

 <b>DALHOUSIE UNIVERSITY</b>  <b>Facilities Management</b> <b>Manual or Power Cable Feed (Powered Snakes)</b> <b>Safe Work Instructions</b>	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> March 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
<b>Service:</b> Trade Services	<b>Shop:</b> Carpentry	
<b>Hazards Identified:</b>  Noise, hazardous products in drains, fume, sewer gases, sharp objects,		
<b>Personal Protective Equipment Required:</b>  Safety boots (for working around water), safety glasses or goggles, cable handling gloves with rubber gloves inside,		
<b>Training Required:</b>  Before using this equipment employees must be trained by a competent person in its proper use and care and in the proper use and maintenance of all required PPE.		

These safe work practices must be followed at all times and are to be reviewed annually to ensure they are adequate and accurate.

#### General Precautions

1. Only properly trained and experienced employees are to operate this piece of equipment.
2. Regularly read and review any written material provided by the manufacturer to ensure safe and proper use.
3. Required PPE must be used at all times during the operation of this equipment.
4. Ensure that equipment is properly maintained by a competent person.
5. Only use manufacturer recommended accessories and equipment.

6. Keep the equipment, particularly handles, clean , dry, and free of grease, oil or other contaminants.
7. Always return to storage when not in use following manufacturer's procedures.

### Operation

1. Ensure that this equipment is properly grounded at all times when in use.
2. Do not use the two prong adaptor to circumvent the grounding procedure.
3. Do not cut off the grounding prong on the power cord plug.
4. Immediately replace the power cord if the cord, or its plug, are damaged in any way.
5. Ensure that all extension cords used with this equipment are three wire and that all three prongs are in good shape.
6. Do not use undersized extension cords. Ensure that the extension cord gauge is properly matched to the equipment and the distance to a power outlet
7. Ensure that any power outlet that will be used is grounded.
8. Ensure that the power cord and extension cord do not create a tripping hazard.
9. Always ensure that the power switch is OFF before plugging in the equipment.
10. Always turn the equipment off if it must be moved.
11. Always follow the manufacturer's instructions for assembly, disassembly and loading cable.
12. Check the cable for wear before each use. Check for kinks, flattened coils. Overly flexible section of cable and / or breakage.
13. Do not operate this equipment if you are tired or under the influence of alcohol, drugs or medication.
14. Do not use this equipment in an area where a flammable atmosphere may exist.

15. Avoid setting up equipment in areas of standing water.
16. Always keep the work area clear of debris.
17. Do not wear loose fitting clothing or jewelry.
18. Do not use a piece of cloth or loose fitting gloves to hold on to a cable.
19. Ensure that you properly protected hand is on the cable, to keep it in line with clean out, before starting equipment.
20. Keep non-involved personnel away from the work area.
21. Never force the equipment.
22. Keep blades well sharpened.
23. Do not force a small cable, switch to a heavy duty cable.
24. Do not operate this equipment without the guards in place.
25. Guide the cable at all times.
26. Always follow the manufacturer's instructions for switching to reverse.
27. Do not over torque cables.
28. Do not allow the cable to get "hung up" by and obstruction for more than 2 to 3 seconds.
29. Do not operate equipment in reverse unless absolutely necessary.
30. Only operate equipment in reverse long enough to back away from an obstruction.
31. Do not retract tool from a cleanout while the cable is rotating.
32. Always follow the manufacturer's instructions for operating the power cable feed.
33. Always follow the manufacturer's instructions for cleaning lines through a manhole or for "rodding" further than 75 feet.