MACANTA
DESIGN BUILD INC

SAFE WORK PRACTICES & PROCEDURES FOR CONSTRUCTION WORKERS

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SAFE WORK PRACTICES

(DOs & DO NOTs of using equipment)

BASIC SAW OPERATIONS

FELLING – Cutting down a tree

- NOTIFY the proper authorities before felling near buildings, power lines or roads.
- SIZE UP tree for diameter and direction of lean before cutting.
- CHOOSE direction of fall according to wind direction, lean and shape of tree. Make sure tree has a clear area to fall into.
- CLEAR work area of brush and debris before cutting down a tree.
- CLEAR escape path to rear at 45° angle from direction of fall.
- WARN persons in area that tree is falling. Direct them to stand at least 2 tree lengths away.
- MOVE at least 7.5 m (25 feet) away, when tree starts to fall – turn saw off, and lay it behind trunk base.

CONTROLLING DIRECTION OF FALL

- MAKE the undercut facing the direction of fall. Undercut 1/3 tree's diameter.
- Make the back cut stop just short of undercut, leaving 2.5 cm (1 in.) hinge of wood to help control direction of fall. Back-cut 5 cm (2 in.) above undercut.
- USE ropes or wedges to guide fall in direction other than natural lean.

LIMBING – Removing branches from felled trees

- STAND firmly on ground. Cut limbs on far side first, then near side. If ground slopes, stand on uphill side. Do not cut limbs that are supporting the log – roll log first.

BUCKING – Cutting a log into shorter lengths

- Clear the work area. Plan the cut. A vertical cut avoids binding. If possible, prop up the end to be cut off using another log.
- CUT compression side first, tension side last.
- KEEP feet away from trunk while bucking.

PRUNING – Cutting limbs from a standing tree

- KEEP both hands on the saw, both feet on the ground and maintain balance at all times. Work at shoulder height or below. Undercut limb first – then cut from the top.

CLAMPS

Clamps are versatile tools that serve to temporarily hold work securely in place. They are used for many applications including carpentry, woodworking, furniture making, welding, construction and metal working.

Clamp styles include C-clamps, bar clamps, pip clamps, and hand screwdrivers.

DO:

WEAR safety glasses or a face shield.

SELECT the proper clamp style and size by matching the work-holding requirements of the job with the following clamp features:

- Strength and weight
- Opening (length of reach)
- Throat depth (depth of reach)
- Ease of adjustment
- Clamping surface (material used and size)

ENSURE that the swivel at the end of the screw turns freely before using.

REMOVE clamps as soon as the job is finished. Clamps serve only as temporary devices for holding work securely in place.

KEEP all moving parts of clamps lightly oiled and clean. Make sure there is no dirt or oil on any part that will come in contact with the work.

STORE C-clamps by clamping them in a rack, not in a drawer.

DO NOT:

DO NOT USE extra large clamps just for sake of their large throats instead, use deep-throat clamps.

DO NOT USE any clamp that has a bent frame or a bent spindle.

DO NOT USE wrenches, pipes, hammers, or pliers to tighten clamps. Use wrenches only on clamps especially designed for wrenches.

DO NOT HOIST with C-clamps. Use special lifting clamps.

DO NOT USE C-clamps to construct scaffolds or platforms for workers.

CUTTING TOOLS

Many types and sizes of cutters are used for selected ferrous and non-ferrous metals such as steel wire, cable, rod wire, rope, fencing, bolts and strapping.

DO:

WEAR safety glasses or a face shield and protective gloves when using cutters.

CHOOSE the proper cutter for the job. Cutters are designed for a specific type and size of material.

PREVENT injury from flying metal by wrapping a burlap bag, cloth or rag around the cutting jaws. Metal flies when cut. The harder the metal, the farther it will fly.

WARN those in the area to take precautionary measures to avoid possible injury from flying metal pieces.

KEEP cutting tools in good repair.

ADJUST and lubricate cutter and moving parts daily if heavily used.

SHARPEN jaws according to manufacturer's instructions.

DO NOT:

DO NOT USE a cutting tool until you are trained in its proper and safe use.

DO NOT USE cushion grip handles for jobs requiring insulated handles. Cushion grips are for comfort primarily and do not protect against electric shock.

DO NOT USE cutters which are cracked, broken or loose.

DO NOT EXCEED the recommended capacity of a tool.

DO NOT CUT diagonally.

DO NOT ROCK cutters from side to side when cutting wire.

DO NOT PRY or twist with tool when cutting. Keep material being cut at right angles to the cutting edges of jaws.

DO NOT HAMMER on cutting tools to achieve greater cutting power.

DO NOT EXPOSE cutters to excessive heat.

ERGONOMICS OF TOOL DESIGN (HAND TOOLS)

BEND THE TOOL, NOT YOUR WRIST. Hand tools should be designed so that the user can grasp, hold and manipulate the tool without bending the wrist to do the job.

MINIMIZE the weight of hand tools. Tools used on a repetitive basis and weighing over one pound should be counterbalanced. The tools centre of gravity should be as close to the centre of the grip as possible.

OPERATE hand tools within a range that allow the shoulder to be relaxed and elbow to be close to the body with approximately 85 – 120° of movement allowed between the upper and lower arm.

HANDLES

CHOOSE handles with a broad cushioned gripping surface which is hard enough to prevent metal chips or other debris from becoming embedded in it.

CHOOSE handles that will not absorb oils and other liquids which could irritate the skin.

CHOOSE single-handled tools with flanges. These can help to prevent the hand from slipping off the tool.

CHOOSE handles that let the hand wrap around the tool to avoid slippage:

- Precision grip: recommended diameter – 4 cm (1.5 in.)
- Power grip: recommended diameter – 12 cm (0.45 in.)

DO NOT USE tools with handles that press into the palm of the hand. Handles should be long enough to extend beyond the palm.

CHOOSE two handled tools with the following features:

- A means of opening the tool after use, such as a spring return. The spring force should be low enough so that it does not cause undue strain on the operator to keep the tool closed.
- Sufficient space between the handles to prevent palm fingers from being pinched.

FIRE AND USE OF EXTINGUISHERS

General

Good Housekeeping is essential in the prevention of fires. Fires can start anywhere and at any time. This is why it is important to know which fire extinguisher to use and how to use it.

Always keep fire extinguishers visible and easy to get at. Fire extinguishers have to be properly maintained to do the job. Where temperature is a factor, ensure that care is taken in selecting the right extinguisher.

Types of Fires

Class A: These fires consist of wood, paper, rags, rubbish and other ordinary combustible materials.

Recommended Extinguishers

Water from a hose, pump type water can, or pressurized extinguisher, and soda acid extinguishers.

Fighting the Fire

Soak the fire completely – even the smoking embers.

Class B: Flammable liquids, oil and grease.

Recommended Extinguishers

ABC units, dry chemical, foam and carbon dioxide extinguishers.

Fighting the Fire

Start at the base of the fire and use a swinging motion from left to right, always keeping the fire in front of you.

Class C: Electrical Equipment.

Recommended Extinguishers

Carbon dioxide and dry chemical (ABC units) extinguishers.

Fighting the Fire

Use short bursts on the fire. When the electrical current is shut off on a Class C fire, it can become a Class A fire if the materials around the electrical fire are ignited.

FRAME SCAFFOLD COMPONENTS

REFER TO SAFETY REGULATIONS AND STANDARDS FOR DESIGN AND ASSEMBLY REQUIREMENTS

Erect all scaffold parts according to the manufacturer's instructions.

SELECT scaffold according to:

- Height required
- Duration of work
- Weather conditions
- Weight of workers, materials and equipment
- Location

ERECT scaffold on a base that will support all the loads to be applied.

COMPACT and level backfill. Replace mud and soft soil with gravel or crushed stone.

PROVIDE adequate sills for scaffold posts and use base plates.

INSTALL scaffold with jackscrews (adjusting screws). These allow for minor adjustments to keep scaffold plumb and level.

SET scaffold feet centrally on mudsills consisting of 50x250 mm (2x10 in.) planks. Sills should extend at least 600 mm (2ft.) beyond the scaffold base.

TAKE extra precautions when erecting scaffold on frozen ground. Thawing soil can become water-soaked and lose its ability to bear weight.

BRACE both sides of every frame. Install horizontal bracing at the joint of every third tier of frames. This often is the point where the scaffold is tied to the structure.

DO NOT FORCE braces to fit. Level the scaffold until a proper fit can be made easily.

INSTALL guardrails consisting of:

- A top rail 1 m (40 in.) above platform
- A mid rail about halfway between the platform and the top rail on the inside of the posts.
- A toe board 100 mm (4 in.) high fastened to inner side of the posts.
- Posts and rails capable of withstanding a force of at least 900 N (200 lb.) applied at any point, or withstanding any load likely to be applied.

STABILITY

DO NOT ALLOW the ratio of scaffold height to base width to exceed 3 to 1 unless the scaffold is:

- Tied into a structure
- Stabilized by guy wires
- Secured by outriggers or stabilizers to maintain the ratio

GENERAL HAND TOOL OPERATION

DO:

WEAR safety glasses or goggles.

ENSURE that workers are properly trained in the safe use of hand tools.

USE good quality tools.

SELECT the right tool for the job. Substitutes increase the chance of having an accident.

AVOID using hand tools with your wrist bent – use tools designed to allow your wrist to stay straight.

PULL on a wrench or pliers. Never push unless you hold the tool with your palm open.

MAINTAIN tools carefully. Keep them clean and dry, and store them properly after each use.

INSPECT tools for defects before use.

KEEP cutting tools sharp.

KEEP tools in good condition at all times. Replace or repair defective tools.

REPLACE cracked and broken handles on files, hammers, screwdrivers or sledges.

Redress burred or mushroomed heads of striking tools.

ESTABLISH a procedure for the control of tools. Tools should be checked in and out of the tool crib and inspected by crib personel for wear and defects before use.

CARRY tools in a sturdy tool box to and from the worksite.

DO NOT:

DO NOT USE tools for jobs they are not intended to do.

DO NOT APPLY excessive force or pressure on tools.

DO NOT CUT towards yourself when using cutting tools.

DO NOT HOLD the stock of in the palm of your hand when using a cutting tool or a screwdriver.

DO NOT WEAR bulky gloves to operate hand tools.

DO NOT THROW tools. Hand them directly to workers.

DO NOT CARRY tools in a way that interferes with using both hands on a ladder, when climbing on a structure or when doing any hazardous work.

DO NOT CARRY a sharp tool in your pocket.

HAMMERS

Hammers and other striking tools are widely used and often abused. Hammers are made for specific purposes in various types and sizes, with striking surfaces of varying hardness.

DO:

WEAR safety glasses or a face shield.

SELECT hammers according to their intended use. Misuse can cause the striking face to chip, possibly causing a serious injury.

CHOOSE a hammer with a striking face diameter approximately 2.54 cm (1 in.) larger than the face of the tool being struck.

STRIKE a hammer blow squarely with the striking face parallel to the surface being struck. Always avoid glancing blows and over and under strikes.

LOOK behind and above before swinging hammer.

WATCH the object you are hitting.

HOLD the hammer with your wrist straight and your hand tightly wrapped around the handle.

DO NOT:

DO NOT USE a hammer with a loose or damaged handle.

DO NOT USE rough handles that are cracked, broken, splintered, sharp-edged or loosely attached to the head.

DO NOT USE any hammer head with dents, cracks, chips, mushrooming or excessive wear.

DO NOT REDRESS, grind, weld or reheat-treat a hammer head.

DO NOT STRIKE with the side or cheek of the hammer.

DO NOT USE on hammer to strike another hammer.

HAND SAWS

Saws are made in various shapes and sizes and for many uses. Use the correct saw for the job.

HACKSAWS

SELECT correct blade for material being cut.

SECURE blade with the teeth pointing forward.

KEEP blade rigid, and frame properly aligned.

USE strong, steady strokes, directed away from yourself.

USE entire length of blade in each cutting stroke.

USE light machine oil on the blade to keep it from overheating and breaking.

CUT harder materials more slowly than soft materials.

CLAMP thin, flat pieces requiring edge cutting.

KEEP saw blades clean and lightly oiled.

WEAR safety glasses or a face shield.

SELECT a saw of proper shape and size for the stock being used.

CHOOSE a saw handle that keeps your wrist in a natural position in the horizontal plane.

CHOOSE a saw with a handle opening of at least 12cm (5 in.) long and 6 cm (2.5 in.) wide and slanted at a 15° angle.

CHECK the stock being cut for nails, knots, and other objects that may damage or buckle saw.

START cut by placing your hand beside the cut mark with your thumb upright and pressing against the blade. Start cut carefully and slowly to prevent blade from jumping. Pull upward until blade bites. Start with partial cut, then set saw at proper angle.

APPLY pressure on the down stroke only.

HOLD stock being cut firmly in place.

USE a helper, a supporting bench or a vise to support long stock if required.

KEEP teeth and blades properly set.

PROTECT teeth and saw when not in use.

KEEP saw blades clean.

HOIST WIRE ROPE

Wire rope is made of steel wire strands with a fibre or wire core. Select wire rope according to manufacturers recommendations.

Wire rope breaks can cause serious injuries.

BREAKS CAN BE CAUSED BY:

WEAR mainly on areas in contact with hoist sheaves and drums.

CORROSION from lack of lubrication and exposure to heat or moisture. Shown by pitting. A fibre core rope will dry out and break at temperatures above 120°C (250°C). Use a wire core rope.

FATIGURE from repeated bending even under normal operating conditions.

OVERLOADING safe working load limit. Follow manufacturer's charts.

MECHANICAL ABUSE crushing, cutting or dragging of rope.

KINKS from improper installation of new rope, sudden release of a load or knots made to shorten a rope. A kink cannot be removed. Discard kinked rope.

WIRE ROPE INSPECTION

Check wire rope every working day. Ensure rope is well lubricated. All ropes must be inspected by trained personnel, with a written, dated, and signed report of rope condition.

Check for abrasions and lubrication inside rope. Insert marlin spike beneath two strands and rotate to lift strands to open rope.

Estimate rope condition at section showing the most wear. Discard wire rope when there is:

- In running rope (wind on drums or pass over sheaves), 6 or more broken wires in one lay length; 3 or more broken wires in one strand in one lay.
- In pendant standing ropes, 3 or more broken wires in one lay length.
- Wear of 1/3 of the original diameter of individual outside wires.
- Kinking, crushing, cutting or un-stranding.
- Heat damage.
- Excessive stretch or sharp reduction in diameter.

JOB-BUILT LADDERS

Job-built ladders are heavy and not recommended where portability is required. On job sites, they wear rapidly.

INSPECTION:

INSPECT ladders at least weekly. Report defects immediately or take ladders out of service.

CHECK ladders when wood is dry. Wood that has absorbed moisture swells and does not show defects such as cracks or splits.

CHECK side rails for:

- Damage which may appear as a fine crack or splintered wood fibers
- Splits that extend from one face of the rail through to the opposite side
- Splintering that reduces the original width of the rail more than 10 mm (1/2 in.) (Dress rail with a plane to remove the projecting fibres)

CHECK rungs for:

- Cracks, splits, splinters or decay
- Excessive wear
- Loose or missing rungs

DO:

CONSTRUCT job-built ladders according to safety regulations and structural design practices.

USE wood that is straight grained and free of loose knots, sharp edges, splinters and shakes. Rungs should be clear, straight-grained and free of knots.

USE only clear, protective coatings.

SET rails on level, even and solid footing. Angle should range from vertical to 1 to 4 ratio.

SECURE ladders at top and bottom.

DO NOT:

DO NOT CONSTRUCT wooden ladders longer than 9 m (30ft)

DO NOT PAINT wooden ladders. Paint hides defects.

PLATFORMS - ELEVATING SET-UP

FOLLOW manufacturer's operating procedures.

CHECK job site for:

- Ditches
- Drop-offs or holes
- Bumps and obstructions
- Debris
- Untamped earth fills
- Overhead obstructions and electrical wires

ENSURE that operator controls are at platform level. Place emergency override controls at ground level.

LOCK wheels and use outriggers with adequate sole plates.

INSPECT platform at beginning of each shift for:

- Uncontrolled motion
- Loose connections or missing fasteners
- Improper adjustments
- Cracked welds
- Broken or fraying wire ropes
- Damaged electrical wires or hydraulic or pneumatic lines
- Inefficient brakes
- Poor tire condition and pressure
- Missing load capacity postings

BEFORE RAISING OR MOVING THE PLATFORM

CHECK for overhead obstructions and electrical wires. Regulations set minimum distances that platforms must be from electrical wires.

PLACE on a firm and level surface only.

POSITION outriggers and stabilizers.

INSTALL platform guardrails properly and check that gates or openings are closed.

ENSURE that ropes, electrical cords and hoses will not entangle in the work platform.

CLEAR area around platform of workers when raising or lowering platform.

ENSURE barriers on scissor type lifting mechanisms are in place to prevent entry.

LOAD platform evenly according to manufacturer's instructions.

PLATFORMS – ELEVATING USE

DO:

HAVE a proper training before operating controls on a job.

TOW only vehicles that are designed specifically for that use.

WEAR a safety harness that is fixed to a platform attachment point.

MAINTAIN three point contact (one hand and two feet, or two hands and one foot) when getting on or off the platform.

LOOK in direction of travel and ensure that path is firm and level.

MAINTAIN form footing on platform.

MEASURE the distance to electrical wires and maintain minimum clearance distances from power lines, according to safety regulations.

Measure distance from the extreme outside dimension of the work platform and equipment, the safety lines, cables, materials or tools handled to the nearest energized conductor. This conductor could be a wire, transformer or any other energized component. When the minimum distance cannot be maintained, stop all work and contact the authority controlling the electrical system for advice.

DO NOT:

DO NOT EXCEED platform load capacity.

DO NOT ENTER or leave elevated platform.

DO NOT USE planks, ladders or other devices on the platform to gain extra height.

DO NOT STAND on guardrails to gain extra height.

DO NOT LEAN over platform railing.

DO NOT CLIMB up or down extension or scissor areas.

DO NOT USE a defective railing.

DO NOT USE platform as a jack.

DO NOT USE guardrails to carry materials unless designed for this purpose.

DO NOT LIFT overhanging loads.

DO NOT USE platform for pulling, pushing or dragging materials.

DO NOT USE platform without guardrails in place.

PLATFORMS - ROLLING SCAFFOLD

DO:

ASSEMBLE rolling scaffold according to manufacturer's instructions.

ENSURE that the floor or surface on which the scaffold is moved is level and without holes or obstructions.

BRACE all rolling scaffolds horizontally and diagonally.

CLEAT or secure all planks.

RESTRAIN joints from separation.

SECURE access ladders.

ENSURE that each wheel or castor is equipped with brakes to prevent rolling and swivelling.

LOCK caster brakes before climbing onto scaffold.

SECURE or remove all material, equipment and personnel from platform before moving it.

MOVE by pushing towards the bottom.

REFER to safety regulations for height stability requirements.

DO NOT:

DO NOT RIDE scaffold unless it is designed for such movements.

DO NOT TRY to move a rolling scaffold without enough help. Watch out for overhead obstructions, slopes and debris.

DO NOT EXTEND adjusting screw more than manufacturer recommends.

DO NOT ALLOW the working platform height to exceed three times the base width, unless guyed, and equipped with outriggers or otherwise stabilized.

DO NOT USE powered devices to move scaffolds.

DO NOT LEAN access ladders against rolling scaffolds.

PORTABLE GRINDER

An abrasive wheel break can cause a serious injury.

Guards must be provided and adjusted to protect you. Replace damaged guards.

Clean and service grinders according to manufacturers recommendations. Record all maintenance for grinders.

Ensure that a machine will not operate unattended by checking dead-man (constant pressure) switch.

Wear safety glasses, goggles and face protection to protect against flying particles. Gloves, aprons, metatarsal safety boots and respiratory protection are advisable, depending on the work.

DO:

CHECK that grinders do not vibrate or operate roughly.

USE racks or hooks to store portable grinders.

STAND away from the wheel when starting grinders.

INSPECT all wheels for cracks and defects before mounting.

ENSURE mounting flange surfaces are clean and flat

USE mounting blotters supplied.

RUN newly mounted wheels at operating speed for 1 minute break grinding.

WEAR eye, ear and face protection.

DO NOT:

DO NOT USE grinders near flammable materials.

DO NOT CLAMP portable grinders in a vise for grinding hand-held work.

DO NOT USE liquid coolant with portable grinders.

DO NOT FORCE wheels onto a grinder or change mounting hole sizes.

DO NOT TIGHTEN the mounting nut excessively.

PORTABLE LADDERS

Falls from portable ladders are a major source of serious injury. Be aware of possible hazards and take proper precautions to prevent falling.

PLACE ladder feet ¼ of the ladder's working length away from the base of the structure.

EXTEND ladder at least 1m (3ft.) above the landing platform.

LOCATE ladder on a firm footing using slip-resistant feet or secure blocking, or have someone hold the ladder.

REST both side rails on top support, and secure ladder to prevent slipping.

DO:

INSPECT ladder before and after each use.

REJECT and tag ladder that has defects. Have ladder repaired or throw out.

USE ladder designed for your task. Consider strength, type and CSA approval.

GET help when handling a heavy or long ladder.

KEEP ladder away from electrical wires.

TIE OFF ladder at the top of and secure bottom to prevent its slipping.

SET UP barricades and warning signs when using ladder in a doorway or passageway.

CLEAN muddy or slippery boot soles before mounting ladder. Avoid climbing with wet soles. Ensure that footwear is in good condition.

FACE the ladder when going up or down and when working from it.

KEEP the centre of your body within the side rails.

DO NOT:

DO NOT USE ladder in a horizontal position as a scaffold plank or runway.

DO NOT CARRY objects in your hands while on ladder. Hoist materials or attach tools to a belt.

DO NOT WORK from top three rungs. The higher a person goes on a ladder, the greater the possibility that the ladder will slip out at the base.

DO NOT USE makeshift items such as a chair, barrel or box as a substitute for a ladder.

DO NOT USE a portable ladder when other equipment is available. Replace ladder with a fixed stairway or scaffold.

POWERED HAND TOOLS – ACTUATED FASTENING TOOLS

- PERMIT only trained, competent and authorized persons who are familiar with the regulations governing the use of the tool to operate explosive actuated fastening tools.
- USE CSA Standard Z166 “Safety Code for Explosive Actuated Tools” as a guide for safe operation and maintenance of tool.
- WEAR protective safety glasses, or a face shield, and a hard hat.
- WEAR hearing protection.
- BRACE yourself at all times when working on ladders or scaffolds to maintain good balance.
- KEEP tool pointed in a safe direction.
- DO NOT CARRY loaded tools from job to job.
- DO NOT PERMIT bystanders in the immediate vicinity of the work. It may be necessary for the working area to be shielded to protect against possible ricochet.

CARE AND SERVICING OF TOOLS

- CLEAN and maintain tools in accordance with the manufacturer’s instructions.
- CHECK tools prior to use to ensure they are in good working order.
- REMOVE defective tools from service until repaired.
- STORE tools and cartridges in a locked container when not in use.

USE OF TOOLS

- USE the tool at the right angles to the work surface.
- CHECK the chamber before using to see that the barrel is clean and free from any obstruction.
- DO NOT USE the tool where flammable or explosive vapours, dusts or other such substances are present.
- DO NOT PLACE your hand over the front (muzzle) end of a loaded tool.

POWERED HAND TOOLS - AIR POWERED

Air-powered tools include nailing and stapling guns, grinders, drills, jack hammers, chipping hammers, riveting hammers and wrenches.

AIR HOSES

- AVOID tripping hazards created by hoses laid across walkways or curled underfoot.
- Ensure hose connections fit properly and are equipped with mechanical means of insuring connection (chain or wire).
- INSTALL quick disconnects of a pressure release type rather than disengagement type. Attach the male end of connector to the tool not the hose.
- TURN off air pressure to hose when not in use or when changing power tools.
- CHECK hoses regularly for cuts, bulges and abrasions. Replace if defective.
- BLOW OUT air line before connecting tool, hold hose firmly and blow away from yourself and others.
- CHOOSE air-supply hoses that have a minimum working pressure rating of 1035kPa (150 psig) or 150% of the maximum pressure produced in the system, whichever is higher.
- DO NOT USE compressed air to blow debris or to clean dirt from your clothes, or those of others.
- DO NOT OPERATE at pressure above manufacturer's rating.

OPERATION

- WEAR safety glasses or face shield and, where necessary, safety shoes and hearing protection.
- POST warning signs and shields in areas where tools are used and others may be exposed to flying chips, dust, and excessive noise.
- EXERCISE care to prevent hands, feet, or body from injury in case the machine slips or the tool breaks.
- REDUCE operator fatigue. Support heavy tools by means of counter balance wherever possible.

AIR CLEANING

- Cleaning with compressed air is dangerous.
- Compressed air may be used if no alternate method of cleaning is available. Nozzle pressure MUST remain at below 207kPa (30 psi). Personal protective equipment and effective chip guarding techniques must be used.

POWERED HAND TOOLS - CIRCULAR SAW

Circular saws are designed for right-hand operation; left handed operation will demand more care to operate safely.

DO:

WEAR safety glasses or a face shield.

WEAR approved respirators when exposed to harmful or nuisance dusts.

USE a sharp blade that is designed for your work.

CHECK the retracting lower blade guard frequently to make certain it works freely. It should enclose the teeth as completely as possible, and cover the unused portion of the blade when cutting.

ALLOW the saw to attain full power before cutting.

ENSURE the retracting lower blade guard is fully returned before laying the saw down.

DISCONNECT power supply before adjusting or changing the blade.

KEEP all cords clear of cutting area.

USE two hands to operate saw; one on trigger switch, the other on front knob handle.

KEEP upper and retracting lower blade guard clean and free of sawdust.

KEEP motor free accumulation of dust and chips.

SELECT the correct blade for stock being cut and allow it to cut steadily, do not force it.

CHECK saw for proper blade rotation.

SECURE work being cut to avoid movement.

DO NOT:

DO NOT HOLD or fix the retracting lower guard in the open position.

DO NOT PLACE hand under the show or guard in the open position.

DO NOT OVERTIGHTEN the blade locking nut.

DO NOT TWIST the saw to change, cut or check alignment.

DO NOT USE a saw that vibrates or appears unsafe in any way.

DO NOT FORCE the saw at any time during cutting.

DO NOT CUT materials without first checking for obstructions or foreign objects, such as nails and screws.

DO NOT CARRY saw with finger on the trigger switch.

DO NOT OVERREACH. Keep proper footing and balance at all times.

DO NOT RIP stock without using a wedge or guide that is clamped or nailed to stock.

POWERED HAND TOOLS – DRILL

WEAR safety glasses or a face shield.

WORKING WITH SMALL PIECES

- CLAMP stock so work will not twist or spin.
- DO NOT drill with one hand while holding the material with the other.

CHOOSING THE PROPER BIT OR ATTACHMENT

- SELECT the bit or attachment suitable to the size of the drill and the work being done.
- USE only bits and attachments that turn true.
- ENSURE that the bit or attachments are properly seated and tightened in the chuck.
- FOLLOW manufacturer's instructions when selecting and using a bit or attachment, especially with unfamiliar drills or work.
- USE auxiliary (second) handle for larger work or continuous operation.

DO:

KEEP drill vents clear to maintain adequate ventilation.

KEEP drill bits sharp at all times.

KEEP all cords clear of the cutting area during use.

DISCONNECT power supply before changing or adjusting bit or attachments.

TIGHTEN the chuck securely. Remove chuck key before starting drill.

SECURE work piece being drilled to prevent movement.

SLOW the rate of feed just before breaking through the surface.

DRILL a small pilot hole before drilling of large holes.

DO NOT:

DO NOT USE a bent drill bit.

DO NOT EXCEED the manufacturer's recommended maximum drilling capacities.

DO NOT USE a hole saw cutter without the pilot drill.

DO NOT USE High Speed Steel (HSS) bits without cooling or lubricating.

DO NOT REACH under or around stock being drilled.

DO NOT OVERREACH. Keep proper footing and balance at all times.

POWERED HAND TOOLS - PNEUMATIC NAIL & STAPLE TOOL

DO:

PERMIT only experienced and trained persons to operate pneumatic nailing and stapling tools.

WEAR safety glasses or face shield and, where necessary, hearing protection.

INSPECT the tool before connecting to air supply:

- Check tool safety mechanism if applicable.
- Ensure all screws and cylinder caps are securely tightened.

CHECK correct air supply and pressure before connecting tool.

Check that the tool is correctly connected to air supply and is in working order, with safety mechanism operative before using.

HANDLE the tool as if it contains fasteners.

FIT tools with a work contacting element that limits the contact area to one that is as small as practical.

ENSURE mechanical linkage between work contacting element and trigger is close.

Disconnect the tool from the sir supply when; unattended, during cleaning or adjustment. Before clearing a blockage, ensure that all air is exhausted from the tool by actuating the trigger.

USE only fasteners recommended by the manufacturer.

PERMIT only properly trained people to carry out tool maintenance.

DO NOT:

DO NOT POINT tool towards yourself or anyone else whether it contains fasteners or not.

DO NOT OPERATE at pressure above manufacturer's rating.

DO NOT DEPRESS the trigger unless the nose piece of the tool is directed onto a safe work surface.

DO NOT TRANSPORT the tool with the trigger depressed.

DO NOT OVERREACH. Keep proper footing and balance at all times.

DO NOT USE compressed air to blow debris or to clean dirt from your clothes, or those of others.

POWERED HAND TOOLS – RECIPROCATING SAW

Saws are made in various shapes and sizes and for many uses. Use the correct saw for the job.

- Read and follow the manufacturer's instructions and warning labels.
- Wear appropriate personal protective equipment such as safety footwear, safety glasses, hearing protection and respiratory protection.
- When unplugging equipment pull on the plug, not on the cord.
- Keep power cords away from the blade, heat, water and oil.
- Only use extension cords that are in good condition with proper grounding.
- Ensure the work area is clear of debris.
- Unplug any broken or unsafe equipment, attach a warning tag, take it out of-service and advise your supervisor.
- Ensure there is adequate lighting in the work area.
- Use the saw, tool accessories, blades and battery charger in accordance with the manufacturer's instructions and in the manner intended.
- Keep the saw's air vents clear to maintain adequate ventilation.
- Do not wear gloves, loose clothing, jewelry or long loose hair while operating the saw.
- Do not place your hands under the material/stock being cut.
- Do not abuse the power cord. Never use the cord to carry the saw.
- Do not carry the saw with your finger on the trigger switch.
- Never use excessive force to push a saw blade into the stock.
- Do not use a bent or dull saw blade.
- Do not use a saw if the switch does not turn it on and off.
- Do not operate any equipment if you feel drowsy or unwell.
- Do not use a saw that vibrates or appears unsafe in any way.
- Do not operate a corded saw while standing in water.
- Do not insert or withdraw a blade from a cut or lead hole until the motor has stopped.

SCREWDRIVERS

Screwdrivers are made in various shapes and sizes and for many uses. Use the correct screwdriver for the job.

DO:

WEAR safety glasses or a face shield.

CHOOSE contoured handles that fit the shank tightly, with a flange to keep the hand from slipping off the tool.

KEEP the screwdriver handle clean. A greasy handle could cause an accident.

USE screwdrivers with insulated handles for electrical work.

USE a screw-holding screwdriver to get screws started in awkward, hard to reach areas.

USE an offset screwdriver in close quarters where a conventional screwdriver cannot be used.

USE a screwdriver that incorporates the following features when continuous work is needed:

- A pistol grip to provide for a straighter wrist and better leverage.
- A “yankee drill” mechanism which rotates the bit when the tool is pushed forward.
- A ratchet device to drive hard to move screws efficiently (alternatively use a powered screwdriver)

EXERCISE extreme care when using a screwdriver near live electrical circuits.

FILE around tip square making sure the edges are straight.

STORE screwdrivers in a rack, or partitioned pouch so that the proper screwdriver can be selected quickly.

DO NOT:

DO NOT LEAN or push on a screwdriver with any more force than is necessary to keep contact with the screw. A screw properly piloted and fitted will draw itself into the proper position when turned. Keep the shank directly over the screw being driven.

DO NOT HOLD the stock in one hand while using the screwdriver with the other. If the screwdriver slips out of the slot you may cut your hand.

DO NOT HAMMER screws which cannot be turned.

DO NOT GRIND the tip to fit all sizes of screw heads.

DO NOT USE a defective screwdriver (rounded edges or tips, split or broken handle).

DO NOT USE pliers on the handle of a screwdriver for extra turning power. A wrench should only be used on the square screwdriver shank designed for that purpose.

DO NOT EXPOSE a screwdriver blade excessive heat.

DO NOT USE a screwdriver to check if an electrical circuit is live.

DO NOT CARRY screwdrivers in your pockets.

SECURING PORTABLE LADDERS

REST top of ladder against a solid surface that can withstand the load.

ATTACH a ladder stay across the back of ladder where a surface cannot stand the load. Extend the stay across a window for firm support against the building walls or window frame.

Guard or fence off area around ladder that has been erected in an area where persons have access.

SECURE ladder firmly at the top to prevent it from slipping sideways or the foot from slipping outwards.

STATION a person at the foot of ladder when it is not possible to tie it at the top or at the foot. This is effective only for ladders up to 5 m (16ft.) long.

ENSURE that the person at the foot of the ladder faces the ladder with a hand on each side rail and one foot resting on the bottom rung.

ATTACH hooks on top of ladder rails where ladder is to be used at a constant height.

DO NOT REST ladder on any rung. Only the side rails are designed for this purpose.

SECURE base of ladder against accidental movement. Securing ladder at the foot does not prevent side slip at the top.

USE ladder equipped with non-slip feet. Otherwise nail a cleat to the floor or anchor the feet or bottom of the side rails.

SNIPS

Snips are made in various shapes and sizes and for many uses. Use the correct snips for the job.

DO:

WEAR safety glasses or a face shield and gloves when working with snips.

SELECT the right size and type of snips for the job.

USE the proper tool for the job. There are four kinds of snips

Left cut snips are for making cuts to the left as well as straight cuts.

Right cut snips are for making straight cuts as well as cuts to the right.

Straight cut snips are for making straight cuts as well as shallow cuts to the right or left.

Offset snips permit you to keep your hands above the cut while cutting directly through the centre of a large sheet.

USE snips for cutting soft metal only. Hard or hardened metal should be cut with cutting tools.

USE hand pressure for cutting. Never hammer, or use your foot to exert extra pressure on the cutting edges. If extra pressure is needed, use a larger tool.

AVOID springing the blades. This results from trying to cut metal that is too think or heavy for the snips you are using.

KEEP the nut and the pivot bolt properly adjusted at all times.

OIL the pivot bolt on the snips occasionally.

DO NOT:

DO NOT TRY to cut sharp curves with the straight cut snips.

DO NOT CUT sheet metal thicker than .15cm (0.062 in.) with snips.

DO NOT EXTEND the length of handles to secure greater leverage.

DO NOT ATTEMPT to resharpen snips in a sharpening device designed for scissors, garden tools or cutlery.

DO NOT USE cushion grip handles for jobs requiring insulated handles. They are for comfort primarily and not for protection against electric shock.

STEPLADDERS

DO:

FACE stepladder when climbing up or down. Keep body centered between side rails.

MAINTAIN a firm grip. Use both hands in climbing.

KEEP stepladder close to work. Avoid pushing or pulling to the side of stepladder.

OPEN stepladder spreaders and shelf fully.

USE a stepladder that is about 1 m (3ft.) shorter than the highest point you have to reach. This gives a wider, more stable base and places shelf at a convenient working height.

CHECK stability. Ensure that all four ladder feet are on firm, level and dry ground.

PLACE stepladder at right angles to the work, with either the front or back of the steps facing the work.

DO NOT:

DO NOT OVERREACH. Move stepladder when needed.

DO NOT “SHIFT” or “WALK” stepladder when standing on it.

DO NOT STAND, climb or sit on stepladder top or pail shelf.

DO NOT OVERLOAD. Stepladders are meant for one person.

DO NOT USE stepladder to brace or support a work platform or plank.

DO NOT CLIMB a stepladder that is leaning against a wall. Use a straight ladder.

DO NOT USE stepladder on slippery surfaces.

DO NOT PLACE stepladder on boxes, unstable bases or scaffolds to gain additional height.

DO NOT CLIMB the back of a stepladder.

DO NOT PUSH or pull stepladder sideways. It is less stable in those directions.

DO NOT USE ladder in passageways, doorways driveways or other locations where a person or vehicle can hit it. Erect suitable barriers or lock doors shut.

SYNTHETIC WEB SLINGS

Slings are marked with the manufacturer's code number and rated capacity. Reference charts showing sling and hitch rated capacities are available from manufacturers. Keep an inspection record for each sling.

Before using any sling inspect it to ensure that the sling meets the job requirements.

Synthetic web slings are easily cut and have poor abrasion resistance when compared to chain and wire rope slings.

Nylon slings are damaged by acids, but resist caustics. Polyester slings are damaged by caustics but resist acids.

Both are damaged by sunlight, moisture, and temperatures above 90 degrees Celsius.

DO:

REFER to the manufacturer's reference chart.

CHECK sling each time it is used.

DETERMINE the weight of the load.

PREVENT loading in excess of the rated capacity by considering sling angle.

PROTECT webbing from sharp corners, protrusions, or abrasive surfaces.

ENSURE that the sling choking action is on the webbing, not the hardware.

HAVE slings repaired only by a sling manufacturers.

DO NOT:

DO NOT DRAG slings across floors or other abrasive surfaces.

DO NOT DROP slings with metal fittings.

DO NOT SET loads down on top of slings.

DO NOT PULL slings from under loads when the load is resting on the sling.

DO NOT WELD anything hung from a sling.

DO NOT LENGTHEN or SHORTEN slings by tying knots.

DO NOT PLACE Stitch Patterns (laps) on hooks, around sharp corners, or at choker bearing points.

CLEANING SOLVENTS AND FLAMMABLES

General

Cleaning solvents are used in the day-to-day construction work to clean tools and equipment. Special care must be taken to protect the worker from hazards which may be created from the use of these liquids. Wherever possible, solvents should be non-flammable and nontoxic.

The foreman must be aware of all solvents/flammables that are used on the job, and be sure that all workers who use these materials have been instructed in their proper use and any hazard they pose.

The following instructions or rules apply when solvents/flammables are used:

1. Use non-flammable solvents for general cleaning.
2. When flammable liquids are used, make sure that no hot work is permitted in the area.
3. Store flammables and solvents in special storage areas.
4. Check toxic hazards of all solvents before use. (MSDS)
5. Provide adequate ventilation where all solvents and flammable gases are being used.
6. Use goggles or face shields to protect the face and eyes from splashes or sprays.
7. Use rubber gloves to protect the hands.
8. Wear protective clothing to prevent contamination of workers clothes.
9. When breathing hazards exist, use the appropriate respiratory protection.
10. Never leave solvents in open tubs or vats – return them to storage drums or tanks.
11. Ensure that proper containers are used for transportation, storage and field use of solvents/flammables.
12. Where solvents are controlled products, ensure all employees using or in the vicinity of use or storage are training and certified in the Workplace Hazardous Materials Information System. Ensure all WHMIS requirements are met.

PORTABLE LADDERS

DO:

CHECK for overhead electrical wires before setting up ladder.

CLEAR area around base and top of ladder of debris, tools and other objects.

TIE OFF yourself with a safety harness when working 3 m (10ft.) or more off the ground or when working with both hands.

ENSURE that only one person is on a single-width ladder. Only one person is allowed on each side of a double-width ladder.

MAINTAIN three point contact by keeping two hands and one foot, or two feet and one hand on ladder at all times.

GRASP rungs when climbing ladder, not side rails. If your foot slips on ladder, it is easier to hold onto rungs than to side rails.

WEAR protective footwear with slip resistant soles and heels.

ENSURE that all electrical equipment used during ladder work is in good condition and properly grounded.

REST frequently to avoid arm fatigue and disorientation when the work performed demands reaching and looking up above your head.

DRAPE your arms over a rung and rest your head against another rung or side rail if you become dizzy or panicky. Climb down slowly.

DO NOT:

DO NOT SPLICE together short ladders to make a longer ladder. Side rails are not strong enough to support the extra load.

DO NOT USE ladder in passageways, doorways, driveways or other locations where a person or vehicle can hit it. Erect suitable barricades or lock doors shut.

DO NOT PLACE ladder against flexible or movable surfaces.

DO NOT STRADDLE the space between ladder and another object.

DO NOT ERECT ladder on boxes, carts, tables or other unstable surfaces.

DO NOT STAND ladder on any of its rungs. Ladder must rest on both side rails.

DO NOT ALLOW anyone to stand under ladder.

DO NOT USE ladder on ice.

DO NOT OVERREACH from ladder; move as required.

DO NOT USE ladder electrical wires.

PROPANE

General

Since propane is heavier than air and invisible, it is a special concern when it is used on the jobsite.

All installations and use of this product on the jobsite must comply with the Government Legislation set out for its safe use.

Suppliers delivering the product or setting up the equipment at the site must be part of the safe work practice.

1. Nylon slings must be used in a “choker” fashion when loading, off-loading or lifting propane tanks.
2. “Lifting lugs” provided on tanks are not to be used. Slings are to be wrapped around the shell of the tank.
3. Tank valves and regulators are to be removed from the tank prior to any movement of the tank.
4. Crane hooks shall be equipped with a “safety latch”
5. All trucks, cranes or equipment used to handle propane tanks must be equipped with a fire extinguisher appropriate for the size and type of tank being handled.
6. Except in an emergency, any movement or repositioning of tanks shall be performed by a competent worker.
7. Tanks are not to be heated to increase flow.
8. When in used, propane bottles are to be securely held in an upright position.
9. Tanks are not to be hooked up and used without proper regulations.

SHACKLES

Anchor (bow type) and chain ('D' type) shackles are used with a screw or round pins.

Refer to manufacturer's tables for safe working loads of shackles. Shackles are sized by diameter of the bow section rather than the pin size. Never use a shackle if the distance between the eyes is greater than listed in the table.

All pins must be straight and all screw pins must be completely seated. Cotter pins must be used with all round pin shackles.

Replace shackles worn in the crown or the pin by more than 10% of the original diameter.

DO:

CHECK for wear.

CHECK for wear and straightness.

CHECK that pin is always seated.

CHECK that shackle is not "opening up".

DO NOT:

DO NOT replace the shackle pin with a bolt. A load will bend the bolt.

DO NOT allow shackle to be pulled at an angle – the legs will open up.

DO NOT use Screw Pin Shackles if the pin can roll and unscrew.

TIGER TORCHES

General

Tiger torches, although valuable to a jobsite, are sometimes misused in a manner that can make them dangerous.

Tiger torches are only to be used for preheating of piping etc. prior to welding.

1. When a torch is used, an adequate fire extinguisher must be present.
2. Torches are not to be used to heating of work areas or thawing of lines and equipment, etc., when not in use.
3. Ensure that the propane bottles are properly shut off.
4. Fuel lines are to have regulators.
5. Propane bottles shall be secured in an upright position.

WRENCHES

Wrenches are made in various shapes and sizes and for many uses. Use the correct wrench for the job.

DO:

WEAR safety glasses or a face shield.

GRIP the wrench so that you will not endanger yourself in case it slips.

USE the correct jaw to avoid slippage.

FACE an adjustable wrench forward. Turn wrench so pressure is against the permanent jaw.

PULL on wrench; do not push.

ADJUST your stance and pull when applying excess force.

STAND aside when work is done with wrenches overhead.

MAINTAIN all leverage tools and keep at the correct adjustment during use.

CLEAN and place tools and wrenches in a tool box, rack or tool belt after use.

DO NOT:

DO NOT USE pipe wrenches on nuts or bolts.

DO NOT USE a wrench on moving machinery.

DO NOT INTERCHANGE tools. Never use pliers instead of a wrench, or a wrench as a hammer.

DO NOT USE a makeshift wrench.

DO NOT USE worn adjustable wrenches. Inspect the knurl, jaw and pin for wear.

DO NOT INSERT a shim in a wrench for better fit.

DO NOT STRIKE a wrench with a hammer, or similar object to gain more force.

DO NOT INCREASE the leverage by adding sleeved additions to increase tool length.

SAFE WORK PROCEDURES

HOW TO use equipment

AIR COMPRESSOR

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Prior Experience
- Supervisor instruction
- Equipment familiarization

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- CSA Approved Hard Hat
- Long or loose hair must be tied back or contained
- No jewelry, watches, rings, necklaces etc.

Potential Hazards

- Compressed air
- Unsecure hoses
- Noise

Pre-Operational Safety Checks

- Inspect all PPE before use
- Inspect equipment prior to use
- Check all fittings and connections are in good condition
- Make sure you are familiar with the on/off switch
- Always disconnect air compressor from power source prior to conducting maintenance

Safe Work Procedure

1. Wear appropriate PPE
2. Make all adjustments with the power off
3. Listen for any leaks in the airlines, if leaks are found disconnect power and make repairs
4. Adjust pressure regulator to suit the work that's being conducted
5. Check compressor throughout the task to ensure equipment is running and functioning properly

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.

- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator's Manual

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- Hearing Protection
- 16.4 Machine, Tools, and Robots

PROPANE (HANDLING OF)

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Familiarization

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Insulated Gloves Required

Potential Hazards

- Leaks
- Fires / Explosions

Pre-Operational Safety Checks

- Check all values and connectors.
- Check tank
- Ensure fire extinguisher is within 8 feet of any work being done with propane
- Ensure tanks is always closed when leaving

Prohibited Activities

- Do not Smoke when handling propane
- Do not leave this equipment unattended while running
- Do not store with oxidizing agents, oxygen, or chlorine cylinders

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.
3. When transport and store cylinders and tanks ensure tanks are secured and stored in an upright position in a well ventilated space
4. Cylinders that are not in use must have the valves in the closed position and be equipped with protective caps
5. Transport, handle and store in accordance with federal and provincial regulations
6. Only approved hoses and fittings may be used to connect cylinders to equipment
7. To check for leaks use soapy water around fittings or alternative methods to check for leaks

CAUTION: Propane is heavier than air and will settle in low areas

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator's Manual

CSA Standards:

- B149.2-05 Propane storage & handling

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 19.1 Fire & Explosive
- 35.1 WHMIS

CLEANING BLOOD & OTHER BODILY FLUIDS

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Procedural training.

Required Personal Protective Equipment and Devices

- Eye Protection Required
- Latex or vinyl Gloves Required
- Protective Clothing Required

Potential Hazards

- Transfer of disease

Pre-Operational Safety Checks

- Ensure PPE in good coition and is used.
- Determine if there is a chance of significant exposure
    - Puncturing ones skin with a sharp object that is coated with blood or bodily fluids
    - Chance of blood being splashed on to a mucous membrane (eyes, nose, mouth)
    - Chance of blood being splashed onto broken skin.

Prohibited Activities

- Do not clean fluids/blood without proper PPE

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.
3. Use soap and water to clean all contaminated areas.
4. Mix 1 part bleach with 9 parts of water to disinfect contaminated areas.
5. When cleaning aluminum or electronic equipment use 70% isopropyl alcohol solution and apply to area for 10 minutes.
6. Always dispose of rags and towels into plastic bags.
7. All tools which come in contact with blood/bodily fluids must be cleaned with paper towels, washed and decontaminated with appropriate disinfectant
8. If fellow work has come in contact with another's workers blood/bodily fluids and it was determined that significant exposure has been meet that worker must flush the contacted area with water as soon as possible and report to supervisors as well seek medical attention immediately

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure all paper towels and rags are disposed of properly
- Ensure area is clean and disinfectant.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

-

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 5.1 First aid
- 6.1 Personal Protective Equipment
- 36.1 Chemical and Biological substances

CONFINDED SPACE

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Confined space
- WHMIS
- First aid
- Procedural
- Respirator

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- Define type gloves required
- Protective clothing required
- CSA Approved Hard Hat
- Fall protection required
- NIOSH approved respirator required
- Long or loose hair must be tied back or contained

Potential Hazards

- Hazardous atmosphere
- Low overhead clearance
- Limited movement
- Communication limitations
- Abrasions, Lacerations

Pre-Operational Safety Checks

- Conduct hazard assessment prior to going into confined space.
- Ensure rescue plan has been developed prior to conducting work.
- Inspect all equipment, tools and safety equipment that will be used for the task.
- Ensure proper instruction has been given.
- Complete confined space permit

Prohibited Activities

- Do not Smoke.
- Do not leave this equipment unattended while running.
- Do not work alone.

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.
3. Before entering confined space conduct an Air Quality test to ensure that area is safe to work in.
4. If there is lack of oxygen use an air mover for at least 15 minutes in the confined space to properly ventilate area.
5. Once confined space is fit for workers, workers may enter area.
6. Before entering ensure that all workers working in confined space are aware of the emergency rescue plan to remove workers if necessary.
7. When working in a confined space, ensure that there is adequate lighting for workers.
8. Follow company procedure on for work being conducted.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

-

CSA Standards:

- • Z1006-10 Management of Confined Space

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 15.1 Confined Space
- 35.1 WHMIS

DEMOLITION

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Operator training
- First aid / CPR
- Procedural

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- Gloves required
- Protective Clothing REFLECTIVE VEST required
- NIOSH Approved respirator / dusk mask when required

Potential Hazards

- Cuts/scrapes
- MSI
- Crushing
- Pedestrians
- Airborne
- Slips/trips
- Spills
- Mobile equipment

Pre-Operational Safety Checks

- Ensure all pre-operational checks have been done on all equipment.
- Make sure no one is in the building that will be demolished.
- If asbestos was removed from building ensure all documentation relating to the abatement is readily available on site.
- Conduct hazard assessment and tailgate meeting to discuss with all employees' roles and responsibilities in regards to this task.
- Ensure barricades, fencing and signage is setup or readily available when required.
- Stretch before starting work and during breaks to help prevent musculoskeletal injuries.
- Ensure spill kit is on site and readily available.
- Ensure all MSDS is readily available for all controlled products.

Prohibited Activities

- Do not Smoke in non smoking areas.
- Do not leave this equipment unattended while running.

- Do not leave site unattended while site is open.
- Do not demolish any part of the building located near public ways without proper barricades and spotters
- Do not allow anyone to stand between the machine and the building/structure or around the area that is being demolished.
- Do not allow workers to work alone, unless procedure and plan have been developed

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.
3. Review all necessary locates assessments, disconnection reports and other reports regarding the job.
4. Conduct hazard assessment and tailgate meeting discussing all potential hazards regarding job as well as reviewing emergency response plan, roles and responsibilities.
5. Ensure a competent person is appoint a supervisor to supervise all demolish work at all times.
6. Put up all fencing, barricades and signage that is required.
7. Before demolishing a building ensure that all glass, metal cornices or other material that may shatter are removed from the building, as well all hazardous material including asbestos.
8. Any tanks, wells, piping system, flammable or explosive materials or gas cylinders must be removed. If any of the noted items cannot be removed they must be made safe before demolish can be done.
9. Begin demolishing building at area determined by the operator and safety rep. keeping in mind that the operator should not be put into danger nor should any worker or pedestrian around the site.
10. When having to work around sidewalks ensure sidewalks are properly barricaded and are shut down from pedestrians and that a spotter is available to watch for hazards while operator is removing sections of the building.
11. Debris falling on sidewalks and roadways must be avoided at all times; debris must be removed promptly if this occurs.
12. Always maintain good housekeeping practices, ensure debris is piled properly and does not create a hazard to the operator or any worker around the site.
13. When sorting debris for disposal set up areas that will be easy to access for trucks and always ensure that piles cannot shift, move or collapse.
14. Material or debris should never be allowed to accumulate on the ground immediately outside the building.
15. All unstable walls and sections of the building must never be left up for long periods of time. They should be brought down as soon as possible.
16. When demolish is to be done by pushing on the building the point at which the force is applied must by at least 2/3 up the height of the area being demolished. This is measured from the base. If this cannot be done properly engineer instruction must be given.
17. When demolish is to be done by pulling on the building the horizontal distance from the machine to the face of the building is at least 20% greater than the height of the point of force on the building or structure
18. Set up area for trucks to safely enter and exit the site when removing debris from site.
19. When loading trucks for removal ensure truck drivers are properly equipped with necessary PPE and that truck is not creating a hazard to other motor vehicles in or around the site.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.

- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.
- Ensure site is properly fenced and locked
- Ensure any part of the structure or building left standing is not unstable and will not collapse overnight

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator's Manual for equipment

CSA Standards:

- • CSA S350-M1980(R2003) Code of practice for safety in demolition of structures

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 5.1 First Aid
- 6.1 Personal Protective Equipment
- 7.1 Storage, equipment, machines, and tools
- 8.1 Musculoskeletal Injuries
- 9.1 Working alone or in isolation
- 12.1 Hearing Conservation
- 20.1 Vehicular and pedestrians traffic
- 33.1 Demolish work
- 35.1 WHMIS
- 37.1 Asbestos

DRYWALL TAPING AND SANDING

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- WHMIS
- Job Specific
- First Aid & CPR
- Scaffold set-up and inspection

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- Define type Gloves Required
- Approved dusk mask required
- CAS Approved Hard Hat

Potential Hazards

- Slips, trips, & falls
- Abrasions & cuts
- Airborne particles
- Other workers in area
- Electrical
- Overexertion

Pre-Operational Safety Checks

- Conduct hazard assessment
- Familiarize yourself with the job site and review all site specific hazards with crew
- Review emergency procedures
- Inspect all tools and equipment prior to working
- Ensure PPE is in good condition and is available when needed.

Prohibited Activities

- Do not smoke
- Do not remove guardrails and not replace them.

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.
3. Always stretch your body when ever possible, by taking frequent breaks to stretch it will help prevent back and neck pains

4. When taping ensure to keep area clean of taping compound. Taping compound will make floors very slippery
5. Tape all seams and corners with drywall tape and compound.
6. Putty all screw holes with the compound as well, all compound to dry
7. When work must be done off a scaffold the platform must be at least 18inchs and when ever working over 10 feet, guardrails must be used and a safe work procedure must be developed by workers to determine best procedure for that current task.
8. Use tools with long handles; this will allow you to access ceiling and other awkward areas with out having to use ladders, scaffolds.
9. When using temporary heaters ensure that electrical connections are properly connected and covered.
10. Always keep temporary heaters away from water and flammable products.
11. Once dry sand smooth all surfaces.
12. To prevent exposure to drywall dust workers must wear at minimum N-95 NIOSH approved masks.
13. Electric sanders are very loud and rotate at a high frequency, always take precautions.
14. Inform other workers in area of hazards.
15. Keep floors free of tools, equipment, debris, and material.
16. Always clean area when done and put equipment in proper storage areas.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas and garbage in appropriate waste receptacles.
- Ensure the equipment and area is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

-

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 8.1 Musculoskeletal Injuries
- 13.1 Entrances, Exits, Stairways and Ladders
- 28.1 Scaffolds and other EWP
- 35.1 WHMIS

EXCAVATING AROUND UNDERGROUND LINES

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Excavator training

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- CSA Approved Hard Hat

Potential Hazards

- Equipment malfunction
- Electrocution
- Cave-ins
- Slips/trips

Pre-Operational Safety Checks

- Conduct hazard assessment
- Conduct pre operation on equipment

Prohibited Activities

- Do not use excavator closer than 1 meter
- Do not smoke while operating equipment

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.
3. Ensure underground utilities have been located and marker.
4. If possible make sure all underground utilities are disconnected when possible from any power sources
5. Excavator may be used up to 1 meter from all marked underground utilities
6. When excavating within 1 meter of underground utilities hand digging must take place
7. Use caution whenever digging around underground utilities
8. Slowly dig out region until lines are discovered.
9. Once lines are discovered use extreme caution not to damage any lines.
10. Continue removing earth from lines until desired depth is met and area free and clear of all earth.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator's Manual

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment

FRAMING –TRUSS INSTALLATION (2017)

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Job Specific
- Tool Orientation
- WHMIS
- First Aid

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- CSA Approved Hard Hat
- Fall Protection as required
- Hi-visibility required

Potential Hazards

- Falls
- Trips
- Overexertion
- Cuts
- Weather

Pre-Operational Safety Checks

- Ensure guardrails are placed around edges with drops greater than 3 meter. If guardrails can not be used than decrease the fall height or a fall protection system must be put in place
- Inspect all equipment and tools to ensure proper function
- Always use the right number of workers to spread trusses.
- Always finish all necessary bracing before hoisting trusses

Prohibited Activities

- Do not Smoke (Fire Hazard)
- Do not leave equipment unattended while running
- Do not turn your back on open areas.
- Do not stand on the top plate without fall protection

Safe Work Procedure

BEFORE STARTING

1. Conduct hazard assessment.

2. Inspect required personal protective equipment and replace if required.
3. Put on all required personal protective equipment.

INSTALLATION OF TRUSSES

1. Prepare work area for erection of structure; ensure adequate room is available to safely construct roof structure.
2. Construct mock walls roughly 1-2 feet high.
3. Construct roof trusses on mock walls as per manufacture specs. Ensuring all bracing and strapping are completed as required.
4. To ensure that the structure cannot collapse due to heavy winds, brace and support the end truss. This end truss must remain braced until properly tied into the remaining structure and the
5. Install the remaining trusses until section is completed.
6. Once section has been fully completed with all necessary bracing, sheet as much of the roof as possible while the section is still on the ground. At minimum the bottom row of sheeting must be installed.
7. Entire Roof structure will be constructed in 4 sections.
8. Always follow specifications when installing the strapping for the trusses.

HOISTING TRUSSES

1. Lift plan to be developed by Crane Company – see attached.
2. Inspect all necessary slings and equipment for defects and remove if found.
3. Conduct hazard assessment and conduct a meeting to discuss lift plan and procedure.
4. Ensure all people involved in the lift are aware of their responsibilities during each lift.
5. Review hand signals.
6. Always install tag lines to each section to allow ground worker to control overhead loads.
7. One worker to operate lift and secure truss section into place prior to releasing section from crane, once secure is secured properly crane can be released from truss section.

INSTALLING HANGERS

1. Set ladder up underneath area were workers will be working.
2. Another worker must hold ladder while worker on the ladder is installing hangers.
3. Worker on ladder must also secure himself to the trusses above with the use of a retractable lanyard.
4. Worker must ensure that in the event of a fall from the ladder worker will not be able to hit the ground below.
5. Workers will continue to move ladder and compete proper setup as mentioned above until task is complete.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.
- Watch out for slips, trips, and falls through out the day, clean up area as you work

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

-

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 12.1 Hearing Conservation & Noise Control
- 13.1 Entrances, Exits, Stairways, and Ladders
- 14.1 Fall protection
- 35.1 WHMIS

FRAMING – INSTALLATION OF WALLS

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Fall Protection
- WHMIS
- First Aid
- Tool / Equipment Orientation

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- Gloves Required
- Protective Clothing Required
- CSA Approved Hard Hat
- Fall Protection Required

Potential Hazards

- Slip & Trips
- Falls
- Overexertion
- Cuts & scrapes

Pre-Operational Safety Checks

- Conduct hazard assessment for work area
- Ensure sufficient amount of guardrail material is available before installing walls.

Prohibited Activities

- Do not Smoke
- Do not cut pieces of wood with nails in them
- Do not leave equipment unattended while running.
- Do not lift walls when it is very windy in work area.

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.
3. Before lifting wall attach a guardrail to the top of the wall, place 2x4 between the guardrail and the top of the wall before securing guardrail to the wall.
4. Determine weight of wall and ensure there is enough workers to lift walls.
5. If using a mechanical device the operator must be trained in proper operation and safe work procedures.

6. Tag lines and spotters must be in use.
7. Install kickers to prevent the bottom of the wall from slipping off the subfloor
8. As soon as possible put up temporary braces.
9. Before assembling the next floor make sure all walls are fully braced and secured.
10. A lot of framing depends on teamwork make sure all workers are aware of any terms and signals that are used when erecting walls.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.
- Remove all nails from discarded wood.
- Keep site clean of debris
- Do not leave flammable products unattended form long periods of time.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator's Manual

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment

FRAMING – JOISTS & SHEATHING

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Job specific
- Tool orientation
- WHMIS
- First Aid

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- CSA Approved Hard Hat
- Fall Protection Required

Potential Hazards

- Falls
- Trips
- Overexertion
- Cuts

Pre-Operational Safety Checks

- Ensure guardrails are placed around edges with drops greater than 3 meter. If guardrails can not be used than decrease the fall height or a fall protection system must be put in place
- Inspect all equipment and tools to ensure proper function

Prohibited Activities

- Do not Smoke (Fire Hazard)
- Do not leave equipment unattended while running
- Do not turn your back on open areas.

Safe Work Procedure

1. Conduct hazard assessment.
2. Inspect required personal protective equipment and replace if required.
3. Put on all required personal protective equipment.
4. As soon as possible set up a ramp that complies with workplace safety & health regulations to the ground level.
5. Clean area around concrete walls of all garbage, rebar, and debris, boards anything that may cause a risk of injury.
6. Place joists on walls for installation
7. Block and brace joists to prevent toppling

8. If there is a risk of falling more than 3 meters a working platform must be used or other fall protection system utilized to help reduce the risk of injuries and falls.
9. Partial backfill or another system that will decrease the fall height may be used but must be documented in the hazard assessment.
10. Ensure joists are spread out according to specifications.
11. If working off a ladder or using a ladder for access ladder must be tied off whenever possible to prevent movement and falls.
12. Ensure all joist are braced and nailed properly before loading with sheathing material.
13. Beware of windy conditions when moving plywood.
14. Prior to sheeting ensure that perimeter of work area has guardrails installed that are compliant with Manitoba legislation
15. When applying sheathing material ensure that you nail each sheet as you go.
16. Beware of any workers working underneath you.
17. Any floor openings must be covered and labeled or a guardrail system set up around all openings.
18. When using adhesives review MSDS and wear proper personal protective equipment

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.
- Watch out for slips, trips, and falls through out the day, clean up area as you work

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

-

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 12.1 Hearing Conservation & Noise Control
- 13.1 Entrances, Exits, Stairways, and Ladders
- 14.1 Fall Protection
- 35.1 WHMIS

FRAMING - GENRAL

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Fall Protection
- Tool/Equipment orientation
- WHMIS
- First Aid

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- Gloves Required
- Approved dusk mask required
- Protectiovne clothing required
- Fall protection required
- CSA Approved hard hat

Potential Hazards

- Falls
- Trips
- Noise level
- Airborne particles
- Overexertion

Pre-Operational Safety Checks

- Fill out hazard assessment for work area
- Inspect all tools and equipment that will be used for the task. Any defects must be tagged out and notify supervisor.
- Make sure there is adequate amount of guardrails available if required.

Prohibited Activities

- Do not Smoke
- Do not cut pieces of wood with nails in them
- Do not leave equipment unattended while running.
- Do not hoist material over top of other trades or workers.
- Do not modify or alter tools

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.

2. Put on all required personal protective equipment.
3. If working in area with other trades make sure to discuss any safety issues that may exist with the other supervisors
4. Always store material in the safest manner possible.
5. Make sure you leave the work area as clean as possible. Proper housekeeping is mandatory.
6. Fall protection must be used when working over 10 feet. Interior scaffolding, harnesses, guardrails are all sufficient systems to use.
7. Lay put lumber for your walls, cut lumber down to correct size.
8. Attach top and bottom plates to your vertical studs, nailing them in place.
9. When lifting wall into place ensure enough personnel is available to avoid injury or damage.
10. Level wall and secure as necessary.

Power Tools / Hand tools:

1. Always inspect tool before use or operation
2. Use sharp blades on all power saws
3. Look over all cords and extension cords; protect cords from heavy traffic area.
4. Tag out and remove from site and fault tools/equipment – ie. Cuts in cords, safety defect, faulty tools, etc.

Air Guns:

1. Ensure air gun is being maintained and all safety devices function properly.
2. Whenever possible do not transport air gun attached to air hose.
3. Protect air hose from heavy traffic areas or sharp edges.
4. Ensure compressor functions properly and is set at the proper pressure.
5. Eye and ear protection is mandatory when using air gun.
6. Keep all fingers and hands away from area of nailing.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Remove nails and screws from discarded wood.
- Make sure all scrap is removed and placed in the appropriate area.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator's Manuals

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment

GASOLINE (HANDLING OF)

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Fire extinguisher training.
- WHMIS
- First Aid

Required Personal Protective Equipment and Devices

- Eye Protection Required
- Gloves required
- CSA Approved Safety Footwear Required
- CSA Approved Hard Hat

Potential Hazards

- Fire/Explosion
- Toxic Vapors
- Burns

Pre-Operational Safety Checks

- Check area for any hazards
- Ensure handling of Gas/Diesel is done in a well ventilated area

Prohibited Activities

- Do not Smoke
- Do not leave this equipment running while refilling

Safe Work Procedure

- Inspect required personal protective equipment and replace if required.
- Put on all required personal protective equipment.
- Always fill tanks in ventilated areas.
- Store all decanted gasoline outdoors
- Ensure workplace labels are on all decanted containers and MSDS is on site
- Extinguish all flames, sparks & cigarettes while working near gasoline.
- Use approved gas containers when transporting gasoline to and from site.
- When finished using gasoline always wash hands thoroughly
- Avoid inhaling fumes.
- Clean up all spills immediately using required method.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

CONSTRUCTION
SAFE WORK PROCEDURES

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

-

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 4.1 General Workplace Requirements
- 5.1 First Aid
- 6.1 Personal Protective Equipment
- 35.1 WHMIS
- 36.1 Chemical & Biological Substances

HARNESS USE AND MAINTENANCE (2016)

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Familiarization of equipment
- Fall Protection

Required Personal Protective Equipment and Devices

- Fall Protection

Potential Hazards

- Falling

Pre-Operational Safety Checks

- Inspect all components of the fall protection system before each use
- Always develop rescue plan if fall could occur
- Ensure anchor point can withstand 5000 lbs
- Take extreme caution when working around power lines
- Always use a self-locking snap hooks for attachments

Prohibited Activities

- Do not Smoke (Fire Hazard)
- Do not alter or adapt the equipment in any way
- Do not exceed 310 lbs. (or restriction of equipment, whichever is less)
- Do not use equipment with deficiencies
- Do not work above anchor point
- Do not tie a knot in any lanyards
- Do not leave any coins, keys or large objects in pockets before working in a full body harness

Safe Work Procedure

Fall protection required when there is a risk of a worker falling:

1. Vertical distance of more than 3M
2. Vertical distance of less than 3m where there is an increased risk of injury due to the surface
3. Into operating machinery
4. Into water or other liquids
5. Into or onto hazardous substance or object
6. A vertical distance of more than 1.2M from an area used as a path fro a wheelbarrow or similar equipment

Fall arrest system must consist of a full body harness, shock absorbing lanyard, rope grab, rope and anchorage or a Fall Restraint system may be used with the use of a guardrail that is of proper height (36-42inches) and consist of a top rail, mid rail and kick plate.

Inspect required personal protective equipment and replace if required.

LIMITATION of the EQUIPMENT:

- Do not exceed 310 lbs. (or restriction of equipment, whichever is less)
- Electrical Hazards – Take caution when working near high voltage power lines
- Temperature – Do not use above 93 Celsius
- Sharp edges –Avoid contact with sharp edges
- Product life – Components showing signs of wear or degradation must be removed

FITTING:

1. Pick harness up by back D-Ring
2. Shake harness to make sure that the straps are not twisted or tangled
3. Unfasten leg & chest straps
4. Open front of harness and insert your arms though the shoulder straps as you would don a jacket so that the back D-Ring should be located at the middle of your back between shoulder blades.
5. Grab leg straps and connect leg straps at your hips. Ensure leg straps are snug.
6. Connect chest strap. Position strap across chest roughly at nipple height. Ensure keepers are in place to hold strap in place.
7. Ensure all excess strapping is securely tied away using the provided elastic strapping's
8. Ensure harness feels comfortable and snug when all connections are made

MAINTENANCE & STORAGE

1. Cleaning – Clean harness with cold water and mild detergent, rinse thoroughly and hang to dry.
2. Storage – Always store equipment in clean dry environments free of corrosives and harmful fumes or direct sunlight.

INSPECTION

1. All equipment must be visually inspected prior to use. And documented periodically.
2. Failure to remove equipment that has been damaged or questionable could lead to serious injury
3. Webbing should not show any tears, cuts, fraying or other signs of excessive wear.
4. Shock absorbers must show no signs of deployment.
5. All hardware should be inspected for corrosion, burrs, cracks, etc.
6. D-Ring should be in good condition and back plate should be free of distortion.
7. Tongue & buckle should move easily back and forth and not distorted. Roller should roll freely.
8. Self-locking snap hook should not be distorted or obstructed. Keeper lock must prevent the keeper from opening when closing.
9. Rope must be inspected on its entire length. Rope should be free of fuzzy, work broken, cut fibers.
10. A change in the original diameter of the rope is a sign of weakened area.
11. All damaged lifelines must be removed.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator's Manual

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 14.1 Fall Protection

HOT WORK

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Familiarization

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- Gloves Required
- Protective Clothing if required
- NIOSH Approved Respirator if required
- Fall Protection if required

Potential Hazards

- Fires / explosions
- Burns

Pre-Operational Safety Checks

- Check tanks and connectors ensuring equipment is functioning properly
- Ensure fire extinguisher is within 8 feet of work area
- Ensure area is clean of all combustibles
- Check connections to ensure proper fitting
- Do hazard assessment

Prohibited Activities

- Do not Smoke (Fire Hazard)
- Do not leave this equipment unattended while running

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.
3. Fire extinguisher must be located in the immediate vicinity
4. Ensure no flammables are in the vicinity of hot work
5. Warn all workers to the activity and barricade or rope off are if necessary
6. Ensure propane cylinders are always stored upright qand secured even when empty
7. If helper is used helper must also wear required PPE
8. If tanks need to be hoisted to roof top, ensure tanks are secured to line, hoist has required counterbalanced weights, do not use material, and that operator of hoist is following fall protection regulations.
9. Conduct necessary hot work

10. When complete ensure cylinders are completely shut off
11. Where hot work was done near areas with a risk of fire are must be observed for 60 minutes and temperatures recorded to ensure no chance of fire.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator's Manual

CSA Standards:

- • CSA B149.2-05 Propane storage & handling

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 5.1 First Aid
- 6.1 Personal Protective Equipment
- 19.1 Fire & Explosion
- 35.1 WHMIS

INSTALLATION OF ROOF ANCHOR

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Fall protection
- Power tool training

Required Personal Protective Equipment and Devices

- CSA Approved Safety Footwear Required
- CSA Approved Hard Hat
- Fall Protection Required

Potential Hazards

- Falls
- Slips, trips
- Equipment malfunction

Pre-Operational Safety Checks

- Inspect all equipment prior to use – inspect for damage or corrosion, cracks or wear. Inspect fasteners as well.
- Ensure hazard assessments have been completed
- Ensure that the fasteners used to install roof anchors are 16d nails, 16d duplex nails or #12-14x2” screws

Prohibited Activities

- Do not Smoke
- Do not alter or misuse the equipment
- Do not use combinations of components or subsystems that may affect or interfere with the safe, compatible function of each other.
- Do not exposure equipment to chemicals which may produce a harmful effect or degrade the equipment
- Do not use equipment that has been in a fall or has defects found during inspection.
- Do not install over a bare rafter or truss

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.
3. Inspect roof anchor and fasteners before installation.
4. #12-14x2” screws will be the preferred method of securing roof anchors. Workers may also use 3” 16d Duplex nails to secure anchor; all 10-center holes must be used when using nails.
   CAUTION: Do not use if there are signs of damage, defect or missing parts.
5. Anchors MUST be installed in to the rafter/truss of the building.
6. Ensure enough anchors are installed all ridge to minimize the swing fall hazard.
7. Install roof anchors using 10 - #12-14x2” screws in the center row of holes. When installing on a truss.

8. If truss cannot be located all 30 - #12-14x2" screws need to be installed in roof anchor.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is put away properly at the end of the day and is cleaned.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator's Manual Temper Anchor

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 14.1 Fall protection

TILE (INSTALLING)

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Job Specific
- First aid & CPR

Required Personal Protective Equipment and Devices

- Eye Protection Required
- Face shield required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- Gloves required
- Approved dusk mask required
- CSA Approved Hard Hat
- Long or loose hair must be tied back or contained
- Protective Clothing required
- NIOSH approved respirator required

Potential Hazards

- Awkward posture
- Repetitive motion
- Noise
- Sharp mesh
- Contact with cement & Chemicals
- Tools
- Lacerations

Pre-Operational Safety Checks

- Conduct hazard assessment
- Inspect all tools and work area.
- Inspect area for adequate guardrails and covers over openings

Prohibited Activities

- Do not Smoke (Fire Hazard)
- Do not create hazards for other trades, communicate with trades about potential hazards you may create.

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.
3. Ensure subfloor is in good condition

4. Secure mesh to sub floor
5. Always wear knee pads to reduce pressure on knees.
6. Stand up and stretch through out the day to help avoid the risk of injury.
7. When using air staplers to secure mesh make sure that equipment is functioning properly and manufactures recommendations are being followed.
8. Always wear eye protection and eye protection when using air stapler
9. Always keep air hose away from work area.
10. Wear gloves to prevent cuts when working with mesh.
11. Once mesh is secured apply scratch coat and glue.
12. Refer to MSDS when working with scratch coat and glue. Always wear appropriate personal protective equipment when required.
13. Inspect all mixing tools ensure they are in good operating conditions.
14. If deficiencies are found with any mixing tools place a tag out on the equipment and report it to your supervisor.
15. After applying scratch coat and glue install tiles and than grout.
16. When possible always use wet cutting when cutting ceramic or other tiles.
17. Inspect cutting tools and ensure all guards are in place.
18. Make sure to wear appropriate respiratory and eye protection when cutting tiles.
19. Again wear knee pads to reduce stress on knees when installing and grouting.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- • Operator’s Manual

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 35.1 WHMIS

LADDER INSPECTION, SET UP & USE

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Ladder safety

Required Personal Protective Equipment and Devices

- CSA Approved Safety Footwear Required
- CSA Approved Hard Hat

Potential Hazards

- Electrical
- MSI
- Falls

Pre-Operational Safety Checks

- Inspect ladders prior to setting-up. Make sure to use the correct class of ladder for the task. If defects are found tag ladder out and remove from site.
- Conduct hazard assessment on area that the ladder will be set-up

Prohibited Activities

- No smoking
- Do not set ladders on boxes, scaffold or unstable ground.
- Do not use ladders on ice.
- Do not carry equipment up ladder
- Do not set-up ladder when extended

Safe Work Procedure

1. Inspect ladder before each use.
2. Set up signs and barricades if ladder is to be set up around doorways and passageways.
3. Make sure to set ladder up at least 10 feet from any overhead power lines if possible.
4. Follow the 3:1 or 4:1 ratio when setting up the ladder. If ladder can not be set up at this refer to variances.
5. Always extend ladder 3 ft or 36 inches past the eaves edge or landing platform.
6. Always tie off the ladder at the top and at the base. If the base cannot be tied off another method must be implemented to ensure that the base of ladder will not move.
7. All extension ladders must have a minimum of a 3 foot overlap and at least 6 inches cleared behind all rungs
8. When having to set up the ladder in a snow bank or a pile the ladder must be secured at the top and bottom. Workers must always double check the ladders security measures to ensure that they are functioning properly.
9. Always double check the ladder to make sure it has not shifted or moved. Always have a spotter holding the ladder when ladder is set up in a snow bank or drift.

10. Always maintain a 3 point contact when on a ladder. Never carry anything up a ladder, use a hoist or rope to pull material and equipment up to the roof top. Refer to the variances on 'carrying material and equipment up ladder'
11. Always face the ladder when climbing up and down.
12. Store ladders appropriately at the end of the day, if ladder is to be left set up overnight rungs of ladder must be covered or other actions must be taken to ensure no pedestrians gain access to the roof top.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and secured before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- • CAN/CSA-Z11-M81 (R2005)-Portable Ladders (Developing New Edition)

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 7.1 Storage of material, equipment, machines, & tools
- 13.1 & .11 Entrances, exits, stairways, and ladders
- 25.1 Working in vicinity of overhead power lines

MANUAL LIFTING

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Proper lifting techniques

Required Personal Protective Equipment and Devices

- CSA Approved Safety Footwear Required
- Hearing Protection Required

Potential Hazards

- Muscle strains
- Slip/trips
- Pinch points

Pre-Operational Safety Checks

- Plan out trip and ensure route is safe for transportation once material has been lifted.

Prohibited Activities

- No smoking

Safe Work Procedure

1. Determine the weight of the object, once determined and it is too heavy for one person get help
2. Make sure legs are solid to the ground and are shoulder width apart
3. Ensure that you have the object in your hands not just on your fingers.
4. Keeping your back straight and bend your knees
5. Avoid twisting motion when lifting or carrying heavy objects
6. Once carrying the object keep it close to your body.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Make sure area is clear of debris

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- • Bulletin 248 –Manual materials handling; safe work Manitoba

CSA Standards:

- • Z1004- General Workplace Ergonomics

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 8.1 Musculoskeletal injuries

MASONRY

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- First aid & CPR
- Power tool orientations
- Job Specific

Required Personal Protective Equipment and Devices

- Eye Protection Required
- Face Shield Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- Gloves Required
- Protective Clothing Required
- Approved Dusk Mask Required
- Fall Protection Required
- CSA Approved Hard Hat
- Long or loose hair must be tied back or contained
- No jewelry, watches, rings, necklaces etc.
- NIOSH approved respirator required

Potential Hazards

- Overexertion
- Falls
- Struck by object
- Slips & Trips
- Caught in, under or between objects
- Electrical contact
- Dust

Pre-Operational Safety Checks

- Ensure all equipment and tools prior to use
- Inspect scaffold, pathway and work platforms are clean dry, and level
- Stretch regularly to help reduce the risk of injuries.
- Ensure ladders are properly positioned and secured.

Prohibited Activities

- Do not Smoke (Fire Hazard)
- Do not over load planks.
- Do not cut bricks on scaffold planks

- Do not cut bricks with a quick- cut saw inside a trapped area.
- Do not use defected power or hand tools
- Avoid using large trowels this will help reduce wrist and elbow injuries

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.
3. Complete a hazard assessment of work being conducted.
4. Set-up area for mixing mortar. Ensure workers are wearing proper respirators, eye protection and clothing when mixing mortar.
5. Always stand upwind of mixer.
6. Take caution when lifting cement bags; try to store bags at a convenient height.
7. Ensure mixer is secure from falling over.
8. Always refer to MSDS when adding any additives to the mortar.
9. Place all garbage and debris in the proper bins. Do not leave garbage lying around the site.
10. All employees should be trained in proper procedures when using the mixer or power tools.
11. When using quick-cut saws always wear appropriate respirators when dry cutting.
12. When cutting bricks with a quick saw do not use your foot to hold it down. USE a jig.
13. Always operate saw at max speed to avoid any quick back
14. When installing stone and mortar refer to MSDS to ensure workers are follow aware of the safety issues with the product being applied.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure all equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.
- Ensure work site is safe clean and tidy before leaving.
- Store all pallets in a safe manner

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

-

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 14.1 Fall Protection
- 28.1 Scaffolds & other Elevated Work Platforms
- 35.1 WHMIS

OPEN EXCAVATION

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Procedural
- First aid/CPR
- Supervisor
- Equipment operator

Required Personal Protective Equipment and Devices

- Eye Protection Required
- Face Shield Required
- CSA Approved High Ankle Safety Footwear Required
- Hearing Protection Required
- CSA Approved Hard Hat
- Protective Clothing REFLECTIVE VEST required
- Gloves Required

Potential Hazards

- Slips/trips
- Weather (Flood)
- Power mobile equipment
- Spills
- Fires
- Other workers
- Cuts/Abrasions
- MSI
- Noise
- Pedestrians
- Controlled products
- Sprains/Strains/fractures
- Material

Pre-Operational Safety Checks

- Ensure Workplace safety & health division has been notified. No more than 48 hours before.
- Inspect all equipment and machinery
- Ensure all locates have been completed
- Ensure ladders are made readily available for access/egress
- Ensure adequate fencing signage, and barricades are available
- Ensure emergency response plan has been developed and reviewed
- Check training of operators

- Check work area for any hazards

Prohibited Activities

- Do not smoke while operating equipment.
- Do not use pointed tool to probe for underground utilities
- Do not enter excavation without proper shoring/sloping/trenching in place
- Do not allow worker to work alone during excavation.
- Do not use cell phones while working in, on, or around the excavation

Safe Work Procedure

1. Conduct hazard assessment
2. Inspect required personal protective equipment and replace if required.
3. Put on all required personal protective equipment.
4. Conduct safety meeting explaining to all workers their tasks, roles and responsibilities regarding the excavation. Discuss any major site hazards or information relevant to the task.
5. Encourage workers to stretch before work and during work to help prevent musculoskeletal injuries as well as to watch out for their footing on uneven ground
6. Ensure fencing is available immediately to protect pedestrians from excavation.
7. When working around heavy equipment make sure eye contact is made with operator before moving close to machine
8. Begin excavating in area determined by supervisor and operator
9. When excavating material ensure that excavated material is at least 1 meter from excavated edge and that the material on the pile will not be able to fall back into excavation.
10. All other material and equipment must be located at minimum 2 meters from edge of excavation. If this is not possible equipment and material must be located in areas that would prevent items from falling into excavation.
11. While excavating earth material examine soil and determine what type of technique is needed to be incorporated into this excavation. Sloping/Shoring/Trench box
12. If sloping cannot be utilized stop operation immediately and talk to your supervisor.
13. When possible all excavations must not exceed a vertical face of 3 feet.
14. If excavation must be deeper than 3 feet than the remainder of the excavation must be sloped at an angle not greater than 45 degrees from the horizontal plane.
15. While excavating, vertical faces must be watched to ensure no collapse, cave-in or undercutting is not taking place along the excavation.
16. When required install ladders into excavation to allow for access/egress
17. Construction grade ladders must be secured to prevent movement and must extend minimum 3 feet past edge when possible.
18. 2 ladders must be setup in the excavation for workers.
19. If equipment must enter the excavation a means of access/egress must be developed.
20. Workers must always be on the lookout for potential hazards
21. Hazard assessments must be conducted when conditions change or daily whatever comes first.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off and stored away from excavation.
- Place all materials in their proper storage areas.

- Ensure the equipment is safe, clean and tidy before you leave it.
- Ensure fencing and gate are secured

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- • Operator's Manual

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 5.1 First Aid
- 6.1 Personal Protective Equipment
- 7.1 Storage of materials, equipment, machines and tools
- 8.1 Musculoskeletal injuries
- 12.1 Hearing conservation & control
- 13.1 Entrances, exits, stairways, ladders
- 20.1 Vehicle & pedestrian traffic
- 22.1 Power mobile equipment
- 26.1 Excavations & tunnels
- 35.1 WHMIS

OPERATION OF HAND TORCH

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- WHMIS
- Fall Protection
- Propane Handling
- Elevated Work Platform

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- Protective Clothing Required
- Fire Resistance Gloves Required
- Fall Protection Required

Potential Hazards

- Fires/explosions
- Falls
- Faulty equipment
- Cuts/scraps

Pre-Operational Safety Checks

- Check all vents or equipment that may emit vapors that could ignite
- Check for all gas lines
- Ensure all intake fans are off during application
- Ensure area is clear of all flammable and combustible liquids/materials

Prohibited Activities

- Do not Smoke
- Do not leave this equipment unattended
- Do not torch anywhere you can’t see
- Do not lay lighted torch over the edge of the roof
- Do not torch directly to wood, fiber board or combustible materials

Safe Work Procedure

PRE START

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.

3. Conduct hazards assessment
4. Clean work area of all debris to prevent fires, ensure walkthrough was completed before torching begins
5. Ensure fire extinguisher is within 3 meters of work area
6. Make sure you have enough hose but no more than 8 meters to complete task
7. Check all system controls

START UP

1. Open propane cylinder value slowly, ensure relief valve on tank is pointing away from people
2. Point torch away from body and open torch control value
3. Ignite LP-GAS with spark lighter
4. Test trigger value, regulator and pilot for proper function
5. If parts are determine defective torch must be tag-out and repair before use

SHUTDOWN

1. When torch is not in use place on its stand pointing away from all combustibles
2. Let torch cool down before putting away for the day
3. Hold torch away from body and cylinder with one hand, with the other close torch control value
4. Always place torch on stand when cooling
5. When shutting torch down for the day close the valve on the propane cylinder to stop flow.
6. Burn off all reminding LP-GAS that is contained within the hoses
7. Close torch control valve
8. Place torch on stand to cool, when cooled disconnect hose/torch assembly from the cylinder

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Conduct Fire Watch
- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator's Manual

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment

PLUMBING ROUGH-IN

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- WHMIS
- First aid & CPR
- Job specific training

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- CSA Approved Hard Hat
- Define Type Gloves Required
- Approved dusk mask required

Potential Hazards

- Trips & Falls
- Knee & Back injury
- Eye injury
- Cuts & Burns
- Fire & Chemicals, solvents

Pre-Operational Safety Checks

- Check and wear appropriate PPE
- Conduct hazard assessment
- Make sure work areas are clear of debris
- Check for adequate entry ramps and guardrails on floor openings and stairwells
- Review emergency procedures and Milne Homes policies.
- Check all tools ensuring they are up to manufactures standards.
- Always use GFCI protected receptacles

Prohibited Activities

- Do not Smoke
- Do not leave this equipment unattended while running
- Do not use fault extension cords.
- Do not use generators inside without proper ventilation
- Do not work alone without contacting someone every 2 hours

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.

2. Put on all required personal protective equipment.
3. Inspect cords on tools and extension cords.
4. Complete a hazard assessment on the task that will be completed.
5. Fall protection is mandatory when work is done above 10 feet, Scaffolding may be a solution when working at heights.
6. If you are to be working alone ensure that you have contacted a supervisor every 2 hours informing him of your whereabouts.

WATER LINES - WORKING WITH COPPER PIPE

1. Always have a fire extinguisher in work area
2. Review MSDS for material used for soldering, use low-lead cadmium-free solder whenever possible
3. Ensure there is ventilation when soldering is being done
4. To avoid overexertion and body pains assemble piping in bigger pieces on a bench than install that piece.
5. When using the acetylene& propane tanks always inspect hoses, fittings and tank for any damage or leaks.
6. Always store tanks in well ventilated and cool areas.

WATER LINES - WORKING WITH POLYETHYLENE PIPE

1. Ensure tools are sharp to reduce stress when cutting and avoid injury.
2. When using ladder always use the appropriate size

WATER LINES - WORKING WITH DRAIN PIPES

1. Review all MSDS for glues and solvents being used for task
2. Wear appropriate PPE when using glues and solvents.
3. When ever gluing pipe above your head always wear eye protection

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment and area is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

-

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 9.1 Working Alone
- 35.1 WHMIS

PNEUMATIC NAIL GUN

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Equipment familiarization training

Required Personal Protective Equipment and Devices

- Eye Protection Required
- Hearing Protection Required

Potential Hazards

- Slips / trips
- Cuts, lacerations, punctures
- Loud noises

Pre-Operational Safety Checks

- Check all safety devices are functioning properly
- Ensure that compressor is set at appropriate PSI settings
- Check all hoses and connectors to ensure proper functioning
- Ensure proper nails are being used for type of nail gun

Prohibited Activities

- Do not smoke while operating nail gun
- Do not leave air gun connected to air supply while unattended for long period of times
- Do not aim nail gun at anyone or anything except what is to be nailed
- Do not remove any safety device on the tool
- Do not keep trigger depressed and depend on the depress at the nose of the gun for faster application
- Never lower or pull air gun up by hose.

Safe Work Procedure

1. Put on all required personal protective equipment.
2. When loading, cleaning or conducting maintenance on air gun ensure air supply is disconnected.
3. Connect hose to nail gun, ensure connection is properly fitted
4. Always make sure that body parts are no where near the nose of the gun while in operation.
5. Always assume gun is loaded
6. Never exceed the manufactures recommendation regarding the PSI ranking for the material that is being used.
7. Disconnect, clean and store tool when finished.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator's Manual

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 12.3 Noise Protection
- 16.4 Machine & Tool Safety

QUICK SAW

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Tool Familiarization
- Personal protective equipment

Required Personal Protective Equipment and Devices

- Eye protection required
- Face shield required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- Non-slip gloves required
- Protective clothing required
- NIOSH approved respirator required
- CSA Approved Hard Hat
- No loose fitting clothing

Potential Hazards

- Use of inappropriate disks and blades for the operation
- Improper starting of saw
- Kickback and pull-in
- Exhaust
- Improper supporting and securing of work to be cut
- Improper stance and grip
- Noise exposure
- Dust generated due to material being cut
- Vibration

Pre-Operational Safety Checks

- Inspect saw to ensure all guards are in place and proper blade is being used
- Inspect area to cut ensuring material is secured and area is clean
- Always fuel saw in well ventilated area
- Always shut off engine and allow it to cool before refueling
- Always wipe off any spilled fuel before starting the saw and check for leaks
- Ensure blade is full tighten and sits square of the shaft
- Always hold saw firmly with both hands
- Always use saw as it was intended

Prohibited Activities

- Never smoke while refueling

- Never refuel close to open flame
- Do not cut cement fiber product that may contain asbestos
- Do not take guard off
- Never hand off a saw when blade is still rotating
- Do not set saw down until blade has stopped
- Do not use faulty equipment
- Do not operate in explosive atmospheres
- Do not over reach
- Never cut over shoulder height

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.
3. Snap cutting lines on the concrete or rebar with a chalk box to ensure straight and clean cuts. This technique also helps keep the blade from binding while cutting the Concrete/Rebar.
4. Check the saw's gas level. In most cases, the saw will have a fuel and two-cycle oil mixture. Follow the mixture guidelines when adding fuel to the saw. Put on safety goggles, ear protection, a dust mask and steel toe boots for protection.
5. Place the concrete saw onto the ground with the blade facing away from you and turn the on/off switch to the "on" position. Turn the throttle control knob to the choke position. Some saws feature a primer button, which when pressed, will send extra fuel to the engine to allow the concrete saw to start quicker.
6. Holding the concrete saw firmly against the ground, grasp the saw's handle with one hand, and pull the cord with the opposite hand. When the saw starts, place the choke into the "run" position.
7. While holding the saw in front of you, grasp the throttle control with your fingers so that the saw is at full power. Allow the blade to gently sink into the rebar where the line was snapped, making sure that the blade enters the concrete/rebar even with the line. Turning the saw during the cutting process may cause the blade to warp, bind or even break, which can cause serious injury.
8. Walk forward and always hold the saw with two hands while making cuts in the concrete/rebar. You may need to raise and lower the saw blade so that it cuts through in a smooth and controlled fashion

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.
- Ensure ventilation openings and switch levers are kept clean and free of foreign matter

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator’s Manual

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 7.1 Storage of material, Equipment, Machines and Tools
- 35.1 WHMIS

REPORTING INCIDENTS

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Familiarization

Required Personal Protective Equipment and Devices

- N/A

Potential Hazards

- N/A

Pre-Operational Safety Checks

- N/A

Prohibited Activities

- Covering up incidents / near misses
- Dishonesty

Safe Work Procedure

1. Contact 911 if required
2. Ensure first aid has been administered if required
3. Report to general contractor if applicable
4. Contact management
5. Safety representative, supervisor, or another company employee must drive injured worker to medical center if needed. Make sure that returns to work forms are taken to hospital for doctor to fill out.
6. Complete initial incident and injury form.
7. After communication with one of the above and incident investigation may take place, if required area that worker was injured must be left untouched until after investigation has taken place.
8. Worker that transported injured worker to hospital must remain at hospital until further notice
9. If worker declines going to hospital after incident but may go later “return to work’ forms must be given to worker to be completed by the doctor.
10. Once injured worker has received medical attention and has got all forms completed, worker must return forms to office.
11. Management will contact WCB and will find tasks that are within medical recommendations

INCIDENTS THAT NEED TO BE REPORT IMMEDIATELY TO MANAGEMENT PRIOR TO WORK COMMENCING:

1. Some incidents must be reported as soon as possible and prior to work commencing in work area.
    a. In which a worker is killed
    b. Worker suffers an injury from electrical contact
    c. Worker suffers unconsciousness as a result of a concussion

d. Worker suffers a fracture
e. Worker suffers and amputation
f. Worker suffers third degree burns
g. Worker suffers permanent or temporary loss of sight
h. Worker suffers cut or laceration that required medical treatment at a hospital
i. Worker suffers poisoning or asphyxiation
j. Collapse of a structure, crane, lift, excavation or temporary support system
k. An explosion, fire or flood
l. An uncontrolled spill or escape of a hazardous substance
m. The failure of an atmosphere-supplying respirator

Housekeeping

- N/A

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Initial incident report
- Incident investigation
- "return to work'" forms

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 General duties
- 5.1 First aid

CHAIN SAW OPERATION

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- First Aid
- Chainsaw Operation

Required Personal Protective Equipment and Devices

- Eye Protection Required
- Face Shield required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- Gloves required
- Kevlar Chaps
- CSA Approved Hard Hat

Potential Hazards

- Amputation
- Hazardous Noise Levels
- Cuts
- Projectiles
- Strains/Sprains

Pre-Operational Safety Checks

- Ensure that the chainsaw is manufactured according to CSA standards
- Ensure that the chainsaw is equipped with a safety chain, chain brake and chain catcher
- Ensure that the chainsaw is used only for its intended purposes
- Ensure that the chainsaw is equipped with a mechanism to minimize kickback during use
- Ensure all PPE is equipped
- Ensure that the chainsaw is not in need of any repairs or maintenance
- Be cautious and aware of other workers in the immediate area
- Ensure that appropriate start-up procedures are developed when working from elevated areas

Prohibited Activities

- Do not cut pieces of wood with nails in them
- No horseplay
- Do not leave this equipment unattended while running
- Do not use without all of the proper PPE
- Do not use if repairs or maintenance on the chainsaw are required or pending

Safe Work Procedure

2. Wear all required PPE
3. Do a pre-job assessment
4. Follow proper starting procedures for chain saw
5. Always be aware of other workers in the area
6. Follow safe operating procedures for the saw

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

-

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 5.1 First Aid
- 6.1 Personal Protective Equipment
- 8.1 Musculoskeletal Injury
- 12.1 Hearing Conservation & Noise Control
- 16.27 Machines, Tools & Robots
- 27.1 Powered Mobile Equipment

DIGGING BASEMENT OR POOL

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Operator Training

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Gloves Required
- Safety Vest
- CSA Approved Hard Hat

Potential Hazards

- Slip/Trips
- Falls
- Uneven ground

Pre-Operational Safety Checks

- Ensure PPE is in proper working condition
- Ensure that shoring is properly set up
- Ensure that proper permits are obtained for excavation
- Ensure that guards are up to prevent falls

Prohibited Activities

- Do not run
- No Horseplay
- Do not Smoke (Fire Hazard)
- Do not leave equipment unattended while running

Safe Work Procedure

1. Inspect required PPE and replace if needed
2. Put on all required PP
3. Ensure excavation permit and all other permits are on hand
4. Ensure there is some security measures in place or ready
5. Ensure that proper access and egress are set up
6. Excavate area
7. Ensure that excavation over 4ft has proper shoring
8. Ensure site is secure

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.
- Ensure barriers/guards are set up to prevent falls

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

-

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 5.1 First Aid
- 6.1 Personal Protective Equipment
- 14.1 Fall Protection
- 26.1 Excavations and Tunnels General Matters

EMERGENCY RESPONSE PROCEDURE

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Fire Extinguisher training
- First Aid

Required Personal Protective Equipment and Devices

- CSA Approved Safety Footwear Required
- CSA Approved Hard Hat

Potential Hazards

- Serious Injury
- Burns
- Potential Death
- Fire/Explosion

Pre-Operational Safety Checks

- Ensure that First Aid Kits are properly stocked
- Ensure that a First Aid trained worker is on site
- Ensure that First Aid room is clean and in working order

Prohibited Activities

- Continuation of work once an injury has occurred
- Horseplay
- Disregard of instructions by medical personnel

Safe Work Procedure

1. Notify supervisor/office
2. Supervisor will:
    a. Coordinate control
    b. Shut down operations if necessary
    c. Alert all workers
    d. Contact emergency workers or designate someone to do so
3. Perform first aid on persons who may require it
4. Contact emergency personnel and assign responsibility to other workers to meet emergency vehicles at the front of the project to direct emergency personnel to proper area.
5. Stay calm and follow supervisor's directions
6. Following emergency, cooperate with any investigation questions and fill out a report

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- N/A

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

-

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 4.1 General Workplace Requirements
- 5.1 First Aid
- 6.1 Personal Protective Equipment
- 18.1 Fire Explosions Hazards
- 35.1 WHMIS
- 36.1 Chemical

EQUIPMENT LOCK OUT

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Familiarization

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Gloves Required
- CSA Approved Hard Hat

Potential Hazards

- Serious injury/death
- Pinch points
- Electrocution
- Fall injury
- Crush Injury

Pre-Operational Safety Checks

- N/A

Prohibited Activities

- Do not use the machine until the repair has been completed
- Do not allow others to use the machine until repairs have been completed

Safe Work Procedure

1. Inspect the piece of mobile equipment needing repair to ascertain what repair is needed
2. Turn the machine ignition off and remove key, or if machine has push start button, remove the battery ground cable
3. Close and lock console if it has a cover and ply the key in your pocket
4. Place a lock out tag on the door handle or ignition
5. If more than one person is working on the equipment, both people must place a lock on the machine
6. If a mobile piece of equipment, use the chocks to ensure non movement by others
7. Repair the machine
8. After repair unlock the cover and replace the key
9. If you require the machine running to test the repair, stand clear of any hazard locations. Do not approach any moving part while the machine is running

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

CONSTRUCTION
SAFE WORK PROCEDURES

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Ensure that the equipment is properly locked and rendered inoperable before you leave it.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

-

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 14.1 Fall Protection
- 16.14 Machines, Tools & Robots
- 22.1 Powered Mobile Equipment

EVACUATION

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- First Aid

Required Personal Protective Equipment and Devices

- CSA Approved Safety Footwear Required

Potential Hazards

- Inhalation of smoke
- Potential death
- Inhalation of chemicals/toxins
- Burns

Pre-Operational Safety Checks

- Ensure proper means of access and egress are available before work begins
- Make sure an evacuation plan is in place before work begins

Prohibited Activities

- Continuing work once an evacuation has begun
- Horseplay
- Pushing or shoving during an evacuation

Safe Work Procedure

1. Sound alarm and notify all persons in the area of the emergency
2. Appoint someone to call 911 and/or appropriate responders
3. Evacuate by the nearest exit
4. Ensure any and all injured persons and visitors are escorted to the muster area or off site
5. Check wind direction and proceed to the evacuation station upwind of the hazard
6. A head count and roll call will be conducted by designated person
7. Stay at the evacuation muster area until all clear has been given

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off
- Ensure tools are not left in areas intended for egress

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

-

CSA Standards:

-

Manitoba Regulation 217/06:

-

EXTENDED LADDER CLIMBING

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Ladder Safety

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Gloves Required
- **Reflectiv eVest**
- Long or loose hair must be tied back or contained

Potential Hazards

- Pinch Points
- Falls
- Trips/slips
- Electrical Shock

Pre-Operational Safety Checks

- Ensure that the ladder is in proper working condition
- Ensure that the ladder is not placed on ice or unstable ground
- Ensure that rungs are not cracked or worn
- Ensure that the proper Personal Protective Equipment is worn at all times
- Ensure that ladder is equipped with locks that securely hold the sections of the ladder in position
- Ensure that the ladder does not exceed 14.6 m in length, if it consists of two sections

Prohibited Activities

- No Horseplay
- Do not Smoke
- Do not over reach
- Do not leave this equipment unattended

Safe Work Procedure

1. Inspect ladder before each use as per inspections procedure
2. Follow proper set up procedure
3. Do not use ladder if you tire easily, a subject to fainting spells, or are using medication that may impair your balance or vision
4. Never leave a ladder set up and unattended
5. Engage ladder locks before climbing ladder
6. Ensure that the top and bottom of the ladder are firmly supported

7. Face the ladder when climbing up or down. Do not reach. Keep body centered between side rails
8. Maintain a firm grip when climbing and working on a ladder (use 3 point rule)
9. Do not climb onto the ladder from the side unless secured against side motion, or from one ladder to another
10. Do not walk or shift a ladder while standing on it

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you use it.
- Ensure nothing is hanging from the ladder at any time
-

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

-

CSA Standards:

- CSA standard CAN3-Z11-M81 (R2005)

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 13.8 Ladders
- 13.11 Portable ladders
- 13.14 Extension ladders
- 14.1 Fall Protection

FIRE EXTINGUISHER USE

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Fire Extinguisher Training

Required Personal Protective Equipment and Devices

- Face Shield Required
- CSA Approved Safety Footwear Required
- Define type gloves required
- NIOSH Approved respirator required

Potential Hazards

- Inhalation of smoke
- Burns
- Inhalation of chemicals/toxins
- Inhalation of carbon monoxide

Pre-Operational Safety Checks

- Ensure that the fire extinguisher is maintained in accordance with manufacturers specifications and the Manitoba Fire Code
- Ensure that the fire extinguisher is not in need of recharging or repairs before use

Prohibited Activities

- Use of the fire extinguisher for anything other than its intended use
- Use of the fire extinguisher with proper PPE

Safe Work Procedure

1. Remove extinguisher from hanger
2. Carry extinguisher in upright position to fire
3. Pull pin of extinguisher, hold hose or horn in one hand
4. Aim at base of fire
5. Squeeze the handle
6. Sweep across the base of the fire
7. Report any use of a fire extinguisher
8. Take extinguisher out of use to be re-charged and replace it with a full extinguisher

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Take the extinguisher out of use to be recharged or replaced

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

-

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 19.3 Fire and Explosion Hazards

GENERAL SHOP EQUIPMENT

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Familiarization

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- Gloves Required

Potential Hazards

- Vehicle or Property Damage
- Serious Injury
- Pinch Points

Pre-Operational Safety Checks

- Workplace has appropriate air quality and is ventilated
- Contaminants and impurities are prevented from accumulating in the air
- Workplace is arranged to allow for safe movement of persons, equipment and materials
- Post a conspicuous sign at or near an area where slip/trip hazards are present

Prohibited Activities

- Do not smoke (Fire Hazard)
- No Horseplay
- Improper or misuse of tools and materials
- Running on jobsite
- Removal of Personal Protective Equipment while on the jobsite

Safe Work Procedure

1. The workplace must be provided with equipment that meets the requirements of the standards and regulations
2. All machines should be constructed and maintained so that while running at full or idle speed and with the largest attachment it is free of excessive noise and harmful vibrations
3. All machines except mobile or portable ones should be leveled and if necessary vibration dampened
4. All machines should be securely fastened to the floor or other suitable foundation to eliminate movement/waking
5. Small units should be secured to benches or stands of adequate strength and design
6. Arbors and mandrels should be constructed to ensure a firm and secure bearing and free from slip and or play
7. Loose clothing, long hair and jewelry should not be worn around rotating parts and nip points

8. Adjustments should not be made if at all possible while the machine is running

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

-

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 4.1 General Workplace Requirements
- 6.1 Personal Protective Equipment
- 16.1 Machines, Tools and Robots

HOISTING

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Operator training
- Flagman procedures
- Rigger procedures

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Gloves Required
- CSA Approved Hard Hat

Potential Hazards

- Equipment malfunction
- Overhead wires
- Permanent structures
- Slip/trip
- Muscle strain
- Pinch points

Pre-Operational Safety Checks

- Ensure operators of the hoist have proper training
- Ensure that hoist is in working condition and is operational
- Inspect maintenance and inspection schedule to ensure that repairs have been completed
- Ensure that the hoist is acceptable for the load

Prohibited Activities

- Do not leave this equipment unattended
- Do not leave the equipment running while not in use
- Do not use the hoist if maintenance is required
- Use of the hoist for anything other than its intended purpose

Safe Work Procedure

1. Assign a spotter who will be in charge of signaling operator safely
2. Assess area, barricade the left are, and determine landing spot
3. Position machine according to the center of gravity of the load
4. Use slings/chains or proper length and size
5. Hook up of load to be done by a competent rigger
6. Lift when spotter signals it is safe to do so

7. Slowly move load to landing area and gently lower
8. Ensure load is stable before slacking slings and unhooking

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure that the device is powered off
- Ensure that any defects or items in need of repair are recorded and repaired before the hoist is put back into service

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

-

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 4.1 First Aid
- 6.1 Personal Protective Equipment
- 16.1 Machines, Tools and Robots
- 23.1 Cranes and Hoists

INDOOR STORAGE AND USE OF FLAMMABLE LIQUIDS

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Fire Extinguisher training
- WHMIS

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Gloves required

Potential Hazards

- Burns
- Potential Fire
- Inhalation of Chemicals / Toxins

Pre-Operational Safety Checks

- Ensure that the container that stores the flammable liquids meet the requirements of the Manitoba Fire Code
- Make sure containers are grounded to prevent static charge while transferring flammable liquids
- Make sure all applicable PPE is properly equipped

Prohibited Activities

- Do not fill a tank connected to a combustible or flammable liquid while the device is on
- No smoking (fire hazard)
- Do not remove PPE on jobsite

Safe Work Procedure

1. CSA approved safety storage containers shall be used at all times and labeled in accordance with WHMIS regulations
2. Flammable liquids are to be stored in a steel safety storage locker
3. Water reactive materials are prohibited in flammable liquid storage rooms
4. Warning signs alerting emergency personnel to the presence of flammable liquids must be posted at all entrances and storage areas
5. Supervisors are to inspect storage rooms quarterly to ensure compliance
6. Smoking, open flames, arcs and spark producing equipment are prohibited in the area
7. Ventilation shall be provided in sufficient quantities to keep the concentration of vapors below 10% of their lower explosive limit (LEL)
8. Frequent tests shall be made by a competent person to ascertain the concentrations
9. Scraping and rags soaked with flammable materials shall be kept in a covered metal container

10. Suitable fire extinguishing equipment shall be immediately available in the work area and shall be maintained in a state or readiness for instant use
11. No more than three storage cabinets of flammable liquids shall be in a single workplace

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Safe Work Bulletin # 178

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 19.1 Fire and Explosive Hazards
- 35.1 WHMIS

LOADING SKID STEER

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Operator Training

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Gloves Required
- CSA Approved Hard Hat

Potential Hazards

- Slip / Trip hazard
- Fall injury
- Vehicle / Machine damage
- Pinch Points

Pre-Operational Safety Checks

- Ensure that the trailer is capable of handling the load of the Skid Steer
- Ensure that the operator has proper training to use the Skid Steer

Prohibited Activities

- Do not leave this equipment unattended while running
- Do not jump off of trailer once the Skid steer has been loaded

Safe Work Procedure

1. Set ramp down on trailer
2. Enter Skid Steer using 3 point contact method
3. Drive up to ramp, making sure you are straight and properly aligned
4. Slowly drive Skid Steer onto the trailer
5. Engage brakes and ensure Skid Steer is in neutral
6. Exist Skid Steer using 3 point contact method
7. Dismount trailer by sitting on deck and pushing off. Jumping off trailers is prohibited
8. Load ramps
9. Inspect load and proceed to job

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure that the equipment is turned off and shut down
- Ensure that any repairs or maintenance needed are recorded and attended to before next use

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

-

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 4.1 General Workplace Requirements
- 6.1 Personal Protective Equipment
- 16.1 Machines, Tools & Robots
- 22.1 Powered Mobile Equipment

MUSCULOSKELETAL INJURY PREVENTION

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- MSI Training
- PPE Training

Required Personal Protective Equipment and Devices

- CSA Approved Safety Footwear Required
- Gloves Required

Potential Hazards

- Forceful Exertion
- Awkward Position
- Vibration
- Repetitive Stress
- Muscle Strain
- Limited Mobility
- Mechanical Compression

Pre-Operational Safety Checks

- Ensure that PPE is in proper working condition

Prohibited Activities

- Removal of PPE
-

Safe Work Procedure

1. Identify the hazards that may put the worker at risk of injury
2. Assess the risks to determine how likely the risk factors are to cause injury:
    a. Physical demands to the task
    b. Characteristics of the load
    c. Work environment
    d. Work organization
3. Consider the significance of the risk with one of the following criteria:
    a. Magnitude – How great?
    b. Frequency – How often?
    c. Duration – How often?
4. Control the risks:
    a. Eliminate the risks first
    b. Minimize the risks

i. Can this activity be eliminated?
ii. Are materials delivered as closely as possible?
iii. Can carrying distance be reduced?
iv. Can extra workers help alleviate injury?
v. Are handling tasks organized to eliminate or minimize double handling?
vi. Are rest periods implemented into job procedures

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- • Ensure PPE is put away safely

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

-

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 8.1 Musculoskeletal Injury

PORTABLE GENERATOR

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Manufactures Manual

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Gloves Required

Potential Hazards

- Inhalation of carbon monoxide
- Slip/Trip
- Fire/Explosion
- Burns
- Electrocution

Pre-Operational Safety Checks

- Ensure area is well ventilated
- Inspect the Generator to ensure that is in proper working condition
- Do a hazard assessment before using the generator
- Ensure cords are taped down or out of the way of workers

Prohibited Activities

- Do not Smoke (Fire Hazard)
- Do not leave this equipment unattended while running

Safe Work Procedure

1. Pull generator to well ventilated work area
2. Ensure generator is fueled, and inspected before starting
3. Place cord out of way of workers walk path when possible
4. If work area becomes wet, stop work with generator immediately
5. Ensure machine is turned off and unplugged when not in use

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.

- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

-

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 16.1 Machines, Tools and Robots

POURING CONCRETE

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Equipment familiarization
- Procedural training
- Pumper training

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- Gloves Required
- Protective Clothing Required
- Fall Protection when Required

Potential Hazards

- Other Trades
- Chemicals
- Plugging
- Overhead lines
- Ground conditions
- Overhead equipment

Pre-Operational Safety Checks

- Check ground conditions
- Check over head for power lines
- Ensure proper access is available
- Ensure slings are available and used when required

Prohibited Activities

- Do not Smoke
- Do not leave this equipment unattended while running
- Do not force a plug
- Do not open pipeline, clamp without reversing pump
- Do not operate on short rig side

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.
3. Back in mixer

4. Fill up prime
5. Ensure prime port is closed.
6. Position tip to run concrete through hoses prior to starting job
7. Begin pour.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all equipment in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator's Manual

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment

POWER TOOL INSPECTION

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Manufacturers Specifications

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- CSA Approved Hard Hat
- Gloves Required

Potential Hazards

- Hand Injury
- Eye Injury
- Electrical Shock
- Airborne Particles
- Noise Pollution

Pre-Operational Safety Checks

- Ensure worker is properly trained to use the Power Tool
- Perform a Hazard Assessment prior to beginning work
- Inspect equipment to ensure that it is in proper working condition

Prohibited Activities

-

Safe Work Procedure

1. Check on/off switch to ensure that it is functioning properly
2. Check cords for frays, cuts, bare wires and ensure tool is equipped with proper 3 prong plug
3. Check air filters, gas levels, spark plugs and blade if applicable
4. Ensure guards are in place and functioning properly
5. Turn tool on by switch, not by plugging/unplugging
6. Notify supervisor of any malfunctioning tools to be discarded or repaired
7. Store tools properly with cord wrapped around tool

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

-

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 4.1 General Workplace Requirements
- 6.1 Personal Protective Equipment
- 16.1 Machines, Tools and Robots
- 16.25 Miscellaneous Machines and Tools

POWER TOOLS

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Manufacturers Specification

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- CSA Approved Hard Hat

Potential Hazards

- Hand Injury
- Slip/Trip
- Eye Injury
- Electrical Shock

Pre-Operational Safety Checks

- Ensure all PPE is being used
- Do a Hazard Assessment before beginning work
- Ensure that all tools are in proper working condition
- Ensure that cords are secured and do not pose a Slip/Trip Hazard

Prohibited Activities

- Do not leave this equipment unattended while running
- Do not run with Power Tools in hand

Safe Work Procedure

1. Use all required PPE
2. Tool to be used for the intended purpose only
3. Tool is to be cleaned and properly stored after use
4. Ensure that the tool has its own storage area to prevent damage
5. Circular saws and chain saws must not be equipped with devices that lock onto the operating controls
6. Certain tools must have an operational dead man control that requires constant hand pressure
7. All tool guards are to be used at all times and be kept in good repair
8. Never hoist or lower power tools by the power cord
9. Ensure that tools are shut down while refueling

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

CONSTRUCTION
SAFE WORK PROCEDURES

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

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CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 4.1 General Workplace Requirements
- 5.1 First Aid
- 6.1 Personal Protective Equipment
- 16.1 Machines, Tools & Robots
- 16.22 – 16.28 Miscellaneous Machines and Tools

PPE EYE PROTECTION

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Care of eye protection
- Proper use of eye protection

Required Personal Protective Equipment and Devices

- Eye Protection Required

Potential Hazards

- Serios Eye injury

Pre-Operational Safety Checks

-

Prohibited Activities

-

Safe Work Procedure

1. Management will supply clean, up to date, proper fitting and effective eye protection
2. Management will ensure adequate training for the maintenance, use and care of eye protection
3. All employees are required to wear the appropriate eye protection when working or walking through any worksite
4. All employees are responsible for ensuring that eye protection is appropriate for the hazards, worn properly and is in good condition and not to be altered in any way
5. All workers are responsible for ensuring that their eye protection is with them at all times when on the work site
6. It is the responsibility of the worker to turn in old and worn out safety glasses for new ones as needed
7. Full face shields and goggles will be used when the work at hand requires maximum eye protection
8. Workers engaged in welding are required to use a full welders helmet
9. Workers who are getting or burning metals are required to wear goggles with the appropriate darkened lens

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

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Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

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CSA Standards:

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Manitoba Regulation 217/06:

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PPE FOOT PROTECTION

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Care of Safety Footwear
- Use of Safety Footwear

Required Personal Protective Equipment and Devices

- CSA Approved Safety Footwear Required

Potential Hazards

- Corrosive Chemicals
- Foot Injury
- Ankle Injury

Pre-Operational Safety Checks

- Ensure that Foot Protection is in proper working order
- Ensure that Foot Protection is free of any detrimental wear or tear

Prohibited Activities

- Removing Foot Protection in an area where Foot Protection is required

Safe Work Procedure

1. It is the responsibility of the employee to supply CSA approved safety footwear that covers the ankle bone and gives support to the ankle as pr CSA standards
2. It is the responsibility of the employee to wear their safety footwear each and every day
3. All footwear is to be kept tied so as to not pose a tripping hazard
4. A requirement for specialized footwear as directed by the hazard will be supplied by the employer

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure that Foot Protection is put back after each use

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- CSA Standard Z195.1-02
- CSA Standard Z195-02

CSA Standards:

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Manitoba Regulation 217/06:

- 6.12 Personal Protective Equipment (footwear)

PPE HEAD PROTECTION

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Care of hard hat
- Use of hard hat

Required Personal Protective Equipment and Devices

- CSA Approved Hard Hat

Potential Hazards

- Serious head injury
- Death

Pre-Operational Safety Checks

- Ensure that the hard hat is in good working condition
- Ensure that the hard had has not reached its expiration date
- Ensure that it is properly fitted

Prohibited Activities

- Removal of the hard hat in any area where a hard hat is required
- Leaving the hard hat unattended

Safe Work Procedure

1. Management will supply a clean, up to date, proper fitting and effective hard hat
2. Management will ensure adequate training for the maintenance, use and care
3. All employees are required to wear the approved head protection when working or walking through any work site. The only exception is operators while seated in the cab of the equipment & office staff
4. All employees are responsible for ensuring that the hard hat is appropriate for the hazards, worn properly and in good condition and not altered in any way
5. All workers are responsible for ensuring that the hard hat is with them all day each day

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure that the hard hat is in good working condition at the end of each day

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

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CSA Standards:

- CSA Standard Z94.1-05
- ANSI Z89.1-2003

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.10 Personal Protective Equipment (hard hat)

PPE HEARING PROTECTION

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Care of Hearing Protection
- Use of Hearing Protection

Required Personal Protective Equipment and Devices

- Hearing Protection Required

Potential Hazards

- Hearing Loss

Pre-Operational Safety Checks

- Ensure Personal Protective Equipment is in proper working order

Prohibited Activities

- Removal of Personal Protective Equipment

Safe Work Procedure

1. Management will supply clean, up to date, proper fitting and effective hearing protection
2. Management will ensure adequate training for the maintenance, use and care of hearing protection
3. All employees are required to wear the approved hearing protection when working or walking through any work site
4. All employees are responsible for ensuring that the protection is appropriate for the hazards, worn properly and in good condition and not to be altered in any way
5. All workers are responsible for ensuring that they have hearing protection with them at all times.
6. It is the responsibility of the worker to ensure that they have a daily supply of ear plugs with them
7. Ear muffs will be used when the work at hand requires maximum hearing protection
8. All workers are required to use approved hearing protection when working in or traveling through any work site that is designated as a “High Noise Area” or has noise levels above 85 dBA

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

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Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

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CSA Standards:

- Z94.2-02

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment

PPE RESPIRATORY PROTECTION

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Respirator Training
- Care of Respirators
- Use of Respirators
- Selection of Respirators

Required Personal Protective Equipment and Devices

- Respirators

Potential Hazards

- Poisonous gasses/chemicals
- Lack of oxygen
- Serious injury/death

Pre-Operational Safety Checks

- Ensure that the respirator is the right size

Prohibited Activities

- Not using Personal Protective Equipment
- Removal of the respirator at any time

Safe Work Procedure

1. All employees are required to use approved respirators when working in or traveling through a work site that contains airborne contaminates or when handling products that may become airborne contaminates
2. Supervisors/management must ensure that respiratory equipment provided to a worker:
   a. Is appropriate for the risk to which the worker is or may be exposed to
   b. Is selected, used and maintained in accordance with CSA standards
   c. Is the proper size and makes an effective seal to the facial skin of the worker where a tight fit is essential to proper functioning
   d. Is kept in a convenient and sanitary location when not in use
   e. Is not shared by workers unless it is cleaned before a different worker uses it
3. Supervisor/management will ensure that a worker using the respiratory equipment is adequately trained by a competent person in the proper fit, testing, maintenance, use and cleaning of the respirator

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Keep in a convenient and sanitary location when not in use
- Do not allow the respirator to be exposed to extremes of temperature
- Keep the respirator free of contaminants

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Z94.4-02
- Z180.1-00
- Sec. 35 - WHMIS

CSA Standards:

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Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.15 Personal Protective Equipment

PROPANE HEATERS

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Familiarization

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- Gloves Required
- CSA Approved Hard Hat

Potential Hazards

- Fumes / exhausts
- Flammable materials
- Tripping hazard

Pre-Operational Safety Checks

- Ensure flammable materials are 50 feet from the front of the heater
- Ensure any extra hoses are secured as far as reasonably practicable to avoid becoming a trip hazard
- Ensure that there is enough space for proper ventilation for exhaust from heater

Prohibited Activities

- Do not Smoke (Fire Hazard)
- Do not leave this equipment unattended while running

Safe Work Procedure

1. Flammable materials (including propane bottles) are to be located a minimum of 50 feet from the front of the heater
2. All flammable materials including (propane bottle) are to be located a minimum of 10 feet from the sides, rear and top of the heater
3. The heater hose length should not be more than 50 feet
4. Extra hose is to be coiled and tied so that it is not a tripping hazard
5. Hose lying on the floor in traffic areas should be protected against punctures
6. Propane tanks must be stored in a well ventilated and secure place to prevent tipping or any other damage
7. Ensure there is sufficient space for the exhaust and ventilation of the heater

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

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CSA Standards:

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Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 4.1 General Workplace Requirements
- 6.1 Personal Protective Equipment
- 35.1 WHMIS
- 36.1 Chemical & Biological Substances

PROPER INSTALLATION AND REMOVAL OF SHORING

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Rigging
- Operator Training

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- CSA Approved Hard Hat
- Gloves Required

Potential Hazards

- Muscle Strain
- Loose Grounding
- Asphyxiation
- Fall Injuries

Pre-Operational Safety Checks

- Perform a hazard assessment before work begins
- Ensure that the area is clear of obstructions
- Ensure that PPE is in proper working condition

Prohibited Activities

- No horseplay
- Do not remove PPE

Safe Work Procedure

1. While shoring is in progress, the bucket of the excavator should be placed in the trench directly in front of shoring being installed
2. It is essential that the struts or jacks be installed from the top down. The strut/jack should be placed 0.5 meters below the surface, and the second jack/strut should be placed according to the shoring table
3. If plywood is used the jack/strut must never be installed directly on the plywood. The jack/struts must be placed on the uprights that support the plywood
4. Once a minimum of 2 struts/jacks are placed on each set of uprights, the installation of the bottom jacks/struts can be done
5. This method allows the worker to be protected by the bucket of the excavator and the already installed shoring
6. When removing shoring use the above in the reverse order

7. The bottom struts/jacks are removed first

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- • Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Work Safe Bulletin No. 142

CSA Standards:

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Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 12.1 Hearing Conservation & Noise Control
- 26.15 – 26.32 Excavations and Tunnels

PROPER INSTALLATION OF TRENCH BOX

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Operator Training

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- CSA Approved Hard Hat
- Approved Dust Mask REquired

Potential Hazards

- Muscle strain
- Loose grounding
- Asphyxiation
- Fall injury

Pre-Operational Safety Checks

- Ensure that a support structure is installed along the walls of the work area
- Ensure Personal Protective Equipment is in proper working order

Prohibited Activities

- No Horseplay
- Removal of Personal Protective Equipment
- Working without a permit

Safe Work Procedure

1. Assign a spotter who will be in charge of signaling the operator and guiding shoring in the trench
2. Check the grounding to ensure it is stable
3. Ensure shoring is properly rigged to the machine by a competent rigger
4. Begin the lift when all workers are at a safe distance and the spotter signals it is safe to do so
5. Slowly and cautiously lift shoring and follow direction of the spotter to position over trench
6. Lower shoring as per spotter, be sure to keep shoring level
7. Once shoring is in place wait for direction as to when it is clear to back away from the trench

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure that all debris is clear from the workplace
- Ensure that all equipment is turned off
- Ensure that equipment is left in a safe way

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

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CSA Standards:

- Work Safe Bulletin No. 142

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 12.1 Hearing Conservation & Noise Control
- 26.15 - 26.32 Excavations & Tunnels

SCAFFOLD

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Scaffold Training
- Fall Protection training
- First Aid

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Protective Clothing Required
- Fall Protection required
- CSA Approved Hard Hat
- Long or loose hair must be tied back or contained
- No jewelry, watches, rings, necklaces etc.

Potential Hazards

- Fall Injuries
- Slip/Trip
- Pinch Points
- Workers overhead/below
- Poor Housekeeping

Pre-Operational Safety Checks

- Ensure Housekeeping is maintained
- Inspection of Personal Protective Equipment
- Ensure base is stabilized and secured to prevent lateral movement
- Make sure entrance and egress of scaffold are safe to use
- Has all openings, including stairway openings appropriately guarded

Prohibited Activities

- No Horseplay
- Loading the scaffold with more weight than it is rated for
- Using the scaffold without proper Personal Protective Equipment
- Using the scaffold during dangerous weather conditions

Safe Work Procedure

1. Inspect all tubing and clamps thoroughly
2. Tape off barricade any unsafe areas to warn others that there is overhead work
3. Ensure you are properly tied off at times

4. Assemble scaffold according to manufacturers specifications
5. When working high, raise and lower all tools etc. using a pull line. Ensure a proper bag is used for any clamps or tools
6. Ensure work platform is clear from tip hazards at all times
7. Immediately descend if any bad weather forms

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- All platforms are clear of tools and debris

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator's Manual
- CSA Standards

CSA Standards:

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Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 14.1 Fall Protection
- 28.1 Scaffolds & Other Elevated Work Platforms

SKID STEER OPERATION

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Operator training/Certification

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- CSA Approved Hard Hat
- Gloves required
- Reflective vest

Potential Hazards

- Serious injury/ death
- Other equipment
- Slips/trips
- Vehicle or property damage
- Pinch points
- Other workers

Pre-Operational Safety Checks

- Perform pre-trip inspection
- Ensure that the operator is properly trained to use the Skid steer
- Ensure that the reverse lights and beacon are working

Prohibited Activities

- Do not leave this equipment unattended while running
- Do not allow workers that are not trained to operate the skid steer
- Use of the skid steer for anything other than its intended use

Safe Work Procedure

1. Perform pre-trip inspection and record in daily log book
2. Mount machine using 3 point contact rule
3. Start using cold start procedure
4. Check back up alarm, all gauges and hydraulics
5. Check brakes before proceeding to work area
6. Turn on beacon lights
7. Inspect work area before starting
8. In tight areas or where traffic is heavy, use a spotter

9. Load only what weight that skisteer can haul
10. Transport the load as close to the ground as possible
11. Dump the load as close to the delivery area as possible
12. Always be aware of other workers in the area
13. Park on level ground with the attachments resting on the ground
14. Park and secure machine
15. Exit machine using 3 point contact rule

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.
-

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

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CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 16.1 Machines, Tools & Robots
- 20.1 Vehicular & Pedestrian Traffic
- 22.1 Powered Mobile Equipment

STARTING CHAIN SAW

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- First Aid
- Chain Saw Training/Certification

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- Gloves required
- CSA Approved Hard Hat
- Chainsaw Chaps

Potential Hazards

- Serios Personal injury
- Noise / hearing loss
- Amputation
- Projectiles
- Fires/burns

Pre-Operational Safety Checks

- Ensure that PPE is equipped
- Ensure that the operator is properly trained to use the Chain Saw
- Ensure that the work space is adequate to ensure that no injury occurs
- Inspect the chainsaw and make sure it is operational and not in need of any repairs or maintenance
- Make sure any guards that are intended to be on the chain saw are in place

Prohibited Activities

- Do not leave this equipment unattended while running
- Do not use for anything other than it's intended use
- Do not use if the chainsaw requires any maintenance or repairs
- Do not use without proper PPE

Safe Work Procedure

1. Wear all applicable PPE
2. Inspect the chainsaw thoroughly as per the chainsaw inspection process
3. Check and oil while the chainsaw is cold
4. Hold the chainsaw firmly on the ground (one foot on foot plate and one hand on top handle) with the chain away from the body and clear of obstructions

5. Use a quick sharp pull motion on the cord
6. Make sure the choke is turned off once idling without the chain turning
7. Run saw at top speed and kick in chain break to ensure it is working properly
8. Stop the saw and adjust or repair if needed

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

-

CSA Standards:

-

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 4.1 General Workplace Requirements
- 5.1 First Aid
- 6.1 Personal Protective Equipment
- 8.1 Musculoskeletal Injuries
- 12.1 Hearing Conservation and Noise Control
- 16.27 Machine, Tools & Robots
- 22.1 Powered Mobile Equipment

STEP LADDER

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Ladder safety

Required Personal Protective Equipment and Devices

- Eye Protection Required
- Fall protection when required

Potential Hazards

- Slips / trips
- Falls
- Electrocutions

Pre-Operational Safety Checks

- Check all rails for crack, bends or defects; check for broken or missing rungs as well as the braces.
- Only setup ladders on firm and level ground
- Ensure ladder is appropriate for the tasks.
- Inspect all equipment

Prohibited Activities

- Do not set ladder up or work within 10 feet of overhead power line without proper documentation
- Do not use defected equipment
- Do not use metal or aluminum ladders near electrical power
- Don not use step ladder as an extension ladder
- Do not over extend yourself when on a ladder
- Do not over weight the ladder

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.
3. Always inspect the ladder for complete serviceability before use.
4. Pick the correct height ladder for the job intended.
5. Open the ladder fully and ensure the locks are down and locked.
6. Ensure the ladder is set up on even, solid ground with all four feet bearing down equally.
7. No ladder shall be set up or used on a scaffold.
8. Not more than one worker may stand on a step ladder at one time.
9. The bracing on the back legs of step ladders is designed solely for increased stability and shall not be used for climbing.
10. Never stand on the top shelf or the top step of a step ladder.

11. Never straddle a step ladder or stand on the back support members.
12. Never use a step ladder as a straight ladder to lean against a wall or object.
13. Climb the ladder using both hands and both feet maintaining three point contact at all times.
14. Lean forward and always work forward. Never work to the side or behind the vertical.
15. Stand on the rungs with your feet apart near the outer vertical ladder support members.
16. If the area of work is out of reach whilst leaning forward, descend and reposition the ladder.
17. Never use aluminum ladder when working on electric jobs.
18. Always climb and descend a ladder facing forward and using three point contact

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Place all equipment and materials in their proper storage areas.
- Ensure work site is clean and debris free.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator's Manual

CSA Standards:

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Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment

SCAFFOLD ERECTION AND DISMANTLE

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Familiarization with equipment
- Fall protection
- Scaffold erection

Required Personal Protective Equipment and Devices

- Eye Protection Required
- Fall protection required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- CSA Approved Hard Hat
- Approved dust mask when required
- Gloves Required

Potential Hazards

- Uneven ground surface
- OHPL
- Structural collapse
- Eye injury
- Cuts, abrasions
- Falls
- Other trades

Pre-Operational Safety Checks

- Inspect equipment, connectors and safety devices prior to using or installing
- Scaffolds must be adequately braced horizontally and vertically
- Scaffolds must have guardrails consisting of top rail mid rail and toe board.
- Always have a competent supervisor onsite when erecting/dismantling or inspecting scaffolds

Prohibited Activities

- Do not Smoke (Fire Hazard)
- Do not mix different manufacture scaffold parts together
- Do not over extend jack screws
- Do not use ladders at top of scaffold unless properly manufactured and follow all guidelines set put by Manitoba workplace safety and health.
- Do not throw or drop material, garbage or equipment from any level.

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.
3. Conduct hazard assessment and discuss plan of erection and work with workers
4. Make sure all braces, pins, screw jacks, base plates, platforms, meet manufactures recommendation and are function properly.
5. Platforms must be 18 inches wide. And have an over hang of at least 6 inches and no more than 12 inches.
6. Always assemble scaffolding with at least one other employee.
7. Ensure ground is sufficient for erection of scaffold. Place all required foundation work for scaffold needed prior to setting scaffold up.
8. When erecting scaffolding components always ensure sections of the scaffold are properly pinned together and inspect locking devices, to ensure structure is safely connected.
9. When installing scaffold platforms. Platforms must be secured to prevent platforms from sliding.
10. Completely finish each working level before assembling the next.
11. Tying in the scaffold to structure is required when the scaffold height becomes 3 times the lateral dimension of the scaffold.
12. When erecting scaffold components over 3 meters a fall protection must be utilized and employees must be trained on fall protection.
13. All edges of a scaffold must install guardrails if fall hazards of more than 3 meters exist from worker, equipment or material.
14. Install all ladders for access of scaffolding where required.
15. If a there exists a risk of hazard to pedestrians or private property snow fencing or screen must be placed around scaffold to prevent any debris falling from heights.
16. Inspect scaffolding daily before use, if deficiencies are found report to your supervisor an make necessary repairs and/or changes to allow employees to conduct work safely
17. Open access scaffolds over 10 meters or enclosed/hoarded access scaffolding more than 7.5 meters must be designed by a professional engineer.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure scaffold is left clean and tidy.
- Clean area around scaffolding to avoid injuries.
- Ensure work areas on scaffolds are clean of debris and mud

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

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CSA Standards:

- • CAN/CSA S269.2-M87 (R2003) Access scaffolding for construction purposes.

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment

- 14.1 Fall Protection
- 28.1 Scaffolds and other elevated work platforms

SETTING UP VENTILATION IN BUILDING

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Familiarization

Required Personal Protective Equipment and Devices

- Air monitor
- CSA Approved Safety Footwear Required
- Fans
- CSA Approved Hard Hat

Potential Hazards

- Slips, trips
- Air quality

Pre-Operational Safety Checks

- Inspect fans daily
- Inspect and charge air monitor prior to ever shift

Prohibited Activities

- Do not leave this equipment unattended while running
- Do not leave equipment running when not needed

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.
3. Install fans and hoses in area of work, ensure exhaust hose is going completely though the hoarding allowing all dirty air to be pulled out of the building.
4. Create holes in hoarding in other areas of building preferably across from exhaust fan to pull fresh air into the building
5. Monitor the air quality throughout the day as work is being complete with equipment to ensure enough fresh air is being pulled into the building as needed.
6. Ensure air monitor is located in area of work throughout the time it takes to complete the task
7. At the end of the day shut off fans and turn off air monitor
8. Charge air monitor as required.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.
- Charge monitor as required

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- • Operator's Manual – air monitor

CSA Standards:

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Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment

TABLE SAW

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Prior experience
- Supervisors instruction

Required Personal Protective Equipment and Devices

- Eye Protection Required
- CSA Approved Safety Footwear Required
- Hearing Protection Required
- No loose fitting clothing
- Approved dust mask required
- Long or loose hair must be tied back or contained
- No jewelry, watches, rings, necklaces, etc.

Potential Hazards

- Cuts, lacerations, & amputations
- Inhalation irritation
- Noise
- MSI
- Material imperfections

Pre-Operational Safety Checks

- Inspect required PPE and replace if necessary
- Make sure no slip/trip hazards are present
- Ensure guards are present and are functioning properly
- Ensure you are familiar with the machine and all switches
- Always disconnect power supply when changing blades or doing any maintenance

Prohibited Activities

- Do not smoke when operating
- Do not leave machine running when unattended
- Do not let scrap accumulate around the saw blade
- Do not reach across the machine
- Do not use faulty equipment.

Safe Work Procedure

1. Wear appropriate PPE
2. Make sure guards are in place and adjusted correctly
3. Adjust blade height so it does not exceed ¼ inch over material being cut

4. Ensure there is adequate support to hold piece while cutting, use extra tables if necessary
5. Hold piece down on the table and against the fence when pushing work piece through
6. Always feed work piece into the blade against the direction of its rotation
7. Use a push stick whenever possible
8. Always keep hands outside the danger zone
9. Always turn table saw off before removing work piece from saw
10. Clean up and remove all dust from around machine and disconnect power supply

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator's Manual
- Guideline for Safe Guarding Machinery & Equipment

CSA Standards:

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Manitoba Regulation 217/06:

- Safe Work Procedures
- Personal Protective Equipment
- Hearing Protection
- Machine and Tool

TRAILER HOOK-UP

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Driver License

Required Personal Protective Equipment and Devices

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Potential Hazards

- Property damage
- Vehicle damage
- Human injury

Pre-Operational Safety Checks

- Check to ensure vehicle and trailer are acceptable for transportation
- Make sure hitch and electrical wiring are not damaged

Prohibited Activities

- Do not back trailer up without a spotter whenever possible
- Do not allow anyone to ride on the bumper of the truck while moving truck into position
- Do not talk on cell phone unless it is a hands free device when completing this task

Safe Work Procedure

- Make sure spotter is used when backing up to trailer
- Take your time to avoid any unnecessary damage.
- Once trailer is on hitch connect all wiring and safety latches and check to make sure all are functioning properly.
- When pulling out with trailer attached make sure enough room is available to maneuver out of area.
- Before leaving yard or site make sure any material in trailer is secured and debris is covered from blowing out.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- • Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- • Operator's Manual

CSA Standards:

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Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 20.0 Vehicular and pedestrian traffic

WORKING ALONE

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Ladder Safety
- WHMIS
- Fire Extinguisher Use
- Equipment Training

Required Personal Protective Equipment and Devices

- Eye protection as required
- CSA approved safety footwear required
- Hearing protection as required
- Gloves as required
- Protective clothing as required
- NIOSH approved respirator as required
- Approved dusk mask Required
- Long or loose hair must be tied back or contained
- No jewelry, watches, rings, necklaces, etc.
- No loose fitting clothing
- Fall protection as required

Potential Hazards

- Cuts, Lacerations, Amputations
- Fall from heights
- Ladders
- Air tools

Pre-Operational Safety Checks

- Always conduct a hazard assessment
- Make sure to contact your 'buddy' to check in prior to begin the task
- Tie down all ladders and ensure all safety devices are put in place

Prohibited Activities

- Do not work in confined areas
- Do not start any task with out contact your 'buddy'

Safe Work Procedure

1. Set up 'buddy' to contact
2. Contact buddy prior to begin the task

3. Inspect and put on all appropriate PPE
4. Review and follow all safe work procedures for the task
5. Inspect all tools and equipment prior to task
6. Contact 'buddy' every 2 hours to check in
7. Clean area when complete
8. When task is complete contact 'buddy'

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator's Manual

CSA Standards:

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Manitoba Regulation 217/06:

- Safe Work Procedures
- Personal Protective Equipment
- Working Alone or in Isolation

WORKING NEAR OVERHEAD OR UNDERGROUND POWERLINES

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor

Required Training

- Procedural Training
- Electrician training

Required Personal Protective Equipment and Devices

- Eye protection required
- Face shield required
- CSA approved safety footwear required
- CSA approved hard hat
- Hearing protection required
- Gloves required
- Fall protection required

Potential Hazards

- Electrocution
- Slips/trips
- Other personnel
- Burns

Pre-Operational Safety Checks

- Check all area of work to ensure locates and clearances have been given
- Ensure areas are marked

Prohibited Activities

- Do not trim branches or fall trees near overhead power lines.
- Do not work on any components until clearances have been given

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.
3. Locate Overhead and Underground Power Lines
    a. Call Manitoba Hydro for the voltage of the lines in your immediate work area
    b. Call before you dig if underground lines are involved
    c. If necessary make arrangements to have power lines de-energized, barricaded, or moved from the site
    d. Wear electrical, shock-resistant footwear
4. Advise co-workers
    a. Indicate power lines if working with plans or blueprints
    b. Place warning signs along land route of both underground and overhead power lines

   c. Inform workers of the hazards of touching or coming too close to the lines
   d. Inform workers of consequences of equipment touching power lines: -the entire rig will become energized, including winch lines, drag lines, and everything to which they are attached
5. Clearances recommended by Manitoba Hydro:
   a. At least 3m between a power line and any equipment you are working with
   b. At least 3.6 m between the closest part of equipment and a parallel power line
   c. At least 9.1m between any water well and a power line. This clearance is mandatory when digging or drilling any well, or when a new power line is erected next to an existing water well
   d. At least 15.2m clearance between homes and power lines
6. Keep material or equipment away from power lines
   a. When moving equipment under power lines, make sure there is enough clearance for safe passage
   b. Be sure to lower truck dump boxes and other equipment pieces before moving under power lines
   c. Assign a safety watcher to stay in view while vehicles are in operation in order to alert drivers of potential dangers when operating in close proximity to power lines
   d. Do not trim branches or fell trees near power lines. Call Manitoba Hydro when this is required
   e. Make sure that antennas will not touch power lines if they are blown over or fall down. Be sure that all antennas are securely and properly guyed and grounded. Be sure to keep away from power lines during installation to avoid accidents.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.
- Ensure area is left in a safe for other personnel

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Manitoba electrical code

CSA Standards:

- CAN/CSA-z460-05(R2010) Controls of hazardous energy – Lockout
- CSA-Z462-08 – Workplace electrical safety

Manitoba Regulation 217/06:

- Safe Work Procedures
- Personal Protective Equipment
- 25.1 Working in the vicinity of overhead power lines
- 35.1 WHMIS
- 38.1 Electrical safety

