Procedure:
<ol style="list-style-type: none"> <li>1 Be sure of instructions</li> <li>2 Use proper tools and have them at hand</li> <li>3 Carry through with repair</li> <li>4 Clean all tools and any other mess immediately after task is complete</li> <li>5 Dispose of any damaged parts and oil properly</li> <li>6 Test drive equipment that was repaired</li> <li>7 Fill out maintenance record</li> <li>8 Return machine to line up</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: 4 General Workplace Requirements 16 Machines, Tools and Robots 22 Powered Mobile Equipment	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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