



# Safe Work Procedure

## Metal Box and Pan Brake

Department and Program: Physical Plant Maintenance

Date First Approved: October 2018

Date Reviewed: February 2023

Version 2.0 SWP-PP-GEN-026

*This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.*

**DO NOT perform this procedure until you have been appropriately trained and authorized to do.**

### Required Training

- Must be trained by an experienced competent person

### Required Personal Protective Equipment and Devices



CSA Approved Safety Footwear Required



No loose fitting clothing



Eye Protection Required



No jewelry, watches, rings, necklaces etc.



Long or loose hair must be tied back or contained

### Potential Hazards

- Cuts, lacerations and amputations
- Pinch Points
- Musculoskeletal injury from lifting and maneuvering work pieces.

### Pre-Operational Safety Checks

- 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.
- Always adjust for differences in gauges. Especially never force-clamp the top on material heavier than that for which the links and top are set by using pipe extensions on clamp handles for leverage
- Always use material with square-sheared edges.
- Always have both angle bar and insert bar mounted to leaf when making capacity bends.

### Prohibited Activities

- Do not bend heavier material than rated capacity, even in shorter lengths.
- Do not bend against seams unless links are adjusted to clamp the full multiple thickness of seam and, top leaf is set back for clearance of the same full multiple thickness.
- Do not use brake to bend rods.

### Safe Work Procedure

1. Wear appropriate personal protective equipment (PPE).
2. Ensure that the size and thickness of the material being folded is not in excess of the machine design and limitations.
3. Adjust clamping bar fingers for correct length of fold.
4. Position work piece for fold; lower clamping bar to secure work piece.
5. Fold only one thickness of material in one operation.
6. Grasp bending wing levers with both hands and pull up to desired angle.
7. Return bending wing lever to starting position. Raise clamping bar and remove work piece.
8. Clean up debris.

***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.***

**REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY**

### Housekeeping

- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

### Guidance Documents/ Standards/ Applicable Legislation/ Other:

#### Guidance Documents:

- Operator's Manual

#### CSA Standards:

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#### Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 12.3 Hearing Protection
- 16 Machine and Tool Safety

Date Written: 2017/08/08

Procedure Developed By: Travis Poersch, Brent Cuvelier, Ian Smith

Date Revised:

Approved By: Michael McCormick, Director of Physical Plant

Signature: \_\_\_\_\_



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