

|                                                                                                                                                                                                            |                                                                             |                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------|
|  <b>DALHOUSIE UNIVERSITY</b><br><br><b>Safe Work Instructions<br/>for<br/>Pipe Threading Machine<br/>Type: Rigid 1224</b> | <i>Policy Sponsor:</i><br>Assistant Vice President<br>Facilities Management | <i>Approval Date:</i><br>September 2010 |
|                                                                                                                                                                                                            | <i>Responsible Unit:</i><br>Facilities Management                           | <i>Revisions:</i><br>January 2017       |
| <i>Service:</i> Trade Services <i>Shop:</i> Mechanical - Welding                                                                                                                                           |                                                                             |                                         |

**Hazards Identified:**

Electrical shock, clothing or other items getting caught, sharp metal turnings, sharp pipe threads, slipping, tripping, fire

**Personal Protective Equipment Required:**

Safety boots, safety goggles or safety glasses, fire extinguisher, safety gloves

**Training Required:**

Before using this type of equipment employees must be trained by a competent person in its proper use. The operator's manual must be understood and followed by the operator at all times and reviewed regularly.

Employees must be trained in the proper use and maintenance of all required PPE before operating this equipment.

These safe work practices must be followed at all times when using this equipment.

1. Always follow the manufacturer's instructions for proper use of this equipment.
2. Do not use this equipment for anything other than its intended / designed purpose.
3. Do not modify this machine in anyway.

4. Ensure that the threading machine is properly secured to a work bench or a manufacturer approved stand before use.
5. Do not wear gloves, loose fitting clothing or jewelry when operating this equipment.
6. Ensure that long hair is contained under your head protection.
7. Always ensure that long sleeve shirt cuffs are buttoned when operating this equipment.
8. Ensure that your work area is clean, free of debris and adequate lighting.
9. Ensure that the floor area around the equipment is dry and free of any slippery substances.
10. Keep anyone not involved in operating the equipment well back from the work area; a minimum of 3 feet from the end of any item being worked on.
11. Always check the equipment and all power cords and receptacles before use.
12. Ensure that power cords are equipped with a proper ground plug and that electrical connections are made to a properly grounded outlet.
13. Ensure that any extension cords to be used are in good condition and that the wire gauge and equipment amperage are compatible with the length of the cord.
14. Ensure that extension cords are properly rated for outdoor use if this equipment is operated outdoors.
15. Do not use this equipment if it is defective in any way.
16. Do not use this equipment if any covers / guards have been removed.
17. Ensure handles are clean and free of oil or grease before use.
18. Always operate this machine on the side with the control switches.
19. Always use this machine with a foot switch.
20. Do not use this equipment if the foot switch is broken or missing.
21. Always lock the foot switch in the OFF position when the equipment is not in use.

22. Ensure that the REV/OFF/FOR power switch is in the OFF position before plugging in the equipment.
23. Remove all adjusting keys before starting equipment.
24. Stay alert at all times during operation this machine.
25. Do not operate this machine you are under the influence of alcohol, drugs or medication.
26. Ensure that the chuck hand wheel is tightened and that the rear centering device is engaged before turning on the machine.
27. Never overreach when operating this equipment maintain good / balanced footing at all times.
28. Always ensure that long or heavy pieces of pipe are supported by a pipe support.
29. Keep hands well away from rotating pipes or fittings.
30. Always stop the machine before attempting to wiping pipe threads or screwing on fittings.
31. Ensure that the machine has been turned OFF and has come to a complete stop before touching chucks or pipe.
32. Ensure that this equipment and its attachments are properly stored after use.
33. Ensure that servicing and repairs are performed by a qualified / competent person.