

St. James-Assiniboia School Division
Safe Work Procedure # 207 Non-Student
Maintenance of dust collector



Location of Dust Collector _____

Date SWP created June 19, 2017 _____

- **Hazards Present:** Inhalation of Wood dust
- Wood dust particles in eyes
- Falls
- Strains/pulls from lifting
- Restricted space
- Electrocution
- Cuts from metal edges

Personal protective equipment (PPE) required:

- N95 Dust mask
- Safety Goggles
- Safety Footwear
- Gloves

Additional Training Requirements or notes

Lift/material handling training, "Back to Basics" training

SWP

Equipment

N95 dust mask, Safety goggles, Safety footwear, knee pads, gloves, vacuum, two-wheeler

Cleaning and inspection filter Housing:

- Open the access door. Ensure the door is secured using a chain and lock.
- Visually check the filter bags, filter housing and return air duct. Make sure that filter bags are free of holes and tears, uniformly tensioned, and securely attached to collars at base.
- Check to make sure the dust is being discharged properly through funnels.
- Check dust barrel levels and empty as required. (Half full)

Emptying dust barrels:

- Open the storage access door.
- Remove the collar from the barrel.
- Test the weight of the load. place your feet shoulder width apart for good balance
- bend your knees and do not bend over to lift
- keep the load close to the centre of your body
- lightly "tense" your trunk muscles before and during lifting
- lift gradually and smoothly, without jerking - keeping your back straight
- pivot with your feet, don't twist your back while lifting
- coordinate your lift when working with a partner
- Bend at the knees and keep your back as straight as possible when lifting barrel onto the two-wheeler. Empty into waste bin using the ergonomic techniques listed above. If the load is too

heavy empty some of the contents using a scoop.

- Re-attach the barrels to the collars making sure they are installed correctly. If the collar is not placed correctly on the barrel, an accumulation of dust will occur in the Housing.

Inspecting the shaker motor assembly:

- Carefully set up the step ladder so that it is on firm ground and not blocking any doorways.
- Inspect shaker and fan belt drives. Check condition of belts and replace if cracked, glazed, frayed, or worn. Check for proper tension and alignment.
- Inspect mechanical and structural components. Check that guard is on properly.

Filter Bag Clean out (once per year)

Buddy system is required when cleaning out filter socks. Voice contact must be maintained at all times at the entrance of the filter housing.

- Remove filter bags and inspect closely. Replace if damaged. If differential pressure is approaching maximum design value, replace or launder bags (The pressure can be read on the meter beside the main electrical panel for the dust collector).
- Once you have removed enough filter bags to require you to enter the filter housing, put piece of plywood to kneel on. The filter housing can get very hot in summer months. Know the signs and symptoms of hot environments and follow thermal comfort program.
- Clean out (vacuum) all dust in upper part of filter housing.
- Inspect fan blades and accessible duct and collector areas for heavy accumulations. Remove deposits as required.
- Lubricate shaker mechanism bearings with general-purpose ball-bearing grease. Do not over-lubricate. Wipe away purged grease to reduce dust entrapment.

Guidance documents:

Manitoba Workplace Safety and Health regulation

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- Guideline for preventing musculoskeletal injuries

St. James-Assiniboia School Division Policy:

- EBB-R Safe Work Procedures
- EBBA Personal Protective Equipment

Employee name:

Employee signature:

Date of review:
