



## Machine Operation

Developed by:	Approved by:	Date created:	Last revision:
B White Safety Coordinator	Jack Jacobson Operations Manager	February 2009	December 1, 2022
Possible Hazards Present	Personal Protection Required	Additional Training	
<ul style="list-style-type: none"> <li>- Pinch points</li> <li>- Crushing</li> <li>- Entanglement</li> <li>- Moving parts</li> <li>- Noise</li> <li>- Vibration</li> <li>- Dust</li> <li>- Fumes</li> <li>- Ergonomics</li> </ul>	<ul style="list-style-type: none"> <li>- CSA approved hard hats, foot wear, eye protection, hearing protection, hand protection, respiratory protection if needed.</li> <li>- Seat belts</li> </ul>	<ul style="list-style-type: none"> <li>- Required operator training</li> <li>- Proper use of PPE</li> </ul>	
<ol style="list-style-type: none"> <li>1. Read and understand the operator's manual.</li> <li>2. Ensure the operator has adequate training.</li> <li>3. Ensure the operator has been given clear instructions.</li> <li>4. A pre op inspection must be completed.</li> <li>5. Ensure the motor safety switch is OFF and locked out before repair or maintenance work is done on the machine.</li> <li>6. No machine should be oiled, cleaned or adjusted while the machine is running unless provisions have been made for this purpose.</li> <li>7. Safety devices must not be by-passed, blocked or tied down.</li> <li>8. Operators must ensure all guards are in place.</li> <li>9. Do not alter guards.</li> <li>10. Make only adjustments explained in the operator's manual. Lock out the machine if working in an unguarded area.</li> <li>11. No machine is to be left running unattended unless specifically designed for that purpose.</li> <li>12. Wait for the machine to stop. Do not try to stop by hand or other device.</li> <li>13. Before clearing a jam ensure the power source is locked off.</li> <li>14. Make sure everyone is clear of the machine before starting.</li> <li>15. Adjusting tools or keys must not be left in machines.</li> <li>16. Operators must not wear loose clothing and dangling jewelry and must tie back long hair.</li> <li>17. Machines must be clean and free of debris.</li> <li>18. Use proper brush or tool to clean machinery; do not use your hand.</li> <li>19. <b>REPORT ANY DANGEROUS SITUATIONS TO THE SUPERVISOR.</b></li> </ol>			
Documentation/Legislation Workplace Safety and Health Regulation, M.R. 217/2006 6 Personal Protective Equipment 16, Machines, Tools and Robots		<b>This Safe Work Procedure will be reviewed anytime the task, equipment or materials change and at a minimum every three years.</b>	