

# Auto Shop Wheel Balancer Operations – Safe Work Procedure

**Purpose:** To provide SD 61 staff, with a list of procedures to ensure they are protected against potential hazards associated with Auto Shop Wheel Balancer Operations.

**Hazards:** Work involving metal pieces, oils, lubricants, flammable liquids and other related materials. Flying objects, potential ignition sources, flammable liquids, vapors, airborne gases and potential inhalation hazards inherent to the Auto Working processes. Hazards include pinch, crush, inhalation hazard, and struck by flying debris or objects.

**WARNING: DO NOT use this machine unless you have been trained in its safe use and operation. Failure to comply could result in severe injury.**

## **General Safety**

- Never start work without proper authorization & training.
- **Personal Protective Equipment (PPE):** eye protection, including protective glasses or goggles, hearing protection (when equipment is in use) and long pants. Hearing protection can include earmuffs or ear plugs based on the sound level.
- Tie back hair, no loose clothing and no jewelry should be worn.

## **Before AUTO SHOP WHEEL BALANCER OPERATIONS**

- Ensure workspaces, and walkways are free and clear of clutter and debris.
- Only use the hydraulic press in a manner specified by the operational instructions.
- Make sure guards are present, installed and working.
- Ensure all work pieces are well supported and aligned to help prevent slippage.
- Ensure work piece is placed squarely on the plate.
- Ensure press is in good working order without visible damage to structure or hydraulic fluid leaks.
- Locate and be aware of the operation of the ON/OFF switch or E-stop.
- Disconnect power supply before changing or adjusting tools and equipment.
- Follow correct clamping procedures to ensure work is secure.

## **During AUTO SHOP WHEEL BALANCER OPERATIONS**

- Safely position plates to support and secure the job.
- Ensure job parts are aligned properly before and during the pressing process.
- Keep hands, head and other body parts clear of both the job parts and the machine while press is being operated.
- Do not apply excessive force, carefully operate pump handle using minimum force required.
- Keep all covers and guards on the machine when it is on and in operation.
- Do not leave machine running while unattended.
- Shut OFF the power supply to the motor and allow rotation to stop before mounting/removing accessories.

## **After AUTO SHOP WHEEL BALANCER OPERATIONS have been completed**

- Collect all waste/debris and place in appropriate containers.
- Inspect equipment to ensure no damage has occurred, guards and other devices are in good condition and in place. Record any damage as per the Technology Education Safety Manual.
- If equipment is damaged or inoperable follow lockout procedures.

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