

 DALHOUSIE UNIVERSITY <i>Inspiring Minds</i> Safe Work Instructions for Sawdust Collection System	Policy Sponsor: Assistant Vice President Facilities Management	Approval Date: December 2015
	Responsible Unit: Trade Services	Revisions: January 2018

Known Hazards

- Dust
- Clogs in pipes
- Fire

Job Specific Training Requirements

- Training in proper use of the collection system and the equipment connected to the system.

Applicable Regulations / Standards / Procedures / References

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Personal Protective Equipment Requirements

- Safety boots
- Dust mask
- Safety glasses or goggles

Safe Job Procedures

These job procedures are to be followed at all times to ensure effectiveness in employee safety, production, quality of work and overall loss prevention.

- Do a weekly check as a minimum, more often with frequent usage, of the room that houses the vacuum system and make sure the:
 - exhaust filter in the wall is not blocked.
 - collection bag is not full. Empty if necessary.
 - the flexible hoses are in place and not kinked.
- When bag on collector is full:
 - Switch off power supply.

- Unplug collector power cord.
 - Disconnect 2 flexible collector hoses from unit.
 - Have someone assist you to wheel the collector out into the shop.
 - Have someone assist you in dumping the collector bag into a 38 x 50 (or larger) garbage bag and tie the bag shut. (Dust masks and goggles must be worn when performing this task.)
 - Put garbage bag in garbage.
 - Return collector unit to its proper place and connect all hoses.
 - Clean up any debris that has been spilled.
 - Plug in power cord and switch on power supply to auto ready for use.
- Ensure the work area and piece of equipment you will be using are clean and that there are no tripping hazards.
 - NOTE: Collector will start automatically when you turn on the piece of equipment you will be using.
 - Open the slide gate on the collector pipe of the shop machine you are going to use.
 - Close slide gates to other machines not in use to improve suction.
 - Begin your work.

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