# **COMMUNITY COUNCIL**

Safe Work Procedures

Community council is committed to providing everyone with specific step-by-step instruction of how to complete a job safely from start to finish. Proper knowledge in carrying out tasks safely is key, and that is recognized by community council.

Safe work procedures will be developed for those jobs that contain serious risk to employees. Those include jobs that:

* have resulted in past incidents or near misses
* are done infrequently that require a special procedure to complete without incident

These written procedures must always be available on site for employees or subcontractors/sub-trades to review before beginning work.

Safe work procedures must be reviewed annually by the community council, supervisors and employees. Any changes to be made are a result of a change in process, an incident or the introduction or a new tool or piece of equipment.

Where appropriate, any written procedures can be used as the subject of a tool box talk meeting.

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

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Community Council Date

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Safe Work Procedures List

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| **Safe Work Procedures** | **Development** | | | | **Review** | | | | **Review** | | | |
|  | Date | | | By  Whom | Date | | | By  Whom | **Date** Date | | | By  Whom |
| M | D | Y |  | M | D | Y |  | M | D | Y |  |
| Abrasive Cut Off Saw Operation (Delta 14”) |  |  |  |  |  |  |  |  |  |  |  |  |
| Acetylene |  |  |  |  |  |  |  |  |  |  |  |  |
| Agricultural Mower Operator |  |  |  |  |  |  |  |  |  |  |  |  |
| Air Chisel Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Air Compressor |  |  |  |  |  |  |  |  |  |  |  |  |
| All-Terrain Vehicle (ATV) Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Angle Grinder Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Asbestos – Sampling |  |  |  |  |  |  |  |  |  |  |  |  |
| Attaching Skid Mounted Equipment onto Tracked Equipment |  |  |  |  |  |  |  |  |  |  |  |  |
| Backfill from Top of the Bank |  |  |  |  |  |  |  |  |  |  |  |  |
| Backhoe Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Backhoe Operator |  |  |  |  |  |  |  |  |  |  |  |  |
| Backing Up |  |  |  |  |  |  |  |  |  |  |  |  |
| Band Saw |  |  |  |  |  |  |  |  |  |  |  |  |
| Barricade Personnel |  |  |  |  |  |  |  |  |  |  |  |  |
| Basic Office Safety |  |  |  |  |  |  |  |  |  |  |  |  |
| Belt/Orbital Sander Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Bench Grinder Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Bench or Floor Drill Press |  |  |  |  |  |  |  |  |  |  |  |  |
| Boosting Batteries |  |  |  |  |  |  |  |  |  |  |  |  |
| Chain Saw Bar Maintenance |  |  |  |  |  |  |  |  |  |  |  |  |

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| Chain Saw Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Changing Bucket Teeth |  |  |  |  |  |  |  |  |  |  |  |  |
| Changing Equipment Blades |  |  |  |  |  |  |  |  |  |  |  |  |
| Changing Grader Blades/Wings |  |  |  |  |  |  |  |  |  |  |  |  |
| Changing Oxygen and Acetylene Tanks |  |  |  |  |  |  |  |  |  |  |  |  |
| Changing Rear Tires |  |  |  |  |  |  |  |  |  |  |  |  |
| Changing Tires |  |  |  |  |  |  |  |  |  |  |  |  |
| Chlorinating a Water Line |  |  |  |  |  |  |  |  |  |  |  |  |
| Chop Saw Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Circular Saw Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Climbing Extension Ladder |  |  |  |  |  |  |  |  |  |  |  |  |
| Cold Start Equipment |  |  |  |  |  |  |  |  |  |  |  |  |
| Computer Use |  |  |  |  |  |  |  |  |  |  |  |  |
| Concrete Forming |  |  |  |  |  |  |  |  |  |  |  |  |
| Concrete Vibrator |  |  |  |  |  |  |  |  |  |  |  |  |
| Confined Entry Accident |  |  |  |  |  |  |  |  |  |  |  |  |
| Confined Space Entry – Blinding |  |  |  |  |  |  |  |  |  |  |  |  |
| Confined Space Entry – Incident Response |  |  |  |  |  |  |  |  |  |  |  |  |
| Confined Space Entry – Pre-Entry |  |  |  |  |  |  |  |  |  |  |  |  |
| Confined Space Entry – Working in a Confined Space |  |  |  |  |  |  |  |  |  |  |  |  |

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| Culvert Inspection |  |  |  |  |  |  |  |  |  |  |  |  |
| Culvert Installation |  |  |  |  |  |  |  |  |  |  |  |  |
| Culvert Replacement/Repair |  |  |  |  |  |  |  |  |  |  |  |  |
| Cut Saw Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Cutting Torch |  |  |  |  |  |  |  |  |  |  |  |  |
| Cutting Wood to Length |  |  |  |  |  |  |  |  |  |  |  |  |
| Daily Equipment Maintenance |  |  |  |  |  |  |  |  |  |  |  |  |
| Demolition – General |  |  |  |  |  |  |  |  |  |  |  |  |
| Diesel Generator – Monthly Maintenance |  |  |  |  |  |  |  |  |  |  |  |  |
| Diesel Generator – Weekly Maintenance Tasks |  |  |  |  |  |  |  |  |  |  |  |  |
| Disc Sander |  |  |  |  |  |  |  |  |  |  |  |  |
| Dismantling Oxygen/Acetylene Tanks |  |  |  |  |  |  |  |  |  |  |  |  |
| Dismounting Tires |  |  |  |  |  |  |  |  |  |  |  |  |
| Dispensing Fuel from Above Ground Tanks into Vehicles |  |  |  |  |  |  |  |  |  |  |  |  |
| Disposal and Transfer of Flammable Liquids |  |  |  |  |  |  |  |  |  |  |  |  |
| Drill Driver/Screw Gun Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Driving Truck and Trailer |  |  |  |  |  |  |  |  |  |  |  |  |
| Drywalling – Installation |  |  |  |  |  |  |  |  |  |  |  |  |
| Drywall Cut-Out Tool Operation |  |  |  |  |  |  |  |  |  |  |  |  |

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| Drywalling – Using Stilts |  |  |  |  |  |  |  |  |  |  |  |  |
| Drywalling – Taping and Mudding |  |  |  |  |  |  |  |  |  |  |  |  |
| Dyke Building |  |  |  |  |  |  |  |  |  |  |  |  |
| Emergency Response – Evacuation |  |  |  |  |  |  |  |  |  |  |  |  |
| Emergency Response – Fire Alarm |  |  |  |  |  |  |  |  |  |  |  |  |
| Emergency Response – Fire Extinguisher |  |  |  |  |  |  |  |  |  |  |  |  |
| Emergency Response – Fire Fighting |  |  |  |  |  |  |  |  |  |  |  |  |
| Emergency Response – Fire on the Work Site |  |  |  |  |  |  |  |  |  |  |  |  |
| Emergency Response – First Aid Injuries |  |  |  |  |  |  |  |  |  |  |  |  |
| Emergency Response – Incident Response |  |  |  |  |  |  |  |  |  |  |  |  |
| Emergency Response – Major Site Emergencies |  |  |  |  |  |  |  |  |  |  |  |  |
| Emergency Response – Serious Injury |  |  |  |  |  |  |  |  |  |  |  |  |
| Emergency Response |  |  |  |  |  |  |  |  |  |  |  |  |
| Equipment Lockout |  |  |  |  |  |  |  |  |  |  |  |  |
| Excavating and Trenching |  |  |  |  |  |  |  |  |  |  |  |  |
| Excavation on Right of Ways |  |  |  |  |  |  |  |  |  |  |  |  |
| Excavator Operator |  |  |  |  |  |  |  |  |  |  |  |  |

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| M | D | Y |  | M | D | Y |  | M | D | Y |  |
| Extension Cord |  |  |  |  |  |  |  |  |  |  |  |  |
| Extension Ladder – Inspection |  |  |  |  |  |  |  |  |  |  |  |  |
| Extension Ladder – Setup |  |  |  |  |  |  |  |  |  |  |  |  |
| Fall Rescue Plan |  |  |  |  |  |  |  |  |  |  |  |  |
| Fence Repair |  |  |  |  |  |  |  |  |  |  |  |  |
| Flagperson |  |  |  |  |  |  |  |  |  |  |  |  |
| Floor Jack |  |  |  |  |  |  |  |  |  |  |  |  |
| Flushing Chlorine from a Water Line |  |  |  |  |  |  |  |  |  |  |  |  |
| Forklift Operator |  |  |  |  |  |  |  |  |  |  |  |  |
| Frame Scaffold Safety |  |  |  |  |  |  |  |  |  |  |  |  |
| Framing the Walls |  |  |  |  |  |  |  |  |  |  |  |  |
| Fueling Vehicle |  |  |  |  |  |  |  |  |  |  |  |  |
| Function of Community Council |  |  |  |  |  |  |  |  |  |  |  |  |
| Gas Driven Riding Mower with Broom Attachment |  |  |  |  |  |  |  |  |  |  |  |  |
| Gas Powered Blower |  |  |  |  |  |  |  |  |  |  |  |  |
| Gas Powered Grass Trimmer Use |  |  |  |  |  |  |  |  |  |  |  |  |
| Gate Valve Installation |  |  |  |  |  |  |  |  |  |  |  |  |
| General Landscaping – Site Preparation |  |  |  |  |  |  |  |  |  |  |  |  |
| General – Power Tools |  |  |  |  |  |  |  |  |  |  |  |  |
| General – Shop Equipment |  |  |  |  |  |  |  |  |  |  |  |  |
| Glass and Mirror Installation |  |  |  |  |  |  |  |  |  |  |  |  |

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| Grader Maintenance |  |  |  |  |  |  |  |  |  |  |  |  |
| Grader Operator |  |  |  |  |  |  |  |  |  |  |  |  |
| Grading |  |  |  |  |  |  |  |  |  |  |  |  |
| Grass Cutting |  |  |  |  |  |  |  |  |  |  |  |  |
| Grass Trimming |  |  |  |  |  |  |  |  |  |  |  |  |
| Gravel Patching |  |  |  |  |  |  |  |  |  |  |  |  |
| Gravel Resurfacing |  |  |  |  |  |  |  |  |  |  |  |  |
| Greasing a Vehicle |  |  |  |  |  |  |  |  |  |  |  |  |
| Ground Disturbance |  |  |  |  |  |  |  |  |  |  |  |  |
| Hammer Drill/Chipper Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Hammers and Bars |  |  |  |  |  |  |  |  |  |  |  |  |
| Hand Held Auger Use |  |  |  |  |  |  |  |  |  |  |  |  |
| Handling Batteries |  |  |  |  |  |  |  |  |  |  |  |  |
| Handling Diesel Fuel |  |  |  |  |  |  |  |  |  |  |  |  |
| Handling Gasoline |  |  |  |  |  |  |  |  |  |  |  |  |
| Heat Gun Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Heavy Equipment Operator |  |  |  |  |  |  |  |  |  |  |  |  |
| Hooking up Implement to Tractor |  |  |  |  |  |  |  |  |  |  |  |  |
| Hot Engine Stopping |  |  |  |  |  |  |  |  |  |  |  |  |
| Housekeeping |  |  |  |  |  |  |  |  |  |  |  |  |
| Hydraulic Backhoe Operator |  |  |  |  |  |  |  |  |  |  |  |  |
| Impact Wrench Operation |  |  |  |  |  |  |  |  |  |  |  |  |

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| M | D | Y |  | M | D | Y |  | M | D | Y |  |
| Impact Wrench – Tire Removal |  |  |  |  |  |  |  |  |  |  |  |  |
| Inflating Tires |  |  |  |  |  |  |  |  |  |  |  |  |
| Installation of Metal Roofing and Siding |  |  |  |  |  |  |  |  |  |  |  |  |
| Installation of Soffit and Fascia |  |  |  |  |  |  |  |  |  |  |  |  |
| Installing and Finishing Drywall |  |  |  |  |  |  |  |  |  |  |  |  |
| Installing a New Window |  |  |  |  |  |  |  |  |  |  |  |  |
| Installing Chain Link Fence |  |  |  |  |  |  |  |  |  |  |  |  |
| Installing Shingles |  |  |  |  |  |  |  |  |  |  |  |  |
| Investigations |  |  |  |  |  |  |  |  |  |  |  |  |
| Jacking Vehicle Using Pneumatic Bottle Jack |  |  |  |  |  |  |  |  |  |  |  |  |
| Jig Saw Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Jumping Jack Inspection |  |  |  |  |  |  |  |  |  |  |  |  |
| Lawn Mower Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Laying Patio Stone |  |  |  |  |  |  |  |  |  |  |  |  |
| Light Vehicle Pre/Post Trip Inspection |  |  |  |  |  |  |  |  |  |  |  |  |
| Light Vehicle Weekly Inspection |  |  |  |  |  |  |  |  |  |  |  |  |
| Lighting an Oxy/Acetylene Torch |  |  |  |  |  |  |  |  |  |  |  |  |
| Live Tapping a Water Main |  |  |  |  |  |  |  |  |  |  |  |  |
| Load Skid Steer for Transport |  |  |  |  |  |  |  |  |  |  |  |  |
| Loading Granular with Loader |  |  |  |  |  |  |  |  |  |  |  |  |
| Lockout/Tagout |  |  |  |  |  |  |  |  |  |  |  |  |

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| Log Splitter |  |  |  |  |  |  |  |  |  |  |  |  |
| Manual Lifting |  |  |  |  |  |  |  |  |  |  |  |  |
| Masonry Saw – Cutting with Abrasive Blade |  |  |  |  |  |  |  |  |  |  |  |  |
| Masonry Saw – Cutting with Diamond Blade |  |  |  |  |  |  |  |  |  |  |  |  |
| Masonry Saw – Dry Cutting |  |  |  |  |  |  |  |  |  |  |  |  |
| Masonry Saw – Mounting a Blade |  |  |  |  |  |  |  |  |  |  |  |  |
| Masonry Saw – Wet Cutting |  |  |  |  |  |  |  |  |  |  |  |  |
| Measuring Ice Thickness |  |  |  |  |  |  |  |  |  |  |  |  |
| Metal Chop Saw |  |  |  |  |  |  |  |  |  |  |  |  |
| Metal Inert Gas Welding |  |  |  |  |  |  |  |  |  |  |  |  |
| Mitre Saw Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Mobile Interior Scaffold Safety |  |  |  |  |  |  |  |  |  |  |  |  |
| Moving Disabled Vehicles |  |  |  |  |  |  |  |  |  |  |  |  |
| Moving Equipment In/Out of Shop |  |  |  |  |  |  |  |  |  |  |  |  |
| Musculoskeletal Injury Prevention |  |  |  |  |  |  |  |  |  |  |  |  |
| Nail Gun Use |  |  |  |  |  |  |  |  |  |  |  |  |
| Oil – Changing |  |  |  |  |  |  |  |  |  |  |  |  |
| Oil – Drain and Filter Removal |  |  |  |  |  |  |  |  |  |  |  |  |
| Oil – Handling |  |  |  |  |  |  |  |  |  |  |  |  |
| Oil – Hydraulic |  |  |  |  |  |  |  |  |  |  |  |  |

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| Oil – Used Oil Transfer |  |  |  |  |  |  |  |  |  |  |  |  |
| Operating a Boat (under 6 meters with more than 7.5 kW or 10 HP) |  |  |  |  |  |  |  |  |  |  |  |  |
| Operating Equipment on Ice |  |  |  |  |  |  |  |  |  |  |  |  |
| Operating an Ice Resurfacer |  |  |  |  |  |  |  |  |  |  |  |  |
| Operating Truck Plow |  |  |  |  |  |  |  |  |  |  |  |  |
| Operating Vehicles in the Shop |  |  |  |  |  |  |  |  |  |  |  |  |
| Parking/Relocating Vehicles |  |  |  |  |  |  |  |  |  |  |  |  |
| Perimeter Fencing |  |  |  |  |  |  |  |  |  |  |  |  |
| Pipe Threader |  |  |  |  |  |  |  |  |  |  |  |  |
| Planned Inspections |  |  |  |  |  |  |  |  |  |  |  |  |
| Portable Generator |  |  |  |  |  |  |  |  |  |  |  |  |
| Portable High-Pressure Air |  |  |  |  |  |  |  |  |  |  |  |  |
| Portable Light Strings |  |  |  |  |  |  |  |  |  |  |  |  |
| Powder Actuated Tool Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Powered Equipment Inspections |  |  |  |  |  |  |  |  |  |  |  |  |
| Powered Tool Inspection |  |  |  |  |  |  |  |  |  |  |  |  |
| Powered Zip Cut |  |  |  |  |  |  |  |  |  |  |  |  |
| Personal Protective Equipment – Eye Protection |  |  |  |  |  |  |  |  |  |  |  |  |
| Personal Protective Equipment – Fall Arrest System |  |  |  |  |  |  |  |  |  |  |  |  |

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| Personal Protective Equipment – Foot Protection |  |  |  |  |  |  |  |  |  |  |  |  |
| Personal Protective Equipment – Head Protection |  |  |  |  |  |  |  |  |  |  |  |  |
| Personal Protective Equipment – Hearing Protection |  |  |  |  |  |  |  |  |  |  |  |  |
| Personal Protective Equipment – High Visibility Vests |  |  |  |  |  |  |  |  |  |  |  |  |
| Personal Protective Equipment – Protective Clothing |  |  |  |  |  |  |  |  |  |  |  |  |
| Personal Protective Equipment – Respiratory Protection |  |  |  |  |  |  |  |  |  |  |  |  |
| Prepare Tire Rim for Mounting |  |  |  |  |  |  |  |  |  |  |  |  |
| Pressure Testing a Water Line |  |  |  |  |  |  |  |  |  |  |  |  |
| Propane Heaters |  |  |  |  |  |  |  |  |  |  |  |  |
| Proper Installation of Shoring |  |  |  |  |  |  |  |  |  |  |  |  |
| Proper Installation of Trench Box |  |  |  |  |  |  |  |  |  |  |  |  |
| Pumping Water |  |  |  |  |  |  |  |  |  |  |  |  |
| Reciprocating Saw Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Removal of Old Glass |  |  |  |  |  |  |  |  |  |  |  |  |
| Removal of Old Windows |  |  |  |  |  |  |  |  |  |  |  |  |
| Remove Tire from Rim |  |  |  |  |  |  |  |  |  |  |  |  |
| Repairing Equipment |  |  |  |  |  |  |  |  |  |  |  |  |

# **COMMUNITY COUNCIL**

Safe Work Procedures List

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Safe Work Procedures** | **Development** | | | | **Review** | | | | **Review** | | | |
|  | Date | | | By  Whom | Date | | | By  Whom | **Date** Date | | | By  Whom |
| M | D | Y |  | M | D | Y |  | M | D | Y |  |
| Repairs and Servicing |  |  |  |  |  |  |  |  |  |  |  |  |
| Riding Mower Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Roadside Mowing/Brush Removal |  |  |  |  |  |  |  |  |  |  |  |  |
| Roto Tiller Use |  |  |  |  |  |  |  |  |  |  |  |  |
| Router/Trimmer Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Safeguards |  |  |  |  |  |  |  |  |  |  |  |  |
| Sanding |  |  |  |  |  |  |  |  |  |  |  |  |
| Scaffold |  |  |  |  |  |  |  |  |  |  |  |  |
| Securing Equipment on Trailer for Transport |  |  |  |  |  |  |  |  |  |  |  |  |
| Setting the Brake |  |  |  |  |  |  |  |  |  |  |  |  |
| Setting the Clutch |  |  |  |  |  |  |  |  |  |  |  |  |
| Setting up Forms |  |  |  |  |  |  |  |  |  |  |  |  |
| Shoreline Stabilization |  |  |  |  |  |  |  |  |  |  |  |  |
| Shoveling Granular |  |  |  |  |  |  |  |  |  |  |  |  |
| Shoveling Snow |  |  |  |  |  |  |  |  |  |  |  |  |
| Site Inspections |  |  |  |  |  |  |  |  |  |  |  |  |
| Skid Steer Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Snow Blower |  |  |  |  |  |  |  |  |  |  |  |  |
| Snow Hauling |  |  |  |  |  |  |  |  |  |  |  |  |
| Snow Plowing |  |  |  |  |  |  |  |  |  |  |  |  |
| Snow Removal |  |  |  |  |  |  |  |  |  |  |  |  |

# **COMMUNITY COUNCIL**

Safe Work Procedures List

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Safe Work Procedures** | **Development** | | | | **Review** | | | | **Review** | | | |
|  | Date | | | By  Whom | Date | | | By  Whom | **Date** Date | | | By  Whom |
| M | D | Y |  | M | D | Y |  | M | D | Y |  |
| Snowmobile Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Solvent Recycling |  |  |  |  |  |  |  |  |  |  |  |  |
| Spill Containment |  |  |  |  |  |  |  |  |  |  |  |  |
| Spot Welder |  |  |  |  |  |  |  |  |  |  |  |  |
| Spraying Pesticides/Herbicides |  |  |  |  |  |  |  |  |  |  |  |  |
| Starting Chain Saw |  |  |  |  |  |  |  |  |  |  |  |  |
| Storage and Handling of Flammable/Combustible Materials |  |  |  |  |  |  |  |  |  |  |  |  |
| Storage and Use of Flammable Liquids |  |  |  |  |  |  |  |  |  |  |  |  |
| Sun Protection |  |  |  |  |  |  |  |  |  |  |  |  |
| Support Dump Boxes |  |  |  |  |  |  |  |  |  |  |  |  |
| Table Saw Operation |  |  |  |  |  |  |  |  |  |  |  |  |
| Taking Water Samples |  |  |  |  |  |  |  |  |  |  |  |  |
| Temporary Heating Equipment |  |  |  |  |  |  |  |  |  |  |  |  |
| Tilt Deck Trailer |  |  |  |  |  |  |  |  |  |  |  |  |
| Tilt Trailer Loading/Unloading |  |  |  |  |  |  |  |  |  |  |  |  |
| Traffic Safety at a Construction Site |  |  |  |  |  |  |  |  |  |  |  |  |
| Traffic Signs |  |  |  |  |  |  |  |  |  |  |  |  |
| Tree Removal |  |  |  |  |  |  |  |  |  |  |  |  |
| Truck Operation |  |  |  |  |  |  |  |  |  |  |  |  |

# **COMMUNITY COUNCIL**

Safe Work Procedures List

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Safe Work Procedures** | **Development** | | | | **Review** | | | | **Review** | | | |
|  | Date | | | By  Whom | Date | | | By  Whom | **Date** Date | | | By  Whom |
| M | D | Y |  | M | D | Y |  | M | D | Y |  |
| Unloading Skid Steer from Trailer |  |  |  |  |  |  |  |  |  |  |  |  |
| Utility Locations/Clearances |  |  |  |  |  |  |  |  |  |  |  |  |
| Washing Equipment |  |  |  |  |  |  |  |  |  |  |  |  |
| Washing Portable Toilets |  |  |  |  |  |  |  |  |  |  |  |  |
| Welding |  |  |  |  |  |  |  |  |  |  |  |  |
| Well Heads and Pipelines |  |  |  |  |  |  |  |  |  |  |  |  |
| Working after Sunset |  |  |  |  |  |  |  |  |  |  |  |  |
| Working Alone |  |  |  |  |  |  |  |  |  |  |  |  |
| Working on Ice Covered Lakes |  |  |  |  |  |  |  |  |  |  |  |  |
| Working near Overhead Electrical Lines |  |  |  |  |  |  |  |  |  |  |  |  |
| Working under Vehicles |  |  |  |  |  |  |  |  |  |  |  |  |
| Working with Biosolids |  |  |  |  |  |  |  |  |  |  |  |  |
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Abrasive Cut Off Saw Operation (Delta 14”)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| fire from sparks | | safety glasses | | | | operator’s manual | |
| flying debris | | steel toe boots | | | |  | |
| damage to wheel | | coveralls | | | |  | |
| pinch points | | hearing protection | | | |  | |
| cuts or abrasions | | respiratory protection (if needed) | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Ensure a clean work area. Clean away any scraps, tools and material. Keep floor around saw clean and free of oil/grease. 2. Inspect all wheels for possible damage before mounting. Ensure saw is unplugged from outlet. 3. Check the machine speed. 4. Clamp work piece firmly in place with vise on machine. 5. Ensure the mounting flanges are equal and correct in diameter, use blotters when supplied. 6. Standing to the side of the saw, pull the trigger and allow mounted wheel to run at operating speed. Make sure the guard is in place. 7. Bring the wheel into contact with the work. 8. Complete the task. 9. Clean up work area when finished. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Acetylene

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| contents under pressure | | steel toe boots | | | |  | |
| inhalation | | face shield | | | |  | |
| spills | | safety glasses | | | |  | |
|  | | leather gloves | | | |  | |
|  | | respirator | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Use only in well ventilated areas. 2. Do not wear contact lens when working with this chemical. 3. Respirator selection must be based on the safety data sheet. 4. Do not drag, roll or slide cylinders. 5. Ensure 2 flash back arrester is in place in both required locations | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 12 Hearing Conservation and Noise Control * 12.3 Hearing Protection * Part 16 Machines, Tools and Robots * 16.4 Machine and Tool Safety * Part 19 Fire and Explosive Hazards * 19.10 Compressed Gas Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Agricultural Mower Operator**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | **Date Created:** | | | **Date of Last Revision:** |
|  |  | |  |  | | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| flying debris | | steel toe boots | | | | operator training | |
| rocks, branches, poles, culverts | | safety glasses | | | |  | |
| vehicle/machine damage | | hand protection | | | |  | |
| steep inclines, rollover | | hard hat | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Be sure the transmission is out of gear and the mower blade clutch disengaged before starting the engine. 2. Engage the mower drive at low engine RPM and the equipment at maximum cutting height. Check for excessive vibration and unusual noises. If there is any indication of trouble, shut the machine down and carry out an inspection. Mower blades may continue to rotate for some time, so wait until all movement has stopped before leaving the tractor seat. Block the raised mower before inspection. 3. Raise speed to rated RPM and lower the mower to the desired working height. 4. Proper ground speed will depend on the height, type and density of material to be cut and the nature of the terrain. 5. Slow down on slopes and when turning sharply to avoid a rollover. Be alert for holes or other hidden dangers. 6. With under mount, rear mount, pull-type and wing mowers, always try to mow down slopes, never up or across the face. 7. With side mount, offset and sickle bar mowers, always mow across the slope with the mower on the uphill side. Never operate with the mower pointed downhill. Avoid turning uphill quickly or sharply with this class of mowers. 8. Use extreme caution when operating on very uneven terrain. Ground speed should be slow and turns wide and gradual. 9. Pass diagonally through sharp dips. Avoid sudden drop-offs to prevent hanging up of the tractor and mower. 10. Extreme caution is required when mowing ditch banks. If a wing or side mount mower hits an obstruction, the front of the tractor will usually swerve toward the ditch. 11. Do not mow in reverse, unless specifically recommended in the operator's manual. Always look behind before backing up. Small children or bystanders may have strayed into the area without your knowledge. 12. Keep feet and hands away from v-belts, shafts and other moving parts. In fact, the mower should not be running, unless the operator is sitting on the seat. 13. Follow recommended shut down procedures before leaving the mower. Set the brakes, disengage power to the mower, turn off the engine and remove the key. Never leave a mower on a slope. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * Part 22 Powered Mobile Equipment | | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | |
| Reviewed By WSH Committee:  Date: | | |

Air Chisel Operation

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| trips/slips/falls | | safety glasses | | | | operator’s manual | |
| pinch points | | hearing protection | | | | orientation | |
|  | | steel toe boots | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Inspect work area and remove clutter and clean up any spills. Remove any flammable or combustible materials. 2. Inspect power tool for damage or defect. Check chisel ends for fracture or wear. If tool is damaged remove from service and notify supervisor. 3. Ensure retention collar or spring is in place and lubricate tool as per operating hand book. 4. Remove/relocate any components near work area that could cause injury (A/C lines under pressure, fuel lines, etc.). 5. Hold chisel firmly against work to be cut. 6. Ensure airline is not pinched or tangled. 7. Operate tool by pushing the button. Make sure to wear hearing protection. 8. Clean area and tidy up any waste metal. 9. Check chisel for any damage and then clean and properly store. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Air Compressor

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| noise | | steel toe boots | | | |  | |
| airborne particles | | hearing protection | | | |  | |
| tripping | | safety glasses | | | |  | |
| explosion of tank | | gloves | | | |  | |
| explosion of airline | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Place out of way of others' workspace, handle with care while transporting with adjusting valve forward. 2. Ensure tail piece is tight, the hose end is clear of debris, gaskets are in place and valves are closed. 3. Check fluids when applicable. 4. Turn tank on. 5. Follow through with task, being sure not to direct air at yourself or others. 6. Shut down when finished. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 12 Hearing Conservation and Noise Control * 12.3 Hearing Protection * Part 16 Machines, Tools and Robots * 16.4 Machine and Tool Safety * Part 19 Fire and Explosive Hazards * 19.10 Compressed Gas Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

All-Terrain Vehicle (ATV) Operation

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| change in terrain | | protective gear | | | | operator training | |
| weather conditions | | helmet | | | | Driver license (where applicable) | |
| lack of experience | |  | | | |  | |
| ATV malfunction | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Inspect ATV before each use. 2. Wear appropriate protective equipment while riding. 3. Be alert to changing terrain. 4. Be cautious of excessively rough, slippery or loose terrain. 5. Ride ATV alone, passengers are not allowed. 6. Check tire pressure. 7. Ensure headlights and taillights are working properly. 8. Check fluid levels. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Angle Grinder Operation

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| exposed revolving attachment – cuts, abrasion, trauma | | eye protection | | | | lift/materials handling training | |
| hard hat | | | | body posture training | |
| electrical shock | | hearing protection | | | | lockout/tagout procedure | |
| noise | | safety footwear | | | | SWP#100 Working Alone | |
| airborne particles | | gloves | | | | SWP #109 Fire Extinguisher Use | |
| hot work piece, sharp edges | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Read and understand the manual that accompanies the angle grinder. 2. Wear PPE before beginning the task. Ensure clothing fits appropriately (tight fitting). 3. Inspect work area. Clear floor of underfoot obstructions. Ensure stability of footing, if not working from the floor. Clear the area of flammable liquids, sawdust or any other combustibles present. Ensure adequate lighting. 4. Unplug the grinder (or remove battery). Inspect its cord (battery), guards and body for damage, missing parts or hazards. If repairs are needed, lockout the tool and notify your supervisor. Only qualified personnel are to perform repairs. 5. Inspect attachment (abrasive wheel, diamond blade, wire wheel, etc.). Replace and discard any attachment that is not in serviceable condition. 6. Adjust the guard to direct sparks away from the body. 7. Clamp or fasten work piece securely and keep both hands on the angle grinder. Side handles must be used whenever possible; remove only in the event that poor clearance requires them to be temporarily removed. 8. Plug the grinder in (or install battery) and start the tool. Check attachments for balance and running true. 9. Be aware of burns and fire hazard from sparks. 10. When finished, unplug the grinder from the power source. Clear work area of debris. Ensure spark stream has not left any smoldering combustibles. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties * 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment * 6.13 Eye and Face Protectors * 6.15 Respiratory Protective Equipment * 6.8 Skin Protection * Part 8 Musculoskeletal Injuries * Part 9 Working Alone or in Isolation * Part 12 Hearing Conservation and Noise Control * 12.3 Hearing Protection * Part 16 Machines, Tools and Robots * 16.4 Machine and Tool Safety * 16.14 Locking Out – Safety Precautions * 16.22 Grinding Machines * 16.25 Hand or Portable Power Tools | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Asbestos – Sampling

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| inhaling friable asbestos dust | | respirator (if required) | | | | Asbestos awareness | |
|  | | gloves | | | |  | |
|  | | long sleeve shirt/pants | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Material should be sampled when area is not in use/occupied. 2. Wear a respirator when taking a sample. If respirator is unavailable on site, take a small sample to avoid creating/breathing dust. 3. Use a clean knife to cut out a sample of two square inches. Ensure cut penetrates through any paint of protective coating in order to sample all layers of the material. 4. Use a small zip-lock bag to contain the sample. 5. Tightly close the bag and wipe exterior with a damp cloth to remove any material which may have adhered to it during sampling. 6. Label the sample bag identifying the structure, the date, the location, the room and the person who took the sample. 7. Deliver by hand or by courier to a lab for asbestos analysis. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 15 Confined Spaces * Part 37 Asbestos | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Attaching Skid Mounted Equipment onto Tracked Equipment

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch point/crushing | | safety glasses | | | | First Aid/CPR | |
| poor lighting | | hearing protection | | | | common core | |
| communication | | steel toe boots | | | |  | |
| noise in excess of 85 dBA | | high visibility vest | | | |  | |
|  | | hard hat | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Wear all required PPE. 2. Complete pre-move tool box talk meeting, discussing steps to complete move. 3. Never stand between equipment and load. 4. Communication through hand signals is key. Discuss with operator hand signals to be used. 5. Operator must release winch break and/or reverse the cable out or put winch into free spool and have the hand on the ground. Pull the cable towards the skid mounted equipment. 6. Lift the hitch, if necessary, to get help lifting. 7. Operator now tightens the winch bale; if skids are free the skid mounted equipment is now ready to move uphill or across level terrain. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 12 Hearing Conservation and Noise Control | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Backfill from Top of the Bank

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| other workers and equipment | | steel toe boots | | | | operator training | |
| machine malfunction | | hard hat | | | |  | |
| working on loose grounding | | safety glasses | | | |  | |
|  | | gloves | | | |  | |
|  | | safety vest | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Designate a spotter who will be responsible for directing the driver/operator to the bank and to dump load. 2. Check ground for stability before proceeding to top of bank. 3. Ensure all other workers and equipment are aware and stay clear of dump. 4. Follow through with dump when spotter signals it is safe to do so. 5. Once load is completely dumped, lower the box and carefully pull away from the bank. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 14 Fall Protection * Part 16 Machines, Tools and Robots * Part 20 Vehicular and Pedestrian Traffic * Part 26 Excavations and Tunnels | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Backhoe Operation

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vehicle traffic | | hard hat | | | | Operator training | |
| pedestrian traffic | | gloves | | | |  | |
| moving equipment | | steel toe boots | | | |  | |
| cuts/scrapes | | hearing protection | | | |  | |
| strains/slips/falls | | safety glasses | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Observe the work site location to identify hazards, traffic flow and overhead lines. 2. Contact all utilities to locate underground pipelines, cables, etc. prior to digging. 3. Place warning signs. 4. Ensure backhoe is in good operating condition. 5. When ascending or descending the backhoe, face the steps provided on the machine and use the hand holds or rails. 6. Seat belts must be worn at all time. 7. Hearing protection is required. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Backhoe Operator

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| other workers and equipment | | steel toe boots | | | | operator training | |
| working on loose ground | | hard hat | | | | minimum two years field experience | |
| public vehicle damage | | safety glasses | | | |
| equipment malfunction | | ear protection | | | |  | |
| pinch points | | high visibility vest | | | |  | |
| slips/trips | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Complete pre-trip inspection. 2. Mount/dismount using three-point contact. 3. Check back up alarm, gauges, hydraulics and brakes. 4. Turn on operating lights. 5. When backhoe is warmed up, check for proper operation of the bucket and shovel by raising, lowering and tilting. 6. Load only what the backhoe is rated for. 7. Haul load close to the ground when moving to maintain lower more stable center of gravity. 8. When finished and parked, lower the bucket to the ground and engage the parking brake. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 15 Confined Spaces * Part 16 Machines, Tools and Robots * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Backing Up

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| backing over objects | | communication device | | | |  | |
| backing over people | | safety vest | | | |  | |
|  | | ROP | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Avoid backing up, whenever possible. 2. Always park, so your first move is forward. 3. Check clearances (front, back, side, overhead). 4. Sound horn frequently (even if equipped with back up alarm). 5. Back slowly (never at a speed faster than a brisk walk). 6. Use a spotter whenever possible:    1. If you lose sight or eye contact with the spotter, STOP immediately and locate that person before proceeding.    2. If parked or stopped always use proper parking procedures:       1. set brake       2. transmission in appropriate gear | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 16 Machines, Tools and Robots * Part 25 Work in the Vicinity of Overhead Electrical Lines | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Band Saw

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
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| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| confined space (if applicable) | | eye protection | | | | confined space training (where applicable) | |
| hazardous material/chemicals | | communication device | | | |  | |
|  | | steel toe boots | | | |  | |
|  | | face shield | | | |  | |
|  | | SCBA | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Ensure saw is unplugged or locked out. 2. Inspect work area to ensure clean. 3. Inspect electrical cords, switches, blade and guards for defects. 4. Inspect wood to ensure no defects or nail/ screws in wood. 5. Place wood on work platform and measure height of wood. 6. Adjust guard to 1/8” above height of wood. 7. Turn on saw and inspect blade as it runs to ensure no defects. 8. Push wood through blade very slowly. 9. Shut off saw and wait until blade stops to remove wood from platform. 10. Use a push stick if wood is small. 11. If there is a lot of saw dust, wear a dust mask while cleaning. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Barricade Personnel

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| traffic | | steel toe boots | | | | flagperson training | |
| lifting | | high visibility vest | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Load the truck with signs and barricades required for the site. 2. Proceed to the jobsite. 3. Block off the lane with the lane closed or road closed sign in order to install the proper barricades. 4. Barricades and signs installed according to signing procedures dictated by the owner or local government. 5. If no set procedure, the area is barricaded to protect the workers and the public from injury. 6. When removing the barricades, they are removed in reverse order to allow safety of personnel. 7. A flagperson may be required to assist and egress from the construction site. 8. The barricades are to be inspected daily by the barricade personnel. 9. If the barricades are damaged, they are to be repaired or replaced immediately. 10. On heavy traffic locations, the barricades are to be inspected after the crew has left for the day. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 5 First Aid * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries * Part 9 Working Alone or in Isolation * Part 20 Vehicular and Pedestrian Traffic | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Basic Office Safety

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| repetitive motions | | steel toe boots | | | |  | |
| MSI injuries | |  | | | |  | |
| vibration | |  | | | |  | |
| slips/trips/falls | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Use good lifting techniques. When possible, modify the work areas, so routine lifting from high or low levels is not necessary. 2. Plan moves and path of travel when you are going to move something. Clear obstacles away before you begin. 3. Get close to the object you are lifting, squat down to it and bring the load against your body. 4. Do not twist or jerk when lifting. Lift with your legs, maintaining the three natural curves of the spine. Turn corners and change direction by moving your feet, not turning at the waist. Avoid carrying loads that block your view and take care when rounding corners. Get help when lifting heavier objects, such as computers or boxes of paper. 5. Sit with good posture, face your work directly and arrange your work area so the most frequently used items are within easy reach. 6. Relax your hands occasionally by dangling them loosely from your wrists and shaking them. Force a yawn to relax tight facial muscles. 7. Look away from paperwork or your monitor periodically to reduce eye strain. Relax your eyes by refocusing them for 15 seconds on a point at least 20 feet away and then closing them for 15 seconds. 8. Position your monitor and document at eye level and about an arm's length away. 9. Move around, vary your work activities and take frequent rest pauses during your shift. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 8 Musculoskeletal Injuries | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Belt/Orbital Sander Operation

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| exposed sanding media - abrasion | | eye protection | | | | disposable respirator (N95) | |
| electrical shock | | hard hat | | | | lift/materials handling training | |
| noise | | hearing protection | | | | body posture training | |
| airborne particles | | safety footwear | | | | lockout/tagout procedure | |
| vibration - MSI | |  | | | | SWP#100 Working Alone | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Read and understand the manual that accompanies the belt/orbital sander. 2. Wear PPE before beginning the task. Ensure clothing fits appropriately. 3. Inspect work area. Clear floor of underfoot obstructions. 4. Unplug the sander (or remove battery). Inspect its cord (battery, airline) and body for damage, missing parts or hazards. If repairs are needed, lockout the tool and notify your supervisor. Only qualified personnel are to perform repairs. Install sanding media while tool is de-energized. 5. Clamp or fasten work piece securely. Keep both hands on a belt sander. Orbital sanders may be used with one hand on the tool and one on the work piece. 6. Ensure sockets being used are designed for impact tools. Standard sockets are not strong enough and may shatter if used in impact tools.   **For 110V tools:**   * Be aware of electrical shock hazards created in damp conditions. Do not allow tool to damage its own cord.   **For pneumatic tools:**   * Ensure the hose is connected properly. * The exhaust of the tool is a potential source of flying projectiles. Wear appropriate PPE. * Energize and start the tool. * Check for proper operation.  1. Many finishes and certain woods create toxic dusts. Wear the appropriate respirator for the material being sanded. 2. When finished, unplug the grinder from the power source. Clear work area of debris. 3. Empty dust bags often and at the end of the day. Accumulated polyurethane dusts can self-ignite. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties * 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment * 6.13 Eye and Face Protectors * 6.15 Respiratory Protective Equipment * Part 8 Musculoskeletal Injuries * Part 9 Working Alone or in Isolation * Part 12 Hearing Conservation and Noise Control * 12.3 Hearing Protection * Part 16 Machines, Tools and Robots * 16.4 Machine and Tool Safety * 16.14 Locking Out – Safety Precautions * 16.25 Hand or Portable Power Tools | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Bench Grinder Operation

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| exposed revolving attachment –cuts, abrasion, trauma | | eye protection | | | | lift/materials handling training | |
| hard hat | | | | body posture training | |
| electrical shock | | hearing protection | | | | lockout/tagout procedure | |
| noise | | safety footwear | | | | SWP#100 Working Alone | |
| airborne particles | | gloves | | | | SWP #109 Fire Extinguisher Use | |
| hot work piece/no guards | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Read and understand the manual that accompanies the bench grinder. 2. Wear PPE before beginning the task. Ensure clothing fits appropriately. 3. Inspect work area. Clear floor of underfoot obstructions. Ensure bench grinder is mounted securely. Clear the area of flammable liquids, sawdust or any other combustibles present. Ensure adequate lighting. 4. Unplug the grinder. Inspect its cord, guards and body for damage, missing parts or hazards. If defects are identified, tool is to be red tagged and locked out. Notify supervisor for maintenance. Only qualified personnel may perform maintenance. 5. Inspect attachment (grinding stone, sanding wheel, wire wheel, etc.). Replace and discard any attachment that is not in serviceable condition. 6. Adjust the tool rest(s) to between 1/4” and 1/8” clearance from the abrasive wheel. Adjust the tool rest to ensure the work piece to be ground will contact the wheel slightly above the centerline of the shaft. 7. Adjust eye shields. 8. Plug in and start the grinder. Check attachments for balance and running true. 9. Be aware of burns and fire hazard from sparks. 10. Keep both hands firmly on the work piece or use clamps when required. Keep hands away from the attachment. 11. When finished, unplug the grinder from the power source. Clear work area of debris. Ensure spark stream has not left any smoldering combustibles. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties * 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment * 6.13 Eye and Face Protectors * 6.15 Respiratory Protective Equipment * 6.8 Skin Protection * Part 8 Musculoskeletal Injuries * Part 9 Working Alone or in Isolation * Part 12 Hearing Conservation and Noise Control * 12.3 Hearing Protection * Part 16 Machines, Tools and Robots * 16.4 Machine and Tool Safety * 16.14 Locking Out – Safety Precautions * 16.22 Grinding Machines * 16.25 Hand or Portable Power Tools | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Bench or Floor Drill Press

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| gloves becoming caught | | steel toe boots | | | | operator training/certification | |
| loose clothing becoming caught | | face shield | | | |  | |
| jewelry becoming caught | | safety glasses | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Read and understand instruction manual before operating drill press. 2. If you are not thoroughly familiar with the operation, obtain instruction from supervisor or other competent person. 3. Do not operate while under the influence of medications, drugs or alcohol. 4. Always wear eye protection. 5. Guards and shield should be in place and used at all times. 6. Secure the material to be drilled securely with clamps or a vise. 7. Adjust the speed of the drill, as required. 8. Remove the chuck key from the chuck before starting the drill. 9. Make all adjustments with the power off. 10. Securely lock the drill bit into the chuck. 11. Shut off the power when you have completed drilling and remove the drill bit from the chuck. 12. Clean the table of debris before leaving the machine. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Boosting Batteries

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| sulphuric acid | | eye protection | | | |  | |
| explosive hydrogen gas | | acid resistant gloves | | | |  | |
| awkward location | | steel toe boots | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Check cables for wear, frays, cracks and/or loose clamps. 2. Connect booster cables to the uncharged battery first to prevent sparks. 3. Connect the cables by attaching positive to positive and negative to negative. 4. Make last connection on the motor or frame of the vehicle away from the discharged battery instead of terminal that is grounded. 5. Remove cables once uncharged vehicle is started. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * Part 19 Fire and Explosive Hazards * 19.3 Fire Protection Equipment and Fire Extinguishers * Part 21 Emergency Washing Facilities * Part 35 Workplace Hazardous Products Information Systems * Part 36 Chemical and Biological Substances * Part 38 Electrical Safety | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Chain Saw Bar Maintenance

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | steel toe boots | | | |  | |
|  | | face shield | | | |  | |
|  | | eye protection | | | |  | |
|  | | hand protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Ensure appropriate bar is used. 2. Inspect for bolt tightness, cracks and defects. 3. When tightening nuts on the bar, always hold bar nose up. 4. Clean bar groove and oil hose. 5. Ensure bar is receiving oil. 6. Grease roller and sprocket nose. 7. Remove any burred edges on the bar. 8. Check bar straightness. 9. Check for pinched or uneven bar groove. 10. Reverse bar for uneven wear. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * 16.27 Chain Saw Requirements | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Chain Saw Operation

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| amputation | | steel toe boots | | | | Chain Saw Certification | |
| injury from cuts | | eye protection | | | |  | |
| projectiles | | face shield | | | |  | |
| bodily strains | | hard hat | | | |  | |
| noise levels | | communication device | | | |  | |
|  | | hearing protection | | | |  | |
|  | | chain saw chaps | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Wear all appropriate PPE. 2. Do a pre-job assessment. 3. Pick a tree and look for hazards. 4. Brush out tree and plan an escape route. 5. Make correct undercut – correct Dutchman, if necessary. 6. Make side cuts, if necessary. 7. Start back cut. 8. Start the wedge. 9. Complete the back cut. 10. Drive the wedge. 11. Use escape route. Do not turn your back on a falling tree. 12. Wait 15 seconds or longer for the tree and branches to fall. 13. Limb or go on to the next tree. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 5 First Aid * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries * Part 12 Hearing Conservation and Noise Control * Part 16 Machines, Tools and Robots * 16.27 Chain Saw Requirements * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Changing Bucket Teeth

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | steel toe boots | | | |  | |
| muscle strain | | safety glasses | | | |  | |
| crushed by machine | | hand protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Park equipment on level ground with brake applied. 2. Raise bucket and place supports. 3. Hammer out pins, using bolts from left to right side. 4. Remove teeth with hammer. 5. Clean shank with wire brush. 6. Install pin lock. 7. Install tooth. 8. Drive pin lock in left to right. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Changing Equipment Blades

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| crushed by blade/machine | | steel toe boots | | | |  | |
| pinch points | | safety glasses | | | |  | |
|  | | hand protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Two qualified personnel are required for this task. 2. Move machine to level ground where it will not interfere with other work. 3. Make sure all tools and new blades are on hand. 4. Lift blade up and drop hydraulics, so it can be worked on comfortably and block it under the C frame. 5. Using the hot engine stopping procedure, shut the engine off and make sure the brake is on. 6. Avoid being under blade at any time. 7. Clean the dirt off of the blade by use of a hammer. 8. Use penetrating oil on all the bolts to be loosened. 9. Use a snipe and the proper sized socket. Loosen all bolts. 10. Starting on one side, remove corner bit and continue across the blade. Ensure you leave a couple of bolts. 11. With help, remove the corner bits and blades. 12. With your assistant, put new blades and corner bits in loosely, then tighten them in place. 13. Torque down to specification. 14. Remove any tools, old blades, etc. away from the machine. 15. Start the machine, raise the blade and remove blocking. 16. Try the blade and recheck the bolts to ensure they are tight. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Changing Grader Blades/Wings

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| awkward posture | | eye protection | | | | see operator’s manual | |
| unsecure/falling blades | | steel toe boots | | | | in-house training | |
|  | | gloves | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Shift moldboard up over front tire using grader hydraulics, resting end on front tire. 2. Shut off equipment and apply parking mechanism. Exit grader with handholds using three-point contact with caution not to slip or fall. 3. Block lower end of blade using appropriate blocking. 4. Ensure proper PPE is used while cleaning material around blade nuts. 5. Hammer out all bolts, except the blade end bolts. 6. Starting at the top end of first blade, remove outside nuts by hand and hammer out old bolts holding blade securely. Use caution as blade may fall, keep feet clear. 7. Swing blade downward and rest the end on the ground before removing bottom bolts. 8. Repeat previous three steps for next blade. 9. Use appropriate lifting particles to remove old blade and hardware from work area. 10. Install new bolts in outside corner of blade, lift corner of blade onto moldboard frog, install nuts and hand tighten. Repeat for next blade and tighten all nuts and bolts. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Changing Oxygen and Acetylene Tanks

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| explosion burns | | steel toe boots | | | |  | |
| muscle strain | | face shield | | | |  | |
| burns | | hard hat | | | |  | |
|  | | hand protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Close valves on tanks. 2. Press torch handle to disperse oxygen and acetylene. 3. Disconnect hoses. 4. Remove empty cylinders. 5. Replace with full cylinders. 6. Connect holding strap. 7. Reconnect hoses. 8. Open valves slowly. 9. Check for leaks with soap solution. 10. Ensure pressure gauges are set at the proper pressure. 11. Ensure oxygen and acetylene flow freely when turned on. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries * Part 19 Fire and Explosive Hazards * 19.10 Compressed Gas Equipment * Part 35 Workplace Hazardous Products Information Systems | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Changing Rear Tires

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | steel toe boots | | | | use of floor jack | |
| crushing | | safety glasses | | | |  | |
| wrenches slipping | | gloves | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Bring machine into shop and set the brake. 2. Place jack under walking beam and raise the truck and release the park brake. 3. Loosen lug nuts, but do not remove. 4. Take sledge hammer and hit outer ring of tire lugs, break loose. 5. Remove nuts and remove flat tire and install new tire. 6. Make sure valve stem is 180 degrees away from its mating valve stem. 7. Make sure tire is tightened evenly to eliminate run out. 8. Run out can be checked by placing a piece of wood approximately 1" from the tire and spin the tire with your hand to make sure the tire is 1" away from the wood all the way around the tire. 9. After one trip, check to make sure the lug nuts have not come loose and the tire has not turned. 10. Retighten the lug nuts. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries * Part 15 Confined Spaces * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Changing Tires

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | gloves | | | | use of floor jack | |
| crushing | | safety glasses | | | |  | |
| wrenches slipping | | steel toe boots | | | |  | |
| tire explosion | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Deflate tires on multi piece wheels before you remove the wheel. 2. Without proper tools it is unsafe to attempt to inflate or mount tires. 3. Follow machines manufacturer recommendations for removing tire, wheel or rim assemblies. 4. Regardless of how firm the ground appears, place sound wood blocks under the jack. 5. Erect safety stand under the machine. 6. Handle tire and wheel or rim assembly carefully, some may be very heavy. Get assistance when needed. 7. Before mounting a tire, lubricate the tire bead. This will allow easier seating with less air pressure. 8. When using bead breakers and tire tools, keep fingers and feet clear of pinch points. 9. When inflating tires, use tire gauge or chain tire on opposite sides. 10. Always use clip on chuck and extension hose long enough to allow you to stand to one side and not in front or over the tire. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries * Part 15 Confined Spaces * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Chlorinating a Water Line

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| chemical burn | | high visibility vest | | | | WHMIS | |
| spill/leak | | steel toe boots | | | | First Aid | |
| property flooding | | hard hat | | | |  | |
| water line contamination | | eye protection | | | |  | |
|  | | chemical resistant gloves | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Have safety data sheet onsite for chlorine and be familiar with the First Aid measures required. 2. Dilute chlorine with water to correct ratio. Determine by Manitoba Water Service Board specifications. 3. Connect pressure hose to water line. Check for leaks and damage to avoid spills/leaks. 4. Check that all valves are in the correct position. 5. Open water line and measure flow to determine correct injection speed. 6. Inject chlorine solution evenly into line. 7. Once complete, isolate chlorinated line for a minimum of 24 hours. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment   Part 35 Workplace Hazardous Products Manitoba Water Services Board Standard Construction Specifications   * Information Systems * 3.21 Disinfection | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Chop Saw Operation

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| exposed blade - cuts, amputation | | eye protection | | | | disposable respirator (N95) | |
| electrical shock | | hard hat | | | | lift/materials handling training | |
| noise | | hearing protection | | | | body posture training | |
| sparks/projectiles in eyes | | safety footwear | | | | lockout/tagout procedure | |
| fire/explosion | | gloves | | | | SWP#100 Working Alone | |
| sharp edges/hot surfaces | |  | | | | SWP #109 Fire Extinguisher Use | |
| MSI - multiple hazards | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Read and understand the manual that accompanies the chop saw. 2. Wear PPE before beginning the task. Ensure clothing fits appropriately (tight fitting). 3. Inspect work area. Remove tripping hazards, debris, cutoffs, etc. Remove combustibles or choose a work area a safe distance from them. 4. Ensure a properly charged fire extinguisher is available. 5. Ensure the saw is unplugged. Inspect the following for defects: abrasive wheel, cord, switch, guard, condition of tool in general. Pay particular attention to the condition of the abrasive wheel (chunks missing, fiberglass reinforcement showing in the sides). If defects are identified, tool is to be red tagged and locked out. Notify supervisor for maintenance. Only qualified personnel may perform maintenance. 6. Ensure correct blade is installed for material being cut. 7. Cycle the saw through its range of motion and check for correct function of the guard. 8. Plug in and start the saw. Ensure blade is balanced. Check electric brake function, if equipped. 9. Make sure the blade is not contacting the work piece as the tool is started. 10. Wait until blade attains full speed before starting the cut. Keep hands away from the blade. 11. Be alert at all times, especially during repetitive, monotonous operations. 12. If the wheel stops during operation, makes an odd noise or begins to vibrate, stop tool immediately. Unplug the tool and correct the problem by tightening or replacing the wheel as necessary. 13. Switch tool off and wait for the blade to come to a complete stop before removing the blade from the work piece. 14. When finished, unplug the saw from the power source. Clear work area of debris. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties * 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment * 6.13 Eye and Face Protectors * 6.15 Respiratory Protective Equipment * Part 8 Musculoskeletal Injuries * Part 9 Working Alone or in Isolation * Part 12 Hearing Conservation and Noise Control * 12.3 Hearing Protection * Part 16 Machines, Tools and Robots * 16.4 Machine and Tool Safety * 16.14 Locking Out – Safety Precautions * 16.25 Hand or Portable Power Tools | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Circular Saw Operation

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| injury from defective/ inadequate guarding | | eye protection | | | | operator manual | |
| steel toe footwear | | | |  | |
| pinch points | | gloves | | | |  | |
| flying debris | | hearing protection | | | |  | |
| hand/finger lacerations | | face shield | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Inspect saw, replace any blades that are cracked or dull. 2. Do not operate if improperly guarded. 3. Install/replace blades. Disconnect saw from power source and ensure motor switch is off. 4. Transport work piece to circular. Rough edges and slivers should be removed by sanding. Clean/ clear work area. 5. Set up work piece. Provide adequate support to the sides of the circular saw from long work pieces. 6. Inspect work pieces for nails or other foreign materials before cutting/ripping. 7. Set up saw. 8. Cut work piece. Lower saw blade slowly into work piece. 9. Measurement and/or alignment of work piece and/or saw blade should be done after the saw blade is stopped. 10. Conclude cutting. Push machine stop button and wait for saw blade to stop before removing saw dust and cuttings. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Climbing Extension Ladder

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | eye protection | | | | Ladder Safety | |
| falls, trips, slips | | support for ladder | | | |  | |
| electrical shocks | | steel toe boots | | | |  | |
|  | | protection high visibility vest | | | |  | |
|  | | spotter | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Inspect before each use as per inspection procedure. 2. Follow proper set up procedure. 3. Do not use ladder if you tire easily, are subject to fainting spells or are using medication that may impair your balance or vision. 4. Never leave a ladder set up and unattended. 5. Securely engage ladder locks before climbing. 6. Ensure the top and bottom ends of the ladder rails are firmly supported. 7. Face the ladder when climbing up or down. Do not over reach. Keep body centered between side rails. 8. Maintain a firm grip when climbing and working on a ladder (use three-point rule). 9. Do not climb into the ladder from the side, unless secured against side motion or from one ladder to the other. 10. Do not stand closer to the top than three feet from the top. Never climb above the support point. 11. Do not walk or shift a ladder while standing on it. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 13 Entrances, Exits, Stairways and Ladders * 13.8 Worker to Inspect Ladder * 13.11 Commercially Manufactured Portable Ladder * 13.14 Extension Ladders * Part 14 Fall Protection   CSA Standard CAN3-Z11-M81 (R2005) | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Cold Start Equipment**

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| equipment failure | | steel toe boots | | | | fire extinguisher training | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Check all appropriate fluid levels. 2. Visually inspect for leaks and worn belts. 3. Do a walk around to ensure it is safe to start machine. 4. Proceed to start engine. 5. Let machine idle and do another overall check. 6. Once machine is warm, proceed to task. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 16 Machines, Tools and Robots * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Computer Use

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| repetitive strain injury | |  | | | | ergonomic course/training | |
| neck, shoulder and back pain | |  | | | |  | |
| headaches | |  | | | |  | |
| eye strain | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Chair:  * adjust chair, comfort is important * adjust seat height, so your forearms are parallel to the floor or sloping slightly downward * shoulders should be relaxed and not hunched and elbows and upper arms should be close to your body * adjust the backrest angle of your chair to feel comfortable * use a footrest if required, so the thighs are parallel to the floor or sloping slightly down  1. Monitor:  * should be directly in front of you * screen should be approximately an arm's length away * the top of the screen should be at eye height and free of glare and reflections  1. Mouse:  * use a mouse pad close to the keyboard to prevent over reaching * use a straight wrist  1. Laptops:  * whenever possible, connect to an external keyboard and mouse and position screen above desk height  1. Breaks:  * have a break to relieve the fixed posture and fixed visual focus * varying the task throughout the day is best * for extended computer work, short frequent breaks for two to three minutes every 20 to 30 minutes is recommended  1. Maintenance:  * keep your equipment in good working order * screen flicker, sticking keys on keyboards and rough running mice should be adjusted, repaired or replaced | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 8 Musculoskeletal Injuries | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Concrete Forming

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| MSI strains | | hard hat | | | |  | |
| open excavation | | steel toe boots | | | |  | |
| slips/trips/falls | | safety glasses | | | |  | |
|  | | safety vest | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Layout area and set up barricades/guarding to keep the public out of work area. 2. Formwork requires repeated handling and reuse of material and equipment. Keep the storage area well organized to reduce material waste and prevent incidents. 3. Stockpile materials in an orderly manner to prevent piles from toppling. 4. Keep storage area and walkways clean to eliminate tripping and fall hazards. 5. Ensure all required PPE is worn. 6. Before lifting materials, ensure you are able to do so. If you need help ask a coworker for assistance. 7. Make sure path is clear. 8. Watch for overhead obstructions when handling materials. 9. When dropping forms into excavations, be sure the area below is clear of people and other objects. 10. Be cautious of where your fingers and feet are when placing forms together. 11. To ensure no material has been removed or omitted, always check the entire form system prior to concrete placement. (Keep in mind, mechanical vibration can increase concrete pressure by approximately 35 per cent and loosen or disengage forming hardware.) | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 26 Excavations and Tunnels | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Concrete Vibrator

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vibration | | gloves | | | | operator manual | |
| loose clothing | | hearing protection | | | |  | |
|  | | steel toe boots | | | |  | |
|  | | eye protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Insert the attachment onto the socket of the vibrator. 2. Plug vibrator into power source and turn on. 3. Pour the concrete between the concrete forms. Let the concrete build up until it is approximately a foot deep before you apply the vibrator. You want to vibrate the concrete in layers, especially in footings. 4. Place the vibrator head in the concrete at the recommended depth for your application. Vibrate as needed. 5. Depress the trigger on the vibrator as you sink the head of the concrete vibrator deep into the concrete near the inside edge of the form. 6. Vibrate in one area for around ten seconds before moving to the next spot. Keep the vibrator head about three or four inches away from the inside edge of the form. If you vibrate against the form you will have a pocket in the finish of the concrete when you remove the forms. 7. Move the vibrator along the inside perimeter of the form. 8. When work is complete, turn vibrator off and remove from power source. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Confined Entry Accident

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| claustrophobia | | steel toe boots | | | | confined space training | |
| inhalation of chemicals/toxins | | eye protection | | | | First Aid/CPR/AED/ Rescue responders | |
| potential death | | hand protection | | | | Fall Protection | |
| asphyxiation | | fall arrest and quick retrieval | | | | Excavations and Tunnels | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Stop and clear all work in vicinity and ensure no workers enter the confined space. 2. Ensure trained confined space standby team is present or call 911. 3. Secure the site against further danger or injuries. 4. Designate a worker to wait for emergency responders and lead them to accident area. 5. Hoist injured worker to surface. 6. Commence First Aid until relieved of responsibilities. 7. Begin accident investigation. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 5 First Aid * Part 15 Confined Spaces * 15.8 Standby Worker | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Confined Space Entry – Blinding

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| confined space | | eye protection | | | | confined space training | |
| hazardous material/chemicals | | communication device | | | | First Aid/CPR/AED | |
|  | | steel toe boots | | | | Fall Protection | |
|  | | face shield | | | | rescue responders | |
|  | | SCBA | | | | Excavations and Tunnels | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Blinding before entry to a confined space. 2. Piping containing hazardous substances or substances under pressure or so located to allow hazardous substances to enter such space must be disconnected, blanked or blinded off. 3. Where it is impractical to employ blanks or blinds, procedures must be developed and implemented to ensure equivalent protection to all workers exposed to the hazard. 4. The closing of a valve or any line will not be acceptable as a substitute for blanking or blinding. 5. Blanks or blinds must be of sufficient strength, so installed as to provide adequate safety for the particular conditions of anticipated pressure, temperature and service. 6. Visual indication that blank or blind has been installed must be provided at the point of installation. 7. Gaskets must be installed on the pressure side of blanks or blinds and flanges must be tightened to make the blanks or blinds effective. 8. Where threaded lines are used, threaded plugs or caps must be used to blank the lines. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties * 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment * Part 15 Confined Spaces * Part 35 Workplace Hazardous Products Information Systems * Part 36 Chemical and Biological Substances | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Confined Space Entry – Incident Response

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| **Facility:** | **Written By:** | **Approved By:** | **Date Created:** | **Date of Last Revision** |
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| --- | --- | --- | --- |
| ***Hazards Present:*** | ***PPE or Devices Required:*** | | ***Additional Training Required:*** |
| Claustrophobia | Steel toed boots | | Confined Space Entry Training |
| Inhalation of chemicals / toxins | Eye protection | | First Aid |
| Potential death | Hand protection | | CPR |
| Asphyxiation | Fall arrest and quick retrieval | | Confined Space Rescue Training |
|  |  | |  |
|  | | | |
| **Safe Work Procedure:** | | | |
| 1. Stop and clear all work in vicinity and ensure that no workers enter the confined space. 2. DO NOT attempt rescue if not properly trained (see additional training required) 3. Ensure trained confined space standby team is present or call 911. 4. Secure the site against further danger or injuries. 5. Designate a worker to wait for emergency responders and lead them to accident area. 6. Hoist injured worker to surface using approved confined space rescue apparatus. 7. Commence First Aid until relieved of responsibilities 8. Begin incident investigation | | | |
| ***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety & Health Act & Regulations:  5 First Aid  15.8 Confined Spaces | | This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years | |
| Reviewed By WSH Committee:  Date: | |

Confined Space Entry – Pre-Entry

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| claustrophobia | | detector/gas monitor | | | | confined space entry training | |
| restricted entry/egress | | steel toe boots | | | | First Aid/CPR/AED | |
| flammable gases | | eye protection | | | | Fall Protection | |
| hazardous chemicals | | hand protection | | | | rescue responders | |
| pressurized liquids/gases | | communication device | | | | Excavations and Tunnels | |
| water | | fall arrest and quick retrieval | | | |  | |
| atmospheric hazards | | respirator | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Ensure confined space standby team is contacted and onsite. 2. Inspect the area for hazards and designate a top person. 3. Test confined space for following:    1. flammable or explosive potential    2. combustible gases using a detector    3. adequate natural ventilation and/or install explosion proof fans and ducts – if ventilation is still poor, breathing apparatus or airline respirator may be required 4. Check confined space for toxic or corrosive materials. If detected, empty confined space and flush with pressurized water. All workers must wear respirator and eye protection, if corrosive materials are present. 5. Check equipment to be used and general conditions of the space, including:    1. disconnect, blind or lock entry ways that may allow hazardous materials into the confined space    2. ensure gas detectors and alarms are in working order 6. Determine the area is safe, all workers understand the procedures, proper signage and barricades are used and all workers are knowledgeable of the rescue plan in the event of an emergency. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 14 Fall Protection * Part 15 Confined Spaces * Part 26 Excavations and Tunnels | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Confined Space Entry – Working in a Confined Space

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| claustrophobia | | detector/gas monitor | | | | confined space entry training | |
| restricted entry/egress | | steel toe boots/water resistant | | | | First Aid/ CPR/AED | |
| flammable gases | | eye protection | | | | bump calibrations | |
| hazardous chemicals | | hand protection | | | | air testing/monitoring | |
| pressurized liquids/gases | | communication device | | | | Fall protection | |
| water | | fall arrest and quick retrieval | | | | Excavations and Tunnels | |
| atmospheric hazards | | respirator | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Never enter a confined area or site when alone, even for an extremely short period of time. 2. If claustrophobic or uncomfortable notify management beforehand. 3. Appropriate gas detectors and alarms must be used to determine the presence and concentration of hazardous gases or liquids. 4. The site must be monitored frequently and documented. 5. Ensure there is an adequate lowering and retrieval system in place and the watcher and winch operator are both familiar with its function. 6. Know who the First Aid attendant is on the site and be sure they have been notified of the pending entry. 7. Worker safety harness must be worn at all times and never removed until a safe egress has been accomplished from the confined space. 8. Lanyards and retrieval systems must be maintained in good condition and inspected prior to delivery to site. 9. A ladder must be present in a confined space within a 10-foot reach of all workers. 10. The length of the ladder must extend at least two rungs above the surface of the ground. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 14 Fall Protection * Part 15 Confined Spaces * Part 26 Excavations and Tunnels | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Culvert Inspection

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vehicle traffic | | coveralls, gloves | | | |  | |
| pedestrian traffic | | hard hat | | | |  | |
| slips/trips/falls | | safety glasses | | | |  | |
| moving equipment | | steel toe boots | | | |  | |
|  | | high visibility vest | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Assess the location and observe the location to identify hazards and traffic flow. 2. Walk along ditch lines inspecting the culverts. One person should be on each side of the road. 3. Clear blockages externally. Pile waste material for pick up. 4. Load waste material for disposal. 5. Dispose of waste material in an approved manner. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Culvert Installation**

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| flying debris | | steel toe boots | | | | operator training | |
| rocks, branches, poles, culverts | | safety glasses | | | | Flagperson training | |
| vehicle/machine damage | | hand protection | | | |  | |
| steep inclines, rollover | | hard hat | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. The installation of all culverts should comply with the specifications prescribed by the manufacturer of that product, particularly in regard to pipe zone bedding material quality, degree of compaction and minimum or maximum pipe cover for design loadings. 2. The use of heavy equipment in water bodies should be avoided. The operation of heavy equipment should be confined to dry stable areas. 3. All work involving minor alterations to the stream channel to permit culvert placement should be carried out at a time of low flow conditions. It is prudent, however to be prepared for increased flows by scheduling work according to the weather forecast and to have a contingency plan for unexpectedly large runoff from a sudden storm. 4. In-stream excavation can cause considerable siltation and pollution of watercourses. If excavation of bed material or other extensive in-stream work is necessary, to make a level bed for the culvert for example, all flow should be diverted or confined to a section to allow the work to be carried out in the dry. 5. Stream flow may be controlled in any of a number of ways in order to provide a dry working area. Four methods which may be used include the following: temporary diversion channel, temporary culvert(s), pumping or confining flow to a channel section by use of cofferdams. 6. The gradient of all culverts as far as possible should follow the stream channel gradient and should be placed in line with the direction of the main flow. 7. In multiple (gang) culvert installations, one culvert should be set at an elevation lower than the others to provide adequate flow depth and velocity for fish passage during low flow conditions. 8. Culverts should be placed at such an elevation that there is no ponding of water at the upstream inlet of the culvert and there is drop or hydraulic jump created at the outlet of the culvert. Similarly, outlets should not be submerged. 9. Large culverts may be countersunk into the channel bed. This also permits some gravel deposition in the culvert which creates a natural type of bed within the culvert. 10. Suitable material of good quality should be used in backfilling culverts to ensure a good culvert installation. A compactable granular material, Granular Class B quality or better, is suitable for most installations. Cohesive soils or material containing large amounts of sand, fine silt or clay should not be used, because erosion of the material may result. Well graded granular material also provides better load carrying capability than poorly graded material or cohesive soils. Small culverts may be backfilled with the same material used to construct the road provided that the material meets road construction standards. Larger culverts should be backfilled more carefully, using select material, if necessary. 11. Backfill material placed under the haunches of the pipe should be in intimate contact with the entire bottom surface of the structure. Pre-shaping the bedding material to match the culvert curvature may assist in this regard. Backfill material should be placed in layers not exceeding 300 millimeters in thickness and compacted with suitable hand operated compacting equipment. Backfilling should be done in a manner that will prevent any deformation or displacement of the culvert. Proper compaction is necessary to provide adequate load bearing capacity above the culvert and is necessary to reduce the voids which can cause piping effect. The soil compaction around the culvert should achieve 90 per cent standard proctor density or better. The major factors which influence soil compaction and which should be taken into consideration include the following:     * 1. moisture content of the soil       2. nature of the soil, its gradation and physical properties       3. type and amount of compaction effort required 12. Large diameter culverts are often shipped with bracing to prevent deformation of the culvert during transport and installation. These braces should be removed upon completion of the work as they may contribute to blockages by debris or ice. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Culvert Replacement/Repair

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vehicle traffic | | coveralls, gloves | | | | Flagperson training | |
| pedestrian traffic | | hard hat | | | |  | |
| slips/trips/falls | | safety glasses | | | |  | |
| moving equipment | | steel toe boots | | | |  | |
|  | | high visibility vest | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Assess culvert location. 2. Place warning signs. 3. Excavate and remove old culvert, if applicable. 4. Remove unsuitable base material. 5. Add new bedding. Add new granular bedding and shape to match the curve of the culvert and ditch line. Ensure adequate compaction. 6. Place new or repaired culvert in trench and check for proper drainage. 7. Backfill with suitable material. Place and compact backfill material in 15 centimeters (6 inch) layers. 8. Repair road surface to original condition. 9. Remove traffic control signs and barricades in a safe manner. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Cut Saw Operation

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| exposed blade - cuts, amputation | | eye protection | | | | disposable respirator (N95) | |
| noise | | hard hat | | | | lift/materials handling training | |
| masonry dusts | | hearing protection | | | | body posture training | |
| sparks/projectiles in eyes | | safety footwear | | | | lockout/tagout procedure | |
| fire/explosion | | gloves | | | | SWP#100 Working Alone | |
| sharp edges/hot surfaces | |  | | | | SWP #109 Fire Extinguisher Use | |
| MSI - multiple hazards | |  | | | | SWP #123 Refueling Vehicles and Equipment | |
|  | |  | | | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Read and understand the manual that accompanies the chop saw. 2. Wear PPE before beginning the task. Ensure clothing fits appropriately. 3. Inspect work area. Remove tripping hazards, waste, cutoffs, etc. Remove combustibles or choose a work area a safe distance from them. 4. Ensure a properly charged fire extinguisher is available. 5. Inspect the following for defects: abrasive/diamond wheel, guard, condition of tool in general. Pay particular attention to the condition of an abrasive wheel (chunks missing, fiberglass reinforcement showing in the sides). If defects are identified, tool is to be red tagged and locked out. Notify supervisor for maintenance. Only qualified personnel may perform maintenance. 6. Ensure correct blade is installed for material being cut. 7. Start the saw. Ensure blade is balanced. 8. Make sure the blade is not contacting the ground, floor or work piece as the tool is started. 9. Wait until blade attains full speed before starting the cut. Keep hands away from the blade. Keep your body and clothing out of the spark stream. 10. Be alert at all times, especially during repetitive, monotonous operations. 11. If the wheel stops during operation, makes an odd noise or begins to vibrate, stop tool immediately. Unplug the tool and correct the problem by tightening or replacing the wheel as necessary. 12. Switch tool off and wait for the blade to come to a complete stop when finished. 13. Clear work area of debris. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties * 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment * 6.13 Eye and Face Protectors * 6.15 Respiratory Protective Equipment * Part 8 Musculoskeletal Injuries * Part 9 Working Alone or in Isolation * Part 12 Hearing Conservation and Noise Control * 12.3 Hearing Protection * Part 16 Machines, Tools and Robots * 16.4 Machine and Tool Safety * 16.14 Locking Out – Safety Precautions * 16.25 Hand or Portable Power Tools | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Cutting Torch**

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| burns | | eye protection | | | | fire extinguisher training | |
| eye injuries | | face shield | | | |  | |
|  | | helmet | | | |  | |
|  | | gloves | | | |  | |
|  | | clean and intact fire-retardant coveralls | | | |  | |
|  | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Ensure bottles are secured in the upright position. 2. Zero the gauges. 3. Mount the gauges to the bottles - red hose to acetylene - green hose to oxygen. 4. Open valves. 5. Set gauges by turning regulator dial clockwise - 5 lb acetylene - 40 lb oxygen. 6. Turn on acetylene = 1/4 turn at torch handle. 7. Light with striker. 8. Increase the acetylene until the black smoke decreases. 9. Turn the oxygen at the torch handle. 10. Increase the oxygen until the desired flame is achieved (blue short tip with no feathers). 11. Cut as required. 12. Shut off in the reverse order. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + 2.1.1 Safe Work Procedures * Part 5 First Aid * Part 6 Personal Protective Equipment * Part 17 Welding and Allied Processes | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Cutting Wood to Length

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| debris in eyes | | eye protection | | | |  | |
| slips/trips | | steel toe footwear | | | |  | |
|  | | hand protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Select the wood to be cut and carry it to and place it on the sawhorse employing good lifting techniques. 2. Ensure the wood is properly supported and this may require the addition of extra support or workers for the wood to be supported. 3. Mark your cut line on the selected wood. 4. Engage the saw using good operating procedures, ensuring your free hand is clear of the cutting line by at least five inches. 5. Watch the saw does not bind during the cutting process. 6. Remove the wood and place it in an unobstructed position in a stack pile or the work area. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 12 Hearing Conservation and Noise Control * 12.3 Hearing Protection * Part 16 Machines, Tools and Robots * 16.4 Machine and Tool Safety * 16.14 Locking Out – Safety Precautions * 16.25 Hand or Portable Power Tools | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Daily Equipment Maintenance

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| equipment failure | | steel toe boots | | | |  | |
| collision | | eye protection | | | |  | |
| pinch points | | hand protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Walk around machine to check for tire damage, vandalism, any loose parts or any other damage. 2. Check engine for:    1. any frayed or damaged belts    2. any damaged or leaking hoses    3. engine mounting bolts are in place, tight and not damaged 3. Check all fluid levels (some fluids may require engine to be on, check manufacturer recommendations). 4. Get into vehicle using three-point contact method. Check for fire extinguisher and turn on engine. 5. Check all gauges. Ensure:    1. oil pressure is normal    2. temperature is normal    3. hydraulic pressure is normal, if gauge is applicable 6. Put machine in reverse to ensure back up alarm is working. 7. Do another walk around to check all lights. 8. Check brakes are working when pulling away to drive. 9. Proceed to job. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Demolition – General**

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| crushing or asphyxiation | | hearing protection | | | | eye wash station | |
| inhalation of hazardous materials | | steel toe boots | | | | safety data sheet | |
| lacerations | | hard hat | | | | manufacturer’s recommendations | |
| eye injuries | | safety glasses | | | | First Aid | |
| noise | | leather gloves | | | |  | |
|  | | respirator | | | |  | |
|  | | permits | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Do a thorough inspection of the site. 2. If possible, enter the building with supervisor to look for:    1. people    2. appliances containing freon    3. hazardous substance such as asbestos    4. tanks, wells, flammable or explosive materials 3. Ensure the proper permits have been obtained. 4. Ensure all utilities have been disconnected. 5. Notify property owner and adjoining property owners of time and date of demolition. 6. Demolitions to buildings adjoined to another must be properly stabilized. 7. Barricade or fence the entire area to keep bystanders and traffic out of area. 8. Proceed with demolition. 9. Sort and haul away waste and rubble to appropriate facilities. 10. Clean up site as per local government regulations. 11. Remove barricades. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * Part 20 Vehicular and Pedestrian Traffic * Part 22 Powered Mobile Equipment * Part 33 Demolition Work | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Diesel Generator – Monthly Maintenance

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slips/trips/falls | | coveralls, gloves | | | | maintenance manual | |
| burns | | hard hat | | | |  | |
| chemical spills | | safety glasses | | | |  | |
| noise | | steel toe boots | | | |  | |
|  | | hearing protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Measure voltage of each battery cell – report bad cells to supervisor. 2. Examine battery poles and connections. 3. Check operation of block heaters. 4. Tighten starter connections, isolators, air filters, loose nuts and bolts. 5. Check alignment and coupling of motor to generator. 6. Change coolant and lube oil if contaminates, take sample if in doubt. 7. Label sample and submit to supervisor for analysis. 8. Report items requiring major repairs. 9. Check operation of the unit as required by the manufacturer. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Diesel Generator – Weekly Maintenance Tasks

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slips/trips/falls | | coveralls, gloves | | | | maintenance manual | |
| burns | | hard hat | | | |  | |
| chemical spills | | safety glasses | | | |  | |
| noise | | steel toe boots | | | |  | |
|  | | hearing protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Visually inspect the unit for leaks. 2. Verify oil, fuel, coolant levels and add if necessary. 3. Verify if there is any accumulation of particles or water in the fuel bowl and if so, complete inspection of fuel system (tanks, lines), correct problem and replace fuel filters. 4. Check air intake and air filter. 5. Check tension of belts. 6. Run generator until it reaches operating temperature plus 30 minutes (only if unit is loaded to more than 40 per cent of its rated capacity). Five minutes is sufficient after reaching operating temperature. 7. Check for vibrations or strange noises. 8. Check exhaust system for leaks. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Disc Sander

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | safety glasses | | | | operator manual | |
| cuts | | face shield | | | |  | |
| abrasions | | steel toe boots | | | |  | |
|  | | hearing protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Install and/or replace abrasive disc. Ensure lockout switch is in the off position. 2. Adjust work rest. Work rest should be less than 1/8” from face of abrasive disc. 3. Transport work piece to disc sander. 4. Clean/clear work area/surface of unused tools/materials. Remove dust and debris regularly. 5. Start disc sander. 6. Sand work piece. Keep hands and fingers a safe distance away. Use a jig or holding device to sand small work pieces. 7. Feed work piece slowly into abrasive disc. 8. Ensure work rest spacing is properly calibrated and secure. 9. Sand work piece on the side of abrasive disc spinning in the downward direct. 10. Conclude sanding. Push machine stop button and wait for disc to stop before removing debris. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Dismantling Oxygen/Acetylene Tanks

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| contents under pressure | | steel toe boots | | | | fire extinguisher training | |
| burns | | face shield | | | |  | |
| inhalation of chemicals/toxins | | safety glasses | | | |  | |
| fire and explosion hazards | | leather gloves | | | |  | |
|  | | respirator | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Close oxygen needle valve. 2. Close acetylene valve at torch end. 3. Close acetylene cylinder valve. 4. Close oxygen cylinder valve. 5. Drain acetylene by opening acetylene torch valve for a moment, then close again. 6. Drain oxygen in same manner as acetylene. 7. Reopen both torch valves. 8. Release pressure adjusting screws on both regulators. 9. Regulators and torches cannot be disconnected. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 17 Welding and Allied Processes * 17.9 Definition: Welding or Allied Process | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Dismounting Tires

|  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | **Additional Training Required:** | |
| pinch points | | eye protection | | |  | |
| muscle strain | | hand protection | | |  | |
|  | | steel toe boots | | |  | |
| **Safe Work Procedure:** | | | | | | |
| 1. Remove valve core to completely deflate tire. 2. With tire lying flat on floor with wide side of rim up, loosen bead from rim by walking on wells close to rim. If needed, use tire bead wedge with a hammer using caution not to damage rim or tire. 3. Flip tire over, loosen beads same as other side. 4. Lubricate top bead thoroughly with rim soap. 5. Insert spoon end of tire irons about 10” apart. 6. While standing on tire to hold head in gutter, pull one tire iron toward center of rim. 7. Hold tire iron in place with one foot and pull the second tire iron toward center of the rim, progressively working bead off rim (additional bites if necessary). 8. Stand tire up, lubricate second bead and rim. 9. Insert spoon of tire iron and turn tire iron perpendicular to rim. 10. Work your way around until tire is fully dismounted. | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries * Part 16 Machines, Tools and Robots * Part 35 Workplace Hazardous Products Information Systems | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | |
| Reviewed By WSH Committee:  Date: | | |

Dispensing Fuel from Above Ground Tanks into Vehicles

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| spills | | eye protection | | | |  | |
| flammable liquid | | gloves | | | |  | |
| fire/explosion | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Drive vehicle into position. 2. Obtain key for fuel dispenser and log book from shop. 3. Touch metal on vehicle with bare hand to discharge static electricity prior to release of flammables. 4. Unlock nozzle. 5. Open gas tank access cover. 6. Remove gas cap. 7. Insert dispenser. 8. Dispense fuel. 9. Monitor fueling the entire time. 10. Replace gas cap and close access cover. 11. Replace dispenser. 12. Lock. 13. Record amount of fuel in log book. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Disposal and Transfer of Flammable Liquids**

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| potential fire | | steel toe boots | | | | fire extinguisher training | |
| inhalation of chemicals/toxins | | eye protection | | | |  | |
| burns | | hand protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Disposing areas must be established with adequate ventilation, grounding, bonding, container vents and trip cans in lieu of disposal at individual work stations whenever possible. 2. When disposing flammables from drums or bulk containers, drip cans, vents, grounding and bonding must be used. 3. Gravity transfer may be utilized when small amounts of volatile liquids are required. 4. Pumping must be accomplished with a positive displacement pump. 5. Hydraulic transfer must be used only when a control system is in place to prevent over pressurization of system. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 19 Fire and Explosive Hazards * Part 35 Workplace Hazardous Products Information Systems   Safe Work Bulletin #178 | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Drill Driver/Screw Gun Operation

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| exposed attachments - cuts, laceration, entanglement | | eye protection | | | | disposable respirator (N95) | |
| hard hat | | | | lift/materials handling training | |
| electrical shock | | hearing protection | | | | body posture training | |
| noise | | safety footwear | | | | lockout/tagout procedure | |
| projectiles in eyes | |  | | | | SWP#100 Working Alone | |
| particle inhalation (possible toxicity) | |  | | | |  | |
|  | | | |  | |
| MSI - back/wrist injury | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Read and understand the manual that accompanies the drill driver/screw gun. 2. Wear PPE before beginning the task. Ensure clothing fits appropriately. 3. Inspect work area. Remove tripping hazards, waste, cutoffs, etc. Ensure sawhorses or other portable support are stable and in good condition. Lighting must be adequate. 4. Ensure the tool is unplugged or battery removed. Inspect the following for defects: cord, switch, body, chuck. If defects are identified, tool is to be red tagged and locked out. Notify supervisor for maintenance. Only qualified personnel may perform maintenance. 5. For drilling:  * ensure attachment is appropriate for the material being drilled, ex. wood, metal, tile, masonry; and it is sharp and has a straight shank * ensure all components of hole saws, core cutters and similar tools are in good working condition * keep both hands firmly on the tool and use clamps to secure work  1. For fastening, ensure bit is:  * correct for the fastener and the fastener is correct for the job * in good condition – dull bits are more likely to cause slips  1. For special attachments (sanding discs, honing stones, mixers, etc.):  * appropriate PPE (eyewear, respirator) should be worn if any airborne particles will be created * maintain dry footing when mixing in tubs to prevent electric shock or slips and wear PPE appropriate to product being mixed (ex. organic respirator for epoxies)  1. Plug in cord or install battery and start the tool. Check that attachment is running true. 2. Perform work with firm footing and clear view of the tool. Be alert for conditions which could cause binding and loss of control of the tool. 3. When finished, disconnect the tool from the power source. Clear work area of debris. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties * 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment * 6.13 Eye and Face Protectors * 6.15 Respiratory Protective Equipment * Part 8 Musculoskeletal Injuries * Part 9 Working Alone or in Isolation * Part 12 Hearing Conservation and Noise Control * 12.3 Hearing Protection * Part 16 Machines, Tools and Robots * 16.4 Machine and Tool Safety * 16.14 Locking Out – Safety Precautions * 16.25 Hand or Portable Power Tools | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Driving Truck and Trailer

|  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | **Additional Training Required:** | |
| road conditions | | seat belt | | | Valid Driver’s License | |
| vehicle traffic | |  | | |  | |
| pedestrian traffic | |  | | |  | |
| **Safe Work Procedure:** | | | | | | |
| Visual Inspection:   1. Check general condition of truck and trailer – repair/fix any damaged parts immediately. 2. Check for obstacles. 3. Check fuel and oil levels. 4. Make sure loads are secure. 5. Ensure trailer attachment is correct. 6. Ensure rear gate on trailer is up.   Prepare to Drive:   1. Adjust mirrors. 2. Install round mirrors to assist with lane changes. 3. Turn on two-way radio. 4. Put on seat belt.   Start Vehicle:   1. Ensure ignition is currently off – then turn ignition key to on position. Allow the vehicle to warm up in cold weather.   Drive:   1. Driver must be trained with trailer, obey The Highway Traffic Act, drive defensively, drive according to road conditions, limit distractions, consider load size to determine safe breaking distance, be courteous and have someone help you when reversing.   Shut Down:   1. Park legally and safely, turn off two-way radio, return keys to shop and report any vehicle or trailer issues. | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 20 Vehicular and Pedestrian Traffic | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | |
| Reviewed By WSH Committee:  Date: | | |

Drywalling – Installation

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| muscle strain | | steel toe boots | | | |  | |
| cutting injury/amputation | | eye protection | | | |  | |
| MSI | | hand protection | | | |  | |
|  | | dust mask | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Wear all applicable PPE. 2. When lifting and moving drywall, always use two people. 3. Keep all cutting tools sharp and use the right tool for the job. Use a T-square or proper sized straight edge to help guide cuts. 4. Rotate work position or stretch often to reduce strain on your knees and back (kneeling, squatting, standing, etc.). 5. Glue framing beams for drywall. 6. Cut drywall to proper length. 7. Place drywall in position. 8. Tack drywall to wall beams (halfway down drywall). 9. Use power screwdriver to secure drywall. 10. Repeat. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Drywall Cut-Out Tool Operation

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| exposed bits - cuts, lacerations | | eye protection | | | | disposable respirator (N95) | |
| electrical shock | | hard hat | | | | lift/materials handling training | |
| noise | | hearing protection | | | | body posture training | |
| drywall dust/projectiles in eyes | | safety footwear | | | | lockout/tagout procedure | |
| MSI - hand/arm/wrist injury | |  | | | | SWP#100 Working Alone | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Read and understand the manual that accompanies the drywall cut-out tool. 2. Wear PPE before beginning the task. Ensure clothing fits appropriately. 3. Inspect work area. Remove tripping hazards, waste, cutoffs, etc. Lighting must be adequate. 4. Ensure the tool is unplugged or battery removed. Inspect the following for defects: cord, switch, chuck and guide. If defects are identified, tool is to be red tagged and locked out. Notify supervisor for maintenance. Only qualified personnel may perform maintenance. 5. Adjust cutting depth. If making a cut into material where wires or pipes may be present, set bit to cut no deeper than necessary. 6. Energize and start the tool. Check for proper operation. 7. Bit should not be in contact with work piece when the tool is started. 8. When using a guide point bit for drywall work, the tool should travel counterclockwise if it is following outside the cut-out object (such as an outlet box) and clockwise if it is travelling inside the cut-out object (such as a doorway). 9. When making a large cut-out in drywall, such as a doorway, ensure you have control of the cut-out piece as it parts from the main sheet, to prevent injuries from the falling piece or the cut-out tool. Ask for assistance or cut the piece out in manageable sections. 10. Do not force the tool. Always use sharp bits and an appropriate travel speed to prevent broken bits, which can cause loss of control or balance and result in injuries. 11. When switching off the tool, it is not usually desirable to let the bit come to a stop while in contact with the work piece. When lifting the tool away from the work piece to shut it off, maintain control of the tool until the bit comes to a complete stop. Do not set the tool down with the bit still spinning. 12. When finished, unplug the tool from the power source. Clear work area of debris. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties * 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment * 6.13 Eye and Face Protectors * 6.15 Respiratory Protective Equipment * Part 8 Musculoskeletal Injuries * Part 9 Working Alone or in Isolation * Part 12 Hearing Protection and Noise Control * 12.3 Hearing Protection * Part 16 Machines, Tools and Robots * 16.4 Machine and Tool Safety * 16.14 Locking Out – Safety Precautions * 16.25 Hand or Portable Power Tools | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Drywalling – Using Stilts

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| tripping | | steel toe boots | | | | refer to manufacturer’s instructions | |
| muscle strain | | eye protection | | | |  | |
|  | | hard hat | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Wear all applicable PPE. 2. Check stilts for damage. 3. Keep area clean to prevent any tripping hazards. 4. Ensure strut tube is connected securely to stilt leg and foot plate and soul plate are also securely fastened. 5. When mounting stilts, make sure to sit down in a spot you can easily get up, alone or with a coworkers help. 6. Buckle leg straps first, tuck in loose end of strap, buckle foot straps and make as snug as possible without causing discomfort. 7. When standing up on stilts, ensure you feel balanced before moving. 8. Only walk forward in stilts. If you need to turn around, walk in a U-turn. DO NOT WALK BACKWARDS. 9. Do not run in stilts. 10. Only walk on hard level surfaces. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Drywalling – Taping and Mudding

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| MSI | | steel toe boots | | | |  | |
|  | | eye protection | | | |  | |
|  | | hand protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Wear all applicable PPE. 2. Prepare drywalling mud as per manufacturer’s instructions. 3. Spread a thin layer of mud along the wall where the drywall pieces meet. 4. Take your tape and place on top of the surface you have just finished mudding. 5. Take more mud and place over taped surface, covering the tape completely. 6. Continue steps along whole length of wall. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Dyke Building

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| tripping | | hard hat | | | | equipment operator training | |
| pinch points | | steel toe boots | | | | Dyke building training | |
| moving equipment | | hearing protection | | | |  | |
| vehicle traffic | |  | | | |  | |
| pedestrian traffic | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Load and unload equipment when it gets to work site. 2. Load mud from pit area using excavator into rock trucks. 3. Transport mud from pit to dyke building area and dump. 4. Spread mud using dozers and regrade road/dyke. 5. Place gravel on road using tracked crawler dumper and skid steer. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Emergency Response – Evacuation**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| inhalation of smoke | | as site requires | | | | First Aid | |
| inhalation of chemicals/toxins | |  | | | |  | |
| potential death | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Sound alarm and notify all persons in the area of the emergency. 2. Appoint someone to call 911 and/or appropriate responders. 3. Evacuate by the nearest safe exit. 4. Ensure any and all injured persons and visitors are escorted to the muster area or off site. 5. Check wind direction and proceed to the evacuation station upwind of the hazard. 6. A head count and roll call will be conducted by a designated person. 7. Stay at the evacuation muster area until all clear has been given. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Emergency Response – Fire Alarm**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| inhalation of smoke | | as site requires | | | | fire drill training | |
| inhalation of chemicals/toxins | |  | | | | fire extinguisher training | |
| inhalation of carbon monoxide | |  | | | |  | |
| burns | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. When you hear the fire alarm cease work immediately. 2. Notify all employees via two-way radio or in person. 3. Notify fire department. 4. Where practical, back up any computer work to main and take a copy with you. 5. Where practical, lock any valuable or classified information in the safe. 6. Do not shut off lights. 7. Pick up a cell phone and an employee list from the bulletin board. 8. Evacuate the building in an orderly manner using the nearest fire exit. Walk, do not run. 9. Assemble in muster area. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 13 Entrances, Exits, Stairways and Ladders * 13.5 Emergency Exits * Part 19 Fire and Explosive Hazards | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Emergency Response – Fire Extinguisher**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| inhalation of smoke | | steel toe boots | | | | fire extinguisher training | |
| inhalation of chemicals/toxins | | face shield | | | |  | |
| carbon monoxide | | hand protection | | | |  | |
| burns | | respiratory protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Remove applicable extinguisher from hanger. 2. Carry extinguisher in upright position to fire. 3. Pull pin of extinguisher, hold hose or horn in one hand. 4. Use the extinguisher, aiming at base of fire. 5. Stand approximately eight feet away from the fire and squeeze the handle to discharge the extinguisher. 6. Sweep the nozzle back and forth at the base of the fire. 7. Report use of extinguisher. 8. Take extinguisher out of service and have it recharged.   **PASS = PULL - AIM - SQUEEZE - SWEEP** | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 19 Fire and Explosive Hazards * 19.3 Fire Protection Equipment and Fire Extinguishers | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Emergency Response **–** Fire Fighting

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| inhalation of smoke | | eye protection | | | | fire extinguisher training | |
| inhalation of chemicals/toxins | | face shield | | | |  | |
| inhalation of carbon monoxide | | SCBA | | | |  | |
| burns | | communication device | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Follow the emergency procedures practiced during fire drills. 2. Approach the fire upwind, if hazardous goods could be burning. 3. If required, use self-contained breathing apparatus. 4. Firefighting Equipment:    1. Shovels:       1. smother fire flame at source       2. use earthen material void of flammable matter       3. dampen area with water or neutralizing agent    2. Fire Extinguishers:       1. ensure previously that the extinguisher is rated to extinguish all manner of fires       2. hold extinguisher upright       3. pull security pin handle       4. aim nozzle at base of fire       5. squeeze or press the handle       6. sweep the nozzle from side to side until the fire goes out       7. ensure chemical does not blow into anyone's face    3. Water Tanks:       1. hand pump tanks: apply water at source of flame       2. large tanks: ensure motor ignition will not ignite fugitive emissions       3. position tank to enable easy access and removal from fire site       4. when fire is under control, dampen immediate area to suppress the potential of flare up | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries * Part 21 Emergency Washing Facilities | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Emergency Response **–** Fire on the Work Site

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| inhalation of smoke | | steel toe boots | | | | fire extinguisher training | |
| inhalation of chemicals/toxins | | safety glasses | | | |  | |
| inhalation of carbon monoxide | | safety gloves | | | |  | |
| burns | | communication device | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Clear the area of unauthorized personnel. 2. Determine size of fire:    1. SMALL: attempt to extinguish small fire only if no backup support and you are knowledgeable in firefighting.    2. LARGE: employees should not attempt to put out a large fire. 3. Notify supervisor, who will notify the head of the fire response team to attempt to put out fire. 4. Remove one or more of the four elements of fire (oxygen, fuel, heat and chemical chain reaction) to extinguish. 5. Determine class of fire, so proper extinguisher is selected:    1. Class A: occur in combustible materials (paper, wood, straw, cloth).    2. Class B: occur over the surface of flammable liquids (gasoline, oil, grease).    3. Class C: occur in electrical equipment. 6. Use short bursts on fire. 7. If attempt is successful, all procedures may be ended. If unsuccessful, provide the following information to local fire department:    1. exact location of fire    2. type of fire    3. whether medical assistance is needed | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 19 Fire and Explosive Hazards | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Emergency Response – First Aid Injuries

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| infection | | steel toe boots | | | | First Aid | |
| soreness | | gloves | | | | eye wash station | |
|  | | eye protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. In the event of a minor injury, report the accident to your supervisor and obtain First Aid from qualified personnel. 2. Record injury in the First Aid record book. 3. Fill out Workers Compensation Board (WCB) forms. 4. Report any further discomfort following the injury. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 5 First Aid * Part 6 Personal Protective Equipment * Part 21 Emergency Washing Facilities | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Emergency Response – Incident Response**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| potential death | | steel toe boots | | | | First Aid | |
| potential injury | | eye protection | | | |  | |
|  | | hand protection | | | |  | |
|  | | hard hat | | | |  | |
|  | | reflective vest | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Stop everything. 2. Call onsite safety representative and/or supervisor. 3. Safety representative or supervisor to initiate emergency response procedure and call First Aid and council. 4. Ensure equipment involved is not moved and incident/accident scene is not disturbed. 5. In case of an injury, allow personnel trained in First Aid to take care of casualty victim as soon as possible. 6. Ensure the casualty victim is not moved unless a greater and imminent danger will arise by leaving them in place. 7. If the site is remote or hard to locate, have someone go out to the street or roadway to flag in the ambulance. 8. Upon ambulance arrival, inform and assist medical personnel as required. 9. After assessment and statements have been taken, follow instructions from your safety representative or supervisor. 10. All dangerous occurrences, even those that do not involve injury or property damage must be reported to the Workplace Safety and Health Branch. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 5 First Aid * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Emergency Response **–** Major Site Emergencies

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| serious injury | | steel toe boots | | | | fire extinguisher training | |
| potential death | | safety glasses | | | | First Aid | |
| inhalation of chemicals/toxins | | safety gloves | | | | emergency response | |
| burns | | hard hat | | | | evacuation procedure | |
|  | | reflective vest | | | |  | |
|  | | communication device | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Supervisor to activate emergency control group once major emergency is determined. 2. Emergency control group is responsible for:    1. receiving initial assessment of incident by person who discovered the problem    2. determine emergency procedures which need to be activated    3. designate a communicator responsible for placing emergency calls, if necessary 3. Communicator of emergency control group will notify:    1. area manager or alternate    2. local emergency response agencies, as required 4. Evacuate as per evacuation procedure, if emergency cannot be controlled. 5. Upon the arrival of emergency help workers, must stay at muster area until all clear is given. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 5 First Aid | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Emergency Response – Serious Injury**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| potential death | | steel toe boots | | | | First Aid | |
| loss of limb | | gloves | | | |  | |
| infection | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Shut down all machinery in area of injured person. 2. Ensure further hazards are controlled. This may require reference to fire or spill procedures by fire or spill teams. 3. Call in the First Aid team to provide aid to the injured person. (Do not move the patient if there is suspected spinal injury, unless the persons' life is in danger due to an imminent hazard.) 4. Notify supervisory staff who will call for outside medical help. 5. Send a member of the First Aid team to hospital to determine ill/ injured condition and/or provide information for the hospital. 6. When it is possible to do so, the patient will obtain a doctor report form to be filled out by a doctor and be returned to employer within three working days. 7. Once able to, the injured person will check in with supervisor regularly by phone in case information is needed regarding the accident. 8. Send report to WCB within 5 business days and contact WSH Branch within 24 hours. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 5 First Aid * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Emergency Response

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| serious injury | | steel toe boots | | | | fire extinguisher training | |
| potential death | | eye protection | | | | First Aid | |
| fire/explosion | | hand protection | | | |  | |
| burns | | hard hat | | | |  | |
|  | | reflective vest | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Notify supervisor/office. 2. Supervisor will:    1. coordinate control    2. shut down operations, if necessary    3. alert all workers    4. contact emergency workers or designate someone to do so 3. Perform First Aid on persons who may require it. 4. Follow evacuation procedure, if necessary. 5. Stay calm and follow supervisor direction. 6. Following emergency, cooperate with any investigation questions and fill out a report. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 5 First Aid * Part 6 Personal Protective Equipment * Part 19 Fire and Explosive Hazards * Part 35 Workplace Hazardous Products Information Systems * Part 36 Chemical and Biological Substances | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Equipment Lockout**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| electrocution | | steel toe boots | | | |  | |
| fall injury | | eye protection | | | |  | |
| pinch points | | hand protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Inspect the piece of mobile equipment needing repair to ascertain what repair is needed. 2. Turn the machine ignition off and remove key or if machine has push start button remove the battery ground cable. 3. Close and lock console if it has a cover and place the key in your pocket. 4. Place a lockout tag on the door handle or ignition. 5. If more than one person is working on the equipment, both people must place a lockout on the machine. 6. If it is a mobile piece of equipment, use the chocks to ensure non movement by others. 7. Repair the machine. 8. After repair, unlock the cover and replace the key. 9. If you require the machine running to test the repair, stand clear of any hazard locations. Do not approach any moving part while machine is running. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 14 Fall Protection * Part 16 Machines, Tools and Robots * 16.14 Locking Out – Safety Precautions * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Excavating and Trenching

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| heavy equipment | | hard hats | | | | trenching and excavation safety | |
| trench walls | | high visibility PPE | | | | CPR | |
| other workers | | steel toe footwear | | | | confined spaces | |
| utility lines | | safety gloves | | | |  | |
| worker(s) in open excavations | | utility locates and field licenses | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Perform onsite hazard analysis. 2. Supervisor: ensure utility locates for hydro, phone, gas and pipelines have been completed and visibly marked. 3. The contractor performing the excavation work is responsible for taking out the excavation serial number. 4. Supervisor: if workers will be entering a trench or open excavation that exceeds 1.5 meters, ensure a license has been obtain from Manitoba Workplace Safety and Health Branch by means of a Notice of Excavation and that the serial number has been recorded in the docket that is maintained at the jobsite. No excavation work may begin until the serial number has been obtained. 5. Supervisor: ensure only the trained and qualified workers are entering the trench or excavation. The supervisor must remain onsite to ensure the work is being carried out in a safe manner. 6. Supervisor: if the excavation work is to be completed by a contractor/subcontractor, the serial number must be noted on the docket before any employees are permitted to enter the trench or excavation. 7. Workers must remain attentive to their surroundings and report any unsafe situations or activities to the supervisor. 8. Trenches and excavations must be made utilizing a 45-degree angle or an engineered safety cage. No other methods of digging or shoring are permitted. 9. Excavated material must be placed one meter from the edge of the opening. 10. Vehicles must be parked at a safe distance from the opening. 11. A lookout must be positioned safely at the edge of the trench/excavation whenever a worker is entering an open trench or excavation that exceeds 1.5 meters (5 feet) in depth. The sole function of the lookout is to monitor the sides of the trench or excavation for signs of cave in or wall collapse. The lookout should also ensure the ladder used for enter and egress purposes is placed no further than 10 feet from the worker while the worker is in the trench or excavation. | | | | | | | |
|  | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR *IMMEDIATELY*** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 26 Excavations and Tunnels * 26.4 Notice of Excavation * 26.5 Employer to Appoint Supervisor * 26.6 Underground Facilities * 26.11 Powered Mobile Equipment and Machinery * 26.14 Safe Means of Entering and Leaving an Excavation * 26.15 Open Excavations * 26.16 Trenches * 26.25 No Worker to Enter * 26.26 Trench Excavation by Mechanical Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Excavation on Right of Ways**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vehicular traffic | |  | | | |  | |
| underground utilities | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Obtain necessary excavation permit from the jurisdictional authority. 2. Obtain required documentation from all underground utilities in the area. 3. Ensure traffic plan is in place. 4. Examine the nature of the traffic at the work site to fully understand the consequences of the proposed interruption. 5. Review time restrictions for closing or diverting traffic. 6. Taking into consideration weather conditions and hours of work, place appropriate signs, cones, flashers and barricades. (.) 7. Review the setup to ensure a safe movement of vehicular traffic and pedestrians. 8. Assign flag persons to their duties, if necessary. 9. Bring in equipment and personnel as necessary. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Excavator Operator**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| other workers and equipment | | steel toe boots | | | | operator training | |
| equipment malfunction | | safety glasses | | | | Valid driver’s license | |
| slips/trips | | safety gloves | | | |  | |
| pinch points | | hard hat | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Inspect work area for sufficient swing room and any hazards that may be present. 2. Do pre-trip inspection of machine and start using cold start procedure. 3. Ensure bucket and boom are working properly. 4. Follow through with task carefully. Always be aware of surroundings. 5. Park on level ground with bucket to the ground. 6. Allow for enough cool down time before shutting off machine. 7. Close and lock doors and install window guards. 8. Dismount machine using three-point contact method. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machine, Tools and Robots * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Extension Cord

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slips/trips | | steel toe boots | | | |  | |
| electric shock | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Pull out cord and ensure it is out of the way of walking path or warn workers to watch footing. 2. Check for damage such as frays and proper three prong end is on cord. 3. When plugging cord in to outlet, do not force. 4. Roll cord neatly once task is complete. 5. Hang in proper location. 6. Report any damaged cords and take them out of circulation. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 38 Electrical Safety | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Extension Ladder – Inspection

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | eye protection | | | | Ladder safety training | |
| falls/trips/slips | | steel toe boots | | | |  | |
| electric shocks | | high visibility vest | | | |  | |
|  | | spotter | | | |  | |
|  | | support for ladder | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Inspect before each use. 2. Make sure all rivets and joints, nuts and bolts are tight and rungs are secure. 3. Ladder extension locks and feet function and if necessary, lubricate. 4. Rope properly affixed and in good condition. 5. Never climb a damaged, bent or broken ladder. 6. Ensure the ladder is clean, free from wet paint, mud, snow, oil and any other slippery materials. 7. Never make temporary repairs of damaged or missing parts. 8. All working parts must be in good working condition. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 13 Entrances, Exits, Stairways and Ladders * 13.8 Worker to Inspect Ladder * 13.11 Commercially Manufactured Portable Ladder * 13.14 Extension Ladders   CSA Standard CAN3-Z11-M81 (R2005) | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Extension Ladder – Setup

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | eye protection | | | | Ladder safety training | |
| falls/trips/slips | | steel toe boots | | | |  | |
| electric shocks | | high visibility vest | | | |  | |
|  | | spotter | | | |  | |
|  | | support for ladder | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Inspect before each use as per inspection procedure. 2. Secure base when raising and never setup ladder when it is extended. 3. Set extension ladder at proper 75.5-degree angle by placing ladder base a distance equal to 1/4 total working length of ladder away from base of vertical support. 4. If the distance is less than three feet, place base of ladder a minimum of three feet from vertical support. 5. Set the ladder on firm level ground. Do not lean sideways. 6. If on icy or slippery site ensure area is cleared of hazards and ensure non-skid devices or securing feet. 7. Erect ladder with minimum three feet extending above roof line or working surface: tie top at support points. 8. Extend top section only from ground, never by bouncing or from the roof. 9. Do not over extend, maintain minimum overlap of sections:    1. up to and including 32 feet - three feet overlap    2. 36 feet - four feet overlap    3. over 36 feet and including 48 feet - five feet overlap 10. Do not place on boxes, unstable bases or on scaffold. 11. Do not tie or fasten ladders together to gain additional height. 12. Do not place in front of a door that could open into the ladder causing it to fall. 13. Do not lean the ladder against an overhead door - beware of automatic operation of the door. 14. Whenever possible, use a spotter to hold the ladder as added protection and security. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 13 Entrances, Exits, Stairways and Ladders * 13.8 Worker to Inspect Ladder * 13.11 Commercially Manufactured Portable Ladder * 13.14 Extension Ladders   CSA Standard CAN3-Z11-M81 (R2005) | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Fall Rescue Plan

|  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | **Additional Training Required:** | |
| falls | | body harness | | | fall protection training | |
| soft tissue injuries | | steel toe boots | | | Ladder safety training | |
|  | | head protection | | |  | |
| **Safe Work Procedure:** | | | | | | |
| Self-Rescue: Under no circumstances should self-rescue be initiated until the competent person onsite assesses the fall victim’s physical and mental condition. It is nearly impossible to verbally dissuade a fall victim from attempting self-rescue if they are eternalized, athletic and have a natural take-charge mentality.  If the person working at heights makes proper choices in the equipment to be used and uses that equipment properly, the fallen worker may perform a self-rescue which will include:   1. A climb back up to the level from which they fell (a few inches to two or three feet). 2. Return to the floor or ground and take all components of the fall protection system out of service. 3. Obtain medical treatment as may be required. 4. Bag and tag those components with the name, date and activity at the time of the fall and complete an incident report. 5. Return the used components in the bag to the council office for inspection.  Mechanical Aided Aerial Lift:  1. A worker will get into the aerial lift and make sure there is a second adjustable lanyard or a three foot lanyard available for the rescued worker. 2. The aerial lift will be maneuvered into position and raised up under the worker to be rescued. 3. Attach the second lanyard in the aerial lift to the worker being rescued. 4. Disconnect the rescued worker from the impacted fall arrest equipment. 5. Lower the worker to the ground. 6. Take care of the rescued worker medically as needed. 7. Bag and tag those components with the name, date and activity at the time of the fall and complete an incident report. 8. Return the used components in the bag to the council office for inspection.  Extension Ladders:  1. Obtain an extension ladder of sufficient height and place the ladder under the fallen ladder. Ensure the ladder extends sufficiently above the height of the fallen worker. 2. The fallen worker will then climb onto the ladder to support themself. 3. An assessment of the fallen worker will then be made to determine if they should attempt to climb down the ladder or wait for assistance. 4. If the worker can climb down the ladder, then have the worker release the rope, grab and climb down the ladder. 5. If the worker cannot climb down the ladder, have them wait until another means of assistance is available (lift, 911). 6. Take care of the rescued worker medically as needed. 7. Bag and tag those components with the name, date and activity at the time of the fall and complete an incident report. 8. Return the used components in the bag to the council office for inspection. | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 14 Fall Protection | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years | | |
| Reviewed By WSH Committee:  Date: | | |

Fence Repair

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
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| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slips/falls | | coveralls, gloves | | | |  | |
| cuts/scrapes | | steel toe boots | | | |  | |
|  | | safety glasses | | | |  | |
|  | | high visibility vest | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Inspect the fence line for damage and potential problems, ex. overhanging branches, fallen trees. 2. Repair or replace bent and/or broken posts, braces or structural components. 3. Repair and/or re-stretch fabric and reconnect. 4. Remove overhanging branches of adjacent dead tree/limbs that might fall on fence line. 5. Check gates for proper swing, fit, wear and structural soundness. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Flagperson

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slips/trips | | steel toe boots | | | | flagperson training | |
| vehicle traffic | | eye protection | | | | setting up traffic sign procedure | |
| airborne particles | | hand protection | | | |  | |
| muscle strain | | hard hat | | | |  | |
|  | | reflective vest | | | |  | |
|  | | communication device | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Stand at a location approximately 50 to 150 meters from where construction begins on the shoulder or passenger side. 2. Hold the sign with the arm closest to the lane of oncoming traffic. 3. Plan your escape route. Do not stand between vehicles or other obstructions which may block you if you need to evade traffic. 4. Pay attention to all oncoming traffic, as well as what is going on behind. 5. Be assertive and ensure you are visible at all times. 6. If an incident does arise, make sure ALL workers are warned. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 20 Vehicular and Pedestrian Traffic * 20.6 Flagpersons | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Floor Jack

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slips/trips | | steel toe boots | | | |  | |
| fall injury | | eye protection | | | |  | |
| airborne particles | | hand protection | | | |  | |
| vehicle malfunction | |  | | | |  | |
| eye injury | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Inspect surrounding work area, clean machine and remove any clutter. 2. Check jack for visible signs of wear and proper lubrication. 3. Read vehicle manufacturer’s manual to determine proper jacking points. All jack heads must bear against firm and level surfaces. All jack bases must be supported by firm and level surfaces. 4. Ensure you are working on an even level surface. Chock the wheels of the unaffected axle. 5. Apply the parking brake in conjunction with chocking the wheels. 6. Lever lock on jack should be in the upright position. 7. Begin jacking the vehicle. 8. Lower lever lock on floor jack to the lowest position and lock in place. 9. Ensure both jack stands are in the correct position. 10. Slowly lower the vehicle onto the jack stands. 11. Once the jack stands take up the vehicles weight, stop lowering the jack. 12. Constantly be aware of surroundings and hazards that may arise. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries * Part 14 Fall Protection * Part 16 Machines, Tools and Robots * Part 22 Powered Mobile Equipment * Part 28 Scaffolds and Other Elevated Work Platforms * 28.37 Standards re Self-elevating Work Platforms and Aerial Devices | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Forklift Operator**

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| **Facility:** | **Written By:** | **Approved By:** | **Date Created:** | **Date of Last Revision** |
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| --- | --- | --- | --- |
| ***Hazards Present:*** | ***PPE or Devices Required:*** | | ***Additional Training Required:*** |
| Vehicle/Property damage | Steel toed boots | | Forklift Training/Certification |
| Other workers and equipment | Eye protection | |  |
| Slip/Trip | Hand protection | |  |
| Pinch points | Hard hat | |  |
| Muscle strain | Backup alarm | |  |
|  | | | |
| **Safe Work Procedure:** | | | |
| 1. Ensure the load does not exceed the forklift maximum weight tolerance. 2. Check that there is adequate unloading space. 3. Pull up to trailer, make sure forks are high enough so they do not hit trailer. 4. Have a spotter to properly guide forks under the load. 5. Slide forks under load gently, only lift one load at a time. 6. Once load is secured on forks, ensure all workers are clear and back up slowly. 7. Carry load to stable, level ground. 8. Gently set load on ground and unhook. | | | |
| ***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety & Health Act & Regulations:    4 General Workplace Requirements  6 Personal Protective Equipment  8 Musculoskeletal Injuries  16 Machines, Tools and Robots  22 Powered Mobile Equipment | | This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years | |
| Reviewed By WSH Committee:  Date: | |

Flushing Chlorine from a Water Line

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| environmental damage | | steel toe boots | | | | WHMIS | |
| spill/leak | | high visibility vest | | | |  | |
| property damage | | hard hat | | | |  | |
| slips/trips/falls | | gloves | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Choose a safe location to dump water. Must not allow chlorine to enter any waterways. 2. If required, run a hose to reach dump area. 3. Inspect all hoses and connections for leaks and damage. 4. Open water line to release chlorine. 5. Observe the flushing at all times. Do not allow people or animals into flushing area. 6. Test chlorine until levels reach normal for the line. 7. Use proper method to test chlorine described in manufacturer’s instructions. 8. Close water main. Use caution walking in wet or flooded areas. 9. Secure site prior to leaving. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment   Manitoba Water Services Board Standard Construction Specifications   * 3.21.8 Disposal of Flushing Water | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Frame Scaffold Safety

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| contact with overhead services | | hard hat | | | | lift/materials handling training | |
| scaffold collapse | | safety footwear | | | | body posture training | |
| slips/falls | | Harness & lanyards | | | | #5 Frame Scaffold Safety | |
|  | |  | | | | SWP#100 Working Alone | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Wear PPE before beginning the task. 2. Assess the work site for hazards such as: overhead lines which may have to be avoided, de-energized or removed, recently backfilled excavations which could cause mudsills or pads under scaffold frames to sink under a load or protrusions from the ground or concrete which may pose a hazard and require protection installed before starting work. 3. Inspect all scaffold components for wear, damage, bending, cracked welds or any defect which may compromise its integrity. Locks must function on scaffold wheels. Any defective components must be removed from service immediately and repaired or disposed of. 4. Assemble scaffold according to manufacturer's specifications. ALL components (braces, pins, connectors, locks) must be installed. 5. Build each tier of scaffolding completely, then build each subsequent tier working from a fully decked platform of three planks. 6. If a scaffold plank must be placed on an intermediate rung to provide the correct working height, the next section below must have a full deck of three planks on top to provide fall protection. A guardrail crosspiece must be placed on the upper X-brace pins opposite the single plank. 7. If necessary, erect warning signage or barriers indicating overhead work to protect other workers. Fencing should be erected to prevent public access to areas with scaffolding. 8. Scaffolding should be inspected every morning before use to ensure thawing or rainwater has not caused settlement of the bases and no components have become disconnected or loose after installation. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment * Part 14 Fall Protection * Part 28 Scaffolds and Other Elevated Work Platforms | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Framing the Walls

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| discharge of objects | | eye protection | | | |  | |
| pinch points | | hand protection | | | |  | |
| collision | | hearing protection | | | |  | |
| equipment damage | | steel toe boots | | | |  | |
|  | | high visibility vest | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Snap a line around the inside of the wall line of the intended walls. 2. Bring the plate material to the floor. 3. Lay out the top and bottom on the floor starting with the longest wall and mark the stud locations allowing for any openings. 4. Position the bottom edge of the bottom plate on the inside of the snap, line in a vertical position and toe nail the plate at a 45-degree angle to the snap line. 5. Attach all of the studs using a power nailer to the top and bottom plate. 6. Square the wall up and secure it by driving a nail through a corner near the top of the wall. 7. Place the sheeting on the wall according to plan and secure it. 8. Install any required flashing. 9. Raise the wall using good lifting techniques and adequate workers to assist in the process. 10. Brace the wall at the ends to the joists using material of a sufficient strength. 11. Build the remaining walls beginning with the opposite wall and brace it as well. 12. Build the end wall and partially sheet it. 13. Remove the bracing from that end prior to raising the end wall. 14. Raise the end wall and secure the corners. 15. Repeat this process for the other end wall. 16. Ensure all bottom plates are following the snap line on the inside. 17. Tie the corners together by nailing the corner studs together or placing the remaining piece of the interlocking top plate, if required. 18. Cut out any openings that may be required. 19. Finish sheeting the corners according to the plans. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Fueling Vehicle

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| **Facility:** | **Written By:** | | **Approved By:** | **Date Created:** | | | **Date of Last Revision:** |
|  |  | |  |  | | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| eye injury | | steel toe boots | | | |  | |
| fire/explosion hazards | | eye protection | | | |  | |
| burns | | hand protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Bring vehicle to pump. 2. Shut off ignition. Extinguish any smoking material. Leave cell phone in vehicle. 3. Remove fill cap. 4. Insert nozzle into tank and flip lever to on position. 5. Fill until click is heard or to desired amount then turn lever to off position. 6. Place nozzle back on holder and replace the fill cap. 7. Obtain receipt. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 19 Fire and Explosive Hazards * Part 35 Workplace Hazardous Products Information Systems | | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three year***.*** | | |
| Reviewed By WSH Committee:  Date: | | |

Function of Community Council

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
|  | | steel toe boots | | | |  | |
|  | | safety glasses | | | |  | |
|  | | hard hat | | | |  | |
|  | | hearing protection | | | |  | |
|  | | any other safety equipment as per jobsite/task performed | | | |  | |
|  | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Use all required PPE. 2. Employee orientations every year. 3. Train all workers through offered programs. 4. Provide all safety devices. 5. Encourage and participate in safety inspections. 6. Support community safety committee. 7. Provide safety education through weekly tool box talk meetings and documentation of these. 8. Investigate accidents, near misses and incidents and implement corrective measures. 9. Provide a safe work environment for all. 10. Do not allow employees to work unsafely to save time or money. 11. Do not allow employees to opt out of tool box talk meetings. 12. Not to ignore any employee concerns regarding safety. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Section 4 Duties of Employers   + - 4(1) General Duties of Employers * Section 7 Duties of Owners   + - 7.2 Duties of Owners | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Gas Driven Riding Mower with Broom Attachment

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | steel toe boots | | | |  | |
| flying debris | | high visibility vest | | | |  | |
|  | | safety glasses | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Wear all PPE - safety glasses and footwear, long pants and hearing protection. 2. Use the hand holds and step plate provided when mounting or dismounting to prevent injury. 3. The power take-off (PTO) shield should be in place at all times. 4. While sitting in the operator’s seat, ensure the parking brake is engaged; the PTO switch is disengaged and the ground speed control levers are locked in the neutral position. 5. Ensure the mower switch is in the off position when not in the actual sweeping position. 6. Insert the ignition key. 7. Move the choke control to the on position. Move the throttle to three quarters fast position. Turn the ignition key to the start position. 8. Move the choke control to the off position when the engine has warmed up.   Operating the sweeper: keep hands, feet, hair and loose clothing away from the engine, drive line, brush and other moving parts.   * 1. Be sure the ball valves for the hydraulic tank are OPEN before starting the tractor. Serious damage to the hydraulic system can occur if the valves are not open.   2. Open the high-pressure valve located near the pressure port of the pump and close the high pressure valve near the electrical solenoid. This procedure shuts off the flow of oil to the mower.   3. Start the engine as stated above.   4. Move the throttle lever to the three quarters or full speed.   5. Engage the PTO to engage the mower blades. Release the parking brake.   6. Use the steering levers to move the unit.   7. Lower the brush remembering to never sweep towards people, buildings, vehicles or other objects that may be damaged by flying debris. Avoid sudden turns or maneuvers.   8. Low brush speed and moderate ground speed will be sufficient to clean most hard surfaces. Do not use high brush speeds as dust may be raised by the aggressive action of the sweeper. Try and plan your sweeping, so the wind blows at your back or to the direction the brush head assembly is angled.   9. To sweep gravel, use just enough brush speed to roll the gravel and not throw it. Remember, the sweeper sweeps with the tips of the broom, through a flicking action, not with the sides like a mop. Adjust the spring-chain assembly as required. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Gas Powered Blower

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | steel toe boots | | | |  | |
| flying debris | | high visibility vest, safety glasses | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| Assembling the Blower:   1. Line up the arrows on the blower tube with the housing stub. Push the tube into the fan housing stub. 2. Push the union nut over the fan housing stub and turn in the direction of the arrow until the tab engages the opening. 3. Push the nozzle onto the blower tube as far as the lug position and rotate it in the direction of the arrow to lock in position. 4. To remove the blower tube, insert a suitable tool through the opening in the union nut to press down the tab. 5. Rotate the union nut in the direction of the arrow as far as the stop. 6. Remove the blower tube.  Assembling the Vacuum Shredder:  1. To mount the elbow into the catcher bag, push the elbow into the catcher bag as far as the mark (smaller arrow). 2. Tighten the strap on the neck of the catcher bag and press down the tab. 3. Close the zipper on the catcher bag. 4. To mount the bag and elbow to the housing, line up the arrows on the elbow with the arrows on the housing. 5. Push the elbow into the fan housing stub as far as the stop. 6. Push the union nut over the fan housing stub and turn it in the direction of the arrow until the tab engages the opening in the union nut. 7. Attach the suction tube by lining up the arrows on the suction tube with the arrows on the extension tube. Push together and lock in position. 8. Mount the suction tube onto the housing by inserting a screwdriver into the tap on the intake screen. Swing the screen to the right to disengage and open the intake screen. 9. Push the suction tube into the fan housing and line up the arrows. Push it in as far as the stop. 10. Push the union nut over the fan housing stub and turn it in the direction of the arrow until the tab engages the opening in the union nut. 11. Continue turning the union nut in the direction of the arrow and tighten it down firmly. 12. To remove the elbow or the suction tube, insert a suitable tool through the opening in the union nut to press down the tab. Rotate the union nut in the direction of the arrow as far as the stop. 13. Remove the elbow or suction tube. After removing the suction tube close the intake screen and lock it into position.  Operating the Blower:  1. The blower is designed for one handed operation. It must be carried by the control handle in the right hand. 2. The vacuum shredder is designed for two handed operations. Hold and operate the unit with your right hand on the control handle and your left hand on the assist handle. 3. Wear the catcher bag shoulder strap over your left shoulder, not across your chest. This enables you to quickly remove the power tool and catcher bag in an emergency. 4. If conditions are very dusty, dampen the surfaces before starting work. Pull out the nozzle to full length, so the airstream is at ground level to minimize dust. If dust levels are too high ask your supervisor for a dust mask. 5. To reduce the risk of injury from thrown objects, do not allow other persons within five meters of your own position. 6. The blower produces toxic exhaust fumes as soon as the engine is running. Never run the engine indoors or in poorly ventilated locations. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Gas Powered Grass Trimmer Use

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| severe cuts | | eye protection | | | | operator manual | |
| fuel fire | | hand protection | | | |  | |
| muscle strain | | steel toe boots | | | |  | |
| discharged objects | | hard hat | | | |  | |
|  | | pants and long sleeves | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Operate and start the trimmer outdoors in a well-ventilated area. The trimmer produces toxic exhaust fumes. Always stand, so the wind directs any exhaust fumes away from the operator. 2. Press the fuel pump bulb eight to 10 times. 3. Set the choke lever to position 1. 4. Place machine on the ground and hold firmly on the ground with your left hand on the trigger. Pull the starter grip slowly with your right hand until you feel it engage, then give it a brisk, strong pull. Do not pull out the starter rope all the way. Guide the grip slowly back into the housing to rewind it. 5. Set the choke to position 2. 6. Hold the trigger and pull starter trip until the engine runs. 7. Clear the area of debris, including anything that can be picked up by the blades and thrown, as this is a potential hazard to the operator and others. 8. When working close to the ground, make sure no sand, grit or stones get between the cutter blades. 9. Look for power lines, wires or cables. The trimmer is not insulated against electric shock. Do not operate tool in the vicinity of any power wires. 10. Hold gas trimmer, so the trimmer head is angled slightly into the area to be cut and keep trimmer head horizontal. 11. Use a sweeping motion from side to side. 12. Always hold the unit firmly with both hands on the handles while you are working.     * 1. right hand use – put your right hand on rear handle and left hand on front handle       2. left hand use – put your left hand on rear handle and right hand on front handle | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years | | | |
| Reviewed By WSH Committee:  Date: | | | |

Gate Valve Installation

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slips/trips | | steel toe boots | | | | operator training | |
| equipment malfunction | | eye protection | | | | confined space | |
| muscle strain | | hand protection | | | |  | |
| pinch points | | hard hat | | | |  | |
| overhead wires | | high visibility vest | | | |  | |
| permanent structures | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Assign a spotter who will be in charge of signaling operator safely. 2. Inspect pipe and valve for defects. 3. Use equipment, when possible, to move valve. 4. Have the hydrant block installed. 5. Use an 80-grade chain or slings to move the valve. Ensure they are inspected prior to use. 6. Use a push bar to install the pipe. 7. Use soap on the pipe to push on. 8. Ensure the pipe and valve is clean before installation. 9. Ensure egress is available in the trench at all times. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 5 First Aid * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * Part 12 Hearing Conservation and Noise Control * Part 23 Cranes and Hoists * Part 26 Excavations and Tunnels   + - 26.14 Safe Means of Entering and Leaving an Excavation | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

General Landscaping – Site Preparation

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | steel toe boots | | | | Power saw training | |
| crushing | | gloves | | | | First Aid/ CPR/ AED | |
| cuts | | eye protection | | | | Operator training | |
| amputation | | high visibility vest | | | | Manual Lifting | |
|  | | hearing protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Unload equipment when it gets to work site. 2. Prepare site for excavation. Clear site of trees, shrubs and general growth with a chain saw, skid steer and manual labor. 3. Excavate/grade area with skid steer and/or excavator. 4. Remove excavated material from site or move to a different location to reuse later. 5. Prepare for material delivery, ex. topsoil, aggregate, rocks, sod. 6. Distribute material with bobcat, quad, wheelbarrow or by hand. 7. Spread top soil with quad and harrow and hand raking. 8. Distribute and spread mulch with skid steers, wheelbarrow and hand raking. 9. If part of the project, move hardscaping material (rocks, etc.) with skid steers, wheelbarrows and manual lifting and move to area. 10. Compact the area using the plate compactor. 11. Place rock and cut to shape with quick cut saw. 12. Lift, place, cut and lay sod. 13. Clean up site and remove all extra material. 14. Load equipment and tools. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

General – Power Tools

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
|  | | steel toe boots | | | | manufacturer's specifications | |
|  | | safety glasses | | | |  | |
|  | | hard hat | | | |  | |
|  | | hearing protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Use all required PPE. 2. To be used for the intended purpose. 3. Cleaned and properly stored after usage. 4. Ensure it has its own storage area to prevent damage. 5. Must have an operational dead man control that requires constant hand pressure. 6. Circular saws and chain saws must not be equipped with devices that lock onto the operating controls. 7. All guards to be used and in good repair. 8. Never hoist or lower power tools by the power cord. 9. Ensure tool is shut down while refueling. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 5 First Aid * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots   + - 16.22-16.28 Miscellaneous Machines and Tools | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

General – Shop Equipment

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vehicle or property damage | | steel toe boots | | | |  | |
| serious injury | | eye protection | | | |  | |
| pinch points | | hand protection | | | |  | |
|  | | hearing protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. The workplace must be provided with equipment that meets the requirements of the standards and regulations. 2. All machines should be constructed and maintained, so that while running at full or idle speed and with the largest attachment it is free of excessive noise and harmful vibration. 3. All machines, except mobile or portable ones, should be leveled and if necessary, vibration dampened. 4. All machines should be securely fastened to the floor or other suitable foundation to eliminate movement/walking. 5. Small units should be secured to benches or stands of adequate strength and design. 6. Arbors and mandrels should be constructed to ensure a firm and secure bearing and free from slip or play. 7. Loose clothing, long hair and jewelry should not be worn around rotating parts and nip points. 8. Adjustments should not be made if at all possible while the machine is running. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years***.*** | | | |
| Reviewed By WSH Committee:  Date: | | | |

Glass and Mirror Installation

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| cuts, amputations | | eye protection | | | | learn from an experienced installer | |
| MSI - back injury | | gloves | | | |
| eye loss from glass breakage | | CSA approved footwear | | | | body posture training | |
| slip/trip hazards | | glass handling attire (usually made of leather) | | | | working alone | |
|  | | lift/materials handling training | |
|  | | suction cups designed for glass handling | | | |  | |
|  | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Ensure the glass being installed is the correct size for the frame that will be accepting it. Too often glass is brought to the frame and is the wrong size, this creates frustration and workers tend to lose focus. 2. Make sure your line of travel is free and clear of any slip or trip hazards. Allow ample room to maneuver. 3. Communicate your intentions with all workers and trades involved with the jobsite. It would also make sense to caution tape your work area if the site is quite congested. 4. Before moving the glass or mirror make sure you are wearing all appropriate PPE. If you are moving large glass or if the glass that you are handling is not tempered, you should be wearing complete body protection. Horizon Windows and Doors Inc. has a couple of sets of leather attire. This is mandatory on large commercial jobsites. 5. If the glass or mirror is awkward, obtain a set of glass handling suction cups to ensure you have complete control. Small glass can be handled with a set of leather or rubber gloves. 6. Make sure you have enough help; do not handle glass or mirror by yourself in any case. Use proper lifting methods when picking up the glass and installing. 7. Have all necessary installation equipment and materials ready. Never leave glass or mirrors that are not properly secured unattended. 8. Mirror clips must be anchored properly to the walls. Utilize drywall anchors capable of handling the weight of the mirror. If the anchors do not set properly, take the time to fix the issue. If an adhesive or mastic is being used to secure the mirror refer to the safety data sheetsfor product information. Also confirm the wall finish can accept the type of adhesive being used. *(Example of such a situation: Years ago, large mirrors were being installed on a wax coated plywood at a job and the adhesive let go. The mirrors literally fell off of the wall.)* 9. Once the glass is installed use painter's masking tape to make a large X on the glass, so everyone onsite is aware the glass is installed. Leave the tape on until the end of the project. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment   Safety Data Sheets | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Grader Maintenance

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vehicle malfunction | | steel toe boots | | | | operator training certification | |
| vehicle damage | | eye protection | | | |  | |
|  | | hand protection | | | |  | |
|  | | first aid kit | | | |  | |
|  | | fire extinguisher | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Complete pre-trip inspection before use, including complete fluid check. 2. Ensure horn or other audible warning device is in working order. 3. Ensure machine is equipped with flares, portable fire extinguisher and first aid kit. 4. Check all guards are in place. 5. Check braking systems carefully. 6. Be sure parking brake/device is working. 7. Check cutting blade is working properly. 8. Check all tires. 9. Fill out inspection report. | | | | | | | |
| ***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * Part 22 Powered Mobile Equipment   CSA B352.0-95(R2006), B352.1C95(R2006)  SAE Standard J1194 (1999)  ISO Standard 3471:1994 | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Grader Operator

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| other workers and equipment | | steel toe boots | | | | operator training | |
| vehicle damage | | safety glasses | | | | Valid driver’s license | |
| slips/trips | | safety gloves | | | |  | |
| pinch points | | hard hat | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Do pre-trip inspection on machine and start using cold start procedure. 2. Check all gauges and ensure blade functions and back up alarm are working properly. 3. When proceeding to the work location, check the brakes. 4. Turn on beacon light. 5. While traveling, allow faster traffic to pass if safe to do so. 6. At jobsite, inspect area for any hazards. 7. Avoid grading on sloped ground, unless it is safe to do so. 8. Stop work if conditions become too muddy. 9. Always be aware of other workers and equipment in work area. 10. Mount/dismount using three-point contact. 11. Seat belts must be worn at all times. | | | | | | | |
| ***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * Part 20 Vehicular and Pedestrian Traffic * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Grading

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vehicle traffic | | coveralls, gloves | | | | Valid Driver’s License | |
| pedestrian traffic | | hard hat | | | |  | |
| slips/trips/falls | | safety glasses | | | |  | |
| moving equipment | | steel toe boots | | | |  | |
|  | | high visibility vest | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Assess the location. 2. Place warning signs and barricades as required. 3. Remove ruts, holes and depressions. 4. Follow equipment operating procedures. 5. Ensure rotating lights and flashers are working at all times. 6. The blade should be deep enough to remove ruts, holes and depressions. 7. Cut fine materials from shoulders and mix with loose gravel. 8. Remove large stones and spread material to restore crown, so precipitation runs off. Curves should slope evenly across road. 9. Cut washboard against traffic direction. 10. Do not leave berms or windrows overnight. They are traffic hazards. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Grass Cutting

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vehicle traffic | | hard hat | | | |  | |
| pedestrian traffic | | gloves | | | |  | |
| high noise levels | | steel toe boots | | | |  | |
| fuel spills | | hearing protection | | | |  | |
| heat | | safety glasses | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Inspect the location for possible hazards. Look for high traffic areas and power and water hookups. 2. Ensure litter and debris have been removed. 3. Rake lawn area to remove dead grass and leaves. 4. Pile raked grass and leaves for composting. 5. Dispose of stones and other inorganic material. 6. Take note of lawn areas requiring minor site restoration. 7. Ensure tools and equipment, including mower are in good condition. 8. Check mowing blades for sharpness and proper height setting prior to mowing. | | | | | | | |
| ***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Grass Trimming

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| severe cuts or amputations when using the brush blade | | safety glasses | | | | manufacturer | |
| steel toe boots | | | |  | |
| hearing loss | | hearing protection | | | |  | |
| cuts/abrasions | | Faceshiel mesh | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Place trimmer on a flat, level surface. Clear any dirt or other debris from around the filler cap. 2. Remove the filler cap and fill tank with fresh fuel. Place cap back on and tighten firmly. 3. Inspect the area to be trimmed. 4. Start the trimmer following manufacturer’s instructions. 5. Hold the grass trimmer, so the trimmer head is angled slightly into the area to be cut. Keep the trimmer head horizontal. 6. Use a right to left sweeping motion to cut grass and brush and remove it from your path. | | | | | | | |
| ***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Gravel Patching

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vehicle traffic | | coveralls, gloves | | | |  | |
| pedestrian traffic | | hard hat | | | |  | |
| slips/trips/falls | | safety glasses | | | |  | |
| moving equipment | | steel toe boots | | | |  | |
|  | | high visibility vest | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Assess the location. 2. Place barricades. 3. Fill depressions. Shovel or dump gravel/stone into depressions and soft spots. For small patches spread by hand, for large patches spread with a grader. 4. Compact patch material with a portable vibrating packer or alternatively with truck tires. 5. Remove warning signs/barricades. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Gravel Resurfacing

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vehicle traffic | | coveralls, gloves | | | |  | |
| pedestrian traffic | | hard hat | | | |  | |
| slips/trips/falls | | safety glasses | | | |  | |
| moving equipment | | steel toe boots | | | |  | |
|  | | high visibility vest | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Assess the location. 2. Place barricades. 3. Blade roadway prior to application. 4. Dump new material along one edge of roadway. Space gravel as per supervisor’s instructions. 5. Cut material from dump piles with grader and blade towards opposite side of the road. Form a uniform windrow. Move windrow back and forth with grader blade to mix material. 6. Cut material from windrow near center and spread evenly to shoulders to give a uniform depth of new material. 7. Remove barricades. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Greasing a Vehicle

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| eye injury | | steel toe boots | | | |  | |
| burns | | eye protection | | | |  | |
| potential death | | hand protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Shut off machine. Remove keys and set parking brake. Use wheel chocks for added safety. 2. Lay on creeper with grease gun and towel and roll under vehicle. 3. Clean each grease fitting and apply grease. 4. Check for fittings that need to be replaced and for any worn joints. 5. Clean grease gun thoroughly when finished and put all tools used away. 6. Remove wheel chocks. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 21 Emergency Washing Facilities * Part 35 Workplace Hazardous Products Information Systems | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years**.** | | | |
| Reviewed By WSH Committee:  Date: | | | |

Ground Disturbance

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| buried wires | | steel toe boots | | | | hazards | |
| gas lines | | hearing protection | | | | safe procedures | |
| soft spots | | high visibility vest | | | | Ground disturbance certification | |
|  | | backhoe | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Assess jobsite. 2. Make sure all permits are in place. 3. Ensure all underground wires and gas lines are marked. 4. Make sure all PPE is worn onsite. 5. Dig the designated area in a safe and cautious manner. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Hammer Drill/Chipper Operation

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| exposed attachments - cuts, lacerations, entanglement | | eye protection | | | | disposable respirator (N95) | |
| hard hat | | | | lift/materials handling training | |
| electrical shock | | face shield, if required | | | | body posture training | |
| noise | | hearing protection | | | | lockout/tagout procedure | |
| projectiles in eyes | | safety footwear | | | | SWP#100 Working Alone | |
| particle inhalation (possible toxicity) | | gloves | | | |  | |
| MSI - back/wrist injury | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Read and understand the manual that accompanies the hammer drill/chipper. 2. Wear PPE before beginning the task. Ensure clothing fits appropriately (tight fitting). 3. Inspect work area. Remove tripping hazards, waste, cutoffs, etc. Lighting must be adequate. 4. Assess work area for the possibility of electrical conduit, gas lines or water pipes embedded in concrete. Contact the proper utility or trade if there is any doubt. 5. Ensure the tool is unplugged or battery removed. Inspect the following for defects: cord, switch, body, chuck. If defects are identified, tool is to be red tagged and locked out. Notify supervisor for maintenance. Only qualified personnel may perform maintenance. 6. For drilling, ensure:  * attachment is correct for type of drill being used and is sharp and has a straight shank * all components of core cutters and similar tools are in good working condition   7. For special attachments (chippers, bushing hammer, etc.):   * ensure rotation feature is turned off to prevent twisting and binding * these types of attachments are more likely to produce flying projectiles - wear a face shield and any other PPE required for the task  1. Plug in cord or install battery and start the tool. Check attachment is running true. 2. Keep both hands firmly on the tool. Use handles provided. 3. Perform work with firm footing and clear view of the tool. Be alert for conditions which could cause binding and loss of control of the tool. 4. All attachments for these tools will become hot during use. Use gloves to change attachments. 5. When finished, disconnect the tool from the power source. Clear work area of debris. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment   + - 6.13 Eye and Face Protectors     - 6.15 Respiratory Protective Equipment * Part 8 Musculoskeletal Injuries * Part 9 Working Alone or in Isolation * Part 12 Hearing Protection and Noise Control   + - 12.3 Hearing Protection * Part 16 Machines, Tools and Robots   + - 16.4 Machine and Tool Safety     - 16.14 Locking Out – Safety Precautions     - 16.25 Hand or Portable Power Tools | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Hammers and Bars

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
|  | | steel toe boots | | | | manufacturer's specifications | |
|  | | safety glasses | | | |  | |
|  | | hard hat | | | |  | |
|  | | hearing protection | | | |  | |
|  | | gloves | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Thoroughly examine the work area to determine how much room there is to work, including side and overhead. 2. Clean up spills in the area, particularly oil or grease, that can cause slippery footing. 3. If the work is to be done in or on power equipment, lock it out according to the established lockout procedure. 4. Wear gloves and properly fitting safety glasses when using hammers or bars. 5. Use only bars in good condition. Bars not in good condition must be removed from service. 6. Bars must be straight, free of sharp snags and have ends that are not badly mushroomed. 7. Do not stand on or jerk a bar to increase the force of the leverage. Do not straddle the bar. Keep clear of the bar's potential path of travel. 8. Do not bar over the top of one object to reach another. 9. Keep hands and other body parts clear of striking points when using a hammer. 10. Do not hammer on any part of the bar, except the end intended for that purpose. 11. Do not hammer on any part of another hammer or similar tool. The extreme hardness of these tools can cause them to splinter sending fragments flying at great velocity throughout the vicinity. 12. Use adequate lighting in the working area. 13. Return tools to their proper storage area when the job is completed. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 5 First Aid * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * 16.4 Machine and Tool Safety * 16.25 Hand or Portable Power Tools | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Hand Held Auger Use

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| moving parts | | steel toe boots | | | | operator’s manual | |
| vibration | | safety glasses | | | |  | |
| MSI injury | | hearing protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Start engine. Move the choke lever to the on position. Move the throttle control to low. Grasp the starter cord and pull. After the engine has started; slowly move the choke lever to the off position. If the motor does not start, move the choke lever to the off position and pull the starter control again. Once the motor is running slowly increase the throttle. 2. Place the auger point in the desired hole location. Make sure the unit is upright. 3. Engage the throttle and start digging at a slow speed. Increase speed as the auger enters the soil. 4. For heavier soil, move the unit up and down for each foot of depth. 5. If an object is encountered that is too large for the auger to move, release the throttle control until the engine idles down. Then pull the auger from the hole and turn the engine off. Remove the obstacle, if possible, and then resume digging. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Handling Batteries**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| fire/explosion | | steel toe boots | | | | fire extinguisher training | |
| inhalation of chemicals/toxins | | eye protection | | | | WHMIS | |
| blindness | | neoprene gloves | | | | First Aid | |
| burns | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Batteries must be stored at room temperature, out of direct sunlight and in a well-ventilated area. 2. Batteries must be kept away from any and all ignition or spark sources. 3. Handle batteries with care and ensure they are never dropped or bumped. 4. Check fluid levels of batteries on a weekly basis. 5. Check battery cables for wear and fraying. 6. Ensure there are no leaks or corrosion. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries * Part 19 Fire and Explosive Hazards * 19.10 Compressed Gas Equipment * Part 35 Workplace Hazardous Products Information Systems | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Handling Diesel Fuel**

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| toxic vapors | | gloves | | | | fire extinguisher training | |
| flammable | | breathing apparatus | | | | WHMIS | |
|  | | steel toe boots | | | | First Aid | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Fill tanks in well vented area outside. 2. Store all decanted diesel outdoors. 3. Label all decanted containers as per WHMIS. 4. Extinguish all flames, sparks and cigarettes while using it. 5. Turn off engine before filling equipment or slip tanks. 6. Use genuine spill proof gas containers if necessary to transport fuel to a site. 7. Wash hands thoroughly after handling. 8. Avoid inhaling fumes. 9. Clean up spills immediately using a spill kit. 10. Berm around bulk storage facilities. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 5 First Aid * Part 6 Personal Protective Equipment * Part 35 Workplace Hazardous Products Information Systems * 35.2 Hazardous Product Use and Storage * Part 36 Chemical and Biological Substances | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Handling Gasoline**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| toxic vapors | | gloves | | | | fire extinguisher training | |
| flammable | | breathing apparatus | | | | WHMIS | |
|  | | steel toe boots | | | | First Aid | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Fill tanks in well vented area outside. 2. Store all decanted gasoline outdoors. 3. Label all decanted containers as per WHMIS. 4. Extinguish all flames, sparks and cigarettes while using it. 5. Turn off engine before filling equipment or slip tanks. 6. Use genuine spill proof gas containers if necessary to transport fuel to a site. 7. Wash hands thoroughly after handling. 8. Avoid inhaling fumes. 9. Clean up spills immediately using a spill kit. 10. Berm around bulk storage facilities. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 5 First Aid * Part 6 Personal Protective Equipment * Part 35 Workplace Hazardous Products Information Systems * 35.2 Hazardous Product Use and Storage * 36 Chemical and Biological Substances | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Heat Gun Operation

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| ignition of flammables | | hard hat | | | | lockout/tagout procedure | |
| electrical shock | | eye protection | | | | SWP#100 Working Alone | |
| hot surfaces | | safety footwear | | | | SWP#106 Electrical Hazards | |
|  | | gloves | | | | SWP#109 Fire Extinguisher Use | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Read and understand the manual that accompanies the heat gun. 2. Wear PPE before beginning the task. 3. Inspect work area. Clear floor of underfoot obstructions. Clear the area of flammable liquids, sawdust or any other flammables present. Ensure adequate lighting. 4. If the task is likely to create fumes (ex. paint stripping) ensure adequate ventilation. Move the work piece outdoors if possible. 5. A fire extinguisher must be placed in the work area. 6. Unplug the heat gun. Inspect its cord, trigger and body for damage, missing parts or hazards. If repairs are needed, lockout the tool and notify your supervisor. Only qualified personnel are to perform repairs. 7. Plug the heat gun in and start the tool. Check for correct operation. If the fan does not function properly or makes strange sounds or any arcing is heard or observed on the element, notify your supervisor. 8. Begin work. Adjust the heat setting to the appropriate temperature. Always hold the tool by the plastic handle. Do not let your hand cover the air intake vents. 9. Do not hold the tool too close to the work piece or hold it in one position for too long. The tool should be moved back and forth over the work area to ensure uniform heating. 10. Do not leave the tool unattended while running or cooling down. 11. Do not touch any accessory nozzles while hot. If it is necessary to change a nozzle during the task, use pliers or heavily insulated welding gloves. 12. When the task is finished, unplug the tool. The metal nozzle requires approximately 30 minutes to cool. Place the tool on a metal, concrete or aggregate surface until cool. Do not store the tool until the nozzle has cooled to room temperature. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment   + - 6.8 Skin Protection * Part 16 Machines, Tools and Robots   + - 16.4 Machine and Tool Safety     - 16.14 Locking Out – Safety Precautions | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Heavy Equipment Operator**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| other workers and equipment | | steel toe boots | | | | operator training | |
| vehicle damage | | safety glasses | | | | Valid driver license | |
| slips/trips | | safety gloves | | | |  | |
| pinch points | | hard hat | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Do pre-trip inspection on machine and start using cold start equipment procedure. 2. Check all gauges and ensure back up alarm are working properly. 3. When proceeding to the work location, check the brakes. 4. Turn on beacon light. 5. While traveling, allow faster traffic to pass if safe to do so. 6. At jobsite, inspect area for any hazards. 7. Always be aware of other workers and equipment in work area. 8. When parking, park out of way and rest buckets/blades on ground where applicable. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * Part 20 Vehicular and Pedestrian Traffic * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Hooking up Implement to Tractor

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| trips/slips | | communication device | | | | working alone procedure | |
| hydraulic leaks | | gloves | | | | tractor operation | |
| getting caught/pinched | | eye protection | | | | use of PPE | |
| getting run over | |  | | | | equipment operation | |
|  | |  | | | | operator’s manual | |
|  | |  | | | | walk around inspections | |
|  | |  | | | | hand signals | |
| **Safe Work Procedure:** | | | | | | | |
| 1. If working alone ensure you have means of communication with you in the event of an emergency. 2. If another worker is assisting you, agree on hand signals to be used for various machine movements. 3. Put on required PPE. 4. Carry out walk around inspection of tractor and piece of equipment to be hooked up. Check the compatibility of the equipment (hitches and power) and conditions of pins and safety chains. 5. Check area for obstructions/debris and assess ground conditions (slope, moisture, etc.). 6. Ensure adequate clearance of any overhead power lines, building and other equipment. 7. Check that the implement hitch/hook up is set to correct height for connection to tractor. 8. Get into tractor and start engine. 9. Back up slowly and at low RPM to reduce risk of losing control of tractor or bumping the implement. 10. When tractor hook up is in line with implement hook up, shift transmission into park, apply brake and shut off engine. 11. Remove ignition key (to prevent start up by any other person) and dismount. 12. Hook up required connections to the tractor (hydraulic hoses, electrical lines, PTO) and connect all safety pins or chains. 13. Get back into tractor. Ensure no persons are in the path of the equipment and start engine. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment   Community Council Working Alone Policy | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Hot Engine Stopping

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vehicle or property damage | | steel toe boots | | | |  | |
| serious injury | | eye protection | | | |  | |
| engine failure | | gloves | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Park the machine on stable level ground. 2. Place machine in neutral or park and set parking brake. 3. Slow motor to idle. 4. Dismount machine using three-point contact method. 5. Do walk around inspection to check for leaks and repairs. 6. Do not idle for longer than 15 minutes. 7. Mount machine using three-point contact and turn engine off. 8. Dismount using three-point contact and perform post-trip inspection and record in daily log. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Housekeeping**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slips/trips | | steel toe boots | | | |  | |
| chemical exposure | | eye protection | | | |  | |
| muscle strain | | hand protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Work areas should be cleaned before, after and during a task. 2. Make sure all cords and hoses are properly wound and out of walking path. 3. Pick up all hand tools when finished using them. 4. Clean any spills immediately. 5. Dispose of any unused oil, cleaning supply or any other chemical properly. 6. Ask for help for lifting any object that is too heavy for one person. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries * Part 35 Workplace Hazardous Products Information Systems | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three year. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Hydraulic Backhoe Operator

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| other workers and equipment | | steel toe boots | | | | minimum two years field experience | |
| working on loose ground | | hard hat | | | |
| public vehicle damage | | safety glasses | | | | operator training | |
| equipment malfunction | | ear protection | | | | Valid driver’s license | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Operator must be knowledgeable with machine operation. 2. Be aware of limitation (owner’s manual has guidelines). 3. Must be competent in every task. 4. Workers must be clear of boom swing area. 5. Keep spill piles at a safe distance from trench. 6. Knowledge of use: concrete breaker, winch, etc. 7. Be diligent in backhoe use around all workers when operating. 8. Safety first. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment   + - 6.1 Personal Protective Equipment Required * Part 15 Confined Spaces * Part 16 Machines, Tools and Robots * Part 22 Powered Mobile Equipment   Operator Manual | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Impact Wrench Operation

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| exposed rotating components -cuts, laceration, entanglement | | eye protection | | | | lift/materials handling training | |
| hard hat | | | | body posture training | |
| electrical shock | | hearing protection | | | | lockout/tagout procedure | |
| noise | | safety footwear | | | | SWP#100 Working Alone | |
| projectiles in eyes | | gloves | | | |  | |
| MSI - vibrations/wrist injury | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Read and understand the manual that accompanies the impact wrench. 2. Wear PPE before beginning the task. Ensure clothing fits appropriately. 3. Inspect work area. Remove tripping hazards, debris, etc. Lighting must be adequate. 4. Ensure the tool is unplugged, battery removed or air disconnected. Inspect the following for defects: cord, battery, switch, body and airline. If defects are identified, tool is to be red tagged and locked out. Notify supervisor for maintenance. Only qualified personnel may perform maintenance. 5. Ensure sockets being used are designed for impact tools. Standard sockets are not strong enough and may shatter if used in impact tools. 6. For 110 volt tools:  * be aware of electrical shock hazards created in damp conditions * move work area away from standing water or remove the water   7. For pneumatic tools:   * ensure the hose is connected properly * the exhaust of the tool is a potential source of flying projectiles * wear appropriate PPE  1. Energize and start the tool. Check for proper operation. 2. Perform work with firm footing and clear view of the tool and work pieces. 3. The spinning socket is a potential source of flying projectiles. Wear appropriate PPE. 4. If it is necessary, back up the fastener with a wrench:  * ensure the wrench is the correct size * use the box end if possible; it is less likely to slip or bounce off than the open end * wrench could potentially spin if not gripped firmly; fingers can also be pinched between it and obstructions * wear gloves and maintain control of the backup wrench  1. When finished, disconnect the tool from the power source. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment   + - 6.13 Eye and Face Protectors     - 6.15 Respiratory Protective Equipment * Part 8 Musculoskeletal Injuries * Part 9 Working Alone or in Isolation * Part 12 Hearing Protection and Noise Control   + - 12.3 Hearing Protection * Part 16 Machines, Tools and Robots   + - 16.4 Machine and Tool Safety     - 16.14 Locking Out – Safety Precautions     - 16.25 Hand or Portable Power Tools | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Impact Wrench – Tire Removal

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| airborne particles | | steel toe boots | | | |  | |
| muscle strain | | safety glasses | | | |  | |
| abrasions and lacerations | | safety gloves | | | |  | |
| pinch points | |  | | | |  | |
| slips/trips | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Inspect work area to ensure area is clear of potential hazards. 2. Ensure socket is properly secured. 3. Uncoil air hose and check for holes and tangles. 4. Supply air to impact wrench. 5. Place socket over wheel nut, ensuring tight fit. 6. Supply steady even pressure. 7. Remove first bolt, then cross over to bolt across, keeping this pattern until all bolts are removed. 8. Stop impact wrench. 9. Remove tire from vehicle using proper lifting technique. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Inflating Tires

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | gloves | | | | use of floor jack | |
| eye injury | | safety glasses | | | |  | |
| muscle strain | | steel toe boots | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Place tire in tire cage or chain tire on two opposite sides. 2. If beads do not contact both rim seats enough to retain air, spread the beads by using mounting band. 3. If necessary, use tire mounting soap between bead and rim seat to take up space. 4. Use clip-on style air chuck to start inflating. 5. Inflate tire just enough to contact bead seats on rim. Then, for safety, remove mounting band if use. 6. Increase air pressure to seat tire beads on rim. DO NOT EXCEED MAXIMUM PSI ON TIRE. 7. If beads do not seat, deflate and lubricate again. 8. Adjust air pressure to recommended pressure, check for leaks. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 5 First Aid * Part 6 Personal Protective Equipment * 16.26 Miscellaneous Machines and Tools | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Installation of Metal Roofing and Siding

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| sharp edges | | hard hat | | | | training on appropriate power tools | |
| slippery/frosty surfaces | | eye protection | | | |
| overhead power lines | | safety footwear | | | | fall protection training | |
| falling objects | | hearing protection as required | | | | SWP#100 Working Alone | |
| windy conditions | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Read installation instructions provided with the materials. Review safety data sheets for any sealing materials provided. 2. Consider weather conditions (wind, cold, frost, etc.) before starting work. 3. Ensure security or proper tie-off of scaffolds, ladders or other methods of access to the work area. 4. Assess roof for frost, oil, debris or other slipping or tripping hazards. Frost should be allowed to burn off in the sun. If oil cannot be avoided or safely wiped down, work should be planned so all workers remain on the unfinished (strapping) side of each sheet. 5. If roof is equipped with engineered tie-down locations, attach fall protection system to them. If no permanent tie-down locations are present, install temporary anchor points in appropriate location. 6. Exercise caution when transferring sheets to the roof surface. If transferring sheets by hand, ensure employees on the ground are vigilant with respect to falling objects. If transferring by machine, use all appropriate safe work procedures. 7. Be aware of sharp edges when handling, cutting and installing. Refer to all appropriate safe work procedures for the power tools you are using. 8. Ensure cutoffs do not become windborne and all tools are secure from sliding off the roof. Employees on the ground should not work directly below the immediate installation area. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties * Part 6 Personal Protective Equipment * Part 14 Fall Protection * Part 22 Powered Mobile Equipment * Part 25 Overhead Electrical Lines * Part 31 Roof Work | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Installation of Soffit and Fascia

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| cuts | | eye protection | | | |  | |
| flying particles | | steel toe boots | | | |  | |
| falls | | fall protection where required | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Set up a ladder against the building to measure the soffit width. 2. Set up a ladder against the building to snap a chalk line. 3. Climb the ladder to snap the string line. 4. Snap a string line along the side of the building which will serve as a line for the soffit J. 5. Place the material on a table which will be used to cut the material. 6. Cut the material to the desired width using tin snips. 7. Install the J trim along the string line using sheet metal screws and a cordless drill or pneumatic nailer. 8. Slip the soffit into the J channel and screw it or nail it to the fascia board. 9. Cut the fascia to length using aviation snips. 10. Install the fascia to the fascia board using screws. 11. Clean up the work table and work area. 12. Place the debris in a waste bin, if provided, otherwise bring the debris to the warehouse for disposal. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Installing and Finishing Drywall

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| cuts to hands | | eye protection | | | | lift/materials handling training | |
| fall from heights | | gloves | | | | body posture training | |
| electrical shock | | hearing protection | | | | aerial platform training | |
| MSI - possibility of a variety of injuries | | CSA approved footwear | | | | scaffold training | |
| CSA approved hard hat | | | | working alone | |
| slip/trip hazards | | knee pads | | | |  | |
| dust inhalation | | dust masks | | | |  | |
| burns | | fall arrest system | | | |  | |
| noise | | lockout/tagout | | | |  | |
| hazardous materials | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| **First Stage:**   1. When the drywall is delivered have it stacked in areas that works best for the process of your work. The usual location is the center of the room; however, each job is different and may require different needs. When moving drywall around, ensure you are using proper lifting techniquesand the proper PPE. Make sure there is constant communication between yourself and your lifting partner to avoid confusion and injury. A drywall cart is recommended for large quantities of drywall. 2. Before installing the drywall, everyone involved should be wearing safety glasses, steel toe footwear and hardhats, knee pads, gloves and if necessary, fall protection. Ensure all equipment, tools and cords are in working order. 3. Ensure all floor openings are either covered or secured with a proper railing before starting work. 4. Ceilings are usually done first, so in most cases this will require some type of elevated work platform. Ensure to utilize the proper safe work procedures beforehand. Prior training is required for each of these systems. A fall arrest system has to be in place if you will be working over eight feet high from finished floor to the top of your work platform. Three-point contact is necessary for ascending and descending any type of elevated platforms. Drywall stilts are not allowed for installing drywall. 5. Workers fastening the drywall should be aware of the potential of trip hazards with their cords and should also be mindful of their coworkers’ hands holding the drywall in place. 6. While the drywall is being installed it is necessary to keep the construction area free and clear of debris, cutoffs and loose fasteners. Cords will have to be continually moved around to avoid entanglement. 7. If you decided to use a drywall router to cut in the electrical boxes once the drywall is partially fastened, it is imperative the power is shut off.   **Second Stage:**   1. After all of the drywall is installed and you have the site cleaned up, your next step will be finishing the drywall. The most common way of mixing drywall mud is with a drill and a mixing paddle. You must ensure the drill is capable of this job, a W corded drill usually suffices (many drills have been burned out by this procedure). When mixing it is always a good idea to secure the pail first as opposed to trying to hold it with your legs. 2. When applying the drywall mud wear safety glasses and gloves. 3. Use scaffolding when practical as opposed to working off of a ladder to lessen the strain on your legs.   **Third Stage:**   1. The final step is sanding. When sanding, most experienced installers use a hand-held light to help see any deficiencies. 2. When sanding, everyone onsite must wear a proper dust mask. Drywall dust can be irritating to a person's respiratory system and has been known to cause long term side effects. If practical use a vacuum sander system to avoid excess dust. 3. When finished be sure to completely clean up the jobsite. Make sure you have the proper fine particle filter on your vacuum before using it to avoid burning it out if you plan on using it. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries * Part 14 Fall Protection * Part 28 Scaffolds and Other Elevated Work Platforms * Part 38 Electrical Safety | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Installing a New Window

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| debris in eyes | | eye protection | | | |  | |
| cuts | | steel toed boots | | | |  | |
| strains/sprains | | hand protection | | | |  | |
| slips/falls | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Position workers to lift the window. 2. Grip window by the sides. 3. Employ good lifting practices as a team. 4. Caulk backside of the nailing flange, if required. 5. Position window into the opening by setting sill of window into the bottom frame. 6. Push window into a vertical position into the framed opening using nailing flanges or brick mold to stop progress of window. 7. Square up window using a level and shim up window as required. 8. Have workers hold window in place while window is being secured by either using nails or screws according to the manufacturer’s requirements. 9. Insulate cavity as required by using either a spray foam or bat insulation. 10. Install interior trim. 11. Remove any transportation blocks as required. 12. Clean up the work site. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Installing Chain Link Fence

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| underground utilities | | eye protection | | | |  | |
| trips/sprains/strains | | hand protection | | | |  | |
| eye injury | | steel toe boots | | | |  | |
| gas spills | | hard hat | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Layout the hole location.  1. Start the generator and prepare the concrete mixture by mixing the cement/aggregate/water in the correct ratio. Employ good lifting techniques while adding the materials. 2. Pour the mixture into a wheelbarrow and move the wheelbarrow to the hole location. 3. Locate and set terminal posts (corner, end and gate posts are called terminal posts). Distance between gate posts is determined by adding the actual width of the gate plus an allowance for hinges and latches.   Usually walk gates require 3 3/4" for hinges and latches and double drive gates require 5 1/2".   1. Next, dig the holes. 2. Terminal posts should be set 2" higher than the height of the fence fabric and line posts 2" lower than the height of the fence fabric (terminal posts should be 4" higher than the line posts). Drill the holes using a bobcat mounted auger (supplied by others)/hand post hole auger. 3. Remove the spoils by hand into a wheelbarrow and remove the spoils to the flatbed trailer. Ensure good technique is used for loading the wheelbarrow and emptying the wheelbarrow onto the trailer. 4. Set the terminal posts in concrete using a manual mix or pre-mix concrete mix. Pour the mixture into the hole while being aware of splash back from the mixture. 5. Use a level to make sure the posts are straight. Posts should be centered in the hole. Crown post footings, so the water will drain away from the posts.  1. After the concrete around the terminal posts have hardened, stretch a string tight between the terminal posts. The string should be 4" below the top of the terminal posts. Line posts should not be spaced more than 10 feet apart. 2. Dig the post holes and set the line posts. Before concrete begins to set, adjust post height by moving post up or down. Top of the line posts should be even with the string. Check with level to make sure posts are straight. 3. Check material list and fittings chart above. After all posts have been installed and the concrete footings have hardened, slip the tension and brace bands onto the terminal posts. The long flat surface of the tension band should face towards the outside of the fence. Take care not to spread or distort the fittings. Now apply terminal post caps. 4. Attach loop caps to line posts. Insert one length of top rail pipe through the eye-top closest to one of the terminal posts. Slide a rail end onto the end of the top rail and attach it to a terminal post by using the brace band. Secure the rail end to the brace band with a carriage bolt. Continue by attaching top rails together. Connect the rail ends together by using top rail sleeve. Upon reaching the other terminal post, measure carefully and cut the top rail to fit tightly into the rail end. Secure rail end to the terminal post with brace band and carriage bolt. 5. Unroll the chain link fabric on the ground along the fence line. Slide tension bar through the last link on the chain link fabric. Stand the fabric up and lay it against the posts. Fasten the tension bar (that you just inserted) to the terminal post with tension bands (already on the post). Use the carriage bolts with the head to the outside of the fence. Walk along the fence and take the slack out. Loosely attach fabric to top rail with a few wire ties. 6. To connect two sections or rolls of fence fabric together - take a single strand of wire from one of the sections of fence (sometimes it is necessary to remove a second wire on the one end in order for the two sections to mesh properly). Place the two sections of fence next to each other (end on end). Join the two sections by winding (corkscrew fashion) the loose strand down through the fence. Join and tighten the knuckles at bottom and top. 7. To remove excess chain link fence fabric - untie both top and bottom ends of fence (knuckles - pliers shown below). Twist the wire in a corkscrew fashion until the fence comes apart. One picket shown in red is turned until the fence is separated. 8. Fabric should already be fastened to the opposite end of the fence. Insert a tension bar (may need an extra one) approximately three feet inside the unattached end of the fabric. Securely fasten one end of the fence stretcher to the tension bar and the other end to the terminal post. Stretch the fabric - the correct tension should allow a slight amount of give when squeezed by hand. The top of the fabric should be located approximately 1/2" above top rail. Adjust fabric to exact length by adding or removing wire as mentioned in step 6. Insert a tension bar at the end of the fabric and connect tension bands on terminal post. Remove fence stretcher. Attach wire ties to top rail 24" apart. Attach wire ties to posts 12" apart. Tighten nuts on all brace and tension bands. 9. After the fence has been completed, install the male hinges to one of the gate posts, hanging the top hinge with pin pointing down and the bottom hinge with the pin pointing up. This will prevent the gate from being lifted off. Set gate in place, aligning top of the gate with the top of fence. Adjust and tighten hinges to allow for full swing. Install gate latch for single gates. Double gates use the same procedure, but install center latching device (fork latch).   **Note:** Post depth can be determined by local weather and soil conditions. Terminal posts are normally dug 10" wide and 18" to 30" deep. Depending on the wind and soil conditions you may want to use 8' centers or even a narrower spacing for line posts. You may want to use longer line or terminal posts depending on the wind and soil conditions in your area. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Installing Shingles

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| debris in eyes | | eye protection | | | |  | |
| cuts | | hand protection | | | |  | |
| strains/sprains | | steel toe boots | | | |  | |
| slips/trips | | hard hat | | | |  | |
|  | | hearing protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Install a drip edge along the eve line using an extension ladder. 2. Run a starter strip along the eve line extending ¾” past the drip edge and attach using roofing nails. 3. Run a starter strip up the gable end using ¾” overhang. 4. Install the first row of shingles according to the manufacturer’s instructions as well as subsequent rows ensuring the key lines are straight. 5. Cut the shingles for the ridge cap according to the manufacturer’s instructions. 6. Attach the roof caps with a proper fastener. 7. Snap a string line from the ridge to ¾” past the gable overhang at each gable end. 8. Using a hook knife, cut the shingles along the snap line. 9. Clean up the work area and use proper disposal methods for the excess material. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Investigations

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| injury | | steel toe boots | | | | investigations | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Take control of the scene. 2. Ensure injured persons are cared for and no further injury or damage occur. 3. Report all injuries or damages immediately. 4. Examine equipment or materials involved and collect and safeguard any physical evidence. 5. Take pictures of the scene. 6. Interview people involved and obtain written statements. 7. Analyze all available information to determine causes. 8. Look for causes where the system failed the worker, not just those where the worker failed the system. 9. Determine what corrective action will prevent recurrence. 10. Complete an incident report. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Jacking Vehicle Using Pneumatic Bottle Jack

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| failing vehicle | | steel toe boots | | | |  | |
| airborne particles | | eye protection | | | |  | |
| pinch points | | hand protection | | | |  | |
| potential crushing hazard | | fall arrest and tie off | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Inspect work area and ensure all hazards are clear. 2. Inspect air jack. 3. Place blocks or wheel chocks to prevent vehicle from rolling. 4. Set jack on firm, level grounding on top of metal blocks. 5. Place wooden block on top of each jack to protect undercarriage and prevent jack from slipping. 6. Hook up air hose to the jacks. 7. Press down lever to raise jacks. 8. Secure each jack with bolt. Perform required maintenance to vehicle and lower jack. 9. Remove wooden blocks, metal blocks and put away. 10. Remove wheel chocks from vehicle. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Jig Saw Operation

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| exposed blade - cuts, amputation | | eye protection | | | | disposable respirator (N95) | |
| electrical shock | | hard hat | | | | lift/materials handling training | |
| noise | | hearing protection | | | | body posture training | |
| sawdust/projectiles in eyes | | safety footwear | | | | lockout/tagout procedure | |
| sawdust inhaled (possible toxicity) | |  | | | | SWP#100 Working Alone | |
| MSI - multiple hazards | |  | | | |  | |
| sharp edges/hot surfaces | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Read and understand the manual that accompanies the jig saw. 2. Wear PPE before beginning the task. Ensure clothing fits appropriately (tight fitting). 3. Inspect work area. Remove tripping hazards, waste, cutoffs, etc. Ensure footing is stable and adequate physical support is available for out-of-position cuts. Lighting must be adequate. 4. Ensure the saw is unplugged or battery removed. Inspect the following for defects: saw blade, cord, switch and shoe. If defects are identified, tool is to be red tagged and locked out. Notify supervisor for maintenance. Only qualified personnel may perform maintenance. 5. Ensure correct blade is installed for material being cut. 6. Inspect material to be sawed for foreign objects. Remove before proceeding. 7. Plug in and start the saw. Check correct tool function. 8. Keep both hands firmly on the tool. Keep hands away from the blade. 9. Check for proper clearance behind the work piece to ensure blade will not strike obstructions. 10. Make sure the blade is not contacting the work piece as the tool is started. 11. Switch tool off and wait for the blade to come to a complete stop before removing the blade from the work piece. 12. When finished, unplug the saw from the power source. Clear work area of debris. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment   + - 6.13 Eye and Face Protectors     - 6.15 Respiratory Protective Equipment * Part 8 Musculoskeletal Injuries * Part 9 Working Alone or in Isolation * Part 12 Hearing Protection and Noise Control   + - 12.3 Hearing Protection * Part 16 Machines, Tools and Robots   + - 16.4 Machine and Tool Safety     - 16.14 Locking Out – Safety Precautions     - 16.25 Hand or Portable Power Tools | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

**Jumping Jack (Packer) Inspection**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| eye injuries | | steel toe boots | | | |  | |
| hand injuries | | eye protection | | | |  | |
| noise pollution | | hand protection | | | |  | |
| pinch points | | hearing protection | | | |  | |
|  | | hard hat | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Check on/off switch is functioning properly. 2. Check pull start cord for frays. 3. Check air filter. 4. Check gas levels. 5. Check spark plug. 6. Ensure machine has not been altered in any way before starting. 7. Report to supervisor if machine does not meet requirements. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 5 First Aid * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * 16.15 Miscellaneous Machines and Tools | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Lawn Mower Operation

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| fire | | steel toe boots | | | |  | |
| flying debris | | safety glasses | | | |  | |
| fall | | hearing protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Inspect area to be cut, clear the area of debris. 2. Make sure weather conditions are acceptable for cutting grass. 3. Check fuel level and fill if necessary. 4. Make sure all hardware is tight and safety devices are in place and all adjustments are correct. 5. Turn the switch on the engine to the on position. 6. If the engine has a primer button push it three to five times waiting two seconds between each push. 7. Start the engine by rapidly pulling the recoiling start rope. 8. Cut lawn, operate a walk-behind mower across the face of slopes. Never up and down a slope. 9. Turn the switch on the engine to the off position. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment   + - 6.13 Eye and Face Protectors     - 6.15 Respiratory Protective Equipment * Part 8 Musculoskeletal Injuries * Part 9 Working Alone or in Isolation * Part 12 Hearing Protection and Noise Control   + - 12.3 Hearing Protection * Part 16 Machines, Tools and Robots   + - 16.4 Machine and Tool Safety     - 16.14 Locking Out – Safety Precautions | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Laying Patio Stone

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slips/trips/falls | | steel toe boots | | | |  | |
| cuts/abrasions | | gloves | | | |  | |
| back injury from improper lifting | | eye protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Excavate the area where the patio will be, so it is level and deep enough to hold the crushed stone, sand and stone. 2. Spread and compact crushed stone. 3. Spread and compact sand. 4. Lay stones. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Light Vehicle Pre/Post Trip Inspection

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | steel toe boots | | | | First Aid with CPR | |
| traffic hazard | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Daily pre-trip inspection consists of a walk around where you are inspecting: 2. oil level 3. fuel level 4. visual inspection of tire pressure 5. lights (head, brake, running) and turn signals 6. noticeable leaks or puddles under vehicle 7. visible damage to vehicle 8. presence and state of emergency road kit 9. Daily post-trip inspection consists of a walk around where you are inspecting: 10. fuel level - under all practical circumstances return vehicle with a full fuel tank 11. visual inspection of tire pressure 12. noticeable leaks or puddles under vehicle 13. visible and possible damage caused throughout the usage of the vehicle while it was under your care must be reported immediately to your supervisor, failure to do so could result in disciplinary action   **Note:** It is important to photograph/document any and all damage in order to maintain a safe vehicle. Supervisors need to be aware of any malfunction of the vehicle, so it may be addressed or put out of service. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Light Vehicle Weekly Inspection

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | steel toe boots | | | | First Aid with CPR | |
| traffic hazard | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Weekly pre-trip inspection consists of a walk around where you are inspecting: 2. oil level 3. fuel level 4. visual inspection of tire pressure 5. lights (head, brake, running) and turn signals 6. noticeable leaks or puddles under vehicles 7. visible damage to vehicle 8. presence and state of emergency road kit 9. radiator water level 10. brake fluid level 11. condition of belts and hoses 12. spare tire 13. fire extinguisher 14. seat belts 15. park brake 16. lug nuts 17. listen for unusual noises 18. clean waste out of cab and box | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Lighting an Oxy/Acetylene Torch

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| contents under pressure | | steel toe boots | | | | fire extinguisher training | |
| inhalation of smoke | | face shield | | | |  | |
| inhalation of chemicals/toxins | | safety glasses | | | |  | |
| fire/explosion | | leather gloves | | | |  | |
| burns | | respirator | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Purge the line of any air or explosive mixture by opening the torch needle valves one at a time. 2. Open acetylene needle valve about half turn. 3. Do not open oxygen needle valve yet. 4. Using striker, ignite the acetylene ensuring the flame will not cause physical or property damage. 5. Open oxygen needle valve and balance mixtures to the desired combination. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * Part 17 Welding and Allied Processes * Part 19 Fire and Explosive Hazards | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Live Tapping a Water Main

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| death/injury | | steel toe boots | | | |  | |
| leaking fittings | | high visibility vest | | | |  | |
| water main break | | hard hat | | | |  | |
|  | | gloves | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Expose water main, hand exposing within one foot. 2. Clean dirt from main with clean rag (may need water). 3. Attach saddle to main using lube on threads, using recommended tightness. 4. Thread main stop into saddle using Teflon tape or thread dope, using recommended tightness. 5. Choosing the correct adapter, thread the tapping machine onto main stop and hand tighten. 6. Open main stop. 7. Tap mains by turning bit by hand, giving light pressure. 8. Close main stop and remove machine. 9. Put away all tools once cleaned. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * 16.24(1) Pneumatic Powered Tools * Part 26 Excavations and Tunnels | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Load Skid Steer for Transport

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slip/trip hazards | | steel toe boots | | | | operator training | |
| fall injury | | safety glasses | | | |  | |
| vehicle/machine damage | | hand protection | | | |  | |
| pinch points | | hard hat | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Set ramp down on trailer. 2. Enter skid steer using three-point contact. 3. Drive up to ramp. Make sure machine is properly aligned and slowly drive onto trailer. 4. Engage brakes and ensure bobcat is in neutral. 5. Exit skid steer using three-point contact method. Dismount trailer with caution. Jumping off is prohibited. 6. Secure skid steer with two chains using four-point contact. 7. Load ramps. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years**.** | | | |
| Reviewed By WSH Committee:  Date: | | | |

Loading Granular with Loader

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vehicle damage | | steel toe boots | | | |  | |
| vehicle malfunction | | eye protection | | | |  | |
| other workers and equipment | | hand protection | | | |  | |
| airborne particles | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Try to have a roadway for drivers in a way that will prevent them from having to back up. 2. Scoop up granular. 3. Be sure truck is stopped before loading. 4. Pull up to side of truck box and dump load. 5. Repeat and fill box to desired amount. Do not overload and ensure load is spread evenly throughout box. 6. Signal driver to proceed. 7. Clean up any granular that was spilled. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years**.** | | | |
| Reviewed By WSH Committee:  Date: | | | |

Lockout/Tagout

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | steel toe boots | | | |  | |
| electrical currents | | safety glasses | | | |  | |
|  | | gloves | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Place vehicle, machine, equipment or tool for repair away from regular stock or fleet. 2. Put the keys in a secure designated area. 3. Fill out tag information and place on the steering wheel or obvious area on the machine, equipment or tool. 4. Fill out repair work. 5. Communicate with maintenance team the repair needed and give them repair work order. 6. Communicate to the work group that the particular vehicle, machine, equipment or tool is no longer in service until further notice. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * 16.14 Locking Out – Safety Precautions | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Log Splitter

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vibration | | safety glasses | | | | operator’s manual | |
| MSI injury | | steel toe boots | | | |  | |
| flying objects | | gloves | | | |  | |
| moving parts | | hearing protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Turn the fuel valve to the on position. 2. Move the choke to the on position. 3. Move the throttle control to the fast position. 4. Pull the starter grip lightly until resistance is felt. Then pull rapidly to start engine. 5. Move the choke lever to the off position, if it was used to start the engine as soon as it warms up enough and is running smoothly. 6. When engine starts, move the throttle to the fast position. It is recommended the engine be operated in the fast position for maximum performance. 7. Set up the log splitter in a clear, level area and block the wheels. Make sure the suction port on the tank is always on the lower side of the log splitter. 8. For horizontal operation, place a log on the beam against the foot plate. Make sure the log is securely on the foot plate and up against the beam. To split wood in the vertical position, release the pin on the beam latch located near the front end of the beam. Carefully tilt the beam up until the foot plate is sitting squarely on the ground and the log splitter is stable. Place the log on the foot plate up against the beam. When the beam is returned to the horizontal position make sure the beam latch is securely locked down. 9. With the engine running, depress the valve handle, so the cylinder will drive the wedge into the log. Extend the cylinder until the log splits or to the end of its stroke. If the log has not completely split after the cylinder has reached the end of its extension, retract the cylinder.   **IMPORTANT:** Leaving the valve in the actuate position at the end of the stroke may damage the pump. Always use extra care when splitting logs with unsquared ends. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Manual Lifting

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| back injury | | gloves | | | |  | |
| bodily injury | | steel toe boots | | | |  | |
| pinch point | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Size up the load. If you think you need help, ask for it. 2. Get a good footing. 3. Bend your knees and get a good grip on the object to be lifted. 4. Keep your back straight. Lift with your legs and keep the object being lifted close to your body. 5. Keep your balance and do not twist or turn as you lift. 6. To put the object down again, do not bend from the waist. Keep your back straight and bend your knees, keeping the object close to your body until it is placed in a secure position. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years**.** | | | |
| Reviewed By WSH Committee:  Date: | | | |

Masonry Saw – Cutting with Abrasive Blade

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch point | | steel toe boots | | | | read operator’s manual | |
| cuts | | safety glasses | | | |  | |
| electrical | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Clamp and hold material firmly against the back stop on conveyor cart. 2. Move the conveyor cart near the blade and pull down on the head until the blade is lowered to a point where it will lightly contact the top of the material. 3. Pass the material beneath the blade with rapid, full-length strokes, taking a shallow cut on the forward and backward stroke. 4. Complete each stroke by passing the material through the center of the blade before starting the reverse movement. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Masonry Saw – Cutting with Diamond Blade

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch point | | steel toe boots | | | | read operator’s manual | |
| cuts | | safety glasses | | | |  | |
| electrical | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Lock the head into position. Tighten the lever nut at the back of the saw. 2. Step cutting is done by applying more pressure to the blade. 3. Clamp the material securely and hold it firmly against the conveyor cart backstop. 4. Nearing completing of cut, retard and slightly hold back the conveyor cart. 5. After continuous cutting of extremely hard and dense material, the blade may slow down and it may be necessary to dress the cutting edge. To do this: 6. use a rapid cutting method for a few cuts - push the material back and forth under the blade while it is cutting down 7. if this is not sufficient - make one or two cuts in a soft brick or light weight block | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Masonry Saw – Dry Cutting

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch point | | steel toe boots | | | | read operator’s manual | |
| cuts | | safety glasses | | | |  | |
| electrical | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Use a proper blade, which is marked for dry cutting. 2. Remove the water curtain. 3. Disconnect the water pump. 4. Use step cutting when using abrasive blades. 5. Use jam or step cutting when using dry cutting diamond blades. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Masonry Saw – Mounting a Blade

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch point | | steel toe boots | | | | read operator’s manual | |
| cuts | | safety glasses | | | |  | |
| electrical | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Lockout saw to ensure no power supply. 2. Ensure work area is clean. 3. Use blade shaft wrench to loosen the collar to remove the blade shaft bolt. 4. Place the blade on the arbor. 5. Attach the loose collar and tighten the blade shaft bolt securely. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Masonry Saw – Wet Cutting

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch point | | steel toe boots | | | | read operator’s manual | |
| cuts | | safety glasses | | | |  | |
| electrical | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Prepare water supply. 2. Install water curtain on cutting head pivot bar. 3. Start motor and be certain that both sides of the blade are getting water. Handle on petcock should be turned in line with the water flow. 4. Ensure the water covers the bottom of the pump at all times. 5. Use step cutting with abrasive blades or jam cutting with diamond blades. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Measuring Ice Thickness

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| cold weather work | | thermal winter boots/glovers | | | | First Aid/CPR | |
| drowning | | suitable winter clothing | | | | common core | |
|  | | ice picks | | | | review Manitoba`s ice best practice | |
|  | | survival floatation device | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Wear all required PPE. 2. When performing the initial ice checks a floatation suit/jacket is necessary. Unknowns such as ice thickness, hanging ice and ice strength have not been determined. 3. Decide where the hole should be drilled. 4. Use a snow shovel to clear an area approximately four feet by four feet. 5. Use ice auger to cut through the ice. Be cautious not to cut all the way through on the initial cut. 6. While auguring pull auger out of hole to clean off auger fins. Keep an eye on the hole you are cutting when the auger is removed. If clear bluish ice shavings start to surface stop auguring and remove the auger. 7. Use your hand to remove ice shavings from hole. 8. Examine hole and look for a decisive line between two noticeably different colors of ice. Generally, the top layer will be white and the bottom layer will be blue. White ice is ice that has formed after the initial freeze on top of the blue ice by means of snow melting than refreezing. The white color comes from high levels of oxygen freezing into the ice. This level of oxygen weakens the structure of the ice. 9. Take a tape measure and measure the thickness of the white ice and record this value as white ice thickness. 10. Now get the auger and finish cutting through the ice. Once broken through the bottom of the ice cover, remove the auger. 11. Using a piece of lath with a lip of other suitable measuring device run the lath down the die of the ice hole until you find the bottom of the ice cover. Pull the lath snug up tight against the bottom of the ice cover. Mark the lath, retrieve the lath and measure this distance. Record these distances as total ice thickness. 12. Subtract the white ice thickness from the total ice thickness. This value is recorded as blue ice thickness. 13. Add half of the white ice thickness to the blue ice thickness and record this value as converted ice thickness. 14. Use converted ice thickness value in Gold’s formula to get the load capacity for the ice. 15. One last measurement that needs to be taken is freeboard. This distance is used when loading ice sheets. Measure this distance with a measuring tape in the ice hole measuring the distance between the water and the top of the ice cover. 16. Record this value and keep this information on record. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment   + - 6.2 Safe Work Procedures * Part 8 Musculoskeletal Injuries * Part 12 Hearing Conservation and Noise Control * Section 5 Duties of Workers | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Metal Chop Saw

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| trips//slips/falls | | safety glasses | | | |  | |
| cuts, amputation | | steel toe boots | | | |  | |
| pinch points | | hearing protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Ensure a clean work area before beginning. 2. Remove all jewelry. 3. Check saw to make sure all safety guards and covers are in place. 4. Check electrical cord to make sure the cord is not frayed or cracked. 5. Gather all necessary tools to remove and install correct cutting disc before starting the machine. 6. Use appropriate cutting disc for the material being cut. 7. Secure the material at the desired angle to the table via the clamping fixture. 8. Be aware of heat buildup from the cutting operation. Do not exert excessive force when cutting. Stop saw and wait for disc to stop spinning before retrieving your work. 9. Clean area of debris. Use a brush and not bare hands. 10. Store the chop saw in the down position when you are done with the machine. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Metal Inert Gas (MIG) Welding

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| burns | | steel toe boots | | | | fire extinguisher training | |
| flashover | | welders mask | | | | welder training | |
| inhalation of gases | | leather gauntlet gloves | | | | WHMIS | |
| electrical shock | | long sleeves | | | |  | |
|  | | welding curtain | | | |  | |
|  | | fire extinguisher | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Only qualified personnel may perform welding activities. 2. Inspect work area, welding unit and welding mask. 3. Carefully clean off object to be welded. 4. Check electric cord and hoses. 5. Open gas until pressure reaches 25 psi on flow meter. 6. Hook grounding clamp onto object to be welded. 7. Spray weld primer onto anything to be welded. 8. Plug in and turn on welding machine. 9. Conduct several test welds on scrap metal to achieve the proper wire feed speed. 10. Adjust wire and begin actual welding task. 11. Chip away the slag using a hammer. 12. Turn off gas, pull trigger to let out excess gas, turn off and unplug machine. 13. Unhook grounding. 14. Roll up cables. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 5 First Aid * Part 6 Personal Protective Equipment * Part 17 Welding and Allied Processes | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Mitre Saw Operation

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| exposed blade - cuts, amputation | | eye protection | | | | disposable respirator (N95) | |
| electrical shock | | hard hat | | | | lift/materials handling training | |
| noise | | hearing protection | | | | body posture training | |
| sawdust/projectiles in eyes | | safety footwear | | | | lockout/tagout procedure | |
| sawdust inhaled (possible toxicity) | |  | | | | SWP#100 Working Alone | |
| MSI - multiple hazards | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Read and understand the manual that accompanies the mitre saw. 2. Wear PPE before beginning the task. Ensure clothing fits appropriately (tight fitting). 3. Inspect work area. Remove tripping hazards, debris, cutoffs, etc. Ensure sawhorses, roller stands and other support are stable and in good condition. Lighting must be adequate. 4. Ensure the saw is unplugged or battery removed. Inspect the following for defects: saw blade, cord, switch, guard, condition of tool in general. If defects are identified, tool is to be red tagged and locked out. Notify supervisor for maintenance. Only qualified personnel may perform maintenance. 5. Ensure correct blade is installed for material being cut. 6. Inspect material to be sawed for foreign objects and remove before proceeding. 7. Cycle the saw through its range of motion and check for correct function of the guard. 8. Plug in and start the saw. Ensure blade is balanced. Check electric brake function, if equipped. 9. Make sure the blade is not contacting the work piece as the tool is started. 10. Wait until blade attains full speed before starting the cut. Keep hands away from the blade. 11. Be alert at all times, especially during repetitive, monotonous operations. 12. Switch tool off and wait for the blade to come to a complete stop before removing the blade from the work piece. 13. When finished, unplug the saw from the power source. Clear work area of debris. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment   + - 6.13 Eye and Face Protectors     - 6.15 Respiratory Protective Equipment * Part 8 Musculoskeletal Injuries * Part 9 Working Alone or in Isolation * Part 12 Hearing Conservation and Noise Control   + - 12.3 Hearing Protection * Part 16 Machines, Tools and Robots   + - 16.4 Machine and Tool Safety     - 16.14 Locking Out – Safety Precautions     - 16.25 Hand or Portable Power Tools | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Mobile Interior Scaffold Safety

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| fall from heights | | eye protection | | | | lift/materials handling training | |
| pinch points | | hard hat | | | | body posture training | |
| MSI - back/wrist injury | | safety footwear | | | | lockout/tagout procedure | |
|  | |  | | | | SWP#100 Working Alone | |
| **Safe Work Procedure:** | | | | | | | |
| Note: Confusion often arises because mobile scaffolds are referred to by incorrect or proprietary names. See the last page of this safe work procedure for a picture of the exact type of scaffold this procedure pertains to.   1. Read and understand the manual that accompanies the mobile (Baker) scaffold. 2. Wear PPE before beginning the task. 3. Inspect work area. Ensure the floor is clear of all obstructions and all holes/openings are covered. 4. Inspect the scaffold components for defects such as broken welds, bent components, defective latches and defective brakes. If defects are identified, scaffold is to be red tagged. Notify supervisor for repairs. Only qualified personnel may perform repairs. 5. Be aware of pinch points when assembling the scaffold. Ensure all lock pins are fully engaged. 6. To adjust deck height after assembly, move to one end of the scaffold and grasp both lock pins. Disengage the lock pins and adjust the side trusses up or down. Release the lock pins and ensure they are fully engaged in holes at the desired height. Repeat on the other end. DO NOT try to adjust the height from the side of the scaffold by disengaging both lock pins of one truss - the platform will be released and fall. 7. Position the scaffold for work and lock casters to prevent scaffold from rolling out from under you. 8. Keep work platform clear of debris or slipping hazards, such as drywall mud spills. 9. Mobile scaffolds are never to be stacked more than three sections high. The following provincial regulations must be followed when stacking two or three sections of mobile scaffolding together:  * If the scaffold platform is three meters or more above the level a worker may fall, it must be equipped with a guardrail. * If the height of the scaffold platform is more than three times the least lateral dimension measured at the base, that it is equipped with outriggers. In the case of Horizon Builders' units, this height is 2.2 meters.  1. Have an assistant help assemble two stacked units together. Install outriggers before beginning assembly of the second section. Use a rope to raise components if required. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment   + - 6.13(1) Eye and Face Protectors * Part 8 Musculoskeletal Injuries * Part 9 Working Alone or in Isolation * Part 16 Machines, Tools and Robots   + - 16.14 Locking Out – Safety Precautions * Part 28 Scaffolds and Other Elevated Platforms   + - 28.7 Additional Criteria: Scaffolds of Particular Height     - 28.20 Mobile Scaffolds | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Moving Disabled Vehicles

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slip/trip hazards | | steel toe boots | | | |  | |
| fall injury | | safety glasses | | | |  | |
| vehicle/machine damage | | hand protection | | | |  | |
| pinch points | | hard hat | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Use a rigid type coupler. 2. Put transaxle in neutral and put machine in the transport position and raise loader as required. 3. Make sure truck and machine are equipped with correct safety equipment and there is a block at the front and rear of each trailer wheel. 4. Move machine slowly onto trailer. 5. Lower the bucket onto trailer. 6. Put machine in the transport position or lower the bucket to the floor of the trailer. 7. Stop engine and set brake. Put into neutral as well as place chocks at rear of each trailer. 8. Tie down machine with two chains using four-point contact. 9. Put a cover over the exhaust pipe. 10. If required, ensure you have attached the wide load signs. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Moving Equipment In/Out of Shop

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| other workers and equipment | | steel toe boots | | | |  | |
| vehicle damage | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Open overhead door fully. 2. Mount machine using three-point contact. 3. Start machine and raise accessories. 4. Release brake. 5. Drive machine in or out of shop following direction of a spotter. 6. Lower all raised attachments. 7. Set brake and shut off engine. 8. Dismount using three-point contact. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Musculoskeletal Injury Prevention

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| forceful exertion | | steel toe boots | | | | MSI training | |
| repetitive stress | | face shield | | | | PPE training | |
| muscle strain | | hard hat | | | |  | |
| limited mobility | | hand protection | | | |  | |
| awkward position | |  | | | |  | |
| vibration | |  | | | |  | |
| mechanical compression | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Identify the hazards that may put the worker at risk of injury. 2. Assess the risks to determine how likely the risk factors are to cause injury:    1. physical demands of the task    2. characteristics of the load    3. work environment    4. work organization 3. Consider the significance of the risk with one or more of the following criteria:    1. magnitude - how great    2. frequency - how often    3. duration - how long 4. Control the risks:    1. eliminate the risks first    2. minimize the risks  * can this activity be eliminated * are materials delivered as close as possible * can carrying distances be reduced * can extra workers help alleviate injury * are handling tasks organized to eliminate or minimize double handling * are routes kept clear for access * are rest periods implemented into the work procedure | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Nail Gun Use

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| trips | | eye protection | | | | see operator’s manual | |
| misfire causing injury | | steel toe boots | | | |  | |
|  | | hard hat | | | |  | |
|  | | hearing protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Ensure nail gun is disconnected from air supply before cleaning and inspecting. 2. To operate, your finger must be off the trigger and the work contact element of the nailer then pressed against the work piece. 3. Once the work contact element is pressed against the work piece, pull the trigger to drive the fastener into the work piece. 4. Release the trigger after each fastener is driven. 5. Move the nailer to the next location and repeat the procedure above. 6. Test the proper fastener penetration by driving nails into a sample piece of wood. If the fasteners do not achieve the desired penetration, adjust the air pressure to a higher setting until the desired penetration is achieved. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Oil – Changing**

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | steel toe boots | | | |  | |
| injury by machine rolling | | eye protection | | | |  | |
| burns | | hand protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Park vehicle. Turn off the engine. Set the brake and place wheel chalks. 2. Place oil pail under the oil pan. 3. Remove plug and let drain. Take a clean sample of oil. 4. Loosen oil filter and remove. Dump contents of the filter into the pail. 5. Clean and check threaded insert and filter base. 6. Lubricate sealing ring with clean oil. Spin the filter until sealing ring contacts base then turn it once more. 7. Clean oil plug and replace it in the oil pan. 8. Open the hood, remove oil fill cap, place funnel in hole and fill with proper amount of oil as per   specifications then remove funnel and replace the cap.   1. Check oil dipstick and ensure it is at the proper level, if not add more, if so start engine and let run for several minutes. 2. Turn engine off. Look under the hood to be sure there are no leaks. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * Part 35 Workplace Hazardous Products Information Systems | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Oil – Drain and Filter Removal

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| trips/slips/falls | | steel toe boots | | | | vehicle maintenance manual | |
| fire | | safety glasses | | | |  | |
| explosion | | 100% cotton coveralls | | | |  | |
| eye irritation | | chemical gloves | | | |  | |
|  | | hearing protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Inspect work area to ensure it is free of hazards. Read appropriate safety data sheet prior to starting oil change. 2. Clean up spills and remove any combustible or flammable materials. 3. If raising vehicle, follow procedure appropriate to the equipment being used. 4. If vehicle is being jacked up refer to vehicle service manual for placement of jack and safety stands. If a hoist is being used refer to manual for proper instruction for that type of vehicle. 5. Loosen, but do not remove drain plug. 6. Place waste oil recovery tank or container as close as possible to oil drain and then remove plug. 7. When you remove the filter there will also be oil draining or dripping from that location. If there is a large oil spill clean it up while oil is draining. 8. Replace drain plug and new oil filter following manufacturer’s instructions/recommendations. 9. Install new oil into vehicle per vehicle service manual. 10. Check under vehicle to make sure oil is not leaking out. 11. Clean area of spills and recycle old oil in appropriate storage area. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 35 Workplace Hazardous Products Information Systems | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Oil – Handling**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slips/trips | | gloves | | | | fire extinguisher training | |
| fires | | breathing apparatus | | | | WHMIS | |
|  | | steel toe boots | | | | First Aid | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Fill tanks in well vented area outside. 2. Store all decanted oil in cool, clean dry area. 3. Label all decanted containers as per WHMIS. 4. Extinguish all flames, sparks and cigarettes while using it. 5. Turn off engine before filling equipment or slip tanks. 6. Decant into plastic or metal drip proof containers - never glass containers. 7. Wash hands thoroughly after handling. 8. Wipe up small spills immediately with a clean rag and for large spills use absorbent material on floor. 9. Put oily rags and waste in a covered metal container. 10. Berm around bulk storage facilities. 11. Practice good housekeeping. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 5 First Aid * Part 6 Personal Protective Equipment * Part 35 Workplace Hazardous Products Information Systems * Part 36 Chemical and Biological Substances | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Oil **–** Hydraulic

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| chemical burn | | steel toe boots | | | | WHMIS | |
| inhalation of chemicals/toxins | | eye protection | | | |  | |
| eye injury | | chemical resistant gloves | | | |  | |
|  | | chemical resistant apron | | | |  | |
|  | | respirator | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Know the location of nearest emergency wash station. 2. Use oil carefully with funnel. 3. Only use what is needed. 4. Clean up any spills immediately. 5. If skin comes in contact, wash immediately. 6. When finished with the oil, store in proper storage unit. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 5 First Aid * Part 6 Personal Protective Equipment * Part 21 Emergency Washing Facilities * Part 35 Workplace Hazardous Products and Information Systems * Part 36 Chemical and Biological Substances | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Oil **–** Used Oil Transfer

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | steel toe boots | | | | spill containment training | |
| chemical fumes | | eye protection | | | |  | |
|  | | hand protection | | | |  | |
|  | | spill kit | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Park the mobile tank on even ground. 2. Use dipstick to ensure enough room in storage tank for the transfer. 3. Wear rubber gloves. 4. Connect the hose from the mobile tank to the storage tank. 5. Turn on the pump at the mobile tank. 6. Stay with the pump until the storage tank is full or the mobile tank is empty. 7. Shut off the pump on the mobile tank. 8. Clean up any spilled oils with appropriate spill containment procedure. 9. Store the gloves in the spill kit for next use or dispose of properly. 10. Move mobile tank to appropriate storage area. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * Part 35 Workplace Hazardous Products and Information Systems | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Operating a Boat (under 6 meters with more than 7.5 kW or 10 HP)

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| drowning | | lifejacket for each person | | | | onsite training | |
| collision | | two paddles, anchor | | | | read operator’s manual | |
| inclement weather | | first aid kit | | | |  | |
|  | | fire extinguisher | | | |  | |
|  | | water tight flashlight | | | |  | |
|  | | bailer or manual bilge pump | | | |  | |
|  | | buoyant heaving line | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| The boat must have a Canada Coast Guard conformity plate indicating the boats vital information including:   * vessel type, serial number, manufacturer and the compliance of the pleasure craft with the construction standards and indicate: * the recommended maximum gross load capacity * the recommended maximum number of persons * the recommended maximum safe limits of engine power * any circumstances under which an exemption to the limits referring to engine power may apply  1. Check the weather (keep your eye on the sky throughout for weather changes in case it is necessary to head for shore), prepare a trip plan, giving it to a responsible person and instruct them to contact a rescue coordination center if you are overdue. 2. Ensure:  * the boat, motor, steering, throttle, electrical and fuel lines are operating properly * there is sufficient fuel with a reserve of one third the total fuel * all the appropriate safety equipment is on board and stored properly  1. Before a vessel leaves any place where passengers embark, the person in charge of the vessel must brief all passengers respecting the safety and emergency procedures relevant to the type and length of the vessel, including the:  * location of lifejackets * location and use of PPE, boat safety equipment and distress equipment * safety measures to be taken, including those relating to the protection of limbs, the avoidance of ropes and docking lines and the effect of the movement and grouping of passengers on the stability of the vessel * prevention of fire and explosions  1. The person in charge of the vessel must, during a safety briefing, demonstrate how to put on each type of lifejacket carried on board the vessel. 2. Report you have safely returned from your trip. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Operating Equipment on Ice

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| drowning | | safety glasses | | | | onsite training | |
| break through ice | | hard hat | | | | read operator’s manual | |
| inclement weather | | hearing protection | | | |  | |
|  | | steel toe boots | | | |  | |
|  | | personal flotation device (PFD) | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Follow all normal operating procedures for the vehicle(s) being used. 2. Consult with supervisor before starting any on ice work activities. 3. Determine the thickness of the solid blue ice where the work is to be done by drilling a hole with an auger once per day in different locations to avoid flooding or as often as necessary for the workers to feel comfortable. 4. Determine weight of the vehicles when fully fueled with all attached equipment involved in the work.  * All vehicles, attachments and any other materials used for the work on ice must have their weights legibly marked on them, including when fully fueled. * Add all weights together to determine the total loading. * If two or more vehicles are being used, then their weights are to be added together to determine the total loading.  1. Measure and compare the solid blue ice thickness to the allowable loads that can be applied in the following table.  |  |  |  | | --- | --- | --- | | **Permissible Stationary Loads (solid blue ice)** | **Ice thickness in millimeters (inches)** | | | Lake | River | | 1,000 kilograms (2,205 pounds) | 200 (7.87) | 230 (9.06) | | 2,000 kilograms (4,410 pounds) | 300 (11.81) | 350 (13.78) | | 4,000 kilograms (8,820 pounds) | 450 (17.72) | 520 (20.47) | | 8,000 kilograms (17,640 pounds) | 600 (23.62) | 690 (27. 17) | | 25,000 kilograms (55,125 pounds) | 1,100 (43.31) | 1,270 (50.00) | | 45,000 kilograms (99,225 pounds) | 1,500 (59.06) | 1,730 (68.11) | | 70,000 kilograms (154,350 pounds) | 1,800 (70.87) | 2,070 (81.50) | | 110,000 kilograms (242,550 pounds) | 2,300 (90.55) | 2,650 (104.33) |  1. Local experience should be consulted before any ice work is done. 2. Outdoor temperatures must remain constant for at least five days before work is to start. Outdoor temperatures during the work must be constant. If there is a change in temperature, the ice thickness is to be rechecked and compared to the above table. 3. Vehicle speed on ice should never exceed 30 km/hr and 15 km/hr when approaching or traveling close to the shoreline. 4. When operating a vehicle, the operator must at all times where a PFD. Any other workers involved must where a PFD at all times. 5. Fueling of vehicles on ice is strictly prohibited. 6. The workers must have a way of communicating with emergency rescue personnel on shore during the on-ice work activities. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Operating an Ice Resurfacer

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slips, falls | | safety glasses | | | | onsite training | |
| collision | | steel toe boots | | | | read operator’s manual | |
| **Safe Work Procedure:** | | | | | | | |
| **Mounting and Dismounting:**   1. Mount and dismount only where steps and handles are provided. 2. Face machine and use three-point contact method when mounting and dismounting. Use extra care when wet or slippery. 3. Never get on or off a moving ice resurfacer. Never jump off the machine. 4. Never try to climb up ice resurfacer when carrying tools or supplies.   **Before Operating:**   1. Only operate from the operator’s station. 2. Fill out inspection sheet. 3. Adjust the seat, so full pedal travel can be obtained with the operator’s back against the seat back. 4. If the ice resurfacer is equipped with a lighting system, make sure all lights are working properly. 5. Make sure no one is working on, underneath or close to the ice resurfacer before turning on the key or beginning to move the machine. 6. Do not move the machine or any controls if there is a DO NOT OPERATE or similar warning tag attached to the switch controls. 7. Move the all-controls lever to neutral. 8. Clear all obstacles from the path of the ice resurfacer. Beware of hazards such as curbs, blocks, posts, wire, cans etc. 9. Make sure the horn and all other warning devices are working properly. 10. Ensure all other controls are working properly.   **Operation:**   1. Always observe floor load limits and overhead clearances. 2. Start, turn and break smoothly. Slow down for turns, slippery or uneven surfaces. Use caution when turning or on inclines. 3. Watch out for pedestrians and obstructions. 4. Do not allow anyone to stand or pass under the elevated portion of machine.   **Parking:**   1. Only park ice resurfacer in an authorized area. 2. Move transmission control lever. 3. Turn machine off and remove key. 4. Store in well ventilated area. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Operating Truck Plow

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| congested traffic | | steel toe boots | | | |  | |
| slips/trips/falls | | high visibility clothing | | | |  | |
| equipment malfunction | | hard hat | | | |  | |
| deep snow/unseen structures | |  | | | |  | |
| vehicle damage | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Preform pre-trip inspection. 2. Check all gauges/ensure backup alarm is working. 3. Check brakes are working. 4. Check beacon and wig-wag emergency lights are operational. 5. Check operation of the plow including lift/lower and side to side swing operation. 6. When parked, ensure plow blade is lowered to ground level. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Operating Vehicles in the Shop

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| other workers and equipment | | steel toe boots | | | |  | |
| vehicle damage | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Inspect work area and be aware and make others aware. 2. Inspect vehicle components for safe operation. 3. Enter vehicle using three-point contact method. 4. Start vehicle. 5. Drive vehicle from current location to desired location. 6. Park and set brake. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Parking/Relocating Vehicles

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | CSA foot wear | | | |  | |
| driven over | | high visibility vest | | | |  | |
| vehicle collision | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. When relocating vehicles, mobile cranes, forklifts always have a second person/spotter present for guidance if at all possible. 2. Spotter must maintain eye contact and or verbal communication during relocation. 3. If a spotter is not possible put the vehicle in park and get out and walk around it to make sure the area is clear. 4. Check where you are backing into to make sure it is safe to do so. 5. Get back into the vehicle and release the park brake. 6. Sound the horn twice to warn anyone in the area you are going to back up. 7. While watching your mirrors, slowly back up. 8. If backing up to something, stop once you are close and get out to see how close you are. 9. If you need to back up more do so. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Perimeter Fencing

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vehicle or property damage | | steel toe boots | | | |  | |
| serious injury | | eye protection | | | |  | |
| vehicular and foot traffic | | hand protection | | | |  | |
|  | | hard hat | | | |  | |
|  | | high visibility vest | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Inspect the work area to determine the type and size of fencing to use (barricades, tape, snow fence, etc.). 2. Take into consideration traffic control and work equipment travel patterns. 3. Erect perimeter fencing according to local regulations. 4. Proper signage is to be posted on fencing on each side of the fence. 5. The sign must include reasons for fencing, community council name and contact number, name and contact number of supervisor(s). 6. Check fencing at minimum of daily to ensure it hasn't been removed or damaged. 7. Fencing and signage is to be removed immediately upon completion of work. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 19 Fire and Explosive Hazards * Part 35 Workplace Hazardous Products Information Systems | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three year. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Pipe Threader

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
|  | | safety glasses | | | | operator’s manual | |
|  | | gloves | | | |  | |
|  | | steel toe boots | | | |  | |
|  | | hearing protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Inspect pipe threader before beginning and replace dies or any part that shows signs of wear. 2. Mount your pipe firmly in the pipe vise by placing it in the vise and then tightening until it is held tightly. 3. Cut the end of the pipe cleanly and squarely by using a pipe cutter. 4. Ream the cut end of the pipe to remove any burrs from the cut using a reamer, which is a cylinder-shaped rotary cutting tool you run smoothly across the freshly cut edges of the pipe to remove rough edges. 5. Select your die head according to the size and type of pipe you are threading and the thread form you require. 6. Place the die head over the pipe on the threader. 7. Press steadily on the front of the die head, while simultaneously pushing the handle down to start the threader. 8. Use your weight as leverage to apply pressure on the handle, while holding it firmly. 9. Apply threading oil generously while threading. 10. Cease threading when the end of the threading die is flat against the end of the pipe. 11. Reverse the ratchet mechanism and turn the die head in the opposite direction. 12. Stand the pipe on end and gently tap it to remove any particles that may be lodged within. 13. Clean the pipe with a cloth, removing any oil. 14. Seal the threading with Teflon tape or a pipe thread compound when attaching the pipe to the connector. 15. Clean the pipe threader machine thoroughly after use, so the oils and metal pieces do not damage the machine which could cause sub-standard threading during your next project. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Planned Inspections

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slips/trips/falls | | hard hat | | | |  | |
| serious injury | | steel toe boots | | | |  | |
| traffic | | eye protection | | | |  | |
|  | | hand protection | | | |  | |
|  | | hearing protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Identify the inspector or inspection team (community council, supervisors and workers). 2. Locate and review reports of previous inspections. 3. Obtain an inspection report form. 4. Proceed with the inspection tour. 5. During the tour, get off the beaten path and look over, under, around, behind, inside, etc. 6. Take the time to observe the activities of all personnel. 7. Take immediate corrective action where there is imminent danger. 8. Record all hazards (unsafe acts and conditions). 9. Rank the hazards on completion of the tour. 10. Identify corrective action required for each hazard. 11. Assign a person to be responsible for each corrective action and assign a date/time for completion. 12. Follow up to ensure corrective action is completed. 13. Distribute copies of the inspection report to all workers at community safety and health meetings and to the supervisor. 14. Encourage workers to bring forward their observations of hazards on an ongoing basis. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties * 2.4 Inspections of Workplace * Part 6 Personal Protective Equipment * Part 12 Hearing Conservation and Noise Control * Section 5 Duties of Workers | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Portable Generator

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| inhalation of carbon monoxide | | steel toe boots | | | | manufacturer's manual | |
| fire/explosion | | eye protection | | | |  | |
| burns | | hand protection | | | |  | |
| electrocution | | hearing protection | | | |  | |
| slips/trips | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Pull generator to well ventilated work area. 2. Ensure generator is fueled and inspect it before starting. 3. Place cord out of way of workers walk path when possible. 4. If work area becomes wet, stop work with generator immediately. 5. Ensure machine is turned off and unplugged when not in use. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 12 Hearing Protection and Noise Control   + 12.3 Hearing Protection * Part 16 Machines, Tools and Robots   + 16.4 Machine and Tool Safety * Part 19 Fire and Explosive Hazards   + 19.10 Compressed Gas Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Portable High-Pressure Air

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| noise | | steel toe boots | | | | manufacturer's manual | |
| airborne particles | | hearing protection | | | |  | |
| tripping | | safety glasses | | | |  | |
| explosion of tank or air line | | gloves | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Stay clear of others work space when working with high pressure air. 2. Ensure hose attachments are properly fastened before turning air source on. 3. Turn air supply on. Be sure not to aim at yourself or any other person. 4. Follow through with task being sure not to direct air at yourself or others. 5. Shut down air supply when finished. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 12 Hearing Protection and Noise Control   + 12.3 Hearing Protection * Part 16 Machines, Tools and Robots   + 16.4 Machine and Tool Safety * Part 19 Fire and Explosive Hazards   + 19.10 Compressed Gas Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Portable Light Strings

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slips/trips | | steel toe boots | | | |  | |
| electric shock | | eye protection | | | |  | |
|  | | hand protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Inspect wiring, fixtures, insulation and plug in ends. 2. Ensure light string is grounded. 3. Check guards are in place around bulbs. 4. String lighting. 5. Plug in. 6. Once lighting is no longer needed, turn off, unplug and put away properly. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 38 Electrical Safety | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Powder Actuated Tool Operation

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| accidental discharge - puncture wounds | | eye protection | | | | PAT certification | |
| hearing protection | | | | lift/materials handling training | |
| noise, airborne projectiles | | safety footwear | | | | body posture training | |
| explosive cartridges | |  | | | | lockout/tagout procedure | |
| MSI - arm/wrist injury | |  | | | | SWP#100 Working Alone | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Powder actuated tools are to be operated only by trained, certified personnel. 2. Read and understand the manual that accompanies the powder actuated tool. 3. Wear PPE before beginning the task. 4. Inspect work area. Remove tripping hazards, debris, cutoffs, etc. Lighting must be adequate. 5. Work area must be clear of flammable liquids or gases. The explosive charge of the tool is exposed to the atmosphere and could ignite flammable vapors. 6. Remove the cartridges from the tool. Inspect the following for defects: loading mechanism, trigger, barrel, contact trip. If defects are identified, tool is to be red tagged and locked out. Notify supervisor for maintenance. Only qualified personnel may perform maintenance. 7. Load cartridges and fastener and check tool for proper operation. If tool malfunctions, inform your supervisor and follow lockout/tagout procedure. 8. If a cartridge misfires, wait 30 seconds before trying to fire it again. If it does not fire on the second try, wait a further 30 seconds before removing it or advancing the strip to the next cartridge. 9. The contact element (nose piece) must be in contact with the work piece. Do not operate the contact element with your hand. Tool must be at 90 degrees to the work surface. Do not attempt angled shots. 10. Ensure the proper fastener is being used for the task at hand and the substrate is capable of accepting the fastener properly, ex. not so hard the fastener will ricochet or cause the tool to recoil violently and not so soft or brittle the fastener will shoot through it or shatter projectiles through the air. 11. Remove the cartridges and fasteners from the tool before servicing, clearing jams, passing the tool to another worker and for storage at the end of the day. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment   + - 6.13 Eye and Face Protectors     - 6.15 Respiratory Protective Equipment * Part 8 Musculoskeletal Injuries * Part 9 Working Alone or in Isolation * Part 12 Hearing Protection and Noise Control   + - 12.3 Hearing Protection * Part 16 Machines, Tools and Robots   + - 16.4 Machine and Tool Safety     - 16.14 Locking Out – Safety Precautions     - 16.25 Hand or Portable Power Tools | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Powered Equipment Inspections

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| eye injuries | | steel toe boots | | | |  | |
| hand injuries | | eye protection | | | |  | |
| airborne particles | | hand protection | | | |  | |
| noise pollution | | hearing protection | | | |  | |
| electrocution | | hard hat | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Check on/off switch is functioning properly. 2. Check cords for frays and ensure tool is equipped with proper three-prong plug. 3. Check air filters, gas levels, spark plugs and blade if applicable. 4. Ensure guards are in place and secure. 5. Turn tool on by switch, not by plugging/unplugging. 6. Notify supervisor of any malfunctioning tools to be discarded or repaired. 7. Store tool properly with cord wrapped around tool. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 5 First Aid * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * 16.25 Miscellaneous Machines and Tools | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Power Tool Inspection

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| eye injuries | | first aid kit | | | | fire extinguisher training | |
| hand injuries | | eye protection | | | | equipment specific training | |
| slips/trips/falls | | steel toe boots | | | | competent operator | |
| traffic | | hearing protection | | | |  | |
| electrocution | | communication device | | | |  | |
|  | | pre-trip inspection forms | | | |  | |
|  | | fire extinguisher | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Wear all applicable PPE. 2. Review previous inspections to ensure corrections have been made to address any deficiencies. 3. To be completed at a minimum of daily or more often as conditions or the job changes. 4. Ensure you date and record your findings in the pre-trip book. 5. Ensure copy is turned into mechanics on a daily basis. 6. Ensure all applicable permits and documentation are in place. 7. All deficiencies to be identified and documented. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 5 First Aid * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * 16.25 Miscellaneous Machines and Tools | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Powered Zip Cut

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| injury from cuts | | eye protection | | | |  | |
| noise levels | | hand protection | | | |  | |
| projectiles | | steel toe boots | | | |  | |
|  | | hearing protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Use all required PPE. 2. To be used for intended purposes. 3. Cleaned and properly stored after use. 4. Must have operational dead man control that requires constant hand pressure. 5. All guards to be used and in good repair. 6. Never hoist or lower by the power cord. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 5 First Aid * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Personal Protective Equipment – Eye Protection

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
|  | | safety glasses | | | | care of eye protection | |
|  | |  | | | | use of eye protection | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Community council will supply a clean, up to date, proper fitting and effective eye protection. 2. Community council will ensure adequate training for the maintenance, use and care of eye protection. 3. All employees are required to wear the approved eye protection when working or walking through any work site. The only exception is operators while seated in the cab of the equipment and office staff. 4. All employees are responsible for ensuring it is appropriate for the hazards, worn properly and in good condition and not to be altered in any way. 5. All workers are responsible for ensuring the safety glasses are with them all day each day. 6. It is the responsibility of the worker to turn in old and worn out glasses for new ones as needed. 7. Full face shields or goggles will be used when the work at hand requires maximum eye protection. 8. Workers engaged in welding are required to use a full welder's face shield. 9. Workers who are cutting or burning metals are required to wear goggles with the appropriate darkened lens. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment   + 6.13 Eye and Face Protectors   CSA Standard Z94.3-02  CSA Standard Z94.3.1-02 | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Personal Protective Equipment **–** Fall Arrest System

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| falls from more than 1.3 meters | | hard hat, gloves, safety glasses | | | | fall arrest | |
| trips/slips | | steel toe boots | | | | quick retrieval system | |
|  | | safety net, guard rail | | | |  | |
|  | | travel restraint system | | | |  | |
|  | | fall arrest system | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. The supervisor is responsible for ensuring all workers are trained and understand this procedure. 2. The supervisor must ensure all employees under their direction use a complete fall arrest system when a hazard of falling 1.3 meters or more exists. 3. All employees who require a fall arrest system must be instructed in the inspection, wearing and use of all components before the worker uses the system. 4. The employee is responsible for ensuring a complete fall arrest system is used where there is a hazard of falling 1.3 meters or more and that this procedure is followed as directed by the supervisor. 5. Fall arrest equipment must be used by trained personnel only and all equipment should be inspected by the user before each use. 6. The fall arrest system consists of an approved full body harness and an approved lanyard. 7. All fall arrest system components must be CSA approved and readily identified. 8. The length of the lanyard or the location of the anchor must be so arranged the worker can fall no farther than 1.2 meters. A retractable harness - mounted lanyard is the most acceptable method. 9. All fall arrest components must be stored properly and kept in good condition. 10. Safety belts, harnesses, lanyards and lifelines must not be knotted and must not be allowed to become knotted or damaged. 11. Never wrap lanyards around sharp or rough anchor points. 12. Fall arrest equipment must not be altered in any way. 13. Any equipment subjected to a fall must not be used again. 14. All synthetic materials must be protected from slag, hot sparks, open flames or other heat sources. 15. Maximum working load is 310 pounds, unless otherwise labeled. 16. The anchor or tie off point must be capable of supporting 5,000 pounds per worker. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment   + 6.1 Personal Protective Equipment Required * Part 14 Fall Protection   + 14.6 Fall Arrest Systems   CSA Standard Z94.1-05  ANSI Z89.1-2003 | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Personal Protective Equipment **–** Foot Protection

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| foot injury | | steel toe boots | | | | care of foot protection | |
| ankle injury | |  | | | | use of foot protection | |
| corrosive chemicals | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. It is the responsibility of the employee to supply steel toe work boots that cover the ankle bone. 2. It is the responsibility of the employee to wear these steel toe boots each and every day. 3. All footwear is to be kept tied as to not pose a tripping hazard. 4. A requirement for specialized footwear as dictated by the hazards will be supplied by the employer. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment   + 6.12 Footwear: Responsibilities of Employers and Workers   + 6.6 Obligation when Worker Provides Personal Protective Equipment   CSA Standard Z195.1-02  CSA Standard Z195-02 | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Personal Protective Equipment – Head Protection

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| head injury | | hard hat | | | | care of head protection | |
|  | |  | | | | use of head protection | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Community council will supply a clean, up to date, proper fitting and effective hard hat. 2. Community council will ensure adequate training for the maintenance, use and care of head protection. 3. All employees are required to wear the approved head protection when working or walking through any work site. The only exception is operators while seated in the cab of the equipment and office staff. 4. All employees are responsible for ensuring it is appropriate for the hazards, worn properly and in good condition and not to be altered in any way. 5. All workers are responsible for ensuring the hard hat is with them all day each day. 6. It is the responsibility of the worker to return the hard hat at the end of their employment, so as not to be charged the cost of a replacement hard hat. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulations:   * Part 6 Personal Protective Equipment   + 6.10 Protective Headwear – Workplaces that are not Construction Project Sites   + 6.5 Workers Obligations re Equipment   CSA Standard Z94.1-05  ANSI Z89.1-2003 | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Personal Protective Equipment **–** Hearing Protection

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| hearing loss | | ear plugs | | | | care of hearing protection | |
|  | | ear muffs | | | | use of hearing protection | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Community council will supply a clean, up to date, proper fitting and effective hearing protection. 2. Community council will ensure adequate training for the maintenance, use and care of hearing protection. 3. All employees are required to wear the approved hearing protection when working or walking through any work site. The only exception is the office staff. 4. All employees are responsible for ensuring it is appropriate for the hazards, worn properly and in good condition and not to be altered in any way. 5. All workers are responsible for ensuring the hearing protection is with them all day each day. 6. It is the responsibility of the worker to ensure they have a daily supply of ear plugs with them. 7. Ear muffs will be used when the work at hand requires maximum hearing protection. 8. All workers are required to use approved hearing protection when working in or traveling through any work site that is designated as a high noise area or has a noise level above 85 dBA. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 12 Hearing Conservation and Noise Control   + 12.3 Hearing Protection   CSA Standard Z94.2-02 | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## Personal Protective Equipment **– High Visibility Vests**

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
|  | | steel toe boots | | | | care of high visibility vests | |
|  | | high visibility vest | | | | use of high visibility vests | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Community council will supply a clean, up to date, proper fitting and effective high visibility vest. 2. Community council will ensure adequate training for the maintenance, use and care of high visibility vests. 3. All employees are required to wear the approved safety vest when working or walking through any work site. The only exception is the office staff while in the office. 4. All employees are responsible for ensuring it is appropriate for the hazards, worn properly and in good condition and not to be altered in any way. 5. All workers are responsible for ensuring the high visibility vest is with them all day each day. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment   + 6.7 High Visibility Safety Apparel   CSA Standard Z96-02 | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Personal Protective Equipment **–** Protective Clothing

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| radiant heat | | steel toe boots | | | | care of protective clothing | |
| sharp or jagged objects | | protective clothing | | | | use of protective clothing | |
| punctures | |  | | | |  | |
| skin abrasions | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Community council will supply PPE appropriate for the risk of injury to a worker’s skin. 2. Community council will ensure adequate training for the maintenance, use and care of protective clothing. 3. If a work process may create a risk to the safety/health of a worker the employer will provide the worker with: 4. appropriate clothing for the risk 5. launder or replacement of the protective clothing on a regular basis | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 5 First Aid * Part 6 Personal Protective Equipment   + 6.8 Skin Protection   + 6.9 Protective Clothing * Part 8 Musculoskeletal Injuries * Part 9 Working Alone or in Isolation * Part 20 Vehicular and Pedestrian Traffic | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Personal Protective Equipment **–** Respiratory Protection

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| poisonous gases/chemicals | | respirators | | | | care of respiratory protection | |
| lack of oxygen | |  | | | | use of respiratory protection | |
|  | |  | | | | selection of respiratory protection | |
| **Safe Work Procedure:** | | | | | | | |
| 1. All employees are required to use approved respirators when working in or traveling through a work site that contains airborne contaminates or when handling products that may become airborne contaminates. 2. Ensure respiratory equipment provided to a worker is:  * appropriate for the risk to which the worker is or may be exposed * selected, used and maintained in accordance with CSA standards * the proper size and makes an effective seal to the facial skin of the worker where a tight fit is essential to proper functioning * kept in a convenient and sanitary location when not in use * not shared by workers, unless it is cleaned before different workers use it  1. Ensure a worker using the respiratory equipment is adequately trained by a competent person in the proper fit, testing, maintaining, use and cleaning of the equipment. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment   + 6.15 Respiratory Protective Equipment * 35 Workplace Hazardous Products Information Systems   CSA Standard Z94.4-02  CSA Standard Z180.1-00 | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Preparing Tire Rims for Mounting**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | gloves | | | |  | |
| crushing | | safety glasses | | | |  | |
| wrenches slipping | | steel toe boots | | | |  | |
| tire explosion | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Rim flange and bead seats must be clean and dust off foreign material. Remove with wire brush or emery cloth. 2. Any visible dent in rim flanges should be straightened with a hammer. 3. Any hammer dents should be smoothed out with a file. 4. Inspect weld of rim. Grooves or high spots in bead area must be filed flat and smooth or the tire assembly may lose air. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries * Part 15 Confined Spaces * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Pressure Testing a Water Line

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| test failure | | hard hat | | | |  | |
| spill/leak | | high visibility vest | | | |  | |
| water line failure | | safety boots | | | |  | |
| high pressure spray | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Check all valves to check test section is isolated. 2. Connect pump to test head. 3. Check all hoses and connection for leaks and damage. 4. Pump water line to correct pressure determined by Manitoba Water Services Board specifications. 5. Record results of test (pressure, makeup water, location, time and date). 6. Release pressure from fittings to be disconnected before disconnection. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment   Manitoba Water Services Board Standard Construction Specifications   * 3.19 Hydrostatic Testing | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Propane Heaters

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | gloves | | | |  | |
| crushing | | safety glasses | | | |  | |
| wrenches slipping | | steel toe boots | | | |  | |
| tire explosion | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Flammable materials (including propane bottle) is to be located a minimum of 50 feet from the front of the heater. 2. All flammable materials (including propane bottle) is to be located a minimum of 10 feet from the sides, rear and top of the heater. 3. The heater hose length should not be more than 50 feet. 4. Extra hose is to be coiled and tied, so it is not a tripping hazard. 5. Hose lying on the floor in traffic areas should be protected against puncture. 6. Propane tanks must be stored in a well ventilated and safe, secure place to prevent tipping or any other damage. 7. Ensure there is sufficient space for the exhaust and ventilation of the heater. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.11 Safe Work Procedures * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 35 Workplace Hazardous Products Information Systems * Part 36 Chemical and Biological Substances | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Proper Installation of Shoring

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| asphyxiation | | steel toe boots | | | | rigging | |
| fall injuries | | eye protection | | | | operator training | |
| muscle strain | | hand protection | | | |  | |
| loose grounding | | hard hat | | | |  | |
|  | | hearing protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Assign a spotter who will be in charge of signaling operator and guiding shoring in trench. 2. Check grounding to ensure it is stable. 3. Ensure shoring is properly rigged to the machine by a competent rigger. 4. Begin the lift when all workers are at a safe distance and spotter signals it is safe to do so. 5. Slowly and cautiously lift shoring and follow direction of the spotter to position over trench. 6. Lower shoring as per spotter. Be sure to keep shoring level. 7. Once shoring is in place wait for direction as to when it is clear to back away from the trench. 8. Back away slowly. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 12 Hearing Conservation and Noise Control * Part 26 Excavations and Tunnels * 26.15-26.27 Support Structures * 26.28-26.32 Deep Foundation Excavations   Safe Work Bulletin No. 142 | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Proper Installation of Trench Box

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| asphyxiation | | steel toe boots | | | | rigging | |
| fall injuries | | eye protection | | | | operator training | |
| muscle strain | | hard hat | | | |  | |
| loose grounding | | hand protection | | | |  | |
|  | | hearing protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Assign a spotter who will be in charge of signaling operator and guiding shoring in trench. 2. Check grounding to ensure it is stable. 3. Ensure shoring is properly rigged to the machine by a competent rigger. 4. Begin the lift when all workers are at a safe distance and spotter signals it is safe to do so. 5. Slowly and cautiously lift shoring and follow direction of the spotter to position over trench. 6. Lower shoring as per spotter. Be sure to keep shoring level. 7. Once shoring is in place, wait for the direction as to when it is clear to back away from the trench. 8. Back away slowly. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 12 Hearing Conservation and Noise Control * Part 26 Excavations and Tunnels * 26.15-26.27 Support Structures * 26.28-26.32 Deep Foundation Excavations | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Pumping Water

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slips/trips | | steel toe boots | | | |  | |
| tool damage | | eye protection | | | |  | |
|  | | hand protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Place pump on level ground. 2. String out hoses for discharge - make sure all bends and knots are out. 3. Hook hose to pump and attach suction - make sure end of hose screen is in deep water. 4. Service pump and prime the pump. 5. Use cold start procedure and run the pump (do not run pump when it is empty). 6. Check on pump periodically to ensure it is not plugged or running out of water. 7. After job is finished, roll up discharge hose, making sure it is completely empty. 8. Remove suction line and put all hoses onto truck - empty pump of water and load. 9. Make sure load is secured. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Reciprocating Saw Operation

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| exposed blade - cuts, amputation | | hard hat | | | | disposable respirator (N95) | |
| electrical shock | | eye protection | | | | lift/materials handling training | |
| noise | | hearing protection | | | | body posture training | |
| sawdust/projectiles in eyes | | safety footwear | | | | lockout/tagout procedure | |
| sawdust inhaled (possible toxicity) | | gloves | | | | SWP#100 Working Alone | |
| MSI - multiple hazards | |  | | | |  | |
| sharp edges/hot surfaces | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Read and understand the manual that accompanies the reciprocating saw. 2. Wear PPE before beginning the task. Inspect work area. Remove tripping hazards, debris, cutoffs, etc. Ensure footing is stable and adequate physical support is available for out-of-position cuts. Lighting must be adequate. 3. Ensure the saw is unplugged or battery removed. Inspect the following for defects: saw blade, cord, switch and shoe. If defects are identified, tool is to be red tagged and locked out. Notify supervisor for maintenance. Only qualified personnel may perform maintenance. 4. Ensure correct blade is installed for material being cut. 5. Inspect material to be sawn for foreign objects. Remove before proceeding. 6. Plug in and start the saw. Check correct tool function. 7. Keep both hands firmly on the tool. Only cut off small, manageable pieces. Ask for assistance if larger pieces must be cut off. 8. Check for proper clearance behind the work piece to ensure blade will not strike obstructions. 9. Make sure the blade is not contacting the work piece as the tool is started. 10. Switch tool off and wait for the blade to come to a complete stop before removing the blade from the work piece. 11. When finished, unplug the saw from the power source. Clear work area of debris. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment * 6.13(1) Eye and Face Protectors * 6.15(1) Respiratory Protective Equipment * Part 8 Musculoskeletal Injuries * Part 9 Working Alone or in Isolation * Part 12 Hearing Protection and Noise Control * 12.3 Hearing Protection * Part 16 Machines, Tools and Robots * 16.4 Machine and Tool Safety * 16.14 Locking Out – Safety Precautions * 16.25 Hand or Portable Power Tools | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Removal of Old Glass

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| cuts | | eye protection | | | | good lifting techniques | |
| debris in the eyes | | steel toe boots | | | |  | |
| strains/sprains | | hand protection | | | |  | |
| slips/falls | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Remove the plywood covering. 2. Cut around perimeter of window on both sides of glass to free glass with utility knife while wearing gloves. 3. Check for and remove any loose glass placing broken glass into a waste can ensuring there are no pieces of glass protruding from waste can. 4. Remove the removable moldings. 5. Remove the glass using a flat bar and gentle motion to remove glass while watching for additional breakage of the remaining glass. 6. Position a worker on opposite side of the glass for larger windows. 7. Starting at top edge of the window gently push the glass out from frame allowing glass to roll on bottom edge of glass with the other worker(s) being in a position to receive the glass. 8. Stop this movement when it is possible to grip window by the sides and lift window down onto the floor. 9. Place window inside the secured area. 10. If available, use the old packaging material from replacement glass to cover broken glass. Plan route to carry the glass to a removal vehicle or a custodial area for removal from the site. 11. Remove all old caulking using a utility knife and place debris into a waste can. 12. Clean up the work area of any debris or glass that may have fallen. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Removal of Old Windows

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| debris in the eyes | | eye protection | | | | good lifting techniques | |
| cuts | | steel toe boots | | | |  | |
| strains/sprains | | hand protection | | | |  | |
| struck while using a hammer (pinch points) | |  | | | |  | |
|  | | | |  | |
| potential for the window to fall on you | |  | | | |  | |
|  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Remove all removable sash. 2. Cut the caulking around the casing using a sharp utility knife. 3. Remove the inside casing using a pry/flat bar. 4. Remove any screws from the jambs which are in the framing material. 5. Position additional person(s) on outside of the window depending on the weight/height and length of window. 6. Take a wooden block and hammer and tap on the jamb on all four sides to remove window from the opening. 7. Outside workers will pull the window towards themselves to remove window and gently lower it to the ground. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Remove Tire from Rim**

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | steel toe boots | | | |  | |
| muscle strain | | eye protection | | | |  | |
|  | | hand protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Remove valve core to completely deflate tire. 2. With tire lying flat on floor with wide side of rim up, loosen bead from rim by walking on wells close to rim. If needed, use tire bead wedge with a hammer using caution not to damage rim or tire. 3. Flip tire over. Loosen beads same as other side. 4. Lubricate top bead thoroughly with rim soap. 5. Insert spoon end of tire irons about 10 inches apart. 6. While standing on tire to hold head in gutter, pull one tire iron toward center of rim. 7. Hold tire iron in place with one foot and pull the second tire iron toward center of rim, progressively working bead off rim (additional bites if necessary). 8. Stand tire up, lubricate second bead and rim. 9. Insert spoon of tire iron and turn tire iron perpendicular to rim. 10. Work your way around until tire is completely free. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries * Part 16 Machines, Tools and Robots * Part 35 Workplace Hazardous Products Information Systems | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Repairing Equipment

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slips/trips | | gloves | | | |  | |
| pinch points | | safety glasses | | | |  | |
| lacerations | | steel toe boots | | | |  | |
| burns | | hard hat | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Be sure of instructions. 2. Use proper tools and have them at hand. 3. Carry through with repair. 4. Clean all tools and any other mess immediately after task is complete. 5. Dispose of any damaged parts and oil properly. 6. Test drive equipment that was repaired. 7. Fill out maintenance record. 8. Return machine to line up. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 16 Machines, Tools and Robots * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Repairs and Servicing

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| equipment failure | | gloves | | | |  | |
| collision | | safety glasses | | | |  | |
| pinch points | | steel toe boots | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Walk around machine to check for tire damage, vandalism, any loose parts or any other damage. 2. Check engine for: 3. any frayed or damaged belts 4. any damaged or leaking hoses 5. engine mounting bolts are in place, tight and not damaged 6. Check all fluid levels (some fluids may require engine to be on, check manufacturer recommendations). 7. Get into vehicle using three-point contact method. Check for fire extinguisher and turn on engine. 8. Check all gauges. Ensure: 9. oil pressure is normal 10. temperature is normal 11. hydraulic pressure is normal (if gauge is applicable) 12. Put machine in reverse to ensure back up alarm is working. 13. Do another walk around to check all lights. 14. Check brakes. 15. Fill out inspection report. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * Part 22 Powered Mobile Equipment * Part 35 Workplace Hazardous Products Information Systems | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Riding Mower Operation**

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| awkward postures – sustained sitting with poor posture | | eye protection if mowing by low branches | | | | in house training from experienced driver | |
| noise from machine | | closed toe footwear | | | | operator manual | |
| rotating blades | | hearing protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Ensure all shields and guards including discharge deflector are in place and working properly. 2. Never make modifications or disconnect safety features. 3. Avoid unnecessary engine idling in enclosed spaces such as sheds or garages. 4. Avoid mowing areas close to where people are present. 5. Disengage blades if you must drive over very rough surfaces or dust producing surfaces such as gravel. 6. Make best efforts to inspect/clear the area to be mowed of any debris which could be thrown from the blades. Check for hidden hazards such as holes, roots, drain pipes, toys, insect nests or other farm implements. Be aware and use caution around low hanging branches and shrubs. 7. Drive up and down slopes rather than across them to reduce the risk for tipping. 8. Only reach under the machine or deck when the tractor is turned off and the key is removed. Wear work gloves if reaching under to pull debris from deck. 9. Do not touch hot motor parts or spray cold water on a hot engine. 10. Do not make wheel height adjustments, unclog, remove grass catcher or refuel while the engine is running. 11. Do not take passengers. 12. Do not leave a running mower unattended. 13. Refuel in a well ventilated area. 14. When leaving the machine:  * disengage power to the blade * stop the engine * set park brake if equipped * remove key and return it to the designated area | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machine, Tools and Robots * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Roadside Mowing/Brush Removal

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vehicle traffic | | coveralls | | | |  | |
| pedestrian traffic | | hard hat | | | |  | |
| moving equipment | | gloves | | | |  | |
| heat | | steel toe boots | | | |  | |
| cuts/abrasions | | high visibility vest | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Assess the location. 2. Mow the grass. 3. Cut brush that interferes with sight, obstructs signs or contributes to icy conditions that prevents drainage. 4. If traffic flow is heavy, consider posting a flagperson. 5. Load waste material for disposal. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Roto Tiller Use

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| flying debris | | safety glasses | | | | roto tiller orientation | |
| burns from hot parts | | steel toe boots | | | | tie back any long hair | |
| injury from moving parts | | protective gloves | | | |  | |
| carbon monoxide poisoning | | long pants | | | |  | |
| musculoskeletal injuries | | shirts with six-inch sleeve | | | |  | |
|  | | hearing protection | | | |  | |
|  | | high visibility clothing | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| **Check the area to be tilled:**   1. Clear the area of debris or anything that may be picked up by the tines. Clear the site of rocks and large weeds – scrape off weed seedlings with a spade and dispose of them. 2. Watch for hedges/tress/shrubs next to or against wire fences. 3. Look for power lines, wires or cables. The tiller is not insulated against electrical shock. 4. Do not operate the tool in the vicinity of any power wires.   **Operation:**   1. Mark off the area to be tilled, if necessary. 2. Always start and operate the tiller outdoors in a well-ventilated area. Always stand, so the wind directs any exhaust fumes away from the operator, whenever possible. 3. Set the drag bar height for the desired depth of till, so the tiller is tilted slightly backward. 4. Ensure the front wheel is in the raised position before engaging the tiller. 5. Start the engine in neutral with the tines locked in place above the ground level. Select the proper gear speed. Drop the tines where you want the first bite taken out of the soil and engage the tiller – plant your feet and hold on tight. 6. Till native soil over first before adding soil or other material. Try and get a depth of four to six inches by slightly resisting the tillers forward motion. A depth of 12 inches is desired for pea stone on playgrounds. Walk the tiller lowly, gripping it enough to keep the tines digging. 7. Go straight down the edge you’ve marked out and keep the depth consistent. Shift to neutral and pick up the tines at the end of the first swath, roll the tiller up out of the bed, turn around and repeat. 8. Till again crossways, then on a diagonal and finally, in the exact opposite direction from your first pass. You can use the natural furrows the tiller leaves to mark your rows. 9. Clean the tiller after use – hose down the tines and use an implement if needed to remove stubborn material. 10. Return the tiller to storage. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Router/Trimmer Operation

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| exposed bits - cuts, laceration | | eye protection | | | | disposable respirator (N95) | |
| amputation | | hard hat | | | | lift/materials handling training | |
| electrical shock, noise | | hearing protection | | | | body posture training | |
| sawdust/projectiles in eyes | | safety footwear | | | | lockout/tagout procedure | |
| sawdust inhaled (possible toxicity) | |  | | | | SWP#100 Working Alone | |
| MSI - hand/arm/wrist injury | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Read and understand the manual that accompanies the router/trimmer. 2. Wear PPE before beginning the task. Ensure clothing fits appropriately. 3. Inspect work area. Remove tripping hazards, debris, cutoffs, etc. Ensure sawhorses or other support are stable and in good condition. Lighting must be adequate. 4. Ensure the tool is unplugged or battery removed. Inspect the following for defects: cord, switch, handles and plunge mechanism. If defects are identified, tool is to be red tagged and locked out. Notify supervisor for maintenance. Only qualified personnel may perform maintenance. 5. Ensure correct bit is installed for material being milled. 6. Inspect material to be milled for foreign objects. Remove before proceeding. 7. Adjust milling depth. In some applications it may be necessary to take a number of progressively deeper passes. 8. Plug in and start the tool. Check for proper operation. 9. Do not start the tool with the bit in contact with the work piece. This could cause a kickback. 10. Keep both hands firmly on the tool handles and use clamps to secure work. Keep hands away from the bit. 11. When switching off the tool, it is not usually desirable to let the bit come to a stop while in contact with the work piece as this causes burn marks. When lifting the tool away from the work piece to shut it off, maintain control of the tool until the bit comes to a complete stop. Do not set the tool down with the bit still spinning. 12. Mill your material with firm footing and clear view of the blade. Be alert for conditions which could cause a kickback. 13. When finished, unplug the tool from the power source. Clear work area of debris. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment   + - 6.13 Eye and Face Protectors     - 6.15 Respiratory Protective Equipment * Part 8 Musculoskeletal Injuries * Part 9 Working Alone or in Isolation * Part 12 Hearing Protection and Noise Control   + - 12.3 Hearing Protection * Part 16 Machines, Tools and Robots   + - 16.4 Machine and Tool Safety     - 16.14 Locking Out – Safety Precautions     - 16.25 Hand or Portable Power Tools | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Safeguards

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| lacerations | | gloves | | | | manufacturer's specifications | |
| amputation | | safety glasses | | | |  | |
| pinching | | steel toe boots | | | |  | |
|  | | hard hat | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. The safeguard must prevent hands, arms or any other part of a worker's body from making contact with dangerous moving parts. 2. A guard should not only prevent accidental contact, but should prevent workers from intentionally going around or bypassing the guard. 3. If the guard is easily removable, this means it will be ineffective. The guard should be of durable material and should be bolted or screwed on, so they require tools for removal. 4. They should create no new hazard: the guard itself should not create a new hazard. The guards should be affixed in a manner that eliminates sharp edges. 5. They should create no interference. A good guard should allow the employee to work comfortably and effectively - since otherwise it may be removed. 6. They should allow safe maintenance. If possible, guards should be designed, so as to allow minor maintenance on the machines without either removing the safeguards or being exposed to the hazard. If the guard must be removed or deactivated, then lockout procedures should be followed before any maintenance is performed. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 16 Machines, Tools and Robots   + 16.5 Safeguard Required   + 16.7 Removing a Safeguard   + 16.19 Emergency Stopping System for Conveyor * Part 22 Powered Mobile Equipment   + 22.5 Guarding Moving Parts | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Sanding

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vehicle traffic | | coveralls, gloves | | | |  | |
| pedestrian traffic | | safety glasses | | | |  | |
| moving equipment | | steel toe boots | | | |  | |
| frostbite | | high visibility vest | | | |  | |
| hypothermia | | winter clothing | | | |  | |
|  | | survival kit | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Assess the location prior to sanding and during application. 2. Ensure equipment is in good operating condition. 3. Apply abrasive material to driving surfaces of critical areas such as hills, curves, railroad crossings, intersection, bridge approaches and smooth pavement. 4. Application is most frequent during freeze-thaw cycles. 5. Wherever possible, apply on the center line. At intersections and hills a double sanding may be necessary. 6. Stop occasionally to allow traffic to pass. 7. Flashing lights and beacons are to be used at all times. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Scaffold

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| fall injuries | | gloves | | | | scaffold training | |
| slips/trips | | safety glasses | | | | fall training | |
| pinch points | | steel toe boots | | | | First Aid | |
| workers overhead/below | | hard hat | | | |  | |
|  | | safety harness and tie off | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Inspect all tubing and clamps thoroughly. 2. Tape off or barricade any unsafe areas to warn others there is overhead work. 3. Ensure you are properly tied off at all times. 4. Assemble scaffold according to manufacturer's instruction. 5. When working high, raise and lower all tools, etc. using a pull line. Ensure a proper bag is used for any clamps. 6. Ensure work platform is clear from tripping hazards at all times. 7. Immediately descend if any bad weather forms. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 5 First Aid * Part 6 Personal Protective Equipment * Part 28 Scaffolds and Other Elevated Work Platforms | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Securing Equipment on Trailer for Transport

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slips/trips | | steel toe boots | | | | flagperson training | |
| pinch points | | eye protection | | | |  | |
| vehicle damage | | hand protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Ensure machine (load) is on trailer properly and brake is set. 2. Secure machine starting at front. 3. Front chains will be pulled forward, rear will be pulled towards back. 4. Use two chains and secure them at four separate contact points. 5. Once chains are tightened, do an inspection to ensure none came undone. 6. Check load over. 7. When pulling load, periodically check it in rear view. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Setting the Brake

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vehicle/property damage | | steel toe boots | | | | S endorsement on license | |
| serious injury | | eye protection | | | |  | |
| pinch points | | hand protection | | | |  | |
|  | | chokes/blocks | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Block/chock vehicle. 2. Release maxi brakes. 3. Grasp the end of the slack adjuster where it is attached to the pushrod and pull back. 4. The pushrod will only move so far then the brake shoes will contact the drum internally. 5. Allowable travel is normally 1 to 1 1/2 inches. 6. Place 9/16 inch wrench on adjusting screw and push toward slack adjuster to free locking collar. 7. Adjust screw until the shoes are tight to the drum, then back off a half turn. 8. Ensure the locking collar comes up when done. 9. Tap the drum with the wrench, if a dull thud, then the shoes are still in contact with the drum. If a ring, the shoes are clear. 10. When finished, have coworker apply brakes and make sure the slack adjuster is at no more than 90 degrees to the brake chamber. 11. Remove chocks and blocks. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Setting the Clutch

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vehicle or property damage | | steel toe boots | | | |  | |
| serious injury | | eye protection | | | |  | |
| pinch points | | hand protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Chock or block vehicle. 2. Remove inspection plate at front of transmission bell housing on the bottom. 3. Bar engine over manually until internal adjusting ring lock tab and bolt are visible, then remove. 4. Tie or hold down clutch pedal. 5. Use screwdriver or pry bar to turn adjusting ring. 6. Turn clockwise for more play and counter clockwise for less. 7. Three notches varies the adjustment by 1/16". 8. Once adjustment is made release the clutch pedal. 9. Reinstall lock tab, bolt and inspection cover. 10. Recheck for free play. 11. Remove chocks /blocks. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three year. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Setting up Forms

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| MSI’s | | steel toe boots | | | |  | |
| open excavations | | gloves | | | |  | |
| slips/trips/falls | | safety glasses | | | |  | |
| cuts, lacerations | | hard hat (where applicable) | | | |  | |
| pedestrian traffic | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Layout area and set up barricades/guarding to keep pedestrians out of working area. 2. Stockpile materials in an orderly manner to prevent material from toppling. 3. Ensure all required PPE is worn. 4. Begin placing lumber on the inside and outside of each pile to form the bottom of the forms for the basement. 5. Cut the lumber to the desired length. 6. Nail lumber together to secure it in place. 7. Cut Styrofoam to size and insert it between lumber forms. 8. Begin setting up the outer form sections. 9. Place the form sections in between the Styrofoam and lumber forms to create the walls. 10. Connect form sections by using 2x6 lumber and nailing it across to hold them in place. 11. Carry steel into the basement area and begin placing and tying it into the outer forms. 12. Mark out the location for the windows and install the window forms. 13. Use a level to mark out the location of the top plate. 14. Place nails along the form to mark the location and install 2x4s flush underneath the row of nails to create location for the top plate. 15. Install the inner wall forms. 16. Install wailers and secure the snap ties to hold the forms in place. 17. Once all forms have been set up, remove all tools and equipment from the work site. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 13 Entrances, Exits, Stairways and Ladders * Part 30 Temporary Structures | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Shoreline Stabilization

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | steel toe boots | | | | equipment training | |
| crushing | | high visibility vest | | | |  | |
| machine tipping/rolling | | eye protection | | | |  | |
|  | | hearing protection | | | |  | |
|  | | gloves | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Unload equipment when it gets to work site. 2. Prepare site for excavation. Clear site of trees, shrubs and general growth with a chain saw, skid steer and manual labor. 3. Construct gabion baskets for installation using the clip gun and wire. 4. Excavate the site with a skid steer and/or excavator. Locate all utilities before excavation begins. 5. Remove excavated material from site with the dump truck or tracked crawler dumper. 6. Rock will be delivered to site to fill gabion baskets. 7. Rock material distribution will be done using the skid steer, the quad, by wheelbarrow or by hand. 8. Installing the gabion baskets by filling with rock and compacting the soil surrounding the gabion with the plate compactor. 9. Close the gabion baskets with the clip gun. 10. Site cleanup consists of soil, sodding, seeding and tree/shrub planting. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Shoveling Granular

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| muscle cramps | | steel toe boots | | | | lifting | |
| heart attack | | eye protection | | | | body posture | |
| stroke | | hand protection | | | |  | |
| dehydration | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Warm up muscles for 10 minutes with stretching. 2. It is better to push the granular than lifting it. 3. Keep the shovel close to your body. 4. Space your hands on the shovel to increase leverage. 5. Use a shovel that feels comfortable for your height and strength. 6. Squat with your legs apart, knees bent and back straight. 7. Lift with your legs and do not bend at the waist. 8. Pace yourself and take frequent breaks and replenish fluids to prevent dehydration. 9. Try not to hold a shovel full of granular with your arms outstretched. 10. Throw granular ahead of yourself and not to the side or behind. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Shoveling Snow

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| muscle cramps | | steel toe boots | | | | lifting | |
| heart attack | | eye protection | | | | body posture | |
| stroke | | hand protection | | | |  | |
| dehydration | |  | | | |  | |
| frost bite | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Warm up muscles for 10 minutes with stretching. 2. Early and often - newly fallen snow is lighter than heavily packed or partially melted snow. 3. Push the snow. 4. It is better to push the snow rather than lifting it. 5. Keep the shovel close to your body. 6. Space your hands on the shovel to increase leverage. 7. Shovel an inch or two off the top of the snow. 8. Use a shovel that feels comfortable for your height and strength. 9. Squat with your legs apart, knees bent and back straight when lifting the snow. 10. Lift with your legs and do not bend at the waist. 11. Scoop small amounts of snow into the shovel and walk where you want to put it. 12. Pace yourself. 13. Take frequent breaks and replenish fluids to prevent dehydration. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three year. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Site Inspections

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slips/trips/falls | | hard hat | | | | MSI training | |
| serious injury | | steel toe boots | | | | PPE training | |
| traffic | | eye protection | | | |  | |
|  | | hand protection | | | |  | |
|  | | hearing protection | | | |  | |
|  | | high visibility vest | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Wear all applicable PPE. 2. Review previous inspection reports to ensure previous deficiencies have been corrected. 3. To be completed at a minimum as per the site inspection policy states or more often as required. 4. Ensure you record and date your findings in the inspection book (pictures are an excellent resource). 5. Record all staff (subcontractors also) at the location. 6. Check all pertinent permits and documents are in place. 7. Record and identify all deficiencies. 8. A copy of the inspection report to be discussed with the staff and supervisor onsite. 9. Copy of inspection to be submitted to WSH committee/worker representative and community council. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Section 5 Duties of Workers * Part 2 General Duties * 2.4 Inspections of Workplace * Part 6 Personal Protective Equipment * Part 12 Hearing Conservation and Noise Control | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Skid Steer Operation

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vehicle or property damage | | steel toe boots | | | | operator training/certification | |
| serious injury | | eye protection | | | |  | |
| pinch points | | hand protection | | | |  | |
| other workers | | hard hat | | | |  | |
| other equipment | |  | | | |  | |
| slips/trips | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Perform pre-trip inspection and record in daily log. 2. Start using cold start procedure and three-point contact rule for entering machine. 3. Check back up alarm, all gauges and hydraulics. 4. Check brakes before proceeding to work area. 5. Turn on beacon lights. 6. Inspect work area before starting. 7. In tight areas of where there is heavy traffic, use a spotter. 8. Load only what weight the skid steer can haul. 9. Transport the load as close to the ground as possible. 10. Always be aware of other workers in the area. 11. Park on level ground with the attachments resting on the ground. 12. Park and secure machine. 13. Exit using three-point contact. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * Part 20 Vehicular and Pedestrian Traffic * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Snow Blower

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vehicle or property damage | | hearing protection | | | | operator training/certification | |
| serious injury | | safety glasses | | | | manufacturer's specifications | |
| eye injury | | steel toe boots | | | |  | |
| trauma | | hard hat | | | |  | |
| foot injury | | protective winter clothes | | | |  | |
| noise | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Use two people to lift. 2. Take breaks to avoid injury from cold, vibration and repetitive motion. 3. Be aware of the discharge direction and distance to avoid injury or property damage. 4. Clothing worn in layer and vented to avoid overheating or injury. 5. Ensure bare skin does not touch metal surfaces. 6. Be cautious on slippery/icy surfaces. 7. Stop the engine and disconnect the spark plug before performing maintenance or refueling. 8. Block/chock the snow blower. 9. Always operate in a well-ventilated area. 10. Keep all guards and shields in place. 11. Proceed in a forward gear and only use reverse when necessary. 12. Keep others away from the flying debris area. 13. Allow machine to cool off before shutting off. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Snow Hauling

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pile collapsing | | gloves | | | |  | |
| collisions | | steel toe boots | | | |  | |
| weather conditions | | winter clothing | | | |  | |
| overhead lines | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Load truck at the pit or snow collection area. 2. Haul to dump site. 3. Obey traffic rules and drive to weather conditions. 4. Ensure truck is on level ground before lifting box. 5. Use mirrors to look for hazards and to watch the box lift. 6. Lower box. 7. Go back to pit or snow collection area. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Snow Plowing

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| weather conditions | | two-way radio | | | |  | |
| icy roads | | cell phone | | | |  | |
| traffic | | layered clothing | | | |  | |
|  | | gloves | | | |  | |
|  | | steel toe boots | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Fasten seat belt before beginning operation of machine. 2. Lift plow to U position for transport. 3. Drive to work site. 4. Plan your plowing pattern, so you are driving forward as much as possible. 5. Drive around work site and check for hazards and obstacles. 6. Check for locations to pile the snow. 7. Drop plow, put vehicle in drive and slowly accelerate to push snow. 8. Come to a complete stop before shifting from forward to reverse. 9. Back drag in necessary areas. 10. Continue to plow until work site complete. Lower the blade to the ground and turn the plow control off for safety. 11. Lift flow to U position before leaving site. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Snow Removal

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vehicle traffic | | coveralls | | | | equipment manual | |
| pedestrian traffic | | hard hat with liner | | | | survival kit | |
| winter weather conditions | | gloves | | | |  | |
| poor visibility | | steel toe boots | | | |  | |
| icy roads | | high visibility vest | | | |  | |
|  | | winter clothing | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Assess and observe the location to identify hazards, driveways and traffic flow. 2. Ensure equipment is in good operating condition. 3. Plow snow from the road surface using a grader or truck/plow to provide reasonable winter driving conditions. 4. Plow after a storm, unless a blockage exists or accumulation exceeds specified limits. 5. Flow from the center of the road out. 6. Continue plowing with the traffic flow, periodically stopping to allow accumulated traffic behind to pass. 7. Approximately one to two centimeters of snow cushion should be left on gravel roads. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Snowmobile Operation

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| weather conditions | | protective gear | | | | operator training | |
| deep snow | | winter clothing | | | |  | |
| soft snow | | helmet with shield or use googles | | | |  | |
| water | | mobile phone | | | |  | |
| drifts | |  | | | |  | |
| ungroomed trails | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Perform pre-trip inspection. 2. Inspect brake, throttle, fuel levels, steering abilities, drive belt and track. 3. Turn the ignition key to the on position. 4. Engage choke or press the primer only if the engine is cold. 5. Pull starter handle slowly until you feel resistance and then briskly start. 6. Allow engine to warm up before operating at full throttle. 7. Pay attention to the trail conditions. Some trails are groomed, some are not. 8. Avoid travelling on frozen water, it is unpredictable. 9. Riding positions can consist of sitting, posting, kneeling or standing. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Solvent Recycling

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| pinch points | | anti-vapor mask | | | | lifting | |
| fire | | eye protection | | | | body posture | |
| explosions | | solvent proof hand protection | | | |  | |
| dehydration | | steel toe boots | | | |  | |
| splashing | | emergency shower/eyewash station | | | |  | |
|  | | fire extinguisher | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Inspect the solvent recycling unit to make sure it has been thoroughly cleaned from the last use. 2. Visually inspect the unit for an efficient grounding pole. 3. Visually inspect the unit to ensure it is at least 24 inches away from other objects including the wall. 4. Remove solvent containment unit lid ensuring fingers and hands on outside of clamps. 5. Install the holding ring from solvent containment unit. 6. Insert the plastic liner into the solvent containment unit making sure there are no air bubbles between boiler and the bag. 7. Replace the holding ring into solvent containment unit. 8. Cut plastic liner to allow venting of liquids and vapors. 9. Inspect and put on anti-vapor mask and solvent proof gloves. 10. Slowly pour used solvent into the solvent containment unit. 11. Replace solvent containment lid, ensuring not to over tighten the clamps and inspect for a proper seal. 12. Remove anti-vapor mask and solvent proof gloves and start recycling machine. 13. Wait at least one hour after the process has finished to allow the machine to cool down before removing the lid. 14. Carefully remove recycled liquid container, so not to spill liquid. 15. Inspect the gun wash storage container for proper grounding. 16. Slowly pour contents of recycled liquid into the gun wash storage container. 17. Remove holding ring from inside solvent containment unit. 18. Slowly pull plastic edges towards the middle of the container. 19. Store solid materials where they can be safely stored until a certified waste disposal team removes them. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * Part 35 Workplace Hazardous Products Information Systems * Part 36 Chemical and Biological Substances | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Spill Containment

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| chemical inhalation | | steel toe boots | | | | WHMIS | |
| serious injury | | eye protection | | | | spill containment training | |
| chemical burns | | hand protection | | | |  | |
|  | | respirator | | | |  | |
|  | | chemical resistant suit | | | |  | |
|  | | spill kit | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Stop the spill at the source, if possible. 2. Cover drains and other escape routes, if possible. 3. Using patch kit, valve plug or whatever is needed to patch the hole(s). 4. Contain the spill using the best method:  * build dyke * repair or replace leak proof container * channel spill to a contained area or container * place an empty container under the leak * shift or rotate the leaking container to stop the leak  1. Using absorbent materials (soaker pads) to soak up the spill or solidify it. 2. Push absorbent liquid mixture into approved container for proper disposal. 3. Decontaminate any tools, etc. that came into contact with the spill (clothing, brooms, shovels). 4. Report and record the spill. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + 2.1.1 Safe Work Procedures * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 35 Workplace Hazardous Products Information Systems * Part 36 Chemical and Biological Substances | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Spot Welder

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| explosion | | eye protection | | | |  | |
| sparks | | welding hood with beanie | | | |  | |
| burns | | steel toe boots | | | |  | |
| noise | | welding apron, jacket, gloves | | | |  | |
| eye injury | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Ensure work area is clean and any flammable materials have been removed from the area. 2. Replace/install or adjust electrodes. Ensure resistance spot welder power to arc is electrically de-energized. 3. Call up op schedule on resistance spot welder and set power supply settings. 4. Setup work piece using a mechanical hoist. 5. Work piece should be clean and secure to fixture. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 17 Welding and Allied Processes | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Spraying Pesticides/Herbicides

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| illness from breathing in chemicals | | eye protection | | | | WHMIS | |
| slips/trips/falls in spraying area | | impermeable boots | | | |  | |
| spray drift | | impermeable gloves | | | |  | |
|  | | impermeable clothing | | | |  | |
|  | | Respirator (when required) | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Put on appropriate PPE. 2. Review safety data sheet before handling pesticides. 3. Dilute and/or mix the pesticide/herbicide chemicals following manufacturer’s instructions. 4. Pour mixed chemicals into the sprayer unit container. 5. Install sprayer units pump and nozzle assembly. 6. Before spraying an area with chemicals, clear all personnel. 7. Place signage along the perimeter of the spraying area to caution personnel of the hazardous activity. 8. Grasp the sprayer unit’s pump handle and pump until pressure has accumulated in the sprayer unit. 9. Carry the sprayer container in one hand and the sprayer nozzle in the other hand. 10. Release the chemical from the sprayer unit by opening the valve to the sprayer nozzle. 11. Walk forward and move the sprayer nozzle side to side to uniformly spread the pesticide/ herbicide chemical over the area being treated. 12. After treating the area, return all signage, chemicals and sprayer to the designated area. 13. Slowly remove the pump and nozzle assembly from the sprayer unit to release accumulated pressure. 14. Pour any excess pesticide chemicals from sprayer into a labeled storage container. 15. Remove all PPE and wash any chemicals off with a large volume of water. 16. Clean spraying and mixing equipment. 17. Store PPE in a designated area. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 35 Workplace Hazardous Products Information Systems * Part 36 Chemical and Biological Substances | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Starting Chain Saw

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| amputation | | steel toe boots | | | | First Aid | |
| injury from cuts | | eye protection | | | | chain saw training/certification | |
| projectiles | | face shield | | | |  | |
| bodily strains | | hard hat | | | |  | |
| noise levels | | communication device | | | |  | |
|  | | hearing protection | | | |  | |
|  | | chain saw chaps | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Wear all appropriate PPE. 2. Do a pre-job assessment. 3. Check oil while the chain saw is cold. 4. Hold the saw firmly in the ground (one foot on foot plate and one hand on top handle (with the chain away from the body and clear of obstructions) make correct undercut - correct Dutchman if necessary. 5. Use a quick sharp pull motion on the rip cord. 6. Make sure the choke is turned off once idling without the chain turning. 7. Run saw at top speed and kick in chain break to ensure it is working properly. 8. Stop the saw and adjust or repair if needed. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 4 General Workplace Requirements * Part 5 First Aid * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal Injuries * Part 12 Hearing Conservation and Noise Control * Part 16 Machines, Tools and Robots   + - 16.27 Chain Saw Requirements * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Storage and Handling of Flammable/Combustible Materials

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| flash points | | eye protection | | | | WHMIS | |
| burns | | gloves | | | | emergency response | |
| explosions | | steel toe boots | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Store material away from a heat source. 2. Ensure adequate ventilation in storage area. 3. Check building and fire codes for specific storage regulations. 4. Keep containers closed when not in use. 5. Supply adequate firefighting and spill cleanup equipment. 6. Ensure products have warning labels. 7. Ensure good housekeeping standards are met. 8. Ensure safety data sheet is available for emergency purposes. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 19 Fire and Explosive Hazards * Part 35 Workplace Hazardous Products Information Systems | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Storage and Use of Flammable Liquids**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| potential fire | | steel toe boots | | | | fire extinguisher training | |
| inhalation of chemicals/toxins | | eye protection | | | | WHMIS | |
| burns | | hand protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Safety containers must be used at all times and provide content identification and hazard warnings. 2. Flammable liquids are to be stored in a steel locker. 3. Water reactive materials are prohibited in flammable liquid storage rooms. 4. Warning signs alerting emergency personnel to the presence of flammable liquids must be posted at all entrances and storage areas. 5. Supervisors are to inspect storage rooms quarterly to ensure compliance. 6. Smoking, open flames, arcs and spark-producing equipment are prohibited in the area. 7. Ventilation must be provided in sufficient quantities to keep the concentration of vapors below 10 per cent of their lower explosive limit. 8. Frequent tests must be made by a competent person to ascertain the concentration. 9. Scraping and rags soaked with flammable materials must be kept in a covered metal container. 10. Suitable fire extinguishing equipment must be immediately available in the work area and must be maintained in a state of readiness for instant use. 11. No more than three storage cabinets of flammable liquids shall be in a single workplace. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 19 Fire and Explosive Hazards * Part 35 Workplace Hazardous Products Information * Systems   Safe Work Bulletin #178 | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Sun Protection**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| sun burn | | steel toe boots | | | |  | |
| skin cancer | | eye protection | | | |  | |
| inflammation - cornea cataracts | | long sleeves | | | |  | |
| blindness | | hand protection | | | |  | |
|  | | hard hat | | | |  | |
|  | | SPF | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Be aware of UV warnings. 2. Wear long-sleeved loose-fitting clothing to ensure no exposed skin. 3. Apply sunscreen with minimum SPF 15 liberally to all exposed skin at least 15 minutes before sun exposure. 4. Wear proper sunglasses that allow less than one per cent UVB radiation. 5. Drink plenty of liquids (not alcohol). 6. If sun burn occurs, make sure it is covered as to not get burned further. 7. Seek shelter from the sun, if possible. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

## **Support Dump Boxes**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| serious injury/potential death | | steel toe boots | | | |  | |
| pinch points | | eye protection | | | |  | |
|  | | hand protection | | | |  | |
|  | | hard hat | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Park and block truck in neutral with the PTO and pump engaged. 2. Raise truck box to desired level. 3. A stiff leg is a permanently attached pivot and rest, and is the preferred method of support. 4. If not available use the following:    1. 6"x6"x6' long timber block across the truck frame between the box and sub frame as close as possible to the box hinge    2. pieces of 4"x4"x6' timber placed vertically between tandem tire and the box    3. pin locks provided by the manufacturer to secure the box in the elevated position 5. Only keep the box lifted for as long as necessary. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * Part 22 Powered Mobile Equipment   Safe Work Bulletin #148 | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Table Saw Operation

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| exposed blade - cuts, amputation | | eye protection | | | | disposable respirator (N95) | |
| electrical shock | | hard hat | | | | lift/materials handling training | |
| noise | | hearing protection | | | | body posture training | |
| sawdust/projectiles in eyes | | safety footwear | | | | lockout/tagout procedure | |
| sawdust inhaled (possible toxicity) | |  | | | | SWP#100 Working Alone | |
| MSI - multiple hazards | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Read and understand the manual that accompanies the table saw. 2. Wear PPE before beginning the task. Ensure clothing fits appropriately. 3. Inspect work area. Remove tripping hazards, debris, cutoffs, etc. Ensure saw and any out-feed supports are stable. Lighting must be adequate. 4. Ensure guards and guides are in place and being used at all times. 5. Ensure the saw is unplugged. Inspect the following for defects: saw blade, cord, switch, guard, rip fence, condition of tool in general. If defects are identified, tool is to be red tagged and locked out. Notify supervisor for maintenance. Only qualified personnel may perform maintenance. 6. Ensure correct blade is installed for material being cut. 7. Inspect material to be sawn for foreign objects. Remove before proceeding. 8. Plug in and start the saw. Ensure blade is balanced. Check electric brake function, if equipped. 9. Make sure the blade is not contacting the work piece as the tool is started. 10. Use push sticks for small cuts. Obtain assistance to handle large or awkward materials. 11. Wait until blade attains full speed before starting the cut. Keep hands away from the blade. 12. Be alert at all times, especially during repetitive, monotonous operations. 13. Work piece should always be guided by the rip fence or mitre gauge. Never attempt to cut a work piece freehand. 14. NEVER reach around or over saw blade. NEVER reach for a work piece until the saw blade has completely stopped. 15. Avoid abrupt, fast feeding. Feed as slowly as possible when cutting hard work pieces. Do not bend or twist the work piece when feeding. If you stall or jam the blade in the work piece, turn the tool off immediately. Unplug the tool before clearing the jam. 16. When finished, unplug the saw from the power source. Clear work area of debris. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment   + - 6.13 Eye and Face Protectors     - 6.15 Respiratory Protective Equipment * Part 8 Musculoskeletal Injuries * Part 9 Working Alone or in Isolation * Part 12 Hearing Protection and Noise Control   + - 12.3 Hearing Protection * Part 16 Machines, Tools and Robots   + - 16.4 Machine and Tool Safety     - 16.14 Locking Out – Safety Precautions     - 16.25 Hand or Portable Power Tools | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Taking Water Samples

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| sample contamination | | safety boots | | | |  | |
| spill/leaks | | high visibility vest | | | |  | |
| incorrect records | | hard hat | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. If required, attach a clean plastic hose to flushing port. 2. Inspect for leaks as the line is turned on. 3. Allow line to flush for a minute to wash out any contamination. 4. Open sample bottle with finger. Take care not to touch mouth of bottle. 5. Fill sample bottle from mid-stream on the top of the flow. Keep away from face. 6. Close the bottle ASAP to not allow contaminates to contact water. 7. Record location, time and date of sample on bottle. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Temporary Heating Equipment

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| electrical shock | | eye protection | | | | CO2 monitor | |
| flammable liquids and gases | | CSA approved footwear | | | | WHIMIS | |
| fire/explosion | | CSA approved hard hat | | | | lift/materials handling training | |
| burns | | gloves | | | | SWP#100 Working Alone | |
| CO2 poisoning | |  | | | | SWP#106 Electrical Hazards | |
| MSI - back injury | |  | | | | SWP#109 Fire Extinguisher Use | |
| **Safe Work Procedure:** | | | | | | | |
| Temporary heating equipment is widely used in the construction industry and is a necessary part of the construction process. Heating devices can be one of the most dangerous pieces of equipment onsite. It is the employer’s job to ensure these pieces of equipment are up to today's standards and are regularly inspected and maintained.   1. Familiarize yourself with the type of heating equipment being used. You will find out this information from an experienced user or an operator's manual that may accompany the equipment. 2. As well familiarize yourself with the type of fuel being used, whether it is diesel, propane or other. Learn the potential risks associated with the fuel, whose information will be located in the safety data sheets. 3. If the heating equipment is run by electricity, have a licensed electrician wire it. Codes surrounding heating equipment change quite often. Have the installation done by a professional if the opportunity is available. 4. If the heating equipment is operated with a power cord, make sure the cord is in good condition. Make sure the cord is set up in a way that protects it from any traffic. As well, make sure it is plugged into a GFI receptacle and has the proper sized breaker dedicated to its circuit. If you find the breaker keeps tripping contact an electrician as soon as possible. 5. Protect all temporary heating equipment. If propane tanks are used outside it has to be protected by concrete barricades as to not allow vehicles or machinery from running into it. Keep this in mind when designing your jobsite. Interior heaters must be well marked and protected from nearby construction activities. 6. All types of heating equipment must have a large fire extinguisher immediately accessible and be well marked. Make sure the fire extinguisher is the proper one for the type of fire that could be caused. Usually, an ABC extinguisher is fine. If available, a nearby water source should be taken into account. As well think about the location of fire hydrants outside (if available) and make sure they are not blocked by construction materials or equipment. 7. Make sure flame throwing equipment has an unending supply of oxygen and the work area is well ventilated. If you are working in a closed environment the oxygen will slowly deplete and CO2 poisoning could become an issue. Immediately shut off equipment if a propane leak is detected. A CO2 sensor onsite is always a good idea. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulations:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment * Part 8 Musculoskeletal injuries * Part 19 Fire and Explosive Hazards * Part 38 Electrical Safety | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Tilt Deck Trailer

|  |  |  |  |  |
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| **Facility:** | **Written By:** | **Approved By:** | **Date Created:** | **Date of Last Revision** |
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| --- | --- | --- | --- |
| ***Hazards Present:*** | ***PPE or Devices Required:*** | | ***Additional Training Required:*** |
| Pinch points | CSA foot wear | |  |
| Fingers, toes | Gloves | |  |
| Tip over |  | |  |
| Back strain |  | |  |
|  | | | |
| **Safe Work Procedure:** | | | |
| Load:   1. Place item to be loaded at base of trailer 2. Place trailer in straight position on level firm ground 3. Engage tractor only maxis 4. Flag off lift zone for loading 5. Purge air trailer system 6. Hook up the feed and return hydraulic lines from the truck to the trailer 7. Engage the PTO in the truck by pushing i n the clutch and a switching the 8. Place axels on trailer all forward 9. Tilt Trailer 10. Attach Winch li ne to item 11. Winch piece onto trailer 12. Level trailer deck 13. Move axels all the way back 14. Secure load to trailer 15. Switch the trailer air system back up to fill with ai r 16. Turn off the PTO 17. Unhook the trailer hydraulic lines   Unload:  Repeat the load process in reverse. | | | |
| ***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety & Health Act & Regulations: | | This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years | |
| Reviewed By WSH Committee:  Date: | |

## **Tilt Trailer Loading/Unloading**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slip/trip hazards | | steel toe boots | | | | operator training/certification | |
| fall injury | | eye protection | | | |  | |
| vehicle/machine damage | | high visibility vest | | | |  | |
| pinch points | | hand protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Reverse this procedure for loading. 2. Block between all trailer wheels. 3. Ensure the parking brake is always used when loading and unloading to stop movement of the unit. 4. Back the unit up until the trailer touches the ground. 5. Shut the truck off and leave in gear, so it does not roll. 6. Take boomers and chains off. 7. Drive the equipment off the trailer. 8. If unloading more than one piece of equipment, they must come off at the same time. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Traffic Safety at a Construction Site

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vehicle traffic | | high visibility clothing | | | | flagperson training | |
| pedestrian traffic | | hard hat | | | |  | |
| moving equipment | | steel toed boots | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Wear high visibility clothing. 2. Keep out of lifting areas and from beneath loads. 3. Don’t approach until you communicate with the operator and they acknowledge you. If you can’t see the operator, they can’t see you. 4. Stay clear of vehicles and know the traffic control area. 5. Stand alone on the shoulder in clear view. 6. Stay alert. 7. Treat motorists with respect and courtesy. 8. Know the work area and the work zone. 9. Use designated equipment routes. 10. Always provide clear signage for workers and traffic. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 20 Vehicular and Pedestrian Traffic | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Traffic Signs

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slips/trips | | steel toe boots | | | | flagperson training | |
| vehicular traffic | | eye protection | | | |  | |
| muscle strains | | hand protection | | | |  | |
|  | | hard hat | | | |  | |
|  | | high visibility vest | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Signs to be set up 200 meters from where work is being done and each sign should be 50 meters apart. 2. Park on shoulder of road with hazard signals on. 3. Exit vehicle with caution and unload sign from passenger side or rear. 4. Set up stand and then attach sign, ensuring it is angled towards the traffic. 5. Place a sandbag on the base of the stand. 6. Safely enter the vehicle and proceed to the next location. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment * Part 20 Vehicular and Pedestrian Traffic | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Tree Removal

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slips, falls | | coveralls, gloves | | | | chain saw operator’s manual | |
| cuts/scrapes | | safety glasses | | | |  | |
| overhead utility lines | | steel toe boots | | | |  | |
| falling objects | | high visibility vest | | | |  | |
|  | | hearing protection | | | |  | |
|  | | chain saw clothing (if necessary) | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Inspect the area for dying, damaged, hazardous or dead trees and limbs. 2. Contact utility company, road authority or private owner for problem trees. 3. Clarify who is responsible for removal. 4. If situation is dangerous, consider a professional tree removal contractor. 5. Ensure tools and equipment including chain saw are in good operating condition with appropriate safety devices. 6. Prior to commencing operation: - notify public in the endangered area - set up barriers/notices as required - ensure all workers are aware of hazards, familiar with procedures and equipment and agree on strategy - keep children away 7. Fall tree or limb. 8. Follow chain saw operating procedures. 9. Cut stump close to ground level for tree removal. 10. Cut wood into manageable sections. 11. Stockpile useful material for firewood. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 12 Hearing Protection and Noise Control * 12.3 Hearing Protection | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Truck Operation

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| other workers and equipment | | steel toe boots | | | | Valid Driver’s License | |
| vehicle damage | | safety glasses | | | |  | |
| slips/trips | | safety gloves | | | |  | |
| pinch points | | hard hat | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Do pre-trip inspection on machine and start. 2. Check back up alarm, lights, all gauges and hydraulics. 3. Check all belts for wear and proper alignment and tension. 4. Check electrolyte level in battery. 5. Check tires for unusual wear and proper inflation. 6. Wear a seat belt. 7. When proceeding to the work location, check the brakes. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * Part 20 Vehicular and Pedestrian Traffic * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Unloading Skid Steer from Trailer

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| vehicle or property damage | | steel toe boots | | | | equipment training/certification | |
| slip/trip hazards | | eye protection | | | |  | |
| pinch points | | hand protection | | | |  | |
|  | | hard hat | | | |  | |
|  | | ROPS | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Park truck and trailer on level ground and set parking brakes. 2. Exit vehicle using three-point contact. 3. Set ramps. 4. Remove chains/binders from skid steer. 5. Mount trailer using caution and enter skid steer using three-point contact method. 6. Release brake and raise bucket or attachments. 7. Slowly back off of the trailer and park in secure level area. 8. Load ramps onto the trailer. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Utility Locations/Clearances

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| **Facility:** | **Written By:** | | **Approved By:** | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | **Additional Training Required:** | |
| vehicle or property damage | | steel toe boots | | |  | |
| serious injury/death | | eye protection | | |  | |
|  | | hand protection | | |  | |
|  | | high visibility reflective vest | | |  | |
| **Safe Work Procedure:** | | | | | | |
| 1. The appropriate supervisor requiring/requesting locates is to meet the utility owner's representative onsite in order to discuss and review the entire work area for which locates are being requested. 2. The supervisor in charge of the work will obtain a copy of all locates for the entire work location. 3. The supervisor will review with the equipment operator all locates for the work site. A physical inspection (walk around) the entire site with the operator in order to specify all located utilities or services. 4. Any specified requirements of the utility owner with respect to hydro excavation, all underground utilities/services that have been located and marked will be hydro excavated perpendicular to the utility service at a point of crossing to be a minimum of one meter from either side of the utility/service markings. 5. After the supervisor has completed the site inspection with the operator, a copy of the locates is to be provided to the operator and kept in the equipment at all times. 6. Once any excavation or soil disturbance begins, the operator must not be left alone. A spotter must be present at all times. 7. Hand digging (soft exposure) will occur to expose the utilities/services when nearing the expected depth of the hydro excavated utility/service. | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | |
| Reviewed By WSH Committee:  Date: | | |

## **Washing Equipment**

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slips/trips | | steel toe boots (rubber boots) | | | |  | |
| airborne particles | | eye protection | | | |  | |
|  | | hand protection | | | |  | |
|  | | rainsuit may be required | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Bring vehicle or part to be washed into washing area. 2. Shut off and set brake if applicable. 3. Turn on water supply to pressure washer. 4. Pull out wand and amount of hose needed. 5. Turn on power to washer and maintain a firm grip on the wand. 6. Keep wand pointed at vehicle or part being washed. Do not aim at others or yourself. 7. When clean, shut off power first and then water supply. 8. Coil up hose and wand and put away. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Washing Portable Toilets

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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slips/trips | | steel toe boots (rubber boots) | | | |  | |
| airborne particles | | eye protection | | | |  | |
|  | | hand protection | | | |  | |
|  | | rainsuit may be required | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Bring portable toilet to be washed into washing area. 2. Put on proper protective clothing and gloves. 3. Turn on water supply to pressure washer. 4. Ensure proper sanitizing solution is mixed and is evenly sprayed on unit. 5. Pull out wand and amount of hose needed. 6. Turn on power to washer and maintain a firm grip on the wand. 7. Keep wand pointed at portable toilet or part being washed. Do not aim at others or yourself. 8. When clean, shut off power first and then water supply. 9. Coil up hose and wand and put away. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Welding

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| burns | | steel toe boots | | | | fire extinguisher training | |
| flashover | | welders mask | | | | welder training/certification | |
| inhalation of gases | | leather gauntlet gloves | | | |  | |
| electrical shock | | long sleeves | | | |  | |
|  | | welding curtain | | | |  | |
|  | | fire extinguisher | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Only qualified personnel may perform welding activities. 2. Always work with a spotter to ensure a spark or fire is eliminated. 3. Ensure the work area is well ventilated. 4. Check the work area for combustible material and possible flammable vapors before starting work. 5. Check all cables and hoses to protect from slag, heat, fire and sparks. Check cables and hoses for damage before starting. 6. Welding drums, tanks, etc. that have been in service without making sure all precautions have been carried out and all permits obtained, if required. 7. Ensure the ground cable is applied to the frame of the object being welded. 8. Avoid looking directly at the arc unless protected with an appropriate mask or goggles. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 5 First Aid * Part 6 Personal Protective Equipment * Part 17 Welding and Allied Processes | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Well Heads and Pipelines

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| noxious gasses | | steel toe boots | | | | H2S, S02 | |
| serious injury | | eye protection | | | |  | |
| pinch points/crushing | | hand protection | | | |  | |
|  | | hard hats | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Supervisors and/or community council will ensure all operators are competent and properly trained. 2. The operator must perform a pre-operational check of equipment and be familiar with the operator's manual. 3. A hazard assessment of the work area is to be completed prior to beginning work. 4. If operating a machine around a well head or close to a pipeline, the operator must be sure to always maintain safe operating distances to prevent damage to the well head or pipeline. 5. The operator must know this is an extremely dangerous area and to maintain the highest level of alertness when working around either of these areas. If possible, the operator should use the assistance of someone on the ground to direct the movement in these areas. Always follow the instructions outlined in the safety meeting and hazard assessment and/or the safe work permit. 6. When moving mats around the well head or pipeline, grasp mats gently so as to not push or move them against a well head/pipeline. 7. Never lift mats over a well head or an exposed line. Pick up the mats and back up slowly keeping them low to avoid contact with all visibly exposed equipment. 8. When placing the mats, move in slowly to avoid the chance of stopping without contacting the well head/pipeline. 9. Never move fast around these danger zones. Always ensure safe work permits are in place. 10. You must always have a spotter when moving equipment around well heads. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Working after Sunset

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| reduced visibility | | steel toe boots | | | |  | |
| moving equipment | | high visibility vests | | | |  | |
|  | | hard hats | | | |  | |
|  | | gloves | | | |  | |
|  | | flashlights | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. The site supervisor will determine if the work for that day will cause workers to be working after sunset or in the dark. 2. Determine how many lights you will need. 3. One light tower will provide enough light for about 4,000 square feet. Arrange to have enough towers onsite for work. 4. Position light towers on stable bases and adjust lights to evenly cover entire work area. 5. Ensure all machinery and equipment being used during work has all lights and alarms fully functioning. 6. Each worker is required to have a flashlight with them for when they are leaving the lit area or are travelling from one lit area to another. 7. Reflective safety gear must remain on at all times. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 6 Personal Protective Equipment * Part 22 Powered Mobile Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Working Alone

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| slips/trips | | steel toe boots | | | | First Aid | |
| serious injury | | eye protection | | | | equipment training/certificate | |
| pinch points | | hand protection | | | |  | |
|  | | high visibility vest | | | |  | |
|  | | communication device | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Get all instruction of the task and the scope of work to be done. 2. Ensure all required PPE and emergency contact information is available. 3. Set up check in schedule with your supervisor/community council. 4. Analyze the work site before starting and perform a pre-job hazard assessment. 5. Entering any trench or confined space is prohibited while working alone. 6. Notify supervisor/community council of any risks or hazards that cannot be controlled. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment * Part 9 Working Alone or in Isolation | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Working on Ice Covered Lakes

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| temperature change | | flotation devices | | | | Manitoba Transportation and Infrastructure training | |
| snow, slush | | winter clothing | | | |
| water | |  | | | | First Aid | |
| ice breakage | |  | | | | emergency response | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Always check ice before going on it. 2. Ensure all workers are aware of escape techniques from equipment in the event of an emergency. 3. Wind speeds influence ice formation. 4. Snow can insulate ice and keep it strong and can also insulate it to keep it from freezing. 5. Great precautions need to be taken to determine ice thickness before starting any activity. 6. Pay attention for slush as it’s a warning sign that indicates the ice is no longer strong. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Working near Overhead Electrical Lines

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| power line | | PPE per jobsite requirements | | | |  | |
| electricity | |  | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. When working in the vicinity of overhead electrical lines, 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  1. 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  1. 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 | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties   + - 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Working under Vehicles

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| muscle strains | | steel toe boots | | | |  | |
| serious injury | | eye protection | | | |  | |
| pinch points/crushing | | hand protection | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| 1. Park vehicle/machine on level ground free of debris. 2. Lockout machine/vehicle. 3. Ensure all tools are on hand. 4. Hoist vehicle using proper method. 5. Place supports such as:    1. vehicle support stands    2. wood fabricated stands    3. automotive hoists 6. Cautiously proceed under the vehicle using a creeper, if applicable. 7. Perform work. 8. Clean up area when finished. 9. Remove supports and lower vehicle/machine. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties * 2.1.1 Safe Work Procedures * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 16 Machines, Tools and Robots | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |

Working with Biosolids

|  |  |  |  |  |  |  |  |
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| **Facility:** | **Written By:** | | **Approved By:** | | **Date Created:** | | **Date of Last Revision:** |
|  |  | |  | |  | |  |
| **Hazards Present:** | | **PPE or Devices Required:** | | | | **Additional Training Required:** | |
| inhalation of pathogens | | gloves | | | | landfill helper training | |
| wastewater workers syndrome | | reflective vest | | | | SWANA training | |
|  | | long sleeve jacket | | | |  | |
|  | | CSA steel toe boots (rubber boots) | | | |  | |
|  | | safety glasses | | | |  | |
|  | | respirator/dust mask | | | |  | |
| **Safe Work Procedure:** | | | | | | | |
| Ensure you are wearing all the appropriate PPE. The pathogen levels in the form of biosolids received are low, but cautions do apply. The importance of personal hygiene (particularly the need to wash hands properly and frequently cannot be overemphasized).   1. WASH HANDS WITH SOAP AND WATER FREQUENTLY and always wear gloves. 2. To avoid scratches over your arms, when servicing or cleaning under or around the mixer, you must wear a long-sleeved jacket at all times. 3. While working with biosolids, if you have become contaminated a change of clothes is necessary before leaving the contaminated area. 4. Rubber boots are mandatory due to the transportation of contamination. 5. If the biosolids are being disturbed and particles become airborne a respirator is required. 6. Avoid touching mucous membranes such as eyes, nose and mouth with contaminated hands. 7. Hide all unnecessarily exposed skin and hair with hat, coveralls and proper work clothing. 8. Keep any cuts or abraded skin away from contact with biosolids. Use proper bandaging and cover with clothing. 9. Keep fingernails short and clean. 10. Bodies of debilitated or immunocompromised individuals as well as pregnant women are to avoid exposure to pathogens. | | | | | | | |
| ***If an emergency situation occurs while conducting this task or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.***  **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR** | | | | | | | |
| **Guidance Documents/Standards:**  MB Workplace Safety and Health Act and Regulation:   * Part 2 General Duties * 2.1.1 Safe Work Procedures * Part 6 Personal Protective Equipment * Part 36 Chemical and Biological Substances | | | | This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years. | | | |
| Reviewed By WSH Committee:  Date: | | | |