# **COMMUNITY COUNCIL**

Safe Work Practices

The policy of community council is to ensure a detailed summary of the proper practices for jobsite tasks are carried out in the safest manner at all times. A summary of practices has been implemented to reduce the risk of injury or hazards on any of the community jobsites. These have been put into place to ensure all jobs are carried out in the safest manner possible at all times and are readily available for reference to all. Prior to starting any job, it is the responsibility of all employees to make sure all applicable safe work practices for the tasks and challenges present are available on the work site and accessible to all employees.

Safe work practices are to be reviewed annually by community council to be kept current and reflective of the growth of the community and scope of work. With each new task assigned to a worker, a reference must be made to the safe work practices and any absent safe work practices will be added immediately and reviewed prior to starting the task.

All supervisors must utilize these written safe work practices when starting new personnel or when an employee is assigned to a new job. When appropriate, these practices can also be used as a topic for a tool box talk.

*The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.*

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Community Council Date

# **COMMUNITY COUNCIL**

Safe Work Practices List

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| **Safe Work Practices** | **Development** | | | | **Review** | | | | **Review** | | | |
|  | Date | | | By  Whom | Date | | | By  Whom | **Date** Date | | | By  Whom |
| M | D | Y |  | M | D | Y |  | M | D | Y |  |
| Aerating |  |  |  |  |  |  |  |  |  |  |  |  |
| Aggregate Stockpiling and Removing |  |  |  |  |  |  |  |  |  |  |  |  |
| Angle Grinder Use |  |  |  |  |  |  |  |  |  |  |  |  |
| Backfilling |  |  |  |  |  |  |  |  |  |  |  |  |
| Batteries/Charging and Servicing |  |  |  |  |  |  |  |  |  |  |  |  |
| Care and Handling of Propane Cylinders |  |  |  |  |  |  |  |  |  |  |  |  |
| Cell Phone Usage |  |  |  |  |  |  |  |  |  |  |  |  |
| Chain Saw Use |  |  |  |  |  |  |  |  |  |  |  |  |
| Chemical Safety |  |  |  |  |  |  |  |  |  |  |  |  |
| Cleaning Solvents |  |  |  |  |  |  |  |  |  |  |  |  |
| Chlorinating a Water Line |  |  |  |  |  |  |  |  |  |  |  |  |
| Compressed and Liquefied Gas |  |  |  |  |  |  |  |  |  |  |  |  |
| Confined Space Entry |  |  |  |  |  |  |  |  |  |  |  |  |
| Control of Traffic Flow on Work Sites |  |  |  |  |  |  |  |  |  |  |  |  |
| Driving |  |  |  |  |  |  |  |  |  |  |  |  |
| Driving (Winter) |  |  |  |  |  |  |  |  |  |  |  |  |
| Electrical System Lockout |  |  |  |  |  |  |  |  |  |  |  |  |
| Equipment Activities Near Overhead Power Lines |  |  |  |  |  |  |  |  |  |  |  |  |
| Excavating and Trenching |  |  |  |  |  |  |  |  |  |  |  |  |
| Fall Protection |  |  |  |  |  |  |  |  |  |  |  |  |
| Flagperson Operations |  |  |  |  |  |  |  |  |  |  |  |  |
| Flushing Chlorine from Water Lines |  |  |  |  |  |  |  |  |  |  |  |  |
| Grinder Operations |  |  |  |  |  |  |  |  |  |  |  |  |

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| Ground Disturbance |  |  |  |  |  |  |  |  |  |  |  |  |
| Hand Protection |  |  |  |  |  |  |  |  |  |  |  |  |
| Hazard Control Signage |  |  |  |  |  |  |  |  |  |  |  |  |
| Hearing Protection |  |  |  |  |  |  |  |  |  |  |  |  |
| Heavy Equipment Maintenance |  |  |  |  |  |  |  |  |  |  |  |  |
| Housekeeping |  |  |  |  |  |  |  |  |  |  |  |  |
| Installation of Blanking Devices |  |  |  |  |  |  |  |  |  |  |  |  |
| Live Tapping a Water Main |  |  |  |  |  |  |  |  |  |  |  |  |
| Manual Lifting and Carrying |  |  |  |  |  |  |  |  |  |  |  |  |
| Manual Material Handling |  |  |  |  |  |  |  |  |  |  |  |  |
| Mechanical Vibration Tools |  |  |  |  |  |  |  |  |  |  |  |  |
| Mobile Equipment |  |  |  |  |  |  |  |  |  |  |  |  |
| Motor Vehicle Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Musculoskeletal Injury Risk |  |  |  |  |  |  |  |  |  |  |  |  |
| Office Safety |  |  |  |  |  |  |  |  |  |  |  |  |
| Opening and Guarding Manholes |  |  |  |  |  |  |  |  |  |  |  |  |
| Operation of Air Tools |  |  |  |  |  |  |  |  |  |  |  |  |
| Operating a Boat (under 6 meters with more than 7.5 kW or 10 HP) |  |  |  |  |  |  |  |  |  |  |  |  |
| Operating Equipment on Ice |  |  |  |  |  |  |  |  |  |  |  |  |
| Operating an Ice Resurfacer |  |  |  |  |  |  |  |  |  |  |  |  |
| Pipe Bending |  |  |  |  |  |  |  |  |  |  |  |  |
| Pipe Welding |  |  |  |  |  |  |  |  |  |  |  |  |

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| Pipeline Tie-ins |  |  |  |  |  |  |  |  |  |  |  |  |
| Portable Ladders |  |  |  |  |  |  |  |  |  |  |  |  |
| Power and Hand Tool Use |  |  |  |  |  |  |  |  |  |  |  |  |
| Powered Mobile Equipment |  |  |  |  |  |  |  |  |  |  |  |  |
| Propane Torch Use |  |  |  |  |  |  |  |  |  |  |  |  |
| Refueling Equipment |  |  |  |  |  |  |  |  |  |  |  |  |
| Repetitive Work |  |  |  |  |  |  |  |  |  |  |  |  |
| Restricted Work Areas |  |  |  |  |  |  |  |  |  |  |  |  |
| Roto Tiller and Edger Use |  |  |  |  |  |  |  |  |  |  |  |  |
| Scaffolding |  |  |  |  |  |  |  |  |  |  |  |  |
| Skid Steer/Bobcat Use |  |  |  |  |  |  |  |  |  |  |  |  |
| Small Engine Equipment |  |  |  |  |  |  |  |  |  |  |  |  |
| Spray Painting |  |  |  |  |  |  |  |  |  |  |  |  |
| Starting Equipment (Cold Starts) |  |  |  |  |  |  |  |  |  |  |  |  |
| Taking Water Samples |  |  |  |  |  |  |  |  |  |  |  |  |
| Thawing of Frozen Ground using Artificial Heating Methods |  |  |  |  |  |  |  |  |  |  |  |  |
| Towing |  |  |  |  |  |  |  |  |  |  |  |  |
| Trailer Hook-up |  |  |  |  |  |  |  |  |  |  |  |  |
| Trailers |  |  |  |  |  |  |  |  |  |  |  |  |
| Transportation of Flammable Liquids |  |  |  |  |  |  |  |  |  |  |  |  |
| Use and Care of Respiratory Equipment |  |  |  |  |  |  |  |  |  |  |  |  |
| Use of Fire Hydrants |  |  |  |  |  |  |  |  |  |  |  |  |

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| M | D | Y |  | M | D | Y |  | M | D | Y |  |
| Use of Portable Fire Extinguishers |  |  |  |  |  |  |  |  |  |  |  |  |
| Use of Power Mowers (Gasoline) |  |  |  |  |  |  |  |  |  |  |  |  |
| Use of Tiger Torches |  |  |  |  |  |  |  |  |  |  |  |  |
| Use of Weed Eaters |  |  |  |  |  |  |  |  |  |  |  |  |
| Vehicle Backing Up |  |  |  |  |  |  |  |  |  |  |  |  |
| Welding |  |  |  |  |  |  |  |  |  |  |  |  |
| Working Alone Program |  |  |  |  |  |  |  |  |  |  |  |  |
| Working near Overhead Electrical Lines |  |  |  |  |  |  |  |  |  |  |  |  |
| Working on Hills and on Slopes |  |  |  |  |  |  |  |  |  |  |  |  |
| Working with Snow Fence |  |  |  |  |  |  |  |  |  |  |  |  |
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**SAFE WORK PRACTICE**

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| **TITLE** | Aerating |
| **GENERAL** | To encourage health growth of turf areas.  Protecting workers from injuries associated with aerating. |
| **APPLICATION** | Turf areas |
| **PROTECTIVE**  **MECHANISMS** | Personal protective equipment |
| **SELECTION**  **AND USE** | Job requirement |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | 1. Perform equipment inspection, lubricate and fuel equipment. 2. Locate/flag known ground level or hidden obstacles, ex. sprinkler heads, valve boxes, manholes, electrical boxes. 3. Add/reduce weights for optimum penetration of four to six inches. 4. Adjust tractor speed according to harness of soil. 5. Monitor diseased turf areas (fairy rings). Aerator must be steamed and disinfected with bleach after operating at a specific site. 6. Clean site before leaving. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Aggregate Stockpiling and Removal |
| **GENERAL** | Protecting workers from injuries associated with aggregate stockpiling and removal. |
| **APPLICATION** | As per job description |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Permit system  Personal protective equipment  Emergency response plan |
| **SELECTION**  **AND USE** | Safe work procedure  Job requirement |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | STOCKPILES:   1. A safe slope away from the top of the stockpile to the base must be maintained. 2. Stockpiling during the winter presents special problems. Frozen layers of aggregate may persist throughout the summer months, producing top heavy walls and overhangs, especially when rain saturated. A fissure may occur well back of the working face releasing tons of aggregate. Sharp edges must be broken down to minimize this hazard. 3. All employees are responsible for informing their immediate supervisor of any unusual or apparent dangerous formation developing in any stockpile. Supervisors will direct the corrective action to be taken in such instances.   MOVING AGGREGATES:   1. The front-end loader operator is in complete charge of loading operations. Truckers as well as drivers will comply with the loader operator directions. 2. Loader operators must work the breadth of the stockpile face and strictly avoid the creation of concave, tunnel or over handling workings. 3. Personnel must not approach stockpile faces on foot while loading operations are in progress. |
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| SAFE WORK PRACTICE | |
| TITLE | Angle Grinder Use |
| **GENERAL** | Protecting workers from injuries associated with use of an angle grinder. |
| **PROTECTIVE MECHANISMS** | Workers must be trained in safe use of angle grinders.  Personal protective equipment (PPE) |
| **SELECTION AND USE** | As per manufacturer’s safe work procedures |
| **SUPERVISOR RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER RESPONSIBILITY** | 1. Read and understand operator’s manual before use. 2. PPE is required. 3. Ensure area is clear of anything flammable. 4. Do not use if cord has a tear or grinder is damaged. 5. Adjusting the guard is permitted. Removing the guard completely is not. 6. Do clamp work pieces securely to avoid any movement of the work piece. 7. Be aware of burns and fire hazards from sparks. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Backfilling |
| **GENERAL** | Protecting workers from injuries associated in backfilling operations. |
| **APPLICATION** | As per job requirement |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Permit system  Personal protective equipment (PPE) as per community council policy  Emergency response plan |
| **SELECTION**  **AND USE** | As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | 1. No backfilling shall commence until all workers are clear of working areas. 2. The operators of any equipment being used in backfilling operations must keep the swampers (other employees) in sight at all times. 3. Operators/swampers (other employees) to be conversant in hand signals for the work site. 4. Must wear all appropriate PPE (including high visibility vests). |
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**SAFE WORK PRACTICE**

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| **TITLE** | Batteries/Charging and Servicing |
| **GENERAL** | Protecting workers from injuries associated with charging and servicing batteries. |
| **APPLICATION** | Batteries contain sulphuric acid and should be handled by trained personnel and be charged in approved battery charging areas. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedures  Safety data sheets  Personal protective equipment as per community council policy  Safety shower and eyewash station  Emergency response plan |
| **SELECTION**  **AND USE** | As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements and training. |
| **WORKER**  **RESPONSIBILITY** | 1. Ensure the charger is off before attaching or removing clamp connections. 2. Attach clamps to the battery in proper polarity (ex.negative to negative). 3. Ensure proper ventilation is in place where batteries are charged. 4. Inspect for defective cables, loose connections, corrosion, cracked cases or covers, loose hold-downs and deformed or loose terminal posts. 5. Replace worn or unserviceable parts. 6. Tighten cable clamp nuts with the proper size wrench. 7. Utilize a cable puller to remove a cable clamp from the battery terminal. 8. Remove corrosion on the terminal posts. Hold-down tray and hold-down parts. 9. Use a tapered brush to clean battery terminals and the cable clamps. 10. Clean dirt from the battery with baking soda solution. 11. Utilize a battery carrier to lift a battery. 12. Ensure battery cells are not filled above the level in indicator. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Care and Handling of Propane Cylinders |
| **GENERAL** | Protecting workers from injuries associated with the care and handling of propane cylinders. |
| **APPLICATION** | No person shall handle propane cylinders or use propane cylinders until they are fully aware of the potential hazards and the precautions necessary to handle propane safely. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Transportation of Dangerous Goods (TDG) legislation  WHMIS  Personal protective equipment as per community council policy  Permit system  Emergency response plan |
| **SELECTION**  **AND USE** | TDG  Manufacturer’s specifications  As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements and training.  TDG compliant |
| **WORKER**  **RESPONSIBILITY** | 1. Ensure WHMIS and TDG labels are appropriately attached and visible. 2. Cylinders must be transported and secured in an upright position in a well-ventilated area. 3. Cylinders will not be stored inside buildings, or carried in closed canopies, vehicles or tool vans, following applicable legislation. 4. A regulator must be installed on cylinder prior to use. 5. When checking for connection leaks use a soapy water solution. 6. When not in use, cylinder to be secured in upright position, valve closed and regulator removed. 7. Cylinders should not be used if shoulder label/stamp is not legible. 8. When not in use, a plug or cap must be used to seal the valve opening. 9. Ensure cylinders in storage or transit are equipped with valve cap or collar and regulator is removed. 10. Cylinder must not be painted over in any fashion. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Cell Phone Usage |
| **GENERAL** | Protecting workers from injuries associated with the improper use of cell phones while operating a motor vehicle. |
| **APPLICATION** | Using a cell phone improperly while operating a motor vehicle may be hazardous to the worker and general public. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  The Highway Traffic Act  Local regulations  Manufacturer’s recommendations |
| **SELECTION**  **AND USE** | Safe work procedure  Manufacturer’s recommendations |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements and training.  Enforcement  Compliance |
| **WORKER**  **RESPONSIBILITY** | 1. When vehicle is in motion calls may not be answered by the driver and must be directed to voicemail or a passenger. 2. If an employee driving a vehicle must make a phone call, the vehicle must be parked and in a safe location. 3. If making an emergency call (911), the vehicle must be safely parked before making the call. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Chain Saw Use |
| **GENERAL** | Protecting workers from injuries associated with the use of chain saws. |
| **APPLICATION** | Chain saws are primarily used in the logging industry and to some extent in a construction environment. |
| **PROTECTIVE**  **MECHANISMS** | Workers must be trained in safe use of chain saws.  Use proper personal protective equipment (PPE)  Emergency response plan  Use as per manufacturer’s specifications |
| **SELECTION**  **AND USE** | As per manufacturer’s safe work procedures |
| **SUPERVISOR**  **RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | This training must include a minimum of the following elements:   1. The proper PPE to be worn is set out in the manufacturer’s safe work procedures and safety and health legislation. 2. Ensure the chain brake is functioning properly and adequately stops the chain. 3. The chain must be sharp, have the correct tension and be adequately lubricated. 4. The correct methods of starting, holding, carrying or storage and use of the saw as directed by the manufacturer must be used. 5. The chain saw must not be used for cutting above shoulder height. 6. Fueling must be done in a well-ventilated area and not while the saw is running or hot. 7. An approved safety container must be used to contain the fuel used along with a proper spout or funnel for pouring. 8. When carrying/transporting a chain saw the bar guard must be in place. The chain bar must be toward the back and the motor must be shut off. 9. Follow chain saw safe work procedure step by step. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Chemical Safety |
| **GENERAL** | If you work with any amount of chemicals or work in an environment where chemicals are used, handled, stored, transported or disposed of, you must understand the hazards and how to protect yourself. |
| **APPLICATION** | As per job description |
| **PROTECTIVE MECHANISMS** | Personal protective equipment  Safety data sheet (SDS) |
| **SELECTION**  **AND USE** | As per job requirement |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | 1. Learn how to read and use an SDS. A SDS must be readily available for all chemicals used in the workplace. 2. You need training to understand the chemical properties and hazards listed. A SDS will also tell you how to protect yourself and what to do if something goes wrong. 3. Learn how to read a chemical label. You need to learn the terminology and symbols related to chemical hazards. 4. Become aware of chemical safety signage. Signs point out hazards, including stored flammable materials which must be kept away from sources of ignition. 5. Wear and maintain the right protective apparel to prevent contact with chemicals. Choosing and using gear made of the right materials is vital. If a respirator is required, it must be the right kind for the hazard, properly fitted and in good working order. 6. Know what to do in an emergency. You must learn the location of safety showers and emergency eyewash stations in your work area, so you can find them quickly, even if you are blinded by a chemical splash. Learn how to use this equipment before an emergency occurs. 7. Find out what the hazards are for the chemicals in your work area. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Cleaning Solvents |
| **GENERAL** | Protecting workers from injuries associated with the use of cleaning solvents. |
| **APPLICATION** | Cleaning solvents are used in construction work to clean tools, equipment and within shop, for general cleaning. |
| **PROTECTIVE MECHANISMS** | WHMIS  Safety data sheet (SDS) in place and current  Personal protective equipment  Respiratory protection, if required  Emergency response plan |
| **SELECTION**  **AND USE** | As per job requirement |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | 1. Ensure all WHMIS requirements are met. 2. Check toxic hazards of all solvents before use (SDS). 3. When breathing hazards exists, use the appropriate respiratory protection. 4. Use non-flammable solvents for general cleaning. 5. Store flammables and solvents in special storage containers/areas. 6. Ensure proper containers are used for transportation, storage and field use of solvents/flammables. 7. Do not use solvents in areas where food may be contaminated. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Chlorinating a Water Line |
| **GENERAL** | Protecting workers from the hazards associated with chlorinating a water line. |
| **APPLICATION** | No person shall perform a task or duty until they are fully aware of the potential hazards and the precautions associated. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure On-the-job training  Personal protective equipment |
| **SELECTION**  **AND USE** | As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | Do’s:   1. Know First Aid procedures for treating exposure to chlorine before working with it. 2. Dilute chlorine in water to the correct ration, determined by the Manitoba Water Services Board or supervisor. 3. Inspect hose for leaks and damage when connecting pressure hose to water line. 4. Check all valves are in correct position. 5. Open valve and measure flow to determine injection speed. 6. Inject chlorine at correct speed. 7. Isolate water line for 24 hours.   Don’ts:   1. Come into contact with chlorine on any part of the body. 2. Over/under chlorinate. 3. Spill or leak chlorine solution on ground or equipment. 4. Contaminate nearby lines by not checking valves prior to injection. 5. Inject too fast or slow. 6. Flush chlorine for minimum 24 hours. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Compressed and Liquefied Gas |
| **GENERAL** | Protecting workers from injuries associated with working with compressed and liquefied gas. |
| **APPLICATION** | As per job description |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Permit system  Personal protective equipment  Emergency response plan |
| **SELECTION**  **AND USE** | Safe work procedure  Job requirement |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | 1. Gas cylinders, when not in use, must be stored outdoors and in locked designated area(s). 2. Different gases should be stored separately and isolated from other flammables, such as gasoline, solvents, oil and lumber. 3. Keep full cylinders separate from empty cylinders. 4. Gas cylinders are to be stored in an upright position, valve capped and secured in position. 5. A crane or hoist must not be used to transport gas cylinders. 6. A gas cylinder must be adequately secured when taken to a work area. 7. Always use proper fitting wrenches when making connections. Do not use vise grips or pipe wrenches. 8. Check valves for leaks using a soapy liquid around the valve connection. 9. No one shall use compressed air or gas to blow dust from their clothes and no one shall blow compressed air or gas at any other worker. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Confined Space Entry |
| **GENERAL** | Protecting workers from injuries associated with working in confined spaces. |
| **APPLICATION** | Primary function is something other than human occupancy: and – has restricted entry and exit, and may contain potential or known hazards. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Permit system  Personal protective equipment  Site-specific entry program  Emergency response plan |
| **SELECTION**  **AND USE** | As per job requirement and site-specific entry |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements including confined space entry and emergency egress procedures. |
| **WORKER**  **RESPONSIBILITY** | 1. Must be competent in confined space entry to identify the safe work procedures required to enter the confined space. 2. Ensure there is reasonable means exit from all parts of the confined space. 3. Ensure ventilation and purging is established and allows acceptable air levels to be achieved and maintained. 4. Establish method of communication to allow immediate contact with necessary personnel if rescue or assistance is required. Confirm alarm system. 5. Must be trained in H2S Alive or equivalent (if required). 6. Before entry, the vessel or confined space must be tested by a competent worker wearing breathing apparatus, for oxygen content, combustible gas (L.E.L.) and hydrogen sulfide. 7. Continuous monitoring may be required of the vessel or confined space atmosphere. 8. Must be conversant with rescue procedures. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Control of Traffic Flow on Work Sites |
| **GENERAL** | Protecting workers from injuries associated with traffic congestion on work sites. |
| **APPLICATION** | Traffic at work sites must be regulated in such a manner to protect the safety and well-being of all personnel and equipment. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Permit system  Personal protective equipment  Signs and barricades  Emergency response plan |
| **SELECTION**  **AND USE** | As per job requirement |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements and to identify potential hazards. |
| **WORKER**  **RESPONSIBILITY** | 1. Erect signs and barricades to direct traffic safely around work site. 2. Restrict on site traffic. 3. Obtain authorization to enter restricted work areas, leases or plant sites. 4. Vehicles should park pointed towards the exit with the doors closed, unlocked and the keys in the ignition. 5. Prior to operation, the operator must perform a walk around check of the vehicle. 6. Operate vehicles in a safe, courteous manner. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Driving |
| **GENERAL** | Protecting workers from injuries associated with driving operations. |
| **APPLICATION** | Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, community council procedures and manufacturer’s recommended operating guidelines. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  The Highway Safety Act  Community council rules  Manufacturer’s recommendations |
| **SELECTION**  **AND USE** | As per safe work procedure  Community council rules  Manufacturer’s recommendations |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements and training.  Compliance  Enforcement |
| **WORKER**  **RESPONSIBILITY** | 1. Ensure you have a valid operator’s license. 2. Be conversant with traffic laws and applicable regulations. 3. Drive defensively. 4. Back in when practical. 5. Ensure the vehicle has an emergency road kit. 6. Ensure you are not under the influence of alcohol or drugs. 7. Avoid driving when fatigued. 8. Ensure seat belts are worn at all times when the vehicle is being operated. 9. Be familiar with the vehicle and its’ capabilities. 10. Offering rides to strangers or hitchhikers is prohibited. 11. Perform a walk around inspection prior to travelling. 12. Use good judgment and understand the basic recovery skills appropriate to the vehicle you are driving. 13. Do not operate a cell phone while driving. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Driving (Winter) |
| **GENERAL** | Protecting workers from injuries associated with winter driving. |
| **APPLICATION** | Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, community council procedures and manufacturer’s recommended operating guidelines. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  The Highway Safety Act  Community council rules  Manufacturer’s recommendations |
| **SELECTION**  **AND USE** | As per safe work procedure  Community council rules  Manufacturer’s recommendations |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements and training.  Compliance  Enforcement |
| **WORKER**  **RESPONSIBILITY** | 1. Ensure you have a valid operator’s license. 2. Be conversant with traffic laws and applicable regulations. 3. Drive defensively. 4. Back in when practical. 5. Ensure the vehicle has an emergency road kit. 6. Clear snow from all windows, lights and mirrors, when required. 7. Avoid using cruise control on icy roads. 8. Accelerate and brake gently to reduce skids or spinouts. 9. Ensure winter clothing does not restrict movement, vision or hearing. 10. Ensure fuel tank is full, when possible. 11. Ensure you are familiar with the installation of snow chains, if applicable. 12. Monitor weather reports and road conditions. 13. Do not operate a cell phone while driving. 14. Refer to working aloneprocedure when driving in isolated areas. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Electrical System Lockout |
| **GENERAL** | Protecting workers from injuries associated in working with electrical systems. |
| **APPLICATION** | Where there is or may be a danger to a worker from the inadvertent operation of electrical equipment then that equipment must be locked out and tagged prior to commencing work. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Permit system lockout  Personal protective equipment  Lockout devices (padlocks, multiple lock hasps, tags)  Emergency response plan |
| **SELECTION**  **AND USE** | As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements and training. |
| **WORKER**  **RESPONSIBILITY** | 1. Switch off all appropriate devices (MCC, distribution panel, disconnect). 2. Lockout and tagout electrical supply devices in the off position. 3. Test to be sure the equipment cannot be operated at the stop - start switch. 4. Test to be sure electrical equipment is de-energized. 5. After completion of task, remove padlocks and destroy tags. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Equipment Activities Near Overhead Power Lines |
| **GENERAL** | Protecting workers from injuries associated with equipment activities near overhead power lines. |
| **APPLICATION** | Do not operate heavy equipment near or under a power line until a permit and/or crossing agreement has been issued. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Permit system  Personal protective equipment  Crossing agreement  Barricades warning signs  Emergency response plan |
| **SELECTION**  **AND USE** | As per job requirement and crossing agreement |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements and training.  Perform work site inspection |
| **WORKER**  **RESPONSIBILITY** | 1. Maintain minimum safe clearances. 2. Install warning devices and signs. 3. Install telescopic non-conductive posts and flagging across R.O.W. at the minimum allowable clearance as allowed by regulationsfor the line voltage. 4. Position signs or other devices to identify the danger zone. 5. Be knowledgeable of surrounding and allowable clearances. 6. Adhere to all site-specific requirements. 7. Beware of atmospheric conditions such as temperature, humidity and wind which may dictate more stringent safety procedures. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Excavating and Trenching |
| **GENERAL** | Protecting workers from injuries associated with excavating and trenching. |
| **APPLICATION** | No worker shall enter any trench or excavation until the walls have been adequately cut back or temporary protective structures have been installed, unless said trench or excavation is shallower than the legal minimums and the soil is stable. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedures  Manufacturer’s specifications  Personal protective equipment  Emergency response plan |
| **SELECTION**  **AND USE** | As per job requirement |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements and to pre-plan trench/excavation soil condition. |
| **WORKER**  **RESPONSIBILITY** | 1. Prior to commencement of any excavation ensure all underground and/or overhead lines have been identified, exposed and well-marked/flagged. 2. Control traffic near roads or busy access ways. 3. Use traffic controllers/flaggers. 4. Set up barricades. 5. Provide ladders in immediate area for access/egress of trenches, excavations. 6. Where the cut back method is not possible, provide timber shoring, trench jacks, sheet piling, cage or other approved method. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Fall Protection |
| **GENERAL** | Protect workers from injuries associated by not utilizing proper fall arrest protection. |
| **APPLICATION** | Fall arrest protection must be utilized where there is or may be a danger to workers falling. No person shall use fall protection devices until they have received adequate training. |
| **PROTECTIVE**  **MECHANISMS** | Permit system  Emergency response plan  Fall protection plan  Personal protective equipment  Manufacturer’s specifications  Safe work procedure  Barricades and warning signs |
| **SELECTION**  **AND USE** | Manufacturer’s specification  As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements and training.  Hazard analysis  Work site inspection  Determine type of equipment required |
| **WORKER**  **RESPONSIBILITY** | 1. Be fully conversant with fall protection systems. 2. Ensure you know capabilities of fall protection equipment. 3. Ensure barricades, ribbons and signs identify restricted areas. 4. Ensure you understand the procedures for rescue of workers who may be unable to rescue themselves from an elevated work area. 5. Ensure you know your anchor points. 6. Ensure you do not wrap the lanyards and/or rope around beams, girders, pipes, etc. 7. Utilize buddy system and continually check each other’s harness and D ring to ensure the harness is not to lose and or the D ring has not slipped down the back. |
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| **SAFE WORK PRACTICE** | |
| **TITLE** | Flagperson Operations |
| **GENERAL** | Protecting workers from injuries associated with flagging. |
| **APPLICATION** | As per job requirement |
| **PROTECTIVE MECHANISMS** | Safe work procedure  Personal protective equipment (PPE) |
| **SELECTION AND USE** | As per safe work procedure |
| **SUPERVISOR RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER RESPONSIBILITY** | Poor sight lines and lack of visibility are inherent in some equipment used and some construction projects. This is especially true when the equipment is backing up or moving in areas where space is limited and the turning radius is tight.  Warning devices, such as back up alarms and/or flashing lights are provided on mobile equipment, but this is not always sufficient to ensure worker protection. This is especially true on projects where there are many pieces of equipment, constant movement and high noise levels.  It is imperative a flagperson be used when:   * work is being performed in proximity to public roadways where there is the possibility of equipment/material entering the roadway * equipment/trucks being backed up, if there are blind spots the operator cannot see * the public may be at risk of contact with equipment   The responsibilities of the flagperson include:   * understanding their duties as detailed in flagperson training * not standing in a traffic lane in use * wearing of all PPE at all times * using a hand-held traffic sign to stop traffic - the sign will indicate STOP on one side and SLOW on the other side * never having their back towards oncoming traffic/equipment * keeping to the task at hand – never performing any other tasks/activities while acting as a flagperson * performing a hazard assessment of the traffic area, including any overhead hazards * identifying themself to the operator of equipment/trucks and advising the operator if they lose sight of the flagperson at any time, that they do not continue backing up/moving the equipment/truck until sight of and communication with the flagperson is reestablished |
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**SAFE WORK PRACTICE**

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| **TITLE** | Flushing Chlorine from Water Lines |
| **GENERAL** | Protecting workers from the hazards associated with flushing chlorine from water lines. |
| **APPLICATION** | No person shall perform a task or duty until they are fully aware of the potential hazards and the precautions associated. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure On-the-job training  Personal protective equipment |
| **SELECTION**  **AND USE** | As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | Do’s:   1. Choose a safe location to dump chlorinated water. 2. Inspect hoses prior to use for leaks and damage. 3. Have someone present at all times while flushing. 4. Test chlorine levels following manufacturer’s instructions. 5. Use caution when walking in wet and flooded areas.   Don’ts:   1. Spill chlorinated water into water ways. 2. Flood any private property. 3. Leave flushing unattended. 4. Assume all chlorine is out without testing. 5. Run through work areas. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Grinder Operations |
| **GENERAL** | Protecting workers from injuries associated with working with grinder operations. |
| **APPLICATION** | As per job description |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Personal protective equipment (PPE)  ERP (emergency Response Plan) |
| **SELECTION**  **AND USE** | Safe work procedure  Job requirement |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | 1. Observe extreme caution when using any grinder. Severe injury may occur if proper PPE is not used or if the equipment is not properly stored and maintained. 2. Check the tool rest for the correct distance for abrasive wheel – maximum 1/8” or 3 mm. 3. Replace the grindstone when adjustment of the rest cannot provide 1/8” (3 mm) clearance. 4. If the wheel has been abused and ground to an angle or grooved, reface the wheel with the appropriate surfacing tool. 5. Ensure proper guards are in place and ensure safety glasses, face shields, gloves and safety boots are worn when using grinders. 6. Wear appropriate ear protection. 7. Aprons are advisable, depending on the type of job. 8. Wear respiratory protection when grinding for extended periods of time or while grinding silica producing surfaces such as concrete. 9. Each time a grinding wheel is mounted; the maximum approved speed stamped on the wheel blotter should be checked against the shaft rotation speed of the machine to ensure safe peripheral speed is not exceeded. A grinding wheel must not be operated at peripheral speed exceeding the manufacturer’s recommendations. 10. When mounting the wheels, check them for cracks and defects. Ensure the mounting flanges are clean and the mounting blotter are used. Do not over tighten the mounting nut. 11. Before grinding, run newly mounted wheels at operating speed to check for vibrations. 12. The flanges supporting the grinding wheel should be a maximum of 1/3 the diameter of the wheel and must fit the shaft rotating speed according to the manufacturer’s recommendations. 13. Clean and service grinders according to the manufacturer’s recommendations. 14. Bench grinders are designed for peripheral grinding. Do not grind on the side of the wheel. 15. Do not stand directly in front of the grinding wheel when it is first started. 16. Do not use grinders near flammable materials. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Ground Disturbance |
| **GENERAL** | To replace material as close to original compaction as possible. |
| **APPLICATION** | As per job requirement |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Other person (swamper)/safety watcher  Personal protective equipment (PPE) as per community council policy  Emergency response plan |
| **SELECTION**  **AND USE** | As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | Provide proper instruction to operators. |
| **WORKER**  **RESPONSIBILITY** | 1. Compaction to be done in six-foot lifts. 2. Use light granular material. 3. No heavy compaction on any underground plant, ex. natural gas line, hydro cable, etc. within one meter. 4. Wear PPE. 5. Have safety watcher at all times. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Hand Protection |
| **GENERAL** | Protecting workers from injuries associated with hand protection. |
| **APPLICATION** | No person shall perform a task or duty until they are fully aware of the potential hazards and the precautions associated. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Personal protective equipment (PPE) as per community council policy |
| **SELECTION**  **AND USE** | Manufacturer’s specifications  As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements and training. |
| **WORKER**  **RESPONSIBILITY** | 1. Hand protection is designed to protect hands against a wide variety of hazards. The protection can be provided in a number of different ways; barrier creams, finger guards, cots and thimbles, hand pads, mitts and gloves. 2. Choose hand protection that adequately protect from the hazard. 3. Do not wear gloves with metal parts near electrical equipment. 4. Do not use worn or torn gloves. 5. Do not wear gloves while working on moving equipment, they can become caught. 6. Wash off all chemical protective gloves with water before removing them. 7. Inspect and test gloves for defects before using. 8. Follow manufacturer’s instructions for care and maintenance of gloves. 9. Ensure gloves fit properly. 10. Ensure all exposed skin is covered by gloves. Gloves should be long enough, so there is no gap between the glove and sleeve. 11. Test all rubber or synthetic gloves for leaks by inflating them:  * hold cuffs with thumbs inside, stretch cuff slightly * squeeze inflated portion of glove with left hand, causing rubber to distend and magnify and defect * swing glove outward and over towards the face, two or three times, trapping air inside * if large numbers need testing use a compressed air jig * double roll cuff over and grip with right hand |
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**SAFE WORK PRACTICE**

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| **TITLE** | Hazard Control Signage |
| **GENERAL** | Protecting workers from injuries associated with improper use of warning signs. |
| **APPLICATION** | Work sites should have appropriate and adequate signage to identify site hazards in place prior to the commencement of any work process. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedures  Government legislation local jurisdictions  Work site traffic  Personal protective equipment guidelines |
| **SELECTION**  **AND USE** | As per safe work procedures |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements and training.  Signage selection  Hazard analysis |
| **WORKER**  **RESPONSIBILITY** | 1. Ensure signage is in good condition, clean, legible and suited to the purpose.  2. Ensure traffic control signage is of accepted standards.  3. Ensure signage is secured.  4. Routinely inspect signage for placement, cleanliness and physical damage.  5. Ensure road traffic control signage is covered when no activity is present.  6. Ensure you are fully trained to erect road traffic signage. |
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**SAFE WORK PRACTICE**

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| **TITLE** | | Hearing Protection | |
| **GENERAL** | | Protecting workers from injuries associated with excessive noise and improper use of hearing protection. | |
| **APPLICATION** | | Noise levels must be assessed when any new job begins and employees must ensure the proper use of hearing protection. | |
| **PROTECTIVE**  **MECHANISMS** | | Safe work procedure  Personal protective equipment as per community council policy | |
| **SELECTION**  **AND USE** | | Manufacturer’s specifications  As per safe work procedure | |
| **SUPERVISOR**  **RESPONSIBILITY** | | To facilitate and/or provide proper instruction to workers on protection requirements and training. | |
| **WORKER**  **RESPONSIBILITY** | | Hearing protectors reduce the amount of sound energy reaching the ears.   1. Improper fit and a low percentage of time worn greatly reduces the effectiveness of hearing protection. 2. Select hearing protection that is:  * correct for the job * adequately reducing sound frequencies (check manufacturer’s literature) * comfortable enough to be accepted and worn during all exposure to noise  1. Ear plugs are inserted to block the ear canal. They may be pre-molded (preformed) or moldable (such as glass down, foam plastic, waxed cotton). 2. Canal caps are comprised of two ear plugs held over the ends of the ear canal by a rigid headband. 3. Ear muffs are comprised of sound attenuating material and soft ear cushions which fit around the ear and hard outer cups. They are held together by a head band. 4. Do not use radio headsets as a substitute for hearing protectors. 5. Do not modify hearing protectors.   **CARE:**   1. Refer to the manufacturer’s instructions. 2. Check hearing protection regularly for wear or tear. 3. Replace ear cushions or plugs that are no longer pliable. 4. Replace unit when head bands are so stretched, they do not keep ear cushions snugly against the head. 5. Disassemble ear muffs to clean. 6. Wash hearing protectors with a mild liquid detergent in warm water and then rinse in clear warm water. 7. Ensure sound attenuating material inside cushions does not get wet. 8. Use a soft brush to remove skin oil and dirt which can harden ear cushions. 9. Squeeze excess moisture from the plugs or cushions and then place on a clean surface to air dry.   **FIT:**   1. Follow manufacturer’s instructions. 2. Ensure hearing protector tightly seals within the ear canal or against the side of the head. | |
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| SAFE WORK PRACTICE | | | |
| **TITLE** | | Heavy Equipment Maintenance | |
| **GENERAL** | | Protecting workers from injuries associated with heavy equipment operation and preventing damage to equipment. | |
| **APPLICATION** | | Equipment must be serviced, maintained and operated in a proper manner by trained operators. | |
| **PROTECTIVE MECHANISMS** | | Safe work procedures Manufacturer’s specifications Personal protective equipment Permit system | |
| **SELECTION AND USE** | | As per job requirement and manufacturers recommendations | |
| **SUPERVISOR RESPONSIBILITY** | | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training. | |
| **WORKER RESPONSIBILITY** | | 1. Walk around the unit and perform a visual check. 2. Conduct pre-start checks. 3. Conduct after start checks. 4. Follow manufacturer’s recommendations for cold weather starts. 5. Wear seat belts where machines are equipped with roll over protection. 6. Use extreme caution when mounting or dismounting a machine. 7. Report all problems or potential problems to your supervisor. 8. Ensure the correct operating procedures are followed when the day’s activities have been completed and the machine is being stopped. | |
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**SAFE WORK PRACTICE**

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| **TITLE** | Housekeeping |
| **GENERAL** | Protecting workers from injuries associated with poor housekeeping. |
| **APPLICATION** | As per job description |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure |
| **SELECTION**  **AND USE** | As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection, requirements and training. |
| **WORKER**  **RESPONSIBILITY** | 1. Keep the work area clean, free of oil, grease, mud, unnecessary tools/equipment, scrap metal and other materials. 2. Clean up spills promptly with proper absorbing materials and agents. 3. Place all waste and other waste materials in appropriate containers. 4. Store all oily rags in appropriate fire-approved steel containers. 5. Keep exterior walkways and stairways free of snow, ice and obstacles. 6. Keep interior hallways, stairwells and other traffic areas clear. 7. Watch for hazards such as nails, pieces of scrap metal, grease and oil. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Installation of Blanking Devices |
| **GENERAL** | Protecting workers from injuries associated with the installation of blanking devices. |
| **APPLICATION** | Blanking devices will be used to isolate piping systems when there is or may be a danger to workers from the inadvertent release of energy or a hazardous substance into the system. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Permit system  Personal protective equipment  Emergency response plan |
| **SELECTION**  **AND USE** | As per job requirement |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements and training.  Identify locations where blinds are to be installed. |
| **WORKER**  **RESPONSIBILITY** | 1. Isolate the system.  2. Depressurize the system.  3. Ground the system for possible static charge.  4. Disassemble piping.  5. Clean surfaces where blind/blank is to be installed.  6. Install blinds/blanks.  7. Install plugs and caps.  8. Bolt up flange and reconnect sections.  9. Re-pressurize the system and check for leaks. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Live Tapping a Water Main |
| **GENERAL** | Protecting workers from the hazards associated with tapping a live water main. |
| **APPLICATION** | No person shall perform a task or duty until they are fully aware of the potential hazards and the precautions associated. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure On-the-job training  Personal protective equipment |
| **SELECTION**  **AND USE** | As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | Do’s:   1. Expose water main to allow enough room for saddle. 2. Expose main with shovel only. 3. Clean all dirt from main before putting on saddle. 4. Lube saddle threads prior to tightening. 5. Use Teflon tape or thread dope on all threaded fittings. 6. Use correct adapter when threading on tapping machine. 7. Manually drill hole in main using light pressure.   Don’ts:   1. Excavate close to main with machinery. 2. Put saddle on dirty main. 3. Tighten saddle with lubing threads. 4. Thread fittings without Teflon tape or thread dope. 5. Push hard when tapping main. 6. Put tapping machine away dirty. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Manual Lifting and Carrying |
| **GENERAL** | Protecting workers from injuries associated with material lifting and carrying. |
| **APPLICATION** | Most lifting accidents are due to improper lifting methods. All manual lifting should be planned and safe lifting procedures followed. |
| **PROTECTIVE MECHANISMS** | Permit system  Safe work procedure  Safe lifting procedures  Personal protective equipment  Emergency response plan |
| **SELECTION AND USE** | As per safe work procedure  Safe lifting procedure |
| **SUPERVISOR RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training selection of lifting equipment. |
| **WORKER RESPONSIBILITY** | 1. Ensure you know your physical limitations and the approximate weight of materials. 2. The use of power equipment or mechanical lifting devices should be considered and employed where practical. 3. Obtain assistance in lifting heavy objects. 4. Ensure a good grip before lifting and employ proper lifting technique. 5. Avoid reaching out. 6. Pipes, conduit, reinforcing rods and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors. 7. Be aware of hazardous and unsafe conditions. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Manual Material Handling |
| **GENERAL** | Protecting workers from the hazards associated with manual material handling. |
| **APPLICATION** | The following rules and procedures apply as it pertains to manual material handling. |
| **PROTECTIVE**  **MECHANISMS** | Personal protective equipment |
| **SELECTION**  **AND USE** | Job requirement |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | 1. Gloves should be worn when handling material(s) (with sharp edges) to prevent cuts/scratches or abrasions. Look at the object to be lifted and know what the weights are and the size it is before you take on the task of lifting the unit. When looking at the size take into account that this may be light, but awkward. This could be an empty box or a full box of surrounds. Always know what you are lifting and if in doubt ask for help. Get help whenever possible for items over 20 lbs or items too awkward to carry easily close to the body. 2. Take a moment to stretch and/or limber up muscles prior to any lifting. 3. When lifting heavy objects, position your feet for balance – place one foot slightly ahead of the other, about hip width apart. 4. Bend at your knees. Keep your back as straight as possible. 5. Make sure you have a firm grip on the object. If lifting with others, one person to take the lead and count, so there is one smooth motion and not any jarring. 6. Use your legs and upper arm muscles to lift – DO NOT use your lower back. 7. Keep your arms and the object close to your body at waist level. 8. Pivot with the feet to turn rather than twist at the waist. 9. Plan your route and clear it before lifting. 10. Don’t lift any type of conductive equipment near any charged electrical system. 11. If you have any questions about what you are lifting or you require some information, please seek assistance from your supervisor. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Mechanical Vibration Tools |
| **GENERAL** | Protecting workers from injuries associated with the use of mechanical vibration tools (jackhammers, tampers, impact drills). |
| **APPLICATION** | Mechanical vibration tools are common tools in road building and in general construction industry which require trained workers to operate. |
| **PROTECTIVE MECHANISMS** | Safe work procedure  Manufacturer’s specifications  Permit system  Personal protective equipment (PPE)  Barricades and warning signs  Emergency response plan |
| **SELECTION AND USE** | As per safe work procedure  Manufacturer’s specifications |
| **SUPERVISOR RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training hazard analysis.  Work site inspection |
| **WORKER RESPONSIBILITY** | 1. Ensure vibration suppression material is applicable. 2. Ensure work site has barricades and warning signs in place. 3. Be conversant in safe work procedure and equipment. 4. Know the work limits associated with equipment, including levels of sensitivity, numbness or stiffness. 5. Ensure proper PPE is utilized for task, including hearing protection. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Mobile Equipment |
| **GENERAL** | To prevent incident and injury while using or working around mobile equipment. |
| **APPLICATION** | It is crucial everyone involved learn about new safety procedures, hazards, the use of all controls, especially in areas as critical as emergency shut-downs. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure Personal protective equipment (PPE) as per community council or site requirements |
| **SELECTION**  **AND USE** | As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | 1. Read the operator’s manual before operating. 2. Receive training from the manufacturer's rep or a trainer. 3. Know the start-up and shut-down procedures. 4. Check to see guards are in place and secure. 5. Identify all energy sources on the new equipment, such as electrical, pneumatic or hydraulic. 6. Know lockout procedures associated with the new equipment. 7. Know new maintenance procedures. Become familiar with the required schedule and how to keep these maintenance records. 8. Know chemical or atmospheric hazards associated with the new equipment and wear PPE. 9. Know the signs which might indicate problems in the new machine. 10. Know who to call in case of emergency. 11. Conduct pre-trip and post-trip inspection. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Motor Vehicle Operation |
| **GENERAL** | To ensure all employees and contract staff whose work requires operation of a motor vehicle, do so safely and are in compliance with all vehicle codes, traffic laws, community council procedures and manufacturer’s recommended operating guidelines. |
| **APPLICATION** | This practice applies to all operation of motor vehicles to conduct community business matters. |
| **PROTECTIVE**  **MECHANISMS** | The Highway Safety Act and regulations  Community council rules  Manufacturer’s recommendations |
| **SELECTION**  **AND USE** | As per safe work procedure  Community council rules  Manufacturer’s recommendations |
| **SUPERVISOR**  **RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to employees on protection requirements.  Compliance  Enforcement |
| **EMPLOYEE**  **RESPONSIBILITY** | 1. Ensure you have a valid operator’s license and driver’s license. 2. Assure compliance with working alone safety legislation. 3. Lock doors. 4. Drive defensively. 5. Back in when practical. 6. Ensure vehicle has an emergency road kit. 7. The operation of any motor vehicle for community business is prohibited when the driver is fatigued, consumed alcoholic beverages or drugs causing impairment or when the road authority does not recommend travel. 8. No smoking or vaping in vehicle and equipment. 9. Drivers and passengers must wear seat belts at all times. 10. Be familiar with the vehicle and its capabilities. 11. Do not offer rides to hitchhikers or strangers. 12. Do not operate a cell phone or other hand-held device while the vehicle is in motion. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Musculoskeletal Injury Risk |
| **GENERAL** | Protecting workers from injuries associated with musculoskeletal injury risk. |
| **APPLICATION** | As per job requirement |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure |
| **SELECTION**  **AND USE** | As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | 1. Maintain proper posture and use back rests which are designed to support natural curves in your spine. 2. Don’t drive with your wallet in our back pocket. The wallet may put your spine out of alignment and exert pressure on your sciatic nerve, which can lead to back and leg pain. 3. Maintaining good sitting posture is important. Try to get out of your vehicle for a couple of minutes every hour or two and gently stretch backwards. Ideally, the back of your seat should be tilted at 110 degrees from your legs to reduce disc pressure and relax back muscles. 4. Avoid lifting immediately after driving. The first two or three minutes after you exit your vehicle is a high-risk time for injury. Your muscles are tired; your ligaments are stretched and unable to support your spine properly; your spinal discs are at risk of injury. Give yourself a couple of minutes to stretch and rest before trying to lift anything heavy. A standing back bend, slow and easy, will help reduce the stress on your spine from sitting. 5. Avoid jumping down from your vehicle. The impact of jumping puts additional stress and shock on your spine. Over the years this can result in low back injury. Jumping down from vehicles may also cause knee and ankle injuries. Always face your vehicle when dismounting and maintain three-point contact. Remember that 14 per cent of back injuries to heavy equipment operators are caused by improper dismounting from the vehicle. 6. If possible, adjust your seat and steering wheel, so you can use the pedals and still keep your low back in contact with the seat back. 7. When driving for long periods, shift positions occasionally to give your back a change of position. 8. Before entering or exiting cab, slide the seat back. This will give you more room and prevent the need to twist. Try to keep your back straight and avoid twisting when getting in and out. Bend at your hips and knees rather than at your back. 9. Maintain equipment in sound working order. A good suspension system and correct tire pressure will help to reduce vibration. 10. Take extra care and reduce travel speed over rough terrain. 11. If possible, tilt your seat a notch or two every 30 minutes. This alters the direction of vibration throughout your body and helps reduce its effects. 12. Using equipment such as grinders, jackhammers and power tools you are exposed to segmental vibration. You are also exposed to segmental vibration when operating controls. Segmental vibration may cause Raynaud’s syndrome. 13. The following work practices must be followed to reduce health effects.  * wear gloves to keep your hands warm in cold weather * take breaks when possible and stretch your fingers and hands * equipment controls should have vibration-reducing material built into the grips |
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**SAFE WORK PRACTICE**

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| **TITLE** | Office Safety |
| **GENERAL** | Protecting workers from injuries associated with office environment. |
| **APPLICATION** | To ensure employees are aware of the potential and existing hazards in the office environment. |
| **PROTECTIVE MECHANISMS** | Safe work procedures  Emergency response plan  Manufacturer’s recommendations  Local legislation  Safety data sheet  Working alone policy |
| **SELECTION AND USE** | As per safe work procedure  Emergency response plan  Safety data sheet |
| **SUPERVISOR RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training. |
| **WORKER RESPONSIBILITY** | 1. Ensure you are conversant with emergency evacuation. 2. Ensure all electrical cords are in good condition and are not overloaded. 3. Ensure computer monitors are adjusted to correct height and kept clean. 4. Ensure fans/space heaters are used to manufacturer’s specifications. 5. Ensure floors and aisles are kept clear and not cluttered. 6. Ensure only one drawer of filling is open at one time and those drawers are closed when not in use. 7. Ensure proper type of fire extinguisher is available. 8. When transporting materials of a heavy nature ensure handcarts and trolleys are used properly. 9. Operate microwave according to manufacturer’s specifications. 10. Ensure coffee makers are used according to manufacturer’s specifications. 11. Ensure photocopier is maintained according to manufacturer’s specifications. 12. Ensure chairs are in good repair. 13. Ensure rugs are kept clean and in good repair – free of tripping hazard. 14. Ensure paper cutter blade is placed in closed lock position. 15. Ensure all loose clothing is tied back when using paper shredder. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Opening and Guarding Manholes |
| **GENERAL** | Protecting workers from injuries associated with opening manholes. |
| **APPLICATION** | Whenever the cover is to be removed from a manhole or when obstruction to traffic exists, precautions must be undertaken. |
| **PROTECTIVE MECHANISMS** | Safe work procedure  Traffic control mechanisms  Breathing air apparatus  Air movers and monitors  Personal protective equipment  Barricades and warning signs  Confined Space Code of Practice/Permit system  Emergency response plan |
| **SELECTION AND USE** | As per safe work procedure |
| **SUPERVISOR RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training hazard analysis.  Work site inspection |
| **WORKER RESPONSIBILITY** | 1. Ensure obstructions to traffic are guarded by adequate signs, barricades, lights, flares or flags. 2. Ensure a blow torch or other open flame is not utilized to melt ice around a manhole or vault cover. 3. Ensure covers are removed and replaced by means of approved hooks or hoists. 4. Ensure forced ventilation is used for oxygen deficiency. 5. Ensure equipment is in good working condition. 6. Ensure you are trained in the use of breathing air apparatus. 7. Before any work is done on a cable, it must be identified by an approved method. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Operation of Air Tools |
| **GENERAL** | Protecting workers from injuries associated with operation of air tools. |
| **APPLICATION** | Air tools are powered by compressed air supplied by rubber hoses. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Personal protective equipment (PPE)  Emergency response plan |
| **SELECTION**  **AND USE** | As per job requirement  Provincial workplace safety and health legislation |
| **SUPERVISOR**  **RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | 1. Regularly inspect tools and hoses before using. 2. Obtain underground utility locates for the work area. 3. Wear suitable clothing and PPE. 4. Use proper shoring or slope equipment when air back tools are used in ditch. 5. Get assistance before lifting or moving heavy objects. 6. Practice good housekeeping. 7. Keep loose fitting clothing away from rotating equipment. 8. Bleed air before disconnecting hoses. 9. Shut off equipment while refueling. 10. Do not use an air tool for any purpose other than what it is intended for. 11. Follow operation of air tool safe work practice step by step. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Operating a Boat (under 6 meters with more than 7.5 kW or 10 HP) |
| **GENERAL** | Protecting workers from injuries associated with operating a boat in under 6 meters of water. |
| **APPLICATION** | As per job requirement |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Personal protective equipment (PPE)  Life jacket |
| **SELECTION**  **AND USE** | As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | 1. The operator must carry valid proof of competency at all times according to the Competency of Operators Pleasure Craft Regulation. 2. Ensure proper PPE and appropriate safety equipment is on board and stored properly. 3. Follow safe boating practice indicated in the operating manual and those in the *Transport Canada Safe Boating Guide*. 4. Check the weather (keep your eye on the sky throughout for weather changes in case it is necessary to head for shore). 5. Always operate with caution. 6. The person in charge of the vessel must, during a safety briefing, demonstrate how to put on each type of life jacket carried on board the vessel. 7. Report you have safely returned from your trip. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Operating Equipment on Ice |
| **GENERAL** | Protecting workers from injuries associated with operating equipment on ice. |
| **APPLICATION** | As per job requirement |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Personal protective equipment (safety glasses, steel toe boots, hard hat, hearing protection, personal flotation devices (PFD)) |
| **SELECTION**  **AND USE** | As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | 1. Check with utilities before any work begins. 2. Inspect the work area to check for hazards. 3. Appropriate operational fire extinguishers must be available. 4. Only qualified personnel should operate equipment. 5. The equipment operator must be able to quickly exit from the powered mobile equipment. 6. Determine ice thickness prior to starting work. 7. Determine weight of equipment prior to starting work. 8. Operators must at all times wear a PFD. 9. Follow all normal operating procedures. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Operating an Ice Resurfacer |
| **GENERAL** | Protecting workers from injuries associated with operating an ice resurfacer. |
| **APPLICATION** | As per job requirement |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Personal protective equipment (safety glasses, steel toe boots) |
| **SELECTION**  **AND USE** | As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | 1. Read and understand the manufacturer’s manual prior to operating the machine. 2. Contact the manufacturer for a replacement manual if you do not have a copy. 3. Pay attention to all safety precautions and warnings before operating or performing lubrication and maintenance. 4. Only trained and authorized competent personnel may operate an ice resurfacer. 5. Improper machine operation and maintenance is dangerous and could result in injury or death. 6. Never attempt any repairs or adjustments while the machine is moving or is running, unless otherwise specified. 7. Only use tools, procedures and work methods recommended by the manufacturer. 8. Circle the ice resurfacer to check the machine prior to mounting. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Pipe Bending |
| **GENERAL** | Protecting workers from injuries associated with pipe bending operations. |
| **APPLICATION** | A bending machine is used to shape the pipe to conform to the contours of the terrain or to change the direction of the line route. |
| **PROTECTIVE MECHANISMS** | Safe work procedure  Permit system  Equipment maintenance procedure  Barricades and warning signs  Personal protective equipment (PPE)  Emergency response plan |
| **SELECTION AND USE** | As per safe work procedure  Manufacturer’s specifications  Provincial workplace safety and health legislation |
| **SUPERVISOR RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training hazard assessment.  Work site inspection  Equipment selection |
| **WORKER RESPONSIBILITY** | 1. Regularly inspect equipment.  2. Remain within the operator’s line of vision.  3. Keep proper distance when tagging pipe.  4. Keep pipe from swinging.  5. Know the proper hand signals.  6. Check pipe slings for wear and defects.  7. Ensure pipe is properly chalked.  8. Do not ride on equipment, unless appropriate seating is available.  9. Do not stand between pipe and equipment.  10. Do not stand between pipe and ditch.  11. Ensure you know pinch points.  12. Follow pipe bending safe work procedure step by step.  13. Use proper PPE as per manufacturer’s specification. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Pipe Welding |
| **GENERAL** | Protecting workers from injuries associated with welding operations. |
| **APPLICATION** | Joints of pipe are welded together into one continuous pipeline using various welding methods. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Permit system (HOT) Welding procedures  Personal protective equipment  Emergency response plan |
| **SELECTION**  **AND USE** | As per job requirement  Provincial workplace safety and health legislation |
| **SUPERVISOR**  **RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training hazard assessment.  Site inspection |
| **WORKER**  **RESPONSIBILITY** | 1. Welders must check their equipment at frequent and regular intervals for defects, particularly for defective cables in wet areas. 2. Ensure buffing and grinding operators wear face shields, safety glasses and hearing protection. 3. Ensure full and empty cylinders be kept separate and identified. 4. Ensure cylinders are secured and in upright position. 5. Ensure flammable materials are kept out of weld areas. 6. Avoid watching arc without proper eye protection. 7. Ensure grinders and buffers have proper guards installed as per manufacturer’s specifications. 8. When welding or grinding use portable grinding/welding shields around the area where work is being done. 9. Have welding cables off the ground and up in walk areas. 10. No contact lenses when welding. Use CSA approved safety eye wear. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Pipeline Tie-ins |
| **GENERAL** | Protecting workers from injuries associated with tie-in operations. |
| **APPLICATION** | When a new line has been installed and tested, it is connected to an existing pressurized mainline, often in a restricted excavation. |
| **PROTECTIVE MECHANISMS** | Safe work procedure  Permit system  Equipment maintenance procedures  Personal protective equipment  Barricades and warning signs  Emergency response plan |
| **SELECTION AND USE** | As per safe work procedure |
| **SUPERVISOR RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training.  Work site inspection  Hazard analysis  Determine type of equipment |
| **WORKER RESPONSIBILITY** | 1. Regularly inspect equipment.  2. Remain within the operator’s line of vision.  3. Watch for moving equipment.  4. Keep flammable materials away from areas where welding is being performed.  5. Ensure proper placement of skids.  6. Inspect slings before use.  7. Check field records for existing mains.  8. Be aware of pressure in the existing gas main.  9. Do not ride on equipment unless appropriate seating is available.  10. Be conversant with procedures. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Portable Ladders |
| **GENERAL** | Protecting workers from injuries associated with the use of portable ladders. |
| **APPLICATION** | Portable ladders should only be used when there are no permanent or temporary stairways or work platforms available for task. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Manufacturer’s specifications  Personal protective equipment  Emergency response plan |
| **SELECTION**  **AND USE** | As per safe work procedure  Manufacturer’s specifications  Provincial workplace safety and health legislation |
| **SUPERVISOR**  **RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training.  Work site inspection  Selection of equipment |
| **WORKER**  **RESPONSIBILITY** | 1. All ladders must be inspected prior to performing a task. 2. Wooden ladders must not be painted. 3. Conductive metal ladders or wire or wire reinforced wooden ladders must not be permitted in energized areas. 4. Ensure surface is level and firm. 5. Ensure ladder is tied off and set at the proper angle. 6. Ladders must not be climbed higher than the second step from the top. 7. Three points of contact should always be maintained when climbing up or down. 8. Ladders should not be erected on boxes, tables, scaffold platforms, lift platforms or on vehicles. 9. A ladder must not be placed against an unsafe support. 10. Follow portable ladder safe work procedure step by step. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Power and Hand Tool Use |
| **GENERAL** | Protecting workers from injuries associated with the use of power and hand tools. |
| **APPLICATION** | Power tools and hand tools to be used and maintained in compliance with manufacturer’s guidelines. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedures  Personal protective equipment  Manufacturer’s specifications  Emergency response plan |
| **SELECTION**  **AND USE** | As per manufacturer’s safe work procedures |
| **SUPERVISOR**  **RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training.  Required tools |
| **WORKER**  **RESPONSIBILITY** | 1. Electrical tools must have three wire (grounding) cord and plug, excluding double insulated tools. 2. Grinder discs, buffers and stones to be used only for designed application and at rated speed. 3. Stationary grinders must have properly adjusted tool rests and stones to be properly dressed. 4. Angle grinders to have original equipment manufacturer (OEM) guard. 5. On/off switches must be functional and positioned, so operator has access. 6. Accessories can only be used that are designed for use with the tools specified. 7. Saw blades must be designed for the product being cut and at the rated speed, OEM guards must be in place and functional. 8. Chisels, punches, hammer, wrenches, etc. to have all burrs ground from striking area. 9. Chisels, punches, screwdrivers, etc. to have tips properly dressed. 10. Cracked and/or splintered handles to be replaced. 11. All tools must be cleaned after use and repairs made before being properly stored. 12. Tools to be used for designed purpose only. 13. Repairs to tools must be performed by qualified personnel, using OEM parts or equivalent. 14. Follow tool safe work procedures step by step. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Powered Mobile Equipment |
| **GENERAL** | Protecting workers from injuries associated with moving equipment. |
| **APPLICATION** | As per job requirement |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Personal protective equipment (safety glasses, steel toe boots) |
| **SELECTION**  **AND USE** | As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | Powered mobile equipment is defined as a self-propelled machine or combination of machines including a prime mover or a vehicle, used to manipulate or move material, move employees or provide a powered aerial device for employees.  Council must ensure:   1. The equipment has a rollover protective structure (ROPS) before operating. ROPS must meet SAE Standard J1042 (2003), Operator Protection for General-Purpose Industrial Machines. Contact the community council regarding equipment that does not have ROPS or a structure that was not commercially manufactured. 2. Powered mobile equipment is inspected by a competent person (a person possessing knowledge, experience and training to perform a specific duty) for defects and unsafe conditions as often as required to ensure the equipment is in safe operating condition and in accordance with the manufacturer’s specifications. 3. Defective or unsafe powered mobile equipment is not operated until it is repaired. 4. Written records of inspections, repairs and maintenance is kept at the workplace and made available to the equipment operator. 5. The operator’s manual is available to the equipment operator. 6. Rented powered mobile equipment is accompanied by a safe work procedure from the vendor. 7. Contractors conducting work in the community and using powered mobile equipment have a safe work procedure. 8. See procedures on backing up vehicles and equipment. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Propane Torch Use |
| **GENERAL** | Protecting workers from injuries associated with propane torch use. |
| **APPLICATION** | As per job description |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Manufacturer’s recommendations  Personal protective equipment |
| **SELECTION**  **AND USE** | As per safe work procedure  Manufacturer’s specifications |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection, requirements and training. |
| **WORKER**  **RESPONSIBILITY** | A flame from a propane torch can reach temperatures of over 1,093˚C. Roofers applying torch on products can receive serious burns from both the torch flame and the hot modified bitumen sheets they are applying.   1. When using a torch, workers must wear additional protective clothing (gloves, eye protection). 2. Prior to use, ensure torching equipment is in good working order and the cylinder valves are clean. Check that fittings, hoses and heads are secure. 3. DO NOT USE defective equipment. 4. Use soapy water to check connections for leaks. 5. Only use a spark lighter or electronic starter to light torch. 6. Protect the propane hose from damage by:  * keeping torch flame away from hose * keeping hose free of kinks * not running over hose with equipment * not using the hose to lift the cylinder  1. A torch flame is difficult to see in daylight, be aware of and keep away from the flame. 2. NEVER LEAVE AN OPERATING TORCH UNATTENDED. 3. Other than the operator, all workers should stay at least one meter away from the torch. 4. Set torch units into support leg position when not in use. 5. To shut off torch, close cylinder valve first, let gas burn out, close torch valve. 6. At the end of the day, disconnect hoses and store properly. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Refueling Equipment |
| **GENERAL** | Protecting workers from injuries associated with refueling operations. |
| **APPLICATION** | Refueling of equipment is a daily task in construction industry which may be hazardous if not carried out properly. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Applicable legislation  Personal protective equipment  Emergency response plan |
| **SELECTION**  **AND USE** | As per safe work procedure  Applicable legislation |
| **SUPERVISOR**  **RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training. |
| **WORKER**  **RESPONSIBILITY** | 1. Ensure you are conversant with regulations. 2. Refueling area is ventilated. 3. Ensure equipment is shut off prior to refueling. 4. Ensure there is no smoking or open flames in vicinity. 5. Avoid spillage on equipment or ground. 6. Ensure cellular phones and/or hand-held devices are turned off. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Repetitive Work |
| **GENERAL** | These are the muscle and joint stresses which are caused by doing the same work over  and over, with mild temporary injuries building up into serious disabling ones. |
| **APPLICATION** | These are the muscle and joint stresses which are caused by doing the same work over  and over, with mild temporary injuries building up into serious disabling ones. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure Personal protective equipment as per community council or site requirements |
| **SELECTION**  **AND USE** | As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | 1. Start by recognizing the repetitive tasks you do. If you feel pain or discomfort on a regular basis, consult with a professional. If you are having symptoms of repetitive strain injury, get it treated now or it may become far more serious. 2. Take scheduled breaks while you are performing repetitive tasks. Stretch and flex your muscles. 3. You might want to try specific exercises designed to help combat repetitive strain. Ask your supervisor or doctor for suggestions. 4. You can also try alternating your repetitive jobs with other tasks. For example, if   you are keyboarding for a period of time, try reading or filing for a while before  returning to your computer. If you are using a power drill, switch to another task periodically.   1. Consider rearranging your work station. Change the height of your chair and   table, so your back doesn't hurt and you don't have to bend and twist so much.  Place your tools and supplies, so you don't have to strain to reach them.   1. Relax your hold when using hand tools and power tools. Avoid awkward or   strained postures while working.   1. Maintain good physical condition to help reduce your chances of suffering a   repetitive strain injury.   1. Keep warm while you work. This helps muscles and connective tissues to stay   flexible and can help reduce injuries. Wear gloves, if appropriate, for your work. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Restricted Work Areas |
| **GENERAL** | Protecting workers from injuries associated with working in restricted areas. |
| **APPLICATION** | A work area will be designated as a restricted area, where there is a danger of contact with energized electrical equipment or hazardous substance. |
| **PROTECTIVE MECHANISMS** | Safe work procedures  Emergency response plan  Personal protective equipment  Permit system Hydrocarbon monitors  Fire extinguishers  Barricades and warning signs  Lockout procedures |
| **SELECTION AND USE** | As per safe work procedures |
| **SUPERVISOR RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training.  Designate limits of restricted area  Hazard analysis  Work site inspection |
| **WORKER RESPONSIBILITY** | 1. Establish and maintain clear exits.  2. Have safety and emergency breathing air apparatus available.  3. Place continuous gas monitors at strategic points.  4. Place fire extinguishers at strategic points.  5. Isolate system to be worked on.  6. Purge system.  7. Check for hydrocarbon leaks.  8. Ensure no alternate power sources.  9. Continually monitor area for changing conditions. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Roto Tiller and Edger Use |
| **GENERAL** | Protecting workers from injuries associated with the use of roto tillers and edgers. |
| **APPLICATION** | Roto tillers and edgers are an integral component of the landscaping industry which must be operated by fully trained workers. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedures  Manufacturer’s specifications  Personal protective equipment  Emergency response plan |
| **SELECTION**  **AND USE** | As per safe work procedure  Manufacturer’s specifications  Provincial workplace safety and health legislation |
| **SUPERVISOR**  **RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training.  Work site inspection  Selection of equipment |
| **WORKER**  **RESPONSIBILITY** | 1. Ensure all rocks and sharp objects are removed.  2. Ensure the blades are on correctly.  3. Ensure hands, feet and ears (hearing) are protected.  4. Do not service or fuel while motor is running or hot.  5. Ensure the right mix of oil and gas is used.  6. Ensure head is greased.  7. Shut down equipment when refueling.  8. Ensure guards and protective devices are in place.  9. Follow roto tiller and edger safe work procedures step by step. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Scaffolding |
| **GENERAL** | Protecting workers from injuries associated with erecting and working with scaffolding. |
| **APPLICATION** | All scaffolding used must be erected, maintained and dismantled by a competent worker, in accordance with manufacturer’s specifications and legislation. |
| **PROTECTIVE**  **MECHANISMS** | Permit system  Manufacturer’s specifications  Fall protection devices  Safe work procedure  Personal protective equipment  Emergency response plan |
| **SELECTION**  **AND USE** | As per safe work procedure  Manufacturer’s specifications |
| **SUPERVISOR**  **RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training.  Determine the type of scaffold required |
| **WORKER**  **RESPONSIBILITY** | 1. Ensure grounding on a firm and level base. 2. Maintain the established minimum clearances from all power lines. 3. Provide a safe access ladder. 4. Ensure scaffold has a platform perimeter handrail. 5. Anchor or tie a free-standingscaffold according to legislation. 6. Do not use a ladder sloped against the side of a scaffold at any time. 7. A toe board is required on all platforms. 8. Ensure tube and clamp modular construction is utilized. Wood construction is to be used only when absolutely necessary. 9. Ensure proper safe scaffold tags are installed. 10. Utilize a tag line when hoisting material. 11. Minimize tools, material and debris on the platform. 12. Ensure a hand line with a tool bag for tools is utilized. 13. When working at 3 meters (10 feet), a fall protection system must be used. 14. Follow scaffold safe work procedure step by step. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Skid Steer/Bobcat Use |
| **GENERAL** | To work around roads and sidewalks in a manner to reduce the risk of incident and injury. |
| **APPLICATION** | To enhance the driving experience and walking experience for the public. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure Personal protective equipment as per community council or site requirements |
| **SELECTION AND USE** | As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | 1. Always inspect area for hazards. 2. Complete pre-operation inspection of skid steer. 3. ONLY certified operators must run skid steer in hazardous situations. 4. Incompetent operators may run skid steer in open areas and under minimal risk   conditions ONLY, if supervised.   1. Understand the written instructions, rules and regulations. 2. Wear safety glasses, hearing protections, CSA approved footwear and hard hat. 3. Always read the manual before operation. 4. Know your load capacities for forks and bucket and NEVER exceed them. 5. Know the location of all workers and public at all times. 6. Phone Manitoba Hydro for all digging projects. 7. Always know where overhead power lines are. 8. No riders allowed. 9. Always operate in a well-ventilated area. 10. Always carry heavy end uphill. 11. Always wear seat belt. 12. ONLY operate machine with lift bar down. 13. Keep away from pinch points at all times. 14. ONLY qualified personnel will boost skid steers. 15. ALWAYS install lift arm stop when working on machinery while lift arms are up. 16. Place jack stands at rear before lifting operator cab. 17. ALWAYS use three points of contact while entering and exiting the skid steer. 18. Follow safe work practices and procedures for fueling. 19. Before leaving skid steer, ensure lift arms are lowered, parking brake is on and engine is stopped. 20. ALWAYS double check that attachments are installed properly. 21. Drive skid steer backwards onto trailers and secure according to manufacturer’s instruction. 22. Always travel up and down slopes. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Small Engine Equipment |
| **GENERAL** | Small engine equipment is used regularly to perform a multitude of tasks. Special care must be taken to protect workers and the public from hazards that are created by these machines. |
| **APPLICATION** | The following rules and procedures apply when using small engine equipment. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure Personal protective equipment (PPE) as per community council or site requirements |
| **SELECTION AND USE** | As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | 1. Always read manufacturer’s operations guide prior to using the equipment. 2. Know how to shut down an engine immediately in case of an emergency. 3. Always inspect general condition of the machine before use. 4. Ensure the piece of equipment has all safety shields and protectors in place before starting. 5. Ensure the piece of equipment has been filled with the correct fuel. 6. Do not fuel hot engine – let cool for at least five minutes. 7. Do not adjust weed eater, tines on roto tiller, volute on a pump or internal parts on a generator with engine running. 8. Wear the appropriate PPE for that piece of equipment. 9. Inspect the area you are working for potential hazardous obstacles and people who may be in a dangerous area. 10. When transporting a piece of equipment between sites, always ensure it has been securely stored on the vehicle or trailer. 11. Always clean and complete prescribed maintenance program for a given piece of equipment. 12. Report any damage or mechanical problems to your supervisor and/or the staff mechanic. 13. Report any incidents ASAP. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Spray Painting |
| **GENERAL** | Protecting workers from injuries associated with spray painting operations. |
| **APPLICATION** | Spray painting is an integral part of construction work, which must be performed by trained workers. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Occupational exposure limits  WHMIS  Safety data sheet  Permit system  Personal protective equipment (PPE)  Emergency response plan |
| **SELECTION**  **AND USE** | As per safe work procedure  Provincial workplace safety and health legislation |
| **SUPERVISOR**  **RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training.  Selection of equipment  Hazard assessment |
| **WORKER**  **RESPONSIBILITY** | 1. Ensure you are fully trained.  2. Ensure you are acquainted with safe work procedures.  3. Follow manufacturer’s recommendations.  4. Ensure all sources of ignition are eliminated or controlled.  5. Ensure equipment is grounded.  6. Ensure area is ventilated.  7. Do not smoke around spray painting operations.  8. Ensure warning signs are in place.  9. Practice good housekeeping.  10. Use proper PPE when spray painting.  11. Follow spray painting safe work procedures step by step. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Starting Equipment (Cold Starts) |
| **GENERAL** | Protecting workers from injuries associated with starting equipment in the cold. |
| **APPLICATION** | Upon initial startup of cold equipment. |
| **PROTECTIVE MECHANISMS** | Safe work procedure |
| **SELECTION AND USE** | As per safe work procedure |
| **SUPERVISOR RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER RESPONSIBILITY** | 1. The mechanic/operator will check all appropriate fluid levels on equipment. 2. The mechanic/operator will do a visual inspection of equipment pertaining to leaks, belts, etc. 3. The mechanic/operator will do a walk around the equipment to make certain the equipment is safe to start. 4. The mechanic/operator will climb on equipment using the three-point contact method and check for any danger, do not operate tags. 5. If there are no such tags on the equipment, then the mechanic/operator checks to make sure the equipment gears are in neutral and checks that the park and emergency brakes are activated. 6. The mechanic/operator proceeds to start engine. 7. Once engine is running at an idle, the mechanic/operator will check again all park and emergency brakes and drop all hydraulic accessories such as blades, bowls, buckets, etc. 8. The mechanic/operator will dismount safely from equipment using the three-point contact method. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Taking Water Samples |
| **GENERAL** | Protecting workers from the hazards associated with taking water samples. |
| **APPLICATION** | No person shall perform a task or duty until they are fully aware of the potential hazards and the precautions associated. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure On-the-job training  Personal protective equipment |
| **SELECTION**  **AND USE** | As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | Do’s:   1. Attach a clean plastic hose to sample port, if required. 2. Flush water for a minute to allow any contamination in fittings and hose to wash away. 3. Keep face and other contamination sources away from bottle when opening. 4. Take sample mid-stream from the top. 5. Take two samples per location. 6. Close bottle ASAP and clearly mark location, date and time on bottle.   Don’ts:   1. Use dirty hoses or fittings when taking samples. 2. Create hazards by spilling water on ground. 3. Allow anything which may contaminate sample nearby while bottle is open. 4. Touch mouth of bottle with anything. 5. Forget to mark the bottle with location, date and time. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Thawing of Frozen Ground using Artificial Heating Methods |
| **GENERAL** | Protecting workers from injuries associated with using artificial heating methods. |
| **APPLICATION** | Thawing frozen ground using artificial heating methods must be closely monitored to prevent any incidents of fire, explosion or excessive heating. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Environmental legislation Barricades and warning signs  Personal protective equipment (PPE)  Permit system (from local fire department or client, if necessary)  Emergency response plan |
| **SELECTION**  **AND USE** | As per safe work procedure  Provincial workplace safety and health legislation |
| **SUPERVISOR**  **RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training.  Hazard assessment  Work site inspection  Type of heating device |
| **WORKER**  **RESPONSIBILITY** | 1. Ensure barricades and warning signs are in place. 2. Ensure no presence of flammable items such as wood, plastic, insulation, cardboard or hydrocarbon products. 3. Ensure no presence of any electrical lines either above or below ground. 4. Ensure no presence of any infrared fire detection devices. 5. Ensure visibility is not restricted for workers and/or vehicles due to smoke and steam. 6. Check steam hose for secure connections and hose punctures. 7. Periodically check the depth of the thawing. 8. Use proper PPE when thawing frozen ground. 9. Follow thawing safe work procedure step by step. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Towing |
| **GENERAL** | Protecting workers from injuries associated with towing operations. |
| **APPLICATION** | Towing vehicles or equipment requires proper training and tools. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Personal protective equipment (PPE)  Warning signals and flags Manufacturers specifications  Emergency response plan |
| **SELECTION**  **AND USE** | As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements and training. |
| **WORKER**  **RESPONSIBILITY** | 1. Ensure warning devices are in place.  2. Ensure you are conversant with proper hand signals.  3. DO NOT stand between vehicles.  4. Ensure equipment is in good condition.  5. Wear proper PPE (high visibility vests, gloves, etc.).  6. Follow appropriate hooking and load securing practices. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Trailer Hook-up |
| **GENERAL** | Proper trailer hook-up and connections. |
| **APPLICATION** | To ensure trailers are attached safely in order to avoid incidents and property loss damage. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure Personal protective equipment as per community council or site requirements |
| **SELECTION AND USE** | As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | 1. Have proper hitch for designated trailer. 2. Inspect chains for weak links/damage. 3. Ensure you have all locking pins. 4. Breakaway cable in good condition. 5. Light cable/plug in good condition. 6. Light and brake inspection. 7. Secure loads. 8. Have additional person guide back up. 9. Report damage/problems/repairs to supervisor. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Trailers |
| **GENERAL** | Single-axle trailers are used regularly to transport equipment, tools and materials throughout the community. Special care must be taken to protect team members and public from hazards. Whenever possible, trailer use is limited to decrease incident potential. |
| **APPLICATION** | The following rules and procedures apply when using trailers. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure Personal protective equipment as per community council or site requirements |
| **SELECTION AND USE** | As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | 1. Always inspect general condition of trailer prior to use (ex. tires, hitch and frame). 2. Always inspect general condition of truck mounted hitch and ensure it is fitted with the correct sized ball for the trailer you are attaching. 3. When mounting trailer to truck, ensure the hitch is locked in place and secured with hitch pin. Attach electrical connections, breakaway chains and trailer brakes as required. 4. Ensure all signaling lights are in proper working order. 5. Ensure all mirrors on the towing vehicle offer optimum visibility for the driver. 6. Always have crew members in truck assist driver with safe navigation through traffic. 7. Ensure loads are secure to eliminate shifting or loss of load. 8. Whenever backing of a trailer is required, a crew member must be on the ground, behind the trailer to alert the driver of any obstacles. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Transportation of Flammable Liquids |
| **GENERAL** | Protecting workers from injuries associated with transporting flammable liquids. |
| **APPLICATION** | Transportation and handling of flammable liquids is an integral part of daily construction activity involving workers and equipment. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Transportation of Dangerous Goods (TDG) legislation  Spill kit  Personal protective equipment  WHMIS  Safety data sheet  Emergency response plan  Fire extinguisher |
| **SELECTION**  **AND USE** | Manufacturer’s specifications  As per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training. |
| **WORKER**  **RESPONSIBILITY** | 1. Ensure TDG trained. 2. Ensure shipping documentation in place. 3. Ensure labels and placards as per TDG regulations. 4. Flammable liquids must be transported and stored in approved containers bearing the CSA, ULC and WHMIS labels. 5. Ensure flammable liquids are not carried in passenger compartment of a vehicle. 6. Ensure the containers are not damaged and that caps or fittings are properly secured after filling. 7. Ensure contained in an upright position and are secured to prevent overturning. 8. Follow flammable liquid transportation safe work procedure step by step. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Use and Care of Respiratory Equipment |
| **GENERAL** | Protecting workers from injuries associated with the improper use and care of respiratory equipment. |
| **APPLICATION** | When hazardous airborne contaminants or an oxygen deficient atmosphere exists, proper respiratory equipment must be utilized. |
| **PROTECTIVE MECHANISMS** | Safe work procedure  Permit system  Manufacturer’s specifications  Air quality monitors  Personal protective equipment  Emergency response plan  WHMIS |
| **SELECTION AND USE** | As per safe work procedure  Manufacturer’s specifications |
| **SUPERVISOR RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training.  Selection of equipment  Hazard analysis  Work site inspection |
| **WORKER RESPONSIBILITY** | 1. Ensure you are fully trained on respiratory equipment. 2. Ensure you are conversant with safe work procedures and/or site-specific procedures. 3. Inspect before each use. 4. Inspect after each use. 5. Ensure to utilize the buddy system. 6. Ensure work masks are cleaned and disinfected after each use. 7. Ensure equipment is stored properly. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Use of Fire Hydrants |
| **GENERAL** | Protecting workers from injuries associated with the operation of fire hydrants. |
| **APPLICATION** | The use of fire hydrants is an integral part of the road building industry. |
| **PROTECTIVE MECHANISMS** | Safe work procedures Manufacturer’s specifications Permit system  Personal protective equipment  Emergency response plan |
| **SELECTION AND USE** | As per safe work procedure  Manufacturer’s specifications |
| **SUPERVISOR RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training.  Work site hazard assessment |
| **WORKER RESPONSIBILITY** | 1. Park your apparatus/vehicle to protect the work crews. 2. Use traffic cones, if required. 3. Perform a visual inspection of the fire hydrant, before working on it. 4. Ensure the hydrant is shut off, before removing the port cap(s). 5. Position yourself to the side, away from the port cap(s) when removing them. Never position your head near any of the port caps. 6. Remove the port cap(s) slowly. 7. Remove all port caps, check the threads and ensure each port cap has a rubber gasket. 8. Reposition and tighten all unused port caps, attach the hose and gate valve to the desired discharge port and tighten it before opening the hydrant. 9. Attach a water control device to the hose line before opening the hydrant. 10. When using a fire hydrant, open the hydrant slowly and fully. 11. Never straddle or step over a hose when it is charged with water under pressure. 12. After use, close the hydrant slowly and fully. 13. Remove the pressure from the hose by opening the water control device. 14. Check to confirm the hydrant is draining properly by placing your bare hand over the discharge port. You should feel suction. 15. Do not reapply the port cap to this discharge port until there is no longer any suction and the water level inside the hydrant barrel has been checked with a weighted string. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Use of Portable Fire Extinguishers |
| **GENERAL** | Protecting workers from injuries associated with improper use of fire extinguishers. |
| **APPLICATION** | Portable fire extinguishers must be installed, inspected and maintained on a regular basis to ensure proper operation in an emergency. |
| **PROTECTIVE MECHANISMS** | Safe work procedure  Manitoba Fire Code  Manufacturer’s recommendations  Personal protective equipment |
| **SELECTION AND USE** | As per safe work procedure  Manitoba Fire Code  Manufacturer’s recommendations |
| **SUPERVISOR RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training.  Proper selection of equipment  Conversant with proper regulations |
| **WORKER RESPONSIBILITY** | 1. Ensure you are fully trained with the operation and maintenance of fire extinguishers. 2. Check cylinder. 3. Inspect cartridge puncture cap. 4. Weigh cartridge. 5. With cartridge removed, check action of puncture lever. 6. Check hose and nozzle for obstruction. 7. Check date of manufacture. 8. Check level and condition of powder. 9. Check fill-cap threads and gasket. 10. Attach visual seal. 11. Check pressure gauge. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Use of Power Mowers (Gasoline) |
| **GENERAL** | Protecting workers from injuries associated with the operation of power mowers. |
| **APPLICATION** | Power mowers are an integral part of the landscaping industry and must be operated by trained workers. |
| **PROTECTIVE MECHANISMS** | Safe work procedure  Manufacturer’s specifications  Personal protective equipment (PPE)  Emergency response plan |
| **SELECTION AND USE** | As per safe work procedure  Manufacturer’s specifications  Provincial workplace safety and health legislation |
| **SUPERVISOR RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training.  Hazard assessment  Work site inspection |
| **WORKER RESPONSIBILITY** | 1. Know your controls. 2. Ensure the area is clear of sticks, stones, wire and debris. 3. Never add fuel to a running or hot engine. 4. Do not leave running mower unattended. 5. Do not operate engine where carbon monoxide fumes can collect. 6. Properly maintain the mower. 7. Ensure engine is stopped before pushing mower across drives, walks or roads. 8. Wear required PPE when operating mowers. 9. No footwear which can cause slips is to be used. 10. Protection to be used on skin when mowing during sunny conditions. 11. Follow power mower safe work procedure step by step. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Use of Tiger Torches |
| **GENERAL** | Protecting workers from injuries associated with the use of tiger torches. |
| **APPLICATION** | The primary function of the tiger torch is to pre-heat piping systems prior to welding. |
| **PROTECTIVE MECHANISMS** | Safe work procedure  Permit system  Manufacturer’s specifications  Personal protective equipment (PPE)  Fire protection  Emergency response plan |
| **SELECTION AND USE** | Safe work procedure  Manufacturer’s specifications  Provincial workplace safety and health legislation |
| **SUPERVISOR RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training.  Hazard assessment  Work site inspection |
| **WORKER RESPONSIBILITY** | 1. Ensure you are acquainted with the operation of equipment.  2. Ensure fuel lines are in good working condition.  3. Ensure proper cylinders are secured and regulators in place.  4. When not used for pre-heating operation, shut torch off.  5. Torches are not to be used for heating or thawing of lines where known hydrocarbons are present.  6. Follow tiger torch safe work procedure step by step.  7. Use proper PPE as per manufacturer’s specifications. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Use of Weed Eaters |
| **GENERAL** | Protect workers from injuries associated with the use of weed eaters. |
| **APPLICATION** | Weed eaters are common both in the landscape industry and in the home environment and should be utilized within manufacturer’s recommendations. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Manufacturer’s specifications  Personal protective equipment (PPE)  Working alone policy |
| **SELECTION**  **AND USE** | As per safe work procedure  Manufacturer’s recommendations  Provincial workplace safety and health legislation |
| **SUPERVISOR**  **RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training.  Work site inspection |
| **WORKER**  **RESPONSIBILITY** | 1. Ensure the right mix of fuel is used. 2. Ensure the string is installed correctly before starting. 3. Check fuel. 4. Shut down equipment when refueling or servicing. 5. Ensure string mechanism is away from you and all others before starting. 6. Ensure string does not hit fences, trees or rocks. 7. Ensure guards and protective devices are in place. 8. Follow working alonepolicy when applicable. 9. Use proper PPE as per manufacturer’s specifications. 10. Follow use of weed eaters safe work procedure step by step. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Vehicle Backing Up |
| **GENERAL** | Protecting workers from injuries associated with vehicle backing up. |
| **APPLICATION** | General guidelines for backing up a vehicle safely. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedures  Personal protective equipment |
| **SELECTION**  **AND USE** | As per job requirement |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements and training. |
| **WORKER**  **RESPONSIBILITY** | General:   * there may be only one reverse gear compared to three, four, six or even 10 forward gears, but in the workplace the reverse gear causes more incidents, accidents and injuries than all the forward gears combined * go forward – don’t back up unless you have to * park, so you can leave by driving forward * if you are dumping loads, try to use drive by dumping instead of backing up * if you have to back into a location, position yourself using forward travel, so you back up as little as possible   Using a Spotter:   * when backing up in a congested area or in shop areas, use a ground spotter to ensure your safety * follow only the direction of one spotter and stop immediately if you lose site of the spotter * before backing up, make sure the ground spotter understands your intentions * when being spotted never depend on a radio system, light blinking or arm waving – none of these are consistent – you must have eye to eye contact with your spotter   Spotting on Foot:   * if you are asked to be a spotter on foot, make sure you are trained in all necessary hand signals and safety precautions * have a good flashlight and wear a high visibility vest * stand in a way the equipment operator can stop with the cab opposite you and have eye to eye contact with you * keep a safe distance from heavy equipment while spotting   Be Alert:  If you are a pedestrian or operating a vehicle onsite, be constantly alert for vehicles or machinery particularly if they are backing up. Remember the operator’s vision may be obscured and you may not be seen until it’s too late. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Welding |
| **GENERAL** | Protecting workers from injuries associated with welding. |
| **APPLICATION** | As per job requirement |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Manufacturer’s recommendations |
| **SELECTION**  **AND USE** | Safe work procedure  Manufacturer’s recommendations |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements and training. |
| **WORKER**  **RESPONSIBILITY** | Work involving welding, cutting and burning can create fires and breathing hazards for workers on any job. The following should be considered prior to the start of work.   1. Always ensure adequate ventilation is supplied since hazardous fumes can be created during welding, cutting or burning. 2. Where other workers may also be exposed to the hazards created by welding, cutting and burning, they must be alerted to these hazards and protected by the use of screens. 3. Never start work without proper authorization. 4. Always have firefighting equipment on hand before starting. 5. Check the work area for combustible material and possible flammable vapors. 6. A welder should never work alone. A fire or sparks watch should be maintained. 7. Protect cables and hoses from slag or sparks. 8. Never weld or cut lines, drums, tanks, etc. that have been in service without making sure all have been purged or other necessary precautions are in place. 9. Never enter, weld or cut in a confined space without proper air quality testing and a qualified safety lookout in place. 10. When working overhead, use fire resistant materials (blankets, tarps) to control or contain slag and sparks. 11. Cutting and welding must not be performed where sparks and cutting slag will fall on cylinders. Move all cylinders away to one side. 12. Open all cylinder valves slowly. The wrench used for opening the cylinder valves should remain on the valve spindle. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Working Alone Program |
| **GENERAL** | Protecting workers from injuries associated with working alone. |
| **APPLICATION** | Whenever a worker has to perform a task or function unaccompanied. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure  Personal protective equipment (PPE) |
| **SELECTION AND USE** | As per job requirement and site-specific entry |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements. |
| **WORKER**  **RESPONSIBILITY** | The community council has developed the following guidelines for all employees who are required to work alone without direct supervision:   1. The employee will be informed as to whom they will be working for and, if possible, a phone number for the same. They will be told the location of the jobsite, be given a description of the job to be done and the work to be accomplished, be told the precautions necessary to carry out their duties competently and be informed of any known or suspected work hazards. 2. An employee check will be conducted based on start time. An attempt will be made to maintain either radio or phone contact with the employee or by a personal visit to the jobsite at least once daily. 3. Employees working alone are reminded to take absolutely no risks. If unfamiliar with the consequences of operating a machine in a certain manner do not experiment while working alone. 4. If unable to perform a certain duty because of the weather, site conditions, inexperience, nature of the work requested, inappropriate machinery or mechanical failure, an employee should inform their supervisor immediately and not attempt to reach a compromise on their own. 5. Employees are reminded that working safely is more important than working fast and carelessly. 6. In case of an emergency, an employee is expected to ensure their own personal safety first, then to immediately request help. Describe the situation or hazard, your exact location and whether medical, police or fire response is required. In extreme emergencies, call 911 and give the appropriate information. 7. Before leaving for the jobsite, an employee who will be working alone should use a check off system to ensure properly prepared and equipped to work alone.    1. knowledgeable of the work required    2. familiarity with the machine to be used    3. ability to perform the required work    4. told someone where you’re going, what you will be doing and when you expect to return    5. check equipment to be used has been serviced and is operable    6. All PPE required to perform the job is safely being worn or is readily accessible once the jobsite is reached    7. be sure a charged fire extinguisher and first aid kit is available at the jobsite and be aware of its usage and how to activate it    8. always have a list of phone numbers to be used in case of an emergency |
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**SAFE WORK PRACTICE**

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| **TITLE** | Working near Overhead Electrical Lines |
| **GENERAL** | Protecting workers from injuries associated with overhead electrical lines. |
| **PROTECTIVE**  **MECHANISMS** | Safe work procedure |
| **SELECTION**  **AND USE** | Per safe work procedure |
| **SUPERVISOR**  **RESPONSIBILITY** | To facilitate and/or provide proper instruction to workers on protection requirements and training. |
| **WORKER**  **RESPONSIBILITY** | 1. Written confirmation must be obtained from Manitoba Hydro. This confirmation is the authorization permitting the work or the equipment to be used. Manitoba Hydro will determine if the line is to be:    * de-energized to allow work    * guarded against contact (blanket the line)    * reroute or displace the electricity from the work site 2. Contact Manitoba Hydro to remove tree limbs, kites, shoes, etc. from electrical lines. 3. When working in the vicinity of overhead electrical lines within the area described above, a signal person must be assigned to give pre-arranged signals to the operator. The signal person must:    * have an unobstructed view of the operator – where it is not possible for the signal person and the operator to have unobstructed views a suitable means of communication must be provided (this could include another person posted in between the signal person and the operator)    * ensure the operator is aware when equipment or machinery may come into contact with the electrical line    * ensure persons not authorized to be in the area, leave the site    * prevent persons, other than the operator, from touching the equipment or machinery until safe to do so 4. If equipment or machinery comes into contact with an energized electrical line, ensure the following:    * the employee stays on board to remain safe    * if required to leave it, jumps clear of it, so no part of the employee's body touches the equipment or machinery and the ground at the same time    * take immediate precautions to prevent any other employee from coming close to, or in contact with, the electrical line or the equipment or machinery that is in contact with it    * if the equipment is operable and can be moved out of contact without doing additional damage to the line or poles, do so 5. When an electrical line is down:    * do not approach the line    * do not attempt to move anything that is in contact with the line    * set up barricades and warn others of the danger    * advise Manitoba Hydro of the downed line |
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**SAFE WORK PRACTICE**

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| **TITLE** | Working on Hills and on Slopes |
| **GENERAL** | Protecting workers from injuries associated with working on hills and on slopes. |
| **APPLICATION** | Working on hills and on slopes is an integral part of pipeline/construction activity, requiring proper planning prior to work. |
| **PROTECTIVE MECHANISMS** | Safe work procedures  Permit system  Manufacturer’s specifications  Barricades and warning devices  Emergency response plan (ERP)  Personal protective equipment (PPE) |
| **SELECTION**  **AND USE** | As per safe work procedure  Provincial workplace safety and health legislation |
| **SUPERVISOR**  **RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training.  Hazard analysis  Work site inspection |
| **WORKER**  **RESPONSIBILITY** | 1. Ensure you are acquainted with the ERP. 2. Ensure warning signs/devices are in place. 3. Ensure you are familiar with restraining devices and rigging. 4. Ensure you are familiar with the use of anchors, bridals and winches. 5. Be familiar with anchoring of pipe/equipment. 6. Ensure you are in view of operator at all times. 7. Ensure you wear appropriate PPE (including high visibility vests). 8. Ensure wheel chocks are utilized. 9. Be aware of rolling boulders or loose rocks. 10. Follow working on hill and on slopes safe work procedure step by step. |
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**SAFE WORK PRACTICE**

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| **TITLE** | Working with Snow Fence |
| **GENERAL** | Protecting workers from injuries associated with erecting and dismantling of snow fences. |
| **APPLICATION** | The erecting or dismantling of snow fencing requires heavy manual labor with many inherent hazards. |
| **PROTECTIVE MECHANISMS** | Safe work procedure  Permit system  Personal protective equipment (PPE)  Manufacturer’s recommendations  Emergency response plan |
| **SELECTION AND USE** | As per safe work procedure  Manufacturer’s recommendations |
| **SUPERVISOR RESPONSIBILITY** | Supervisors are responsible to facilitate and/or provide proper instruction to workers on protection requirements and training.  Work site inspection |
| **WORKER RESPONSIBILITY** | 1. Ensure proper PPE is worn.  2. Ensure equipment is in good working condition.  3. Utilize appropriate tools.  4. Practice good housekeeping.  5. Ensure to block rolls from rolling.  6. Ensure to stand or post side in case of wire break.  7. Ensure post holes are refilled when posts are removed. |
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