



Bench Grinders

1. Conduct a safety check BEFORE starting the grinder:

- a) Check that guards are in place and secure.
- b) Check that the grinder speed does not exceed the operating speed marked on the wheel.
- c) Check that the work rest is 3mm (1/8") maximum from wheel. Replace grindstone if the above clearance can't be provided.
- d) Work rest height should be on horizontal center line of wheel.
- e) Replace or dress grindstones that are grooved or ground to an angle. (Refer to SWP Grinders (Bench) for replacement procedure.)
- f) For belt grinders, check conditions of belt and replace if work. Make sure the belt rotation

2. Wear appropriate PPE.

- a) Safety boots, safety glasses and hard hat are mandatory.
- b) Face shield and hearing protection are to be worn.
- c) Use respiratory protection depending on work.
- d) Wear gloves only when necessary.

3. Start grinder.

- a) Stand to one side of the grinder until operating speed is reached.

4. Bring work into contact with grinding wheel.

- a) Always use both hands to hold work.
- b) Bring work into contact with grinding wheel slowly, smoothly and without bumping.
- c) Apply gradual pressure to allow wheel to warm up evenly. Use only the pressure required to complete the job.
- d) Move the work back and forth across the wheel to prevent grooves from forming.
- e) Do not grind on the side of the wheel.

5. Shut off grinder.

- a) Do not leave grinder running while unattended.



Erecting Scaffolds

1. Unload scaffold frames, parts and planks.

- a) Set up traffic barriers and warning signs as required.
- b) Separate any damaged, non-compatible parts or defective planks; notify your supervisor of these circumstances. (Refer to SWP Scaffolds for guidelines on defects.)
- c) Do not erect scaffolds in extremely windy conditions.

2. Check location of scaffold and prepare base.

- a) Scaffold must be erected at least 6 meters away from overhead power lines.
- b) Level any uneven surfaces used to support the scaffold. Install full length scaffold planks for support; each plank must pass under at least two legs of the scaffold. Do not use concrete blocks, bricks or scrap lumber as a substitute for scaffold planks.

3. Erect base section.

- a) Check base section for square and level. Adjust as required.
- b) Extend jackscrews 0.3 meters at a maximum. Tighten locknuts.
- c) Lock rolling scaffold wheels.
- d) Extend outriggers to maintain maximum height of three times the smallest base dimension.

4. Continue erecting scaffold.

- a) Use scaffold planks as temporary work platforms as the scaffold is erected.
- b) Workers on scaffolds equal to or more than 2.5 meters in height must wear a full body harness complete with lanyard, secured to a lifeline.
- c) Fasten all braces securely.

5. Install work platforms complete with handrails and toeboards as the scaffold is erected.

- a) Clean planks of any ice or snow prior to installing.
- b) Platforms must be a minimum of 500 mm wide for light loads and a minimum of 1000 mm wide for heavy loads.
- c) Guardrails must be installed around all unprotected sides of platform.
- d) Install platform and handrails to meet SWP-Scaffold guidelines and/or supervisor's instructions.



Erecting Scaffolds

6. Install ladders if required as the scaffold is erected.

- a) Inspect ladders for defects. (Refer to SWP Ladders.)
- b) Secure ladders adequately.

7. Tie off or guy scaffold as it is erected.

- a) Tie the scaffold to a rigid support every 1.4 meters horizontally and every 4.6 meters vertically.
- b) Free standing scaffold towers should be guyed every 9.1 vertical meters.

NOTE: A Sample of the Scaffold Inspection Checklist is located on the third page of this Job Procedure. To complete a scaffold inspection, see Form 4C "Scaffold Inspection Checklist" in the Forms Section.



Scaffold Inspection Checklist

No. Scaffold Inspection Checklist

NA Yes No

1. Scaffold erection coordinated by a competent worker.	☐	☐	☐
2. Scaffold square, straight and plumb in all directions.	☐	☐	☐
3. All scaffold components present, tight and secure.	☐	☐	☐
4. No tubes or members over-extended and hazardous.	☐	☐	☐
5. Base plates and screws firmly supported on all legs. -mudsills-	☐	☐	☐
6. Leveling adjustment screws extended less than 0.3 m and vertically every 4.6 m.	☐	☐	☐
7. Tower tied to rigid support horizontally every 1.4 m and vertically every 4.6 m.	☐	☐	☐
8. Free standing tower scaffold steadied with guy wire every 9.1 m in height.	☐	☐	☐
9. Platform planking cleated on underside at each end with wood or angle iron.	☐	☐	☐
10. Platform planking tied down securely.	☐	☐	☐
11. Platform planking maximum span 2.3 m for heavy and 3.1 m for light duty.	☐	☐	☐
12. Vertical ladders securely fastened in place.	☐	☐	☐
13. Safety cage needed around vertical ladder if it is more than 0.9 m in height.	☐	☐	☐
14. Perimeter 140 mm to be placed on work surfaces - toe board permanent 1.8 m, temporary 3.5m in height.	☐	☐	☐
15. Perimeter handrail 0.9m to 1.07m high with a mid-rail around all work platforms.	☐	☐	☐
16. Separate rope or hand line in place at all platforms to raise and lower tools or material.	☐	☐	☐
17. Warning devices/signs provided if erected over walkways or roadways (flashing lights, reflective tape streamers, or area is roped off).	☐	☐	☐
18. Minimum clearance from overhead power lines maintained as per Occupational Health and Safety Regulations.	☐	☐	☐
19. Rollingscaffold wheel brakes locked and outriggers extended to maintain maximum height of 3 times the smallest base dimension.	☐	☐	☐
20. Separate ladders being used for scaffold access.	☐	☐	☐
21. Scaffold constructed and maintained according to certified engineering drawings.	☐	☐	☐