

Moving Equipment In and Out Of Shops

<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created:</b>	<b>Date of Last Revision</b>

<b>Hazards Present:</b>	<b>PPE or Devices Required:</b>	<b>Additional Training Required:</b>
Other workers and equipment	Steel Toed Boots	
Vehicle damage		

**Safe Work Procedure:**

- 1) Open overhead door fully.
- 2) Mount machine using 3 point contact.
- 3) Start machine and raise accessories.
- 4) Release brake.
- 5) Drive machine in or out of shop following direction of a spotter.
- 6) Lower all raised attachments.
- 7) Set brake and shut off engine.
- 8) Dismount using 3 point contact.

***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**

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