6.5. Safe Job Procedures List

Safe Job Procedure	Created Date	Reviewed By	Date Reviewed	Reviewed By	Date Reviewed	Reviewed By
Aerial Work Platforms			06/01/2022	BVS	Mar 2026	BVS
Air Tools Operation	March 2020	BVS	06/01/2022	BVS	Mar 2026	BVS
Backfilling	March 2020	BVS	06/01/2022	BVS	Mar 2026	BVS
Cell Phone Use	March 2020	BVS	06/01/2022	BVS	Mar 2026	BVS
Chop Saw			06/01/2022	BVS	Mar 2026	BVS
Circular Saw			06/01/2022	BVS	Mar 2026	BVS
Civils – Clearing Site			06/01/2022	BVS	Mar 2026	BVS
Concrete Foundations	March 2020	BVS	06/01/2022	BVS	Mar 2026	BVS
Confined Spaces	March 2020	BVS	06/01/2022	BVS	Mar 2026	BVS
Construction Heaters			06/01/2022	BVS	Mar 2026	BVS
Drywall Installation			06/01/2022	BVS	Mar 2026	BVS
Energized Equipment			06/01/2022	BVS	Mar 2026	BVS
Equipment Lockout			06/01/2022	BVS	Mar 2026	BVS
Excavating & Trenching			06/01/2022	BVS	Mar 2026	BVS
Excavator Operation			06/01/2022	BVS	Mar 2026	BVS
Fall Protection			06/01/2022	BVS	Mar 2026	BVS
Fire Extinguishers			06/01/2022	BVS	Mar 2026	BVS
Floor Joists			06/01/2022	BVS	Mar 2026	BVS
Floor Sheeting			06/01/2022	BVS	Mar 2026	BVS
Framing			06/01/2022	BVS	Mar 2026	BVS
Fueling Equipment			06/01/2022	BVS	Mar 2026	BVS
Generator Operation			06/01/2022	BVS	Mar 2026	BVS
Hazard Control Signage			06/01/2022	BVS	Mar 2026	BVS
Heavy Mobile Equip Operation			06/01/2022	BVS	Mar 2026	BVS
High Winds Working			06/01/2022	BVS	Mar 2026	BVS
Ladders			06/01/2022	BVS	Mar 2026	BVS
Manual Lifting & Carrying			06/01/2022	BVS	Mar 2026	BVS
Open & Guarding Manholes			06/01/2022	BVS	Mar 2026	BVS
Manlifts & Scissor Lifts Operation			06/01/2022	BVS	Mar 2026	BVS
Motor Vehicle Operations			06/01/2022	BVS	Mar 2026	BVS

Office Safety			06/01/2022	BVS	Mar 2026	BVS
Power & Hand Tool Use			06/01/2022	BVS	Mar 2026	BVS
Propane Cylinders – Care & Handling			06/01/2022	BVS	Mar 2026	BVS
Respirators – Use & Care			06/01/2022	BVS	Mar 2026	BVS
Rigging			06/01/2022	BVS	Mar 2026	BVS
Roofing Hot Work			06/01/2022	BVS	Mar 2026	BVS
Scaffolding			06/01/2022	BVS	Mar 2026	BVS
Soffit and Facia Installation			06/01/2022	BVS	Mar 2026	BVS
Spray Painting			06/01/2022	BVS	Mar 2026	BVS
Steel Framing			06/01/2022	BVS	Mar 2026	BVS
Suspended Loads & Planned Lifts			06/01/2022	BVS	Mar 2026	BVS
Table Saws			06/01/2022	BVS	Mar 2026	BVS
Tiger Torches			06/01/2022	BVS	Mar 2026	BVS
Wall Placement & Straightening			06/01/2022	BVS	Mar 2026	BVS
Working Alone			06/01/2022	BVS	Mar 2026	BVS
Winter Driving			06/01/2022	BVS	Mar 2026	BVS
Bobcat Operation	June 2022	BVS	06/01/2022	BVS	Mar 2026	BVS

6.5.1. SJP – Aerial Work Platforms

Safe Job Procedure	**Aerial Work Platforms**		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Slips, trips, falls, working at height, other workers/trades, pinch points		
PPE Required:	High vis vest, eye protection, safety footwear,		
Additional Requirements	Hazard control signage, fall protection, motor vehicle operation		

Safe Work Practices:

Aerial lifts are common on any job site that requires personnel to perform elevated work in hard-to-reach places. Articulated joints and extendable boom arms allow the operator to access work areas located above obstacles and in tight work areas.

Procedure:

1. Perform a pre-use inspection. Walk around the lift. Examine hydraulic hoses and fittings for fluid leaks. Inspect the tires to ensure that they are properly inflated.

2. Start the lift. Switch the input controls to "Ground" or "Base". Operate the lift using the base mounted control panel. Make sure that every function of the lift works correctly. Switch the input control to "Platform".

3. Put on your safety harness. Lift the safety mid-rail and climb in the basket. Clip the safety harnesses lanyard to the attachment point in the basket. Depress the safety switch to activate the platform controls. The safety switch will either be a foot pedal located on the platform or a red lever mounted to the "Drive/Lift" joystick.

4. Set the operation function switch to "Drive". Move the lift forward and then reverse. Turn the wheels left and right. Run through all the operations of the boom arms, including raise, lower, extend, retract, and basket tilt. Turn off the lift. Unhook your lanyard and climb out of the basket.

5. Walk in the area between the lift and your work area. Look for unstable soil and obstacles that need to be addressed. Inspect the work area for power lines and overhead hazards. When you are satisfied that the area is safe, drive the boom lift to the work area. Do not forget to secure your lanyard to the basket anchor point.

6. Position the lift as close to the work area as possible. Set the safety outriggers, if equipped. Raise the boom arm attached to the basket. Extend the second boom arm to gain additional height. Raise the articulated boom. It is important to raise the booms in this order to maintain the stability of the boom lift.

7. Adjust the height and angle of each boom arm to reach your work area. Alternate your gaze to ensure that you will not come into contact with any obstacles. Be aware of pinch points that could pin you to the top rail of the basket. When in a tight area, remember the order in which you adjusted the boom arms. This will make it easier for you to exit the work area.

8. When the Shift Ends:
    - Ensure lift is parked in a designated or authorized area.
    - Lower all boom arms into their locked positions. Start with the boom closest to the base and work your way to the boom arm connected to the basket. Lower the basket to an elevation that is safe for your exit. Fully lower the equipment to the ground and apply the park brake.
    - Disconnect your lanyard from the platform anchor point. Walk to the base of the boom lift. Turn off the lift. Remove the key from the "Ignition".

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.2. SJP – Air Tools

Operation of air tools	
GENERAL	Protecting workers from injuries associated with operation of air tools
APPLICATION	Air tools are powered by compressed air supplied by rubber hoses.
PROTECTIVE MECHANISMS	PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement OH&S Legislation
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	1. Regularly inspect tools and hoses before using. 2. Obtain underground utility locates for the work area. 3. Wear suitable clothing and personal protective equipment. 4. Use proper shoring or slope equipment when air back tools are used in ditch. 5. Get assistance before lifting or moving heavy objects. 6. Practice good housekeeping. 7. Keep loose fitting clothing away from rotating equipment. 8. Bleed air before disconnecting hoses. 9. Shut-off equipment while re-fuelling. 10. Do not use an air tool for any purpose other than what it is intended. 11. Follow Air Tool Safe Work Practice step by step.
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6.5.3. SJP - Backfilling

TITLE	Backfilling
GENERAL	Protecting workers from injuries associated in backfilling operations
APPLICATION	As per job requirement
PROTECTIVE MECHANISMS	Safe job procedure of civil contractor Permit system PPE as per company policy ERP (Emergency Response Plan)
SELECTION AND USE	As per safe job procedure of civil contractor
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	1. No backfilling shall commence until all workers are clear of working areas. 2. The operators of any equipment being used in backfilling operations shall keep their spotters/ swampers in sight at all times. 3. Operators/Swampers to be conversant in hand signals for their work site. 4. Shall don all appropriate PPE (including high visibility vests).
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6.5.4. SJP – Cell Phone Usage

TITLE	Cell Phone Usage
GENERAL	Protecting workers from injuries associated with the IMPROPER use of cell phones while operating a motor vehicle.
APPLICATION	Using a cell phone while operating a motor vehicle may be hazardous to the worker and general public. According to **Distracted Driving** Legislation, operating a vehicle and using a hand-held cell phone is prohibited.
PROTECTIVE MECHANISMS	Safe work procedure Highway Traffic Act Local Regulations Manufacturers Recommendations
SELECTION AND USE	Safe work procedure Manufacturer's recommendations
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and training Enforcement Compliance
WORKER RESPONSIBILITY	1. When vehicle is in motion calls may not be answered by the driver and must be directed to voicemail or a passenger. 2. If an employee driving a vehicle must make a phone call, the vehicle must be parked and in a safe location. 3. If making an emergency call (911) the vehicle must be safely parked before making the call.
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6.5.5. SJP – Chop Saw

Equipment Required	Material Required	PPE Required
1. Chop saw	1. Material to be cut	1. Safety glasses
2. Stand or other flat, level & firm surface	2. Secure base to cut material	2. Dust mask
3. Class ABC Fire Extinguisher.	3. Signage or warning tape	3. Hearing protection

Job Steps	*Under no circumstances, interfere with any guards or safety devices.
1.	Review the material description or MSDS to ensure that the proper precautions are taken for the material to be cut.
2.	Conduct a Hazard Assessment of the work area.
3.	Ensure that extension cords are properly grounded, not frayed and of adequate gauge for the chop saw to be used and for the distance from electrical outlet to work location.
4.	If the electrical power has been turned off, do not turn it on without a thorough inspection of the entire area to ensure that no other workers or material on site will be placed at risk, i.e., contact glues fumes igniting from spark following carpet lay.
5.	Place the equipment on the proper frame or stand, level ground or on another firm and suitably elevated surface such as a trestle table.
6.	Place the fire extinguisher in a position that it will be easily accessible.
7.	Make the connections from the tool to the power supply outlet.
8.	Wear the appropriate PPE.
9.	Obtain the material to be cut using proper lifting and carrying techniques.
10.	Ensure the correct blade is attached for the material and inspect for cracks & sharpness. Change the blade if required.
11.	Measure the material to be cut.
12.	Secure the material to be cut to ensure that no risk of hand contact with the blade.
13.	Precisely follow the manufacturers' instructions for equipment use including push sticks or clamps. Cut the material in an easy motion. Do not ram the cutting blade through the materiel, i.e., let the saw do the work.
14.	Remove cut material and safely stack or install.
15.	Maintain good housekeeping for scrap material and dust removal.

6.5.6. SJP – Circular Saw

Equipment Required	Hazards	PPE Required
1. Air/electric portable circular saw	1. Minor injury	1. Gloves
2. Fire extinguisher	2. Serious injury/amputation	2. Safety glasses
3. Source of power		3. Safety footwear
4. Portable AC Generator/Inverter		4. Hardhat

Job Steps	Improper use of a saw is highly dangerous to the worker and other workers nearby.
1.	Conduct a Hazard Assessment of the work area.
2.	If the electrical power has been turned off, do not turn it on without a thorough inspection of the entire area to ensure that no other workers or material on site will be placed at risk. Do not automatically flip breaker.
3.	Wear the appropriate PPE.
4.	Check that the on/off switch is set at "off" and all guards and safety devices are operable.
5.	Check the feed to ensure the correct gauge and type of blade for the job is properly fitted.
6.	Ensure that power cords or compressed air hoses are properly connected, not frayed, cut, and missing ground pins, of adequate gauge for the saw power requirement and distance run.
7.	Make the connections from the saw to the power outlet or compressor.
8.	Properly secure the material to be cute on a sturdy, stable surface.
9.	Operate the saw and hold material in such a way that there is no risk to hands or other body parts in case of saw blade binding and kick back.
10.	Operate the saw in accordance with the manufacturers' instructions.
11.	Never point a saw in a direction other then towards the work.
12.	When finished, disconnect from the power outlet or compressor to the nailer.
13.	Properly coil up the connection cords and return to the carry case or storage rack.
14.	Maintain good housekeeping for scrap material and waste removal.
15.	Do not tie-off guards.
16.	Cut away from your electrical feed.
17.	**NEVER** walk around with the finger on the saw trigger.
18.	Be aware of where your cords are at all times.
19.	Ensure your depth adjustor is properly secured.
20.	Ensure your timber is clear of nails, staples, ice or any foreign object.
21.	Do not lean over the edge of a stepladder or stretch in a way that may cause the operator to fall or slip. Shut down the equipment and reposition.

6.5.7.SJP – Civils – Clearing Site

PPE Required	Hazards Present	Applicable Safe Work Practices
• High visibility vest • Eye protection • Safety footwear • Hearing Protection	Crushing injuries from other equipment while on foot Slips and falls when entering/leaving equipment Tipping or overturning of the machine Pinch points while performing maintenance or walk arounds Outdoor elements	Hazard control signage Equipment operation Excavations Manholes

Best Practices
-Ensure equipment operators have consulted all plans, are competent on equipment and not working alone. -Housekeeping of the worksite is to be maintained as it's being cleared. -Operators should be made aware of any changing hazards around them that may impact their work. Example: workers on the ground, new equipment in area, earth shifting, weather changes, wildlife etc.
Job Steps:
1. Prepare formal hazard assessment for site preparation 2. Access project plans, reconfirm with all involved contractors of plan. 3. Identification as to the nature and location of any underground services. 4. Identify permanent benchmarks for the construction site such as roadways and access. 5. Begin organizing the start up of earth moving equipment. 6. Remove all scrubs and vegetation, trees will be cut off, and their roots are totally uprooted. 7. Roughly level entire area. 8. Fill holes with sand or earth and level off as required. 9. Once ground is level continue site preparation with ground markers. 10. Identify the location of site offices, lay downs, toilet facilities and parking.

6.5.8.SJP – Concrete Foundations

TITLE	Concrete Foundations
GENERAL	Protecting workers from injuries associated with concrete work
APPLICATION	Concrete foundations are structural members and will be completed as per approved specifications.
PROTECTIVE MECHANISMS	Safe work procedure Ground disturbance review SDS Permit system PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Work site inspection
WORKER RESPONSIBILITY	1. Ensure barricades and warning signs are in place. 2. Ensure Rebar Protection is in place (end caps). 3. Ensure excavation is of proper design. 4. Endure the concrete forms are secured from movement. 5. Ensure you are conversant with concrete pour procedures. 6. Ensure you are visible to the concrete pump operator. 7. Ensure equipment is in good working order.
	Rebar end protectors shall be installed in areas traversed by workers where rebar projections represent a personal hazard.
	Rebar protective mechanisms vary from specific on-site engineering design to over the counter commercially available cap protectors.
	The most popular protective method is the utilization of end caps, which are easily installed by slipping them over the rebar ends. Specifically, there are tow types that are generally used and include the “Mushroom Cap:” and/or the “Square Cap”. Mushroom Caps are generally installed on horizontal rebar projections and Square Caps on vertical rebar projections.
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6.5.9.SJP – Confined Space Working

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

Safe Job Procedure	**Using Construction Heaters**		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Fire, hot surfaces, explosive potential, exposure to fumes		
PPE Required:	Gloves, safety glasses, safety footwear, hard hat		
Additional Requirements	Fire Extinguisher, hoses, regulator, atmospheric tester		

Safe Work Practices:

Failure to comply with the precautions and instructions provided with this heater, can result in death, serious bodily injury and property loss or damage from hazards of fire, explosion, burn, asphyxiation, carbon monoxide poisoning, and/or electrical shock.

Procedure:

Operating Instructions - Propane Supply Tank

1. Ensure the supply container is equipped with a UL listed Gas Pressure Regulator.
2. Conduct a Hazard Assessment of the work area and ensure no one is smoking.
3. Arrange the propane supply system to provide for vapour withdrawal from the operating container
4. When installing the heater for use with propane gas, set the gas selector valve to "Propane" and lock in position.
5. Check the pilot light on the equipment to confirm that the pilot light is alight.
6. Check the propane valve on the equipment from the incoming propane hose line is open, i.e., "on."
7. Check that the propane equipment "off/pilot/on" valve is set at "on" and all guards and safety devices are operable.
8. Ensure that electrical power cords (if applicable) and propane hoses are properly connected, not kinked, frayed, cut or missing ground pins. Trace the propane hose line back to the tank from the equipment.
9. Turn off the propane valve at the propane tank
10. Turn the heater or vaporizer thermostat above the usual setting of "3" to "5," or if not so equipped, turn it above the temperature shown on the equipment thermostat. The equipment will fire-up.
11. When the main flame dies down, check the pilot light to ensure that it is no longer alight.
12. Close the valve where the hose enters the equipment.
13. Disconnect the hose from the tank valve. DO NOT disconnect from the equipment first.
14. Switch off and unplug (from the power supply) any electrical cables.
15. Allow the equipment to cool down before moving.
16. Properly roll up the propane hoses and any electrical cables.
17. Turn off the propane supply valve at the container when the heater is not in use.
18. When the heater is to be stored indoors the propane container must be disconnected from the heater and the container moved away and stored in accordance with the above national standard.

Operating Instructions - Using Natural Gas

1. Ensure the supply container is equipped with a UL listed Gas Pressure Regulator.
2. The installation of this heater to a natural gas supply must conform with all applicable local codes or, in the absence of local codes, with the CAN/ CGA-B149.1 Natural Gas Installation Code.
3. When installing the heater for use with natural gas, set the gas selector valve to the "Natural" position.
4. Ensure the FIRING VALVE is in the "ON" position.
5. Connect power cord to a 115-volt supply
6. Open gas supply
7. If equipped with a thermostat, set the thermostat to the desired temperature
8. Push START Button. After a short delay, the heater will start. Note: The SL11E, if equipped with a thermostat, will cycle between on and off as required. Note: The S1500E will cycle between high flame, low flame, and off as required
9. To stop: push STOP button. If the heater is to remain off, disconnect power cord, and close gas supply. The appliance area should be kept clear and free from combustible materials, gasoline, and other flammable vapours and liquids. Ensure that the flow of supply air and combustion gases is not obstructed.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.11. SJP – Drywall Installation

Safe Job Procedure	**Installing Drywall**		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Airborne drywall dust, heavy lifting, slips trips and falls		
PPE Required:	Eye protection, Safety footwear, Respiratory protection		
Additional Requirements			

Safe Work Practices:

- Knowledge regarding the chemicals within the drywall products.
- Protect yourself to the specific hazards of drywalling i.e.: sanding/ mudding etc.

Procedure:

- Prepare Drywall Tools
- Select drywall: Drywall typically comes in 4'x8' sheets. Larger 4'x12' sheets are harder to work with and tend to break easily during transport to the job site.
- Drywall is normally installed horizontally but can be installed vertically if desired.
- Pay attention to the composition of the drywall. When selecting drywall, use compositions that fit the environment they will be installed in.
- Inspect the installation site
- Prep the wall area, remove old drywall, nails and screws.
- Inspect for and repair hidden damage.
- Inspect the insulation that is stapled to the studs.
- Use triple-expanding foam to seal cracks and gaps on exterior walls
- Measure and Cut Drywall for the ceiling
- Measuring out from a corner, measure the drywall so its end lands on a strapping piece or joist.
- Run a bead of glue down each strapping or joist over which drywall will be placed
- Hoist the drywall panel up onto the ceiling, starting from a corner.
- Drive five screws, in a single line, across the middle of the drywall piece and into a single strapping or joist.
- Continue gluing, hoisting, and screwing drywall in this manner until one row of the ceiling has been completely covered.
- Measure and Cut Drywall for the Wall.
- Mark the location of all studs using a stud finder.
- Measure the wall against a piece of drywall to determine whether its end piece will fit in the center of a stud.
- Run a bead of glue down each strapping or joist over which drywall will be placed.
- With help, hoist the drywall on the wall, and using the drill, install five screws in the stud at the center of the drywall panel.
- Continue gluing, hoisting, and screwing drywall in this manner until one row of the ceiling has been completely covered.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.12. SJP – Energized Equipment (Working On)

Safe Job Procedure	Energized Equipment (Working On)		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Electric shock and electrical explosion (arc flash). Arc flash can cause burns and explosive force trauma injury.		
PPE Required:	Safety glasses; Plastic instead of metal. Hearing protection to protect your ears from explosive noise. Insulated gloves rated for the voltage Heavy leather glove on left hand (while shutting off the disconnect) Fire retardant clothing (when working on live panels)		
Additional Requirements	Nonconductive ladder, Insulated tools, Drawings, plans for the area.		

Procedure:
Steps to perform this task safely:

1. Conduct a Hazard Assessment of the work area.
2. Inspect the area, is the panel accessible safely?
3. Ensure worker is not wearing Synthetic clothing such as Rayon or polyester including fleece.
4. Is a permit required for this task? What are the criteria for the work site?
5. Is the worker qualified? Only persons specifically authorized may install, modify, repair, or work on electrical conductors and equipment. (Electrician, Lead Electrician, HVAC Engineers)

An apprentice must be under constant supervision working on a panel.

6. Has the panel been de-energized? Even 110V and 220V can kill a worker.

The safest way to conduct electrical work is to shut off electric power and work on de-energized equipment.

7. Don the appropriate PPE to protect against arcing from a faulty disconnect switch.
8. Shut off the disconnect switch following these safety guidelines:

    A. Use the “One-Hand-Rule”.
    B. Stand out of line-of-fire.
    C. Take a deep breath and hold it.
    D. Turn your head away.

9. Verify power has been disconnected by measuring voltage at panel.
10. The electrical disconnect switch must be locked out by the authorized individual.
11. Lockouts cannot be removed by any other individual than the one that put it on.
12. Continue work on the circuits.
13. Once work is complete ensure all circuits are turned off before re-energizing.
14. Remove lock and tag.
15. Reenergize power. Never turn on the disconnect under load.

Applicable legislation, standards or documentation:
Electricians Red seal to work in panels without direct supervision.
Canadian Electrical Code:
CEC 2-304 (1) “No repairs or alterations shall be carried out on any live equipment except where complete disconnection is not feasible”.
CEC 2-304 (2) “3-way or 4-way switches shall not be considered as disconnecting means”.

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.13. SJP – Equipment Lockout

Locking out equipment for maintenance/cleaning

PPE Required	Hazards Present	Precautions
• Eye protection • Safety footwear • Signage* • Locked doors*	• Cuts -Serious Cuts - amputations • Electrocuted Entanglement	• Long hair should be tied back. • Loose clothing should be avoided or tied off with an elastic.

Pre-Job Steps
Before starting cleaning procedures or repairs on power-actuated machinery, the machine must be locked out.
Work Process
1. Use the start-stop switch on machine controls to turn it off. Ensure the machine is no longer energized. 2. Disconnect the power supply by the following steps: • Where the machine utilizes a plug, disconnect the plug and place the male end of the plug on the machine in a location readily visible to the person or persons performing the work. • Where the machine's power is supplied from an electrical panel and circuit breaker, determine the correct breaker and switch it to the off position. Close and lock the front panel door using your safety lockout clip and your own lock. • Where the machine is supplied power from a disconnect switch, determine the correct disconnect switch and switch it off. Apply your safety lockout clip on the approved location. • Where a machine is supplied power from more than one source determine the correct breaker or disconnect for each power supply and using your safety lockout clip and lock, lock out each power supply. 3. Immediately test the machine to ensure power has been disconnected. 4. If the machine or equipment has been previously locked out, apply your own lock to the lockout clip. 5. Always use an approved safety lockout clip in conjunction with your own labeled lock to lock out electrical switchgear and power supplies. 6. Proceed with the necessary work. 7. Workers must remove their own locks after completing a maintenance procedure. **Workers are forbidden to remove locks other than their own**

6.5.14. SJP – Excavations & Trenching

TITLE	Excavating and Trenching
GENERAL	Protecting Workers from injuries associated with excavating and trenching
APPLICATION	No worker shall enter any trench or excavation until the walls have been adequately cut back or temporary protective structures have been installed unless said trench or excavation is shallower than the legal minimums and the soil is stable.
PROTECTIVE MECHANISMS	Safe job procedures Manufacturers specifications PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and to pre-plan trench/excavation soil condition
WORKER RESPONSIBILITY	1. Prior to commencement of any excavation ensure that all underground and/or overhead lines have been identified, exposed and well marked/flagged. 2. Control traffic near roads or busy access ways. 3. Use traffic controllers/flaggers. 4. Set up barricades. 5. Provide ladders in immediate area for access/egress of trenches, excavations. 6. Where the cut back method is not possible, provide timber shoring, trench jacks, sheet piling, cage or other approved method.
* The information presented in this publication is intended for general use and may not apply to every circumstance. It is not a definitive guide to government regulations and does not relieve persons using this publication from their responsibilities under applicable legislation.	

6.5.15. SJP – Excavator Operation

Hazards	Material Required	PPE Required
1. Other workers on ground and equipment	1. Seatbelts	1. High-Visibility clothing
2. Slips, trips and Falls	2. Competent worker	2. Safety glasses
3. Tipping/overturning	3. Manufacturer instructions	3. Safety footwear
4. Fatal injuries	4. Spotter in tight congested areas/backing up	4. Hardhat

Job Steps

1.	1. Conduct walkaround check of equipment. 2. Operator must ensure equipment is de-energized and the bucket is resting on the ground before exiting. 3. Operator must make eye contact with any other equipment operators in the area before walking around outside the equipment. 4. If parked on a grade or incline, make sure wheels are turned into bank and/or blocked to prevent movement. Be alert for nearby machines. 5. Check for the following: a. Tires: lug nuts, cracked rims, cuts, tire pressure. b. If equipment equipped with tracks, check for tightness and rollers and idlers. c. Check all bolts, guards, moving parts, and mechanical components. 6. Mount equipment and check cab and controls. a. Use suitable access to mount and dismount backhoe to check engine. b. Report if any ladders, steps have broken rungs or cracks. c. Check engine compartment malfunction or for dirt, debris, oily damage, fire rags, tools, and leaks. d. Avoid overreaching during inspection. Get help if needed. e. Do not use machine with uncorrected safety defects. f. Maintain 3 points of contact while climbing in and out of the cab of the equipment. 7. Start equipment and complete pre-shift inspection. 8. Ensure full visibility before operating due to cracked windshield, high traffic or weather. 9. Operator must wear seatbelt while equipment is running. 10. Sound horn before starting or moving machine. 11. Check backup alarm after starting. Be sure all persons and objects are clear before starting or moving. 12. After starting engine, idle until normal operating temperature is reached and check gauges and warning lights again for normal readings. 13. Check lights and wipers. Check brakes (including swing brake) and steering. 14. Allow no one to ride outside the cab for any reason. No one should ride with the operator unless safe seating is provided. 15. Use prudent operating speeds consistent with conditions. 16. Never attempt to operate backhoe from outside operator's compartment. 17. Be sure all persons and obstacles are clear before swinging or moving machine in any direction. 18. Avoid fast swings, hoists, or sudden braking.

	19. Move loads carefully. 20. Keep machine as level as possible when operating. 21. Stay away from edge of banks, pits, and highwalls. Stay clear of overhangs and slide areas. Never undercut the machine. 22. Learn beforehand as much about your work area as possible. Be sure of the location of gas lines, sewers, utility lines, buried cables or lines. 23. Don't load a dump truck until the driver is in a safe place. Load the truck from the rear or side. Load evenly to avoid overloading rear axles and causing spillage. 24. Don't drop material into truck bed from unnecessary heights. Never swing bucket over hauler cab or workers. 25. Never leave the operator's cab with the engine running or with a load or bucket suspended. 26. Always set swing brake and/or lock boom when traveling to or from a job site. 27. Always park in designated parking area if provided. Don't park in active work areas. 28. Place all controls in parking position. Set swing lock or brake and parking or traction brake or lock to prevent machine movement. 29. Idle engine a brief period before shutting down. 30. Dismount machine. Pay attention to travel ways. 31. Always inform appropriate personnel of any abnormal conditions, defects, changes made in machine and/or job procedure or condition. 32. Safely operating any equipment requires **Zero impairment!**

6.5.16. SJP – Fall Protection

Safe Job Procedure	**Fall Protection Planning**		
Created by:	Bow Valley Safety	Date Created:	Feb 2020
Approved by:		Date Approved:	Feb 2020
Hazards Present:	Working at Heights, Slip, trips and falls		
PPE Required:	Safety glasses, hard hat, protective foot wear, fall arrest harness, lanyard, shock absorber, approved anchor		
Additional Requirements			

Safe Work Practices:

The Supervisor/foreman shall ensure that workers are trained in the proper use of fall arrest equipment. Never interfere with any fall-arrest equipment safety devices.

Review the manufacturers' instructions and proper precautions before use.

A Fall Protection Plan must be developed for all work sites where a worker may fall 3 metres or more and no guard rails are installed.

Procedure:

1. Inspect the complete fall-arrest equipment in accordance with the manufacturers' instructions and confirm inspection on the site-specific hazard assessment. (SSHA).
2. Conduct a standard form Site Specific Hazard Assessment (SSHA) of the work area.
3. Confirm that workers hold a valid "Fall Protection – User" qualification card.
4. Complete Site Fall Protection Plan.
5. Install the fall-arrest anchor points in accordance with the manufacturers' guidelines.
6. Assemble and attach the safety lanyard and shock absorber to the anchor point and to the harness in accordance with the manufacturers' instructions.
7. Ensure the lanyard and shock absorber combined lengths are shorter than the fall distance AS THE WORK PROGRESSES.
8. Never attach more than one set of fall arrest equipment to one anchor point.

Applicable legislation, standards or documentation:

OHS Code Part 9 Fall Protection

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.17.1 Site Fall Protection Plan			
Site			
Date		Completed By	

- Workers must review and sign this fall protection work plan prior to starting work. Workers must understand this plan and be trained in fall protection and the systems and equipment that will be used.
- This Fall Protection Work Plan must be posted at the worksite for the duration of work activities.

1. Identify potential fall hazards (check all that apply)			
☐	Mobile elevating work platforms	☐	Stairways
☐	Excavations/trenches	☐	Roof steep slope (greater than 4:12)
☐	Floor openings	☐	Roof low slope (4:12 or less)
☐	Wall openings	☐	Swing fall
☐	Skylight openings	☐	Hazardous process/equipment
☐	Roof openings	☐	Debris/objects falling to lower level
☐	Elevator shaft	☐	Sharp edges
☐	Ladders (fixed or portable)	☐	Reinforcing steel installation
☐	Scaffold	☐	Other:
2. Describe the fall hazard(s) details			
3. Identify fall protection systems to be used			
☐	Guardrail system	☐	Aerial lift
☐	Covers (holes and openings)	☐	Horizontal lifeline
☐	Appropriate anchors for systems used	☐	Vertical lifeline and rope grab
☐	Personal fall arrest system	☐	Warning line
☐	Personal fall restraint system	☐	Safety monitor
☐	Positioning device system	☐	Safety watch
☐	Scaffold with guardrail	☐	Other:
☐	Scissor lift	☐	Other:
4. Describe procedures for assembly, maintenance, inspection, disassembly of fall protection system to be used			
5. Describe procedures for handling, storage, securing tools and materials			
6. Identify methods of overhead protection for workers who may be in, or pass through the area below worksite			
☐	Barricading	☐	Toe boards/screens on scaffolds
☐	Hard hats required	☐	Toe boards/covers on floor openings
☐	Catch net	☐	Screens on guardrails
☐	Warning signs	☐	Secure large tools

☐	Tool belts	☐	Other:
☐	Tool lanyards	☐	Other:

7. Identify method for prompt, safe removal of injured workers CALL 911 IF FALL OCCURS			
☐	Site first aid:	☐	Self-rescue
☐	Elevator/stairs	☐	Other:

8. Describe and identify locations of anchorage points

9. Select system components			
☐	Full body harness	☐	Choker
☐	Vertical lifeline	☐	Carabiner
☐	Horizontal lifeline	☐	Rope grab
☐	Lanyard	☐	Personal shock absorber
☐	Boatswain's chair	☐	Beamer
☐	Connecting devices (identify)	☐	Anchorage points (identify)
☐	Other:	☐	Other:

10. Distance from anchor to ground, lower level or obstruction (see page 4 chart)

11. Calculated minimum fall clearance (see page 4 chart)

12. Employee(s) trained to work under this plan		
Name (print)	Signature	Date

Name/title of Competent Person who provided training under this plan		
Name of lead worker or supervisor	**Signature**	**Date**

Fall clearance is the minimum vertical distance needed between the anchor point and a lower level (this can be the ground or lower obstruction) with a safety factor to prevent the worker from hitting the lower level in a fall.

What is the distance from the anchor point to the ground or lower level where a worker would fall?

If a worker falls, when wearing a fall protection system, what is the <u>minimum fall clearance</u> from the anchor point to the worker's feet including a 3 ft. safety factor? (Calculate as shown below)

The calculated minimum fall clearance of a specific fall protection system may **never** be equal or greater than the distance between the anchor point and the lower level.

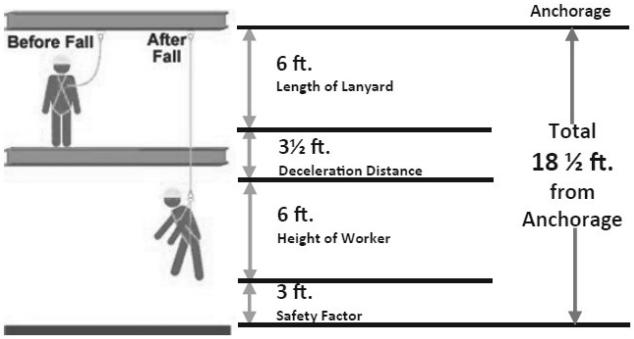
Description	Distance (ft.)
Lanyard length or free fall distance for self-retracting lifeline	
Maximum allowable deceleration distance	**3 ½ ft.**
Worker's height	
Other component if applies	
Safety factor	**3**
Minimum fall clearance (sum of above)	

Calculating Fall Clearance using a Shock Absorbing Lanyard

Example:

- First, add the length of the shock absorbing lanyard (6 ft.) to the maximum elongation of the shock absorber during deceleration (3 ½ ft.) to the average height of a worker (6 ft.)
- Then, add a safety factor of 3 ft. to allow for the possibility of an improperly fit harness, a taller than average worker and/ or a miscalculation of distance.
- The total, 18 ½ ft. is the suggested safe fall clearance distance for this example.

NOTE: Should the shock absorbing lanyard be used in conjunction with a cross-arm anchorage connector or other, the additional length of the anchorage connector must be taken into consideration.

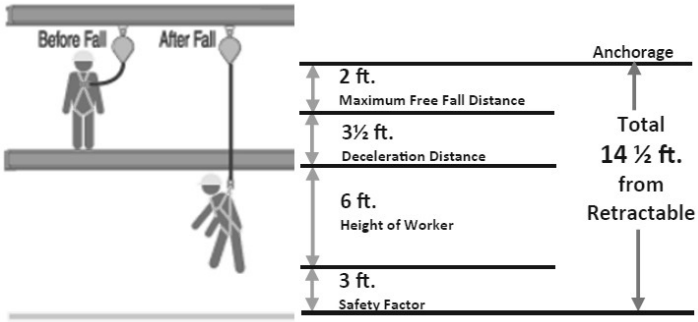


Calculating Fall Clearance using a Self-Retracting Lifeline

Example:

- First, add the maximum free fall distance (2 ft.) with a retractable lifeline to the maximum deceleration distance (3 ½ ft.) to the average height of a worker (6 ft.)
- Then, add a safety factor of 3 ft. to allow for the possibility of an improperly fit harness, a taller than average worker and/ or a miscalculation of distance.
- The total, 14 ½ ft. is the suggested safe fall clearance distance for this example.

NOTE: When using a retractable lifeline, the distance is calculated from the point where the retractable attaches to the back D-ring of the worker's harness.



6.5.17. SJP – Fire Extinguishers

TITLE	Use of Portable Fire Extinguishers
GENERAL	Protecting workers from injuries associated with IMPROPER use of fire extinguishers
APPLICATION	Portable fire extinguishers must be installed, inspected and maintained on a regular basis to ensure proper operation in an emergency.
PROTECTIVE MECHANISMS	Safe work procedure Alberta Fire Code Manufacturers recommendations PPE
SELECTION AND USE	As per safe work procedure Alberta fire code Manufacturers recommendations
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Proper selection of equipment Conversant with proper regulations
WORKER RESPONSIBILITY	1. Ensure you are fully trained with operation and maintenance of fire extinguishers. 2. Check Cylinder. 3. Inspect cartridge puncture cap. 4. Weigh cartridge. 5. With cartridge removed, check action of puncture lever. 6. Check hose and nozzle for obstruction. 7. Check date of manufacture. 8. Check level and condition of powder. 9. Check fill-cap threads and gasket. 10. Attach visual seal. 11. Check Pressure Gauge.
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6.5.18. SJP - Floor Joists Installation

Safe Job Procedure	**Installation of Floor Joists**		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Slivers, pinch points, heavy lifting, working at height		
PPE Required:	• Eye protection • Safety footwear • High Visibility vests		
Additional Requirements			

Safe Work Practices:

- Trained in the safe use of a circular saw
- Trained in the safe use of a power nailer
- Trained in the safe use of a "quick drive" drill/drill
- Trained in safe handling sheeting on floor joists
- Employ good housekeeping practices
- Plan your route of travel

Procedure:

1. Position yourselves to lift the joist material employing good lifting techniques
2. Lift the material and place it on the beam in accordance with the plan
3. Lay out the rim joists on the laid-out floor joists according to plan
4. Have two workers hold the rim joists for nailing
5. Nail the rim joist in place
6. Square the floor joist and tack it to the beam

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.19. SJP - Floor Sheeting Installation

Safe Job Procedure	**Installation of Floor Sheeting**		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Slivers, pinch points, heavy lifting, working at height		
PPE Required:	• Eye protection • Safety footwear • High Visibility vests		
Additional Requirements			

Safe Work Practices:

- Trained in the safe use of a circular saw
- Trained in the safe use of a power nailer
- Trained in the safe use of a "quick drive" drill/drill
- Trained in safe handling sheeting on floor joists
- Employ good housekeeping practices
- Plan your route of travel

Procedure:

7. Position yourselves to lift the sheeting material employing good lifting techniques
8. Lift the material and place it on the floor joists accordance with the plan
9. Snap a line for the placement of the sheets
10. Place a bead of glue onto the floor joist for the width of the sheet
11. Place the sheet onto the joist along the string line
12. Place screws into the sheeting according to the plan
13. Repeat the process for the second row.
14. The second row will have to be "set" into the first row by using a 2x4 and sledge hammer to ensure that the two sheets engage properly. Ensure good body positioning to ensure that the block does not "bounce" and the hammer does not strike yourself or others.
15. Snap a string line for the bridging placement
16. Install bridging in accordance with the plan with an air nailer or power stapler following a string line.
17. Repeat the process

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.20. SJP – Framing

Safe Job Procedure	**Framing Walls**		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Dust, airborne debris, slips, trips, pinch points, sharp edges, heavy lifting		
PPE Required:	Eye Protection, Safety Footwear		
Additional Requirements	• Trained in safe operation of a power saw • Trained in the use of Fall Protection		

Safe Work Practices:

- Ensure that we have good housekeeping at the work site
- Conduct a pre-start check of your tools
- Ensure that the floor is level or level as required

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 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 that 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.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.21. SJP – Fueling Equipment

Safe Job Procedure	Fueling Equipment		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Slips, trips, falls, exposure to hazardous chemicals, pinch points, working at height		
PPE Required:	High visibility vest, Eye protection, Safety footwear, Gloves		
Additional Requirements	Hazard control signage, Lifting devices operation, Motor Vehicle Operation		

Safe Work Practices:

- Never smoke during refueling operations.
- Do not refuel near an open flame. Keep a C02 (carbon dioxide).
- Ensure an ABC Dry Chemical extinguisher available.
- If there's a chance of a vehicle rolling while being refueled, chock the wheels.
- Before filling the fuel tank, shut off the engine.
- If the tank is near the engine or other hot areas, such as the manifold or muffler, let the engine cool before filling the tank.
- When transferring fuel from a can, mobile tank or fuel truck, keep the spout or nozzle in contact with the fuel tank to minimize static electricity.
- Be sure not to spill any fuel, it can ignite when it comes in contact with something hot.
- Do not overfill the tank.
- If the equipment is in the hot sun, the fuel will expand and eventually overflow. Leave enough space in the tank to compensate for expansion or tilting.
- After refueling has been completed, be sure all fuel has been drained from the hose and that any spills are cleaned up immediately.

Procedure:

Pump accessible vehicles/equipment:

1. Bring vehicle/equipment to pump.
2. Shut off ignition, extinguish any smoking material, and leave cell phone in vehicle.
3. Remove fill cap.
4. Insert nozzle in to 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.

Re-fueling in field:

Preparation

1. Turn off the engine when preparing to refuel.
2. Avoid bumping metal equipment, tools or parts into metal obstructions, fuel tanks or support structures.
3. Metal on metal contact can cause a spark.
4. Extinguish smoke and any open flames and turn off your cell phone.
5. Wait for the engine to cool down, especially if the refueling cap is anywhere near the engine block.
6. Make sure there is good ventilation, if you are inside, to avoid vapor buildup.

Opening the Fuel Tank

1. Stand or sit where you have a solid position and can reach the refueling port and fueling nozzle comfortably without slipping or falling.
2. The hose should be accessible without stretching or reaching at an awkward angle. Make sure the surrounding area is clear.
3. Remove the fuel cap and wait while any air pressure vents from the tank.
4. Place a hand on the metal tank to ground it and prevent static electrical sparks.
5. For portable fuel cans, use only CSA-certified containers.

Filling

1. Insert the fuel nozzle from the fueling vehicle.
2. Insert the spout fully into the fuel port.
3. If fueling from a can, extend the spout fully so that it clicks into place.
4. Open the secondary vent hole so the fuel flows smoothly.
5. Insert the spout fully into the fuel port and pour slowly.
6. Never prop open the fuel hatch with the gas cap.
7. Set the cap away from the tank or let it dangle on its chain.

Disconnecting

1. Most pumps shut off automatically when the tank is full.
2. Do not remove your hand from the metal fuel tank until you remove the nozzle to avoid a static spark.
3. Do not cap off the tank to prevent spillage.
4. When filling with a can, fill slowly and listen to the air coming out of the can as the fuel pours in.
5. As the can nears the full level, air will come out faster, and the pitch will get higher.
6. Stop before the tank is full.
7. Leave 5 percent empty to allow for expansion of the can.

Cleanup

1. Wipe up any spills or drips and allow any damp spots on or around the motor to evaporate before attempting to start the equipment.

2. Lock up any unattended pump or store portable fuel cans in a well-ventilated storage area away from flame or sparks.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.22. SJP – Generator Operation

Safe Job Procedure	**Operating the Generator**		
Created by:	Bow Valley Safety	Date Created:	March 2020
Approved by:		Date Approved:	March 2020
Hazards Present:	Heavy Loads, Carbon Monoxide, Gas, noise, electrical shock		
PPE Required:	Gloves		
Additional Requirements	SJP Manual Lifting		

Safe Work Practices:

Inspect portable generators for damage or loose fuel lines that may have occurred during transportation and/or handling.

Keep the generator dry.

Maintain and operate portable generators in accordance with the manufacturer's use and safety instructions.

Never attach a generator directly to the electrical system of a structure (home, office or trailer) unless the generator has a properly installed transfer switch because this creates a risk of electrocution for utility workers.

Always plug electrical appliances directly into the generator using the manufacturer's supplied cords. Use undamaged heavy-duty extension cords that are grounded (3-pronged).

Use ground-fault circuit interrupters (GFCIs) as per the manufacturer's instructions.

Before refueling, shut down the generator. Never store fuel indoors.

Procedure:

1. Take care when refuelling to not spill fuel or overfill fuel tank.
2. Check oil level: add oil if level is below the bottom mark on the dipstick.
3. Use test switch to check for correct operation of safety switch or RCD (if fitted).
4. Ensure that generator is set up on a firm, level surface, preferably at a short distance away from the actual work area.
5. Ensure that tools to be used are compatible with the output of the generator.
6. Ensure that generator output is sufficient to operate tools effectively.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.23. SJP – Hazard Control Signage

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

Safe Job Procedure	Heavy Mobile Equipment Operation		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Other workers, slips, trips and falls, mobile equipment		
PPE Required:	Hi Vis, clothing, steel toed boots, hard hat when exiting vehicle		
Additional Requirements	Operating instructions, spotter in congested/tight areas, competent operators		

Safe Work Practices:

Slips and falls occur most often when mounting and dismounting, cleaning windows, or refueling.

Tipping or overturning can occur if the machine is not properly leveled, if materials are lifted or handled improperly, or when traveling or operating without proper care for roadway conditions, grades, clearance, visibility, traffic, etc.

Incidents can be prevented by ensuring heavy equipment is:
- properly operated and maintained
- used as per manufacturers' operating manuals
- equipped with readily available manufacturers' operating manuals
- operated by competent workers with a clear view of the pathway for the equipment or load
- operated with the help of a competent signaller who does not perform any other work while signalling

Procedure:

1. Site Specific Hazard Assessment (FLHA) to be filled out, signed on by entire crew.
2. Weather is to be checked before start up i.e., wind warnings, lightning etc.
3. Operator to perform pre-use inspection.
4. Check that: there are no leaks or loose bolts
5. Lights and back up alarm are working
6. Hydraulics are running properly
7. Check oil pressure
8. Check engine for any damaged or leaking hoses
9. Check engine mounting bolts are in place, tight and not damaged
10. Mount and dismount machine using 3-point contact
11. Proceed to work area checking steering and brakes
12. While traveling, allow faster traffic to pass if safe to do so
13. At job site, inspect area for any hazards
14. Always be aware of other workers and equipment in work area
15. When parking, park out of way and rest buckets/blades on ground where applicable
16. Do not leave running equipment unattended.
17. Ensure spotter and operator will be using the same standards of hand signals before he/she starts spotting.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.25. SJP – High Winds Working

Safe Job Procedure	**Working in High Winds**		
Created by:	Bow Valley Safety	Date Created:	Mar 2020
Approved by:		Date Approved:	Mar 2020
Hazards Present:	Falling objects, ladder falling, falling from height, High Wind		
PPE Required:	Appropriate footwear, fall protection, hardhat as required, hi vis clothing, eye protection		
Additional Requirements	Follow manufacturers' instructions. Inspect all ladders prior to performing a task.		

Safe Work Practices:

Windy conditions can be a major risk factor for any outdoor worksites but especially construction sites because there are a variety of materials, equipment and machinery that can become a hazard.

Wind gusts can be up to double the normal windspeed, causing unexpected difficulties in performing work scope, particularly when working at height or in exposed locations.

Work practices which are safe under low to zero wind conditions may be hazardous when wind speed increases. In extreme cases materials can become flying debris and structures can become wind unstable.

Outcomes can range from crushing injuries to fatalities by any of the hazards listed.

Procedure:

A. Monitor the Weather for Severe Storms – apps, anemometers, battery powered Weather Radios can often provide updates on thunderstorms and imminent powerful winds.

B. It is the site management's discretion what the threshold is to take precautions and will fluctuate with type of task being performed. Additional factors: such as rain or extreme temperatures.

C. Secure loose materials, scaffolds and equipment when weather alert has been issued, either by electronic means or a worker on the ground.
Objects left outside in high wind gusts can pose two dangers. They can either become projectiles and potentially injure people, or the objects themselves can be lost, damaged, or ruined.

D. Bring down Aerial equipment, including cranes, some guidelines provided below. In some cases, all site work can be halted.

E. Once the site has been secured all personnel should seek shelter to protect themselves (if determined to be dangerous) from objects that may become unsecured.

Applicable legislation, standards or documentation:
Crane Operations

Halting crane operations is dependent on several factors such as the makeup of the load, other weather elements and more.
For example, with much lower temperatures or extremely wet conditions, the lifting capacity of the crane can be de-rated.

Wind not only has a significant effect on the crane, but it can also affect the load. Relatively light loads with large wind areas, such as formwork, can have significant horizontal forces imposed on them which can adversely affect a crane.

Is the wind gusting from the side? This can put a significant side load on the jib for which it is not designed. This may cause failure and the load to fall, with potentially disastrous consequences.

Height also plays an important part in the effect of wind on crane stability.

Ultimately it is the combination of the competent crane operator using his/her
Wind Velocity Limits chart to make the judgement call. *In most models, maximum allowable wind speed/gust and derating information is posted conspicuously in the cab or right on the load chart.

Aerial Work Platforms

Weather conditions are known to affect aerial work platform lifting activities and can have adverse effects. Operators need to be trained effectively regarding changing weather conditions and take it into consideration while job planning.

Competent operators must assess the level of the wind and the suitability of weather conditions before operation.

Different manufacturers have set specifications in terms of the maximum permissible wind speed/gusts. Operators and supervisions must make themselves aware of the recommendations set out in the user manual for the model(s) in use. Many pieces of equipment will have a wind operational rating, on the serial plate of the machine.

Many aerial platforms are designed to withstand a wind speed of 12 meters per second (43 kilometers per hour/26.84 miles per hour). Obviously, some units can handle this with relative ease, while for some units it is about maximum of what they can tolerate.

However, in the absence of manufacturers' specific written instructions, one should put into consideration postponing the lift should the wind speed/gust between the range of 24-32 kilometers an hour. Wind speeds above 32 kms per hour), call for a cancellation of all lifts. In such cases loads must be landed and secured, the boom.

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

Beaufort #	convert to kph Range - Average		Terminology	Description
1	1-3	2	Light air	Wind motion visible in smoke
2	4-7	6	Light breeze	Wind felt on exposed skin. Leaves rustle
3	8-12	11	Gentle breeze	Leaves and smaller twigs in constant motion.
4	13-18	15	Moderate breeze	Dust and loose paper are raised. Small branches begin to move.
5	19-24	22	Fresh breeze	Smaller trees sway.
6	25-31	27	Strong breeze	Large branches in motion. Whistling heard in overhead wires. Umbrella use becomes difficult
7	32-38	35	Near gale	Whole trees in motion. Some difficulty when walking into the wind
8	39-46	42	Gale	Twigs broken from trees. Cars veer on road
9	47-54	50	Severe Gale	Light structure damage.
10	55-63	60	Storm	Trees uprooted. Considerable structural damage.
11	64-73	70	Violent Storm	Widespread structural damage.
12	74-95	90	Hurricane	Considerable and widespread damage to structures.

6.5.26. SJP – Ladders

Safe Job Procedure	**Portable Ladder Use**		
Created by:	Bow Valley Safety	Date Created:	Mar 2020
Approved by:		Date Approved:	Mar 2020
Hazards Present:	Falling objects, ladder falling, falling from height		
PPE Required:	Appropriate footwear, fall protection, hardhat as required		
Additional Requirements	Follow manufacturers' instructions. Inspect all ladders prior to performing a task.		

Safe Work Practices:

Objective: To protect employees from injuries associated with the use of portable ladders and stepladders.

- Portable ladders should only be used when there are no permanent, temporary stairways or work platforms available for the task.
- Superintendents are responsible to provide proper instruction to their employees on protection requirements, training and work site job hazard assessment.
- Never paint wooden ladders.
- Never use conductive metal ladders, wire or wire-reinforced wooden ladders near any electrical sources.
- Ensure surface is level and firm.
- Never climb ladders higher than the third step from the top.
- Never erect or place ladders on boxes, tables, scaffold platforms, man-lift platforms, on vehicles or against an unsafe support.
- **Do not work off a ladder, use an elevated work platform, fixed stairway or scaffold.**

Procedure:

1. Select the correct ladder for the job.
2. Always tie off the ladder and set it at the proper angle.
3. Ensure ladder feet are on level; firm ground and dug in or properly anchored.
4. Always face the ladder when climbing up or down.
5. When climbing grasp the rungs not the side-rails.
6. Only one person to be on the ladder at one time.
7. Always maintain three points of contact when climbing up or down.
8. Hoist materials using a rope and bucket or attach to tool belt. Do not carry tools up or down the ladder.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.27. SJP – Lifting

Safe Job Procedure	**Manual Lifting**		
Created by:	Bow Valley Safety	Date Created:	Mar 2020
Approved by:		Date Approved:	Mar 2020
Hazards Present:	Heavy awkward loads,		
PPE Required:	Gloves, steel toed boots		
Additional Requirements			

Safe Work Practices:

- Ensure that you know your physical limitations and the approximate weight of materials.
- The use of power equipment or mechanical lifting devices should be considered and employed where practical.
- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements, training and selection of lifting equipment

Procedure:

1. Ensure a good grip before lifting and employ proper lifting technique.
2. Avoid reaching out.
3. Size up the load. If you think you need help, ask for it.
4. Get a good footing.
5. Bend your knees and get a good grip on the object to be lifted.
6. Keep your back straight, lift with your legs, and keep the object being lifted close to your body.
7. Keep your balance and do not twist or turn as you lift.
8. 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.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.28. SJP – Manholes

TITLE	Opening and Guarding Manholes
GENERAL	Protecting workers from injuries associated with opening manholes
APPLICATION	Whenever the cover is to be removed from a manhole or when obstruction to traffic exists, precautions must be undertaken.
PROTECTIVE MECHANISMS	Safe work procedure Traffic control mechanisms Breathing air apparatus Air movers and monitors PPE Barricades and warning signs Confined Space Code of Practice/Permit system ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Work site inspection
WORKER RESPONSIBILITY	1. Ensure obstructions to traffic shall be guarded by adequate signs, barricades, lights, flares or flags. 2. Ensure a blow torch or other open flame is not utilized to melt ice around a manhole or vault cover. 3. Ensure covers are removed and replaced by means of approved hooks or hoists. 4. Ensue forced ventilation is used for oxygen deficiency. 5. Ensure equipment is in good working conditions. 6. Ensure you are trained in the use of breathing air apparatus. 7. Before any work is done on a cable, it shall be identified by an approved method.
* The information presented in this publication is intended for general use and may not apply to every circumstance. It is not a definitive guide to government regulations and does not relieve persons using this publication from their responsibilities under applicable legislation.	

6.5.29. SJP – Manlifts

TITLE	Operation of Manlifts and Scissor Lifts
GENERAL	Protecting workers from injuries associated with operation of manlifts and scissor lifts
APPLICATION	No person shall operate a Manlift or Scissor lift until they have received adequate training, in accordance with manufacturers specifications.
PROTECTIVE MECHANISMS	Manufacturers specifications ERP [Emergency Response Plan] Safe work procedures P.P.E. Barricades and warning signs
SELECTION AND USE	As per safe work procedure Manufacturers specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Determine type of equipment required.
WORKER RESPONSIBILITY	1. Erect warning devices. 2. Erect barricades and warning signs 3. Ensure Flag person on site. 4. Spotter/Swamper to be utilized and identified. 5. Ensure means of communication between operator and swamper. 6. Fall arrest protection in place. 7. Follow manlift / scissor lift specific make / model safe work procedures step by step. 8. Do not use hand-held devices (cell phone, two-way radio etc.) while operating the piece of equipment.
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6.5.30. SJP – Motor Vehicle Operation

TITLE	Motor Vehicle Operation
GENERAL	To ensure all employees and contract staff whose work requires operation of a motor vehicle do so safely and are in compliance with all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.
APPLICATION	This practice applies to all operation of motor vehicles to conduct business matters.
PROTECTIVE MECHANISMS	Traffic Safety Act and Regulation/Distracted Driving Legislation Company Rules Manufacturer's recommendations
SELECTION AND USE	As per safe work procedure Company Rules Manufacturer's recommendations
SUPERVISOR RESPONSIBILITY	▪ Supervisors are responsible to facilitate and/or provide proper instruction to employees on protection requirements ▪ Compliance ▪ Enforcement
EMPLOYEE RESPONSIBILITY	1. Ensure you have a valid Alberta operator's license. 2. When operating your own, Distinctive owned, or a rental vehicle on company business, employees are to notify appropriate Regional Manager of intended travel route, report all vehicle accidents, or any other circumstances. 3. Assure compliance with Working Alone Safety legislation. 4. Lock doors. 5. Drive defensively. 6. Back in when practical. 7. Ensure vehicle has an Emergency Road Kit. 8. The operation of any motor vehicle for company business is prohibited when the driver is fatigued, consumed alcoholic beverages or drugs causing impairment, or when the road authority does not recommend travel. 9. Drivers and passengers must wear seatbelts at all times. 10. Be familiar with the vehicle and its capabilities. 11. Do not offer rides to hitchhikers or strangers. 12. Do not operate a cell phone or other hand-held device while the vehicle is in motion

6.5.31. SJP – Office Safety

TITLE	Office Safety
GENERAL	Protecting workers from injuries associated with office environment
APPLICATION	To ensure employees are aware of the potential and existing hazards in the office environment
PROTECTIVE MECHANISMS	Safe work procedures ERP (Emergency Response Plan) Manufacturers recommendations Alberta Fire Code Local Legislation MSDS Working Alone Policy
SELECTION AND USE	As per safe work procedure ERP MSDS
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	1. Ensure you are conversant with emergency evacuation. 2. Ensure that all electrical cords are in good condition and are not overloaded. 3. Ensure that computer monitors are adjusted to correct height and kept clean. 4. Ensure fans/space heaters are used to manufacturer specifications. 5. Ensure floors and aisles are kept clear and not cluttered. 6. Ensure that only one drawer of filling is open at one time and that drawers are closed when not in use. 7. Ensure proper type of fire extinguisher is available. 8. When transporting materials of a heavy nature ensure that handcarts and trolleys are used properly. 9. Operate microwave according to manufacturers specifications. 10. Ensure coffee makers are used according to manufacturer specifications. 11. Ensure photocopier is maintained according to manufacturers specifications. 12. Ensure chairs are in good repair. 13. Ensure rugs are kept clean and in good repair – free of tripping hazard. 14. Ensure paper cutter blade is placed in closed lock position. 15. Ensure all loose clothing is tied back when using paper shredder.
* The information presented in this publication is intended for general use and may not apply to every circumstance. It is not a definitive guide to government regulations and does not relieve persons using this publication from their responsibilities under applicable legislation.	

6.5.32. SJP – Power Tools

Safe Job Procedure	Operation of Power Hand Tools		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Sharp metal blades & drill bits, noise, vibration, flying debris		
PPE Required:	Gloves, safety glasses, hearing protection - where appropriate		
Additional Requirements	Operating and manufacturer guides		

Safe Work Practices:

Protecting workers from injuries associated with the use of power and hand tools.

Power tools and hand tools to be used and maintained in compliance with manufacturers guidelines.

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training

Procedure:

1. Electrical tools must have 3 wire (grounding) cord and plug, excluding double insulated tools.
2. Grinder discs, buffers and stones to be used only for designed application and at rated speed.
3. Stationary grinders must have properly adjusted tool rests and stones to be properly dressed.
4. Angle grinders to have Original Equipment Manufacturer (O.E.M.) guard.
5. On/off switches must be functional and positioned so Operator has access.
6. Accessories can only be used that are designed for use with the tools specified.
7. Saw blades must be designed for the product being cut and at the rated speed, O.E.M. guards must be in place and functional.
8. Chisels, punches, hammer, wrenches, etc. to have all burrs ground from striking area.
9. Chisels, punches, screwdrivers, etc. to have tips properly dressed.
10. Cracked a/o splintered handles to be replaced.
11. All tools must be cleaned after use and repairs made before being properly stored.
12. Tools to be used for designed purpose only.
13. Repairs to tools must be performed by qualified personnel, using O.E.M. parts or equivalent.
14. Follow tool safe work procedures step by step.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.33. SJP – Propane Cylinders

Safe Job Procedure	Care and Handling of Propane Cylinders		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Pressurized Gas, exposure to flammable liquids, flammable vapour		
PPE Required:	Gloves, safety glasses where appropriate		
Additional Requirements	SDS for materials being used, TDG		

Safe Work Practices:

No person shall handle propane cylinders or use propane cylinders until they are fully aware of the potential hazards and the precautions necessary to handle propane safely.

Supervisors are responsibly to facilitate and/or provide proper instruction to their workers on protection requirements and training. TDG compliant

Procedure:

1. Ensure WHMIS and TDG labels are appropriately attached and visible.
2. Cylinders must be transported and secured in an upright position in a well-ventilated area.
3. Cylinders will not be stored inside buildings, or carried in closed canopies, vehicles or tool vans, following applicable legislation.
4. A regulator must be installed on cylinder prior to use.
5. When checking for connection leaks use a soapy water solution.
6. When not in use, cylinder to be secured in upright position, valve closed, and regulator removed.
7. Cylinders should not be used if shoulder label/stamp is not legible.
8. When not in use, a plug or cap must be used to seal the valve opening.
9. Ensure cylinders in storage or transit are equipped with valve cap or collar and regulator is removed. Cylinder must not to be painted over in any fashion.

Applicable legislation, standards or documentation:

WHMIS 2015, TDG Legislation

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.34. SJP – Respirator Use & Care

Safe Job Procedure	Respirator Use & Care		
Created by:		Date Created:	March 2020
Approved by:		Date Approved:	March 2020
Hazards Present:	Severe acute and chronic health issues. Airborne contaminants—such as dust, fumes, gases, and vapours—can enter the lungs, causing poisoning, permanent lung impairment, or death		
PPE Required:	Proper fitting respirator with training on cleaning, storage and limitations.		
Additional Requirements	Appropriate mask and cartridges for the task/hazard		

Safe Work Practices:
Protecting workers from injuries associated with the improper use and care of respiratory equipment

When hazardous airborne contaminants or an oxygen deficient atmosphere exists, proper respiratory equipment must be utilized.

Procedure:

1. Ensure you are fully trained on respiratory equipment.
2. Ensure you are conversant with safe work procedures and/or site-specific procedures.
3. Inspect before each use.
4. Inspect after each use.
5. Ensure to utilize “Buddy” system.
6. Ensure work masks are cleaned and disinfected after each use.
7. Ensure equipment is stored properly.

Applicable legislation, standards or documentation:

WHMIS 2015

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.35. SJP – Rigging

Safe Job Procedure	Rigging		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Pinch Points, Heavy Loads, Working at height, Heavy Equipment		
PPE Required:	Hi Vis Gear, Gloves, Safety footwear, Hard Hat		
Additional Requirements	OHS Code Part 29 Rigging		

Safe Work Practices:
Rigging of equipment, piping and valves is an integral part of construction operations.

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.
Hazard analysis
Worksite inspection

Procedure:

1. Ensure you are competent in rigging procedures.
2. Be acquainted with hand signals.
3. Be aware of pinch points.
4. Ensure you are in view of operator.
5. Utilize a tag line.
6. Ensure load is centred.
7. Do not walk under suspended loads.
8. Ensure wire chockers, slings and other equipment is in good condition.
9. Be aware of the direction of the swing of load.
10. Follow rigging safe work procedure step by step.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.36. SJP – Roofing Hot Work

Safe Job Procedure	Roofing: Torch-applied Roofs		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Hot metal, open flame, hot bitumen, propane gas, working at height		
PPE Required:	Heat Resistant gloves, eye protection, safety footwear		
Additional Requirements	Hot Work Permit, fall protection plan		

Safe Work Practices:

Roofers may suffer serious burns from the torch or the hot modified bitumen they are applying. In addition, temperatures generated by torching applications have been known to start fires that may smoulder out of sight, only to burst into flame later, well after torching is over. Torching can reach temperatures over 1093°C or 2000°F.

The roofing contractors should provide a fire watch after torching applications. Cease torching at least three hours before leaving for the day. Designate a person responsible in the event of fire. Make sure all workers know the escape route. Keep the local fire station number handy. Have at least one fully charged 20-lb dry chemical fire extinguisher within six metres (20 feet) of each worker using a torch. Inspect the roof for hot spots at the end of work stoppage using an **infrared thermometer** to take temperature readings. At the end of the monitoring period, inspect the building interior (with owner's representative) before leaving the site.

Procedure:

11. Wear proper personal protective equipment, including hard hats, safety boots, eye protection, and gloves. Clothing should be flame-resistant (cotton or wool—no synthetics).
12. Check the roof surface for combustible material. Remove what can be removed. Encapsulate the rest with hot or cold applied membranes, sealing off all intakes and projections to prevent flame from spreading into combustible material.
13. Inspect torches before use. Equipment must be in good working order, with fittings, hoses, and head secure and cylinder valves clean. - Don't use leaking propane equipment. If a leak occurs during operation, stop immediately. - Store equipment in protective cases.
14. When not in use, set torch units in their support leg position with torch head pointing at an upward angle. Don't place torch units over a curb or roof edge. - Unless you're the torch operator, stay at least two or three metres away from the flame.
15. Don't torch directly on can't strips, insulation, wood, grease, lint exhaust, or any other flammable material. Never torch directly at flashing, corners, voids in the roof and roof deck, or behind metal counter flashings.
16. Take extra care when torching near pipes, fresh air vents, and HVAC units since flame could be sucked into the building. - Do not torch near gas and electrical lines. - When shutting off the torch, close the propane cylinder valve first. Let the remaining gas in the hose burn off, and then close the torch valve.
17. Disconnect the hose at the end of the day. - Ensure that workers have been adequately trained to install torch-applied modified bitumen roofing systems, including appropriate training in the storage, handling, and use of roofing propane

Applicable legislation, standards or documentation:

Hot Work Permit system, Fire protection

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.37. SJP - Scaffolding -Erection, Use and Dismantle

Safe Job Procedure	Scaffolding -Erection, Use and Dismantle		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Working at height, heavy lifting, pinch points, Falling Objects		
PPE Required:	Hi Vis Gear, Gloves, Safety Footwear, Hardhat, Fall Protection Equipment		
Additional Requirements	Trained & competent workers only for scaffold erection / dismantle. Fall Protection Plan		

Safe Work Practices:

- Before scaffold erection a short toolbox meeting must be held by the erection crew to review erection procedures.
- The crew will then discuss and fill out the required site-specific fall protection plan including rescue procedures.
- Workers installing scaffolding over 10 feet will be fall protection certified.

Procedure:

Erect scaffold per the instructions from the scaffold supervisor, the manufacturer specifications and job plan.

1. Scaffold shall be erected plumb.
2. All connections shall be secured with pins.
3. All upright supports shall rest on sills that screw jacks can be fastened to.
4. The surface the scaffold is to be erected on shall be capable of supporting the weight of the loaded scaffold.
5. Scaffolding having a height exceeding 3 times it's minimum base dimension shall be secured to the structure at that point.
6. Scaffolds higher than 10 feet shall have guardrails around open sides.
7. Toe boards shall be installed on scaffolding at heights over 2 metres.
8. Maintain the established minimum clearances from all power lines.
9. Provide a safe access ladder.
10. Ensure scaffold has a platform perimeter handrail.
11. Anchor or tie a *free-standing* scaffold according to legislation.
12. Do not use a ladder sloped against the side of a scaffold at any time.
13. Ensure tube and clamp modular construction is utilized. Wood construction is to be used only when absolutely necessary.
14. Utilize a tag line when hoisting material.
15. Minimize tools, material and debris on the platform.
16. Ensure a hand line with a tool bag for tools is utilized.

As soon as the scaffold is self-supporting, contact a qualified person to inspect the scaffold before its release for use.

Inspect scaffold and attach at access point(s) the appropriate tag:
Red: DO NOT USE, SCAFFOLD IS BEING ERECTED OR DISMANTLED

Yellow: SCAFFOLD DOES NOT MEET INSPECTION REQUIREMENTS. WORKERS MUST USE FALL PROTECTION WHEN WORKING FROM THIS SCAFFOLD

Green: SCAFFOLD IS OK FOR USE

Tag must include the scaffold capacity:

17. Light duty: 25 pounds per square foot
18. Medium duty: 50 pounds per square foot
19. Heavy duty: 75 pounds per square foot
20. Special duty: greater than 75 pounds per square foot as determined by a qualified engineer

Places name, signature, and date of the inspection on the tag

Scaffold Dismantling

Site superintendent requests scaffold to be dismantled in writing.

Repeats steps 1 through 5

Dismantle scaffold per the instructions from the scaffold supervisor, the scaffold qualified person, manufacturers specifications and site supervision.

Advise scaffold erector/dismantler supervisor when finished

Ensure the work site is left in a clean and safe condition

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.38. SJP - Soffit & Facia Installation

Safe Job Procedure	**Installation of Soffit & Facia**		
Created by:		Date Created:	March 2020
Approved by:		Date Approved:	March 2020
Hazards Present:	Working at height, Sharp edges, flying debris		
PPE Required:	• Eye protection • Safety footwear • High Visibility vests		
Additional Requirements			

Safe Work Practices:

- Trained in the safe use of a cordless drill
- Trained in ladder safety
- Trained in the safe use of hand tools
- Assess the work area for any hazards
- Ensure that you are wearing the proper PPE
- Inspect your tools to ensure that they are in good working condition

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 worktable and work area
12. Place the debris in a garbage bin, if provided, otherwise bring the debris to the warehouse for disposal

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.39. SJP – Spray Painting

Safe Job Procedure	Spray Painting		
Created by:		Date Created:	March 2020
Approved by:		Date Approved:	March 2020
Hazards Present:	Exposure to airborne fumes, exposure to paint, oils, working at height		
PPE Required:	Gloves, Safety Glasses, Safety Footwear, Hardhat		
Additional Requirements	Portable Ladders, Fire Extinguisher, Competent Workers		

Safe Work Practices:

Spray painting is an integral part of construction work, which must be performed by trained workers.

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. Selection of equipment, Hazard Assessment

Procedure:

1. Ensure you are fully trained.
2. Ensure you are acquainted with safe work procedures.
3. Follow manufacturer's recommendations.
4. Ensure all sources of ignition are eliminated or controlled.
5. Ensure equipment is grounded.
6. Ensure area is ventilated.
7. Do not smoke around spray painting operations.
8. Ensure warning signs are in place.
9. Practice good housekeeping.
10. Use proper PPE when spray painting.
11. Follow spray painting safe work procedures step by step.

Applicable legislation, standards or documentation:

WHMIS 2015 training, Occupational Exposure limits

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.40. SJP – Steel Framing

Safe Job Procedure	Steel Framing		
Created by:		Date Created:	March 2020
Approved by:		Date Approved:	March 2020
Hazards Present:	Sharp Metal Edges, working at height, slips, trips & falls, pinch points		
PPE Required:	Gloves, Safety Glasses, Safety Footwear, Hardhat		
Additional Requirements	Portable Ladders, Fire Extinguisher, Competent Workers		

Safe Work Practices:

The Supervisor shall ensure that workers are competent, trained in the safe installation of structural steel and are taking all safety precautions.

Procedure:

1. Prep Site
2. Measure and Hang the Track
3. Chalk the lines
4. Plumb the track
5. Attach the track to the upper ceiling
6. Fasten the Metal Studs
7. Cut individual frames
8. Secure electrical cable to studs
9. Hang Drywall

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.41. SJP – Suspended Loads

Safe Job Procedure	Suspended Loads, Planned Lifts, Cranes		
Created by:		Date Created:	March 2020
Approved by:		Date Approved:	March 2020
Hazards Present:	Heavy Lifting Pinch Points, Falling Objects, Overhead Obstructions		
PPE Required:	Gloves, Safety Glasses, Safety Footwear, Hardhat		
Additional Requirements	Provincial OHS Legislation		

Safe Work Practices:

Lifts involving mechanical assistance must be planned to ensure the proper use of equipment and rigging.

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.

- Determine type of equipment
- Hazard Assessment
- Work site inspection

Procedure:

1. Ensure barricades and warning signs are in place.
2. Determine the weight of the load.
3. Determine the shape and the size of the load.
4. Determine the maximum height and final position of the load to be raised.
5. Determine the centre of gravity of the load so proper length of slings can be determined
6. Ensure that safety inspections are completed on equipment and rigging.
7. Ensure potential hazards are identified within the work area.
8. Communicate with all personnel involved of potential hazards.
9. Ensure clear communications with equipment operators are in place.
10. Ensure tag lines are used and constructed of non-conductive material.
11. Ensure atmospheric conditions are monitored such as temperature, humidity and wind may affect the operator.
12. Ensure you understand proper hand signals.
13. Ensure ground is firm and level.
14. Establish load chart rating of crane.
15. Follow lift safe work procedure step by step.

Applicable legislation, standards or documentation:

Permit system, Crane and hoisting equipment legislation, Standard crane and hoist signals
Engineered lift procedure
PPE, Barricades and warning signs
ERP (Emergency Response Plan)

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.42. SJP – Table Saws

Safe Job Procedure	Table Saws		
Created by:		Date Created:	March 2020
Approved by:		Date Approved:	March 2020
Hazards Present:	Fast Moving Sharp Blades, Pinch Points, Entanglement		
PPE Required:	Gloves, Safety Glasses, Safety Footwear, Hardhat		
Additional Requirements	Guards, Competent Workers, Two workers if possible		

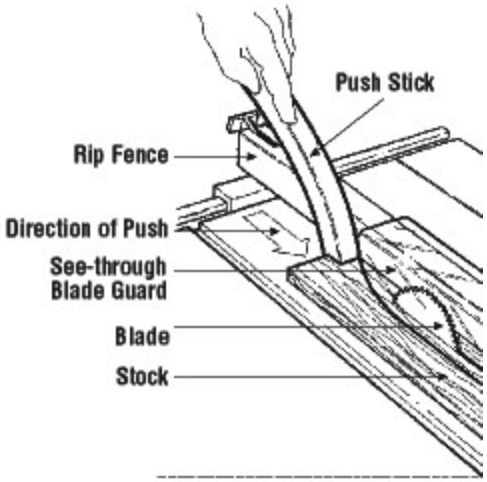
Safe Work Practices:

A table saw can be dangerous if not used properly.
Table saws are inherently dangerous, and accidents typically involve carelessness or failure to follow directions.

- Read the owner's manual carefully.
- Conduct a Hazard Assessment of the work area and equipment.
- Make sure you understand instructions before attempting to use any tool or machine.
- Do not saw freehand. Always hold the stock firmly against the mitre gauge or a rip fence to position and guide the cut.
- Do not reach around and over moving blades.
- Do not feed the work piece faster than the saw can accept.
- Do not leave a saw running unattended. Turn off the power and make sure the machine has stopped running before leaving the area.

Procedure:

16. Wear safety glasses or goggles, or a face shield (with safety glasses or goggles).
17. Wear hearing protection that is suitable for the level and frequency of the noise you are exposed to in the woodworking area.
18. Wear protective footwear.
19. Pay attention to the manufacturer's instructions on reducing the risk of kickback (when the wood can be violently thrown back toward the operator).
20. Choose proper blades for the type of work being done.
21. Keep blades clean, sharp, and properly set so that they will cut freely without having to force the work piece against the blade.
22. Use the guards provided with the saw or ones designed for use with the saw that you are using. Keep them in place and in good working condition.
23. Use a guard high enough to cover the part of the blade rising above the stock and wide enough to cover the blade when it is tilted. The blade height should be set so it does not extend more than about 3 mm (1/8 in) above the height of the piece being cut.
24. Ensure that the fence is locked in position after the desired width has been set.
25. Hold the work piece firmly down on the table and against the fence when pushing the wood through.
26. Ensure when cutting longer, awkward pieces (ie,8 ft sheet of plywood) the buddy system is used.
27. that there is adequate support to hold a work piece; use extension tables or roller supports at the side or back for larger pieces.
28. Feed stock into the blade against the direction of its rotation.



29. Move the rip fence out of the way when cross cutting. Never use it as a cut off gauge.
30. Use a push stick when ripping narrow or short stock.
31. Use the push stick to remove the cut piece from between the fence and the blade.
32. Keep hands out of the line of a saw blade.
33. Use guard with a spreader (riving knife) and anti-kickback fingers for all ripping or cross cutting operations.
34. **Keep the body and face to one side of the saw blade out of the line of a possible kickback**.
35. Be careful when waxing, cleaning, or servicing the table. Shut off and unplug (or lock out) a saw before doing any work on the saw.
36. Keep area clean and clutter-free. Operate machines in a non-congested, well-lit area.

Applicable legislation, standards or documentation:

Manufacturers Instructions

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.43. SJP – Tiger Torch Operation

Safe Job Procedure	Tiger Torch		
Created by:		Date Created:	March 2020
Approved by:		Date Approved:	March 2020
Hazards Present:	Hot metal, open flame, hot bitumen, propane gas		
PPE Required:	Heat Resistant gloves, eye protection		
Additional Requirements	Hot Work Permit		

Safe Work Practices:

The primary function of the tiger torch is to preheat piping systems prior to welding.

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training, Hazard Assessment, Work site inspection

Procedure:

1. Ensure you are acquainted with the operation of equipment.
2. Ensure fuel lines are in good working conditions.
3. Ensure proper cylinders are secured and regulators in place.
4. When not used for pre-heating operation, shut torch off.
5. Torches are not to be used for heating or thawing of lines where known hydrocarbons are present.
6. Follow tiger torch safe work procedure step by step.
7. Use proper PPE as per manufacturer's specifications.

Applicable legislation, standards or documentation:

Permit system
Manufacturers specifications
PPE
Fire protection
ERP (Emergency Response Plan)

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.44. SJP – Wall Placement and Straightening

Safe Job Procedure	Wall Placement and Straightening		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Sprains/strains, Slivers, Fall injuries		
PPE Required:	• Eye protection • Safety footwear		
Additional Requirements	Trained in the safe use of a step ladder		

Safe Work Practices:

- Employ good housekeeping practices
- Ensure trained/competent workers are involved in the cribbing
- Project plan to be communicated to all workers involved before work commences

Procedure:

1. Use a string to aid in the alignment of the wall by placing the string on the edge of the top plate from one end of the wall to the next
2. Place a 3/4-inch block under the string
3. Determine where the wall needs to be straightened
4. Take a 2x4 or 2x6 and nail it between the top and bottom plates
5. Use a “goose neck bar” to pry the wall in or out as required
6. Tack all braces down to a floor joist

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.45. SJP – Working Alone

Safe Job Procedure	**Working Alone - Office**		
Created by:	Bow Valley Safety	Date Created:	March 2020
Approved by:		Date Approved:	March 2020
Hazards Present:			
PPE Required:			
Additional Requirements			

Safe Work Practices:

OH&S ACT, Code, Part 28, 393(1) definition of "Working Alone" is: *"a worker is working alone at a work site and assistance is not readily available if there is an emergency or the worker is injured or ill."*

The Office Manager shall ensure that all employees, likely to be working late or tasked to work alone, receive training in the proper use of any surveillance, security and business equipment the employee is to operate when working alone. In addition, the Office Manager shall ensure that all such employees shall be fully conversant with the section "Violence, Discrimination and Harassment."
Before the last regular office person leaves the building, **both** employees shall inspect all exterior doors and windows to ensure all are firmly closed and locked.

Procedure:

Incapacitation or Personal Distress - If the employee working alone is incapacitated or in personal distress and is able use the phone, he/she shall call James Durant immediately. Leaving a voice message is not making personal contact. Should the employee then feel there is a need to call for an ambulance, they shall call 911.

Management shall ensure first-aid supplies and emergency preparedness information is easily accessible in the office and meets OH&S ACT Code Part 11 and Schedule 2.

Exterior Threat – Should the employee feel that there is a physical threat to their person, e.g., a person lurking outside the office or making obscene/threatening gestures through the doors/windows; he/she shall:

1. Stay calm.
2. Under no circumstances approach or attempt to question the person outside.
3. Ensure that the entry door is locked.
4. Telephone the security company and then describe the activity to the duty-person and follow the instructions given. They shall not hang-up the phone until the security company duty-person informs them to do so.

Departure at the End of the Work Alone Period – The employee shall ensure:

1. The area of work is clean and tidy; all draws, and closet/cupboard doors are closed.
2. Turn off all unnecessary appliances or equipment and see that security lighting remains on - as previously instructed by the Office Manager.
3. Check **all** office-building doors and windows are secure.
4. Telephone the designated person and inform them that the employee is about to vacate the building and will activate the security alarm system.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.46. SJP – Winter Driving

Safe Job Procedure	Winter Driving		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Environmental Conditions, Road conditions, other road users		
PPE Required:			
Additional Requirements	Valid Operators License		

Safe Work Practices:

Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.

Procedure:

1. Ensure you have a valid operator's licence.
2. Be conversant with traffic laws and applicable regulations.
3. Drive defensively.
4. Back in when practical.
5. Ensure the vehicle has an emergency road kit.
6. Clear snow from all windows, lights and mirrors, when required.
7. Avoid using cruise control on icy roads.
8. Accelerate and brake gently to reduce skids or spinouts.
9. Ensure winter clothing does not restrict movement, vision or hearing.
10. Ensure fuel tank is full when possible.
11. Ensure you are familiar with the installation of snow chains, if applicable.
12. Monitor weather reports, road conditions.
13. Do not operate a cell phone while driving.
14. Refer to Working Alone procedure when driving in isolated areas.

Applicable legislation, standards or documentation:

Highway Safety Act, Company Rules, Manufacturers Recommendations

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.47. SJP - Bobcat Operation

Safe Job Procedure	**Operation of Bobcat**		
Created by:	S Fleming	Date Created:	March 2020
Approved by:		Date Approved:	March 2020
Hazards Present:	Heavy equipment, pinch points, hazardous products, pressurised hydraulic fluids		
PPE Required:	Hi vis clothing, protective footwear		
Additional Requirements			

Safe Work Practices:

- Look at the location of the operator's controls, understanding that the machine is operated from a forward and backward facing position.
- Look at the safety equipment. Experienced operators check the safety equipment at the beginning of each shift to make sure it is in good condition.
- Look over the general condition of the machine. Check the tires to make sure they are properly inflated and show no outward signs of damage, look for oil leaks, damaged hydraulic hoses, and other obvious signs of abuse or dangerous conditions.

1. Check your surrounding before and during operating. It is difficult to see behind and to the sides of the machine, once you are inside of the cab. Make sure that you know what is behind you before backing up.
2. Do not overload the bucket. Different machines have different weight capacities. Check the operator manual.
3. Evenly distribute the load on the attachment so the equipment doesn't tip over.
4. Lift loads slowly and evenly to keep the equipment stable.
5. Carry loads close to the ground, yet high enough to clear obstacles. When a load is carried too high, skid steer/ loaders are more likely to tip. It is especially important to carry the load as low as possible when turning, carrying a heavy load, travelling on a slope, or operating on rough surfaces.
6. Drive up and down hills, not across them. Drive slowly on slopes.

Procedure:

Bobcat / Loader Operation:

1. Perform a pre-operation inspection prior to each work shift.
   Check the following components or areas for damage, improperly installed or missing parts and unauthorized modifications:

   Bucket, Blade (if applicable), Cutting Edge (if applicable), Lift Arms, Cylinders, Pins, Brakes, Drives, Hydraulics, Connections, Fittings, Tires, Wheels, Tracks, Guards, Panels, Glass, Lights, Beacons, Controls, Levers, Pedals, Engine, Gauges, Indicators, Lift, Dump, Tilt, Travel, Steering, Brakes, Other Attachments.

Starting the equipment:

1. Enter the machine using the handles located on the front of the cab
2. Pull the safety roll cage down
3. Turn the key one position to the right and listen for the beep
4. In the upper left corner turn the parking brake off by pushing the toggle switch to the off position.
5. Back on the right side, turn the key to the "On" position.
6. On the left side, press the green operator button to release the machine for use.

Operating the Bobcat/Loader:

1. There are left and right foot controls that will operate the bucket
2. For steering the machine, there are control arms on the right and the left. The right arm control moves the right tires. The left arm control moves the left tires. Use both left and right arm controls together at the same time to move the machine forward and backward.

Turning Off the Bobcat/Loader:
(Never exit the machine while it is running)

1. Turn the key, located on the top right, to the “Stop” or “Off” position
2. Set your parking brake on
3. Lift the roll cage up
4. Using the handles, safely exit the machine

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.48. Safe Job Procedure (blank)

Safe Job Procedure			
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:			
PPE Required:			
Additional Requirements			

Safe Work Practices:

Procedure:

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.6. Hazardous Energy Control Program & Lockout / Tagout

6.6.1. General

Distinctive Homes has adopted this Code of Practice to prevent amputation, crushing, electrocution, and other injuries to personnel performing maintenance work on machinery and equipment in accordance with the Alberta Occupational Health & Safety Act ("Act"), the Occupational Health and Safety Code ("OHS Code"), Distinctive Homes ("OHS Program"), and other applicable requirements and standards.

6.6.2. Definitions

For purposes of this Code of Practice:

"Equipment" means machinery, equipment, and/or powered mobile equipment.

"Energy-isolating device" means a device that prevents the transmission or release of an energy source to equipment.

"Harmful Substance" means a substance whose properties, use, or present creates or may create a chemical or biological hazard or other health and safety danger to workers exposed to it;

"Hazardous Energy" means electrical, mechanical, hydraulic, pneumatic, chemical, nuclear, thermal, gravitational, or any other form of energy that could cause injury due to the unintended motion, energizing, start-up or release of such stored or residual energy in machinery, equipment, piping, pipelines or process systems.

"Isolated" means to have separated, disconnected, de-energized or depressurized.

"Lockout" means the disconnection, blocking, or bleeding of all sources energy that may create a motion or action by any part of equipment and its auxiliary equipment.

"Reasonably Practicable" is a standard used to determine whether a specific safety measure is appropriate and viable for use by Distinctive Homes to control a specific hazard at its workplace applied management on a case-by-case basis and which involves determination of:

"Reasonableness," an evaluation that weighs factors such as degree of risk to workers, nature of the hazard, length and frequency of exposure, number of workers exposed, and severity of consequences the hazard can result in; and

"Practicability," an evaluation of whether a particular method of controlling the hazard is technologically feasible, affordable, cost-effective for the particular hazard, suited to the circumstances of the workplace, or otherwise viable.

To be deemed not "reasonably practicable," a measure must be more than simply inconvenient or costly but impossible to adopt or which could be adopted but only by investing time, energy, money, and other resources that are disproportionate to the safety benefits the measure would provide.

"Secure" means ensuring that an energy-isolating device cannot be released or activated; and

"Servicing" means servicing, maintenance, repair, testing, adjustment, and/or inspection of equipment.

6.6.3. Policy and Scope

Distinctive Homes recognizes that workers servicing equipment may be injured as a result of unintentional movement, unexpected energization, or start-up of the equipment, or release of stored energy. Distinctive Homes has conducted a hazard assessment to identify and evaluate these hazards and implement controls necessary to manage them, including adopting Lockout Procedures 6.5.12 Energized Equipment, and 6.5.13 Equipment Lockout, setting forth detailed procedures and requirements for performing specific servicing operations on equipment.

Distinctive Homes is committed to protecting the health and safety of all workers at its site regardless of who pays or employs them. Accordingly, this Code of practice is intended to protect:

- Full- or part-time workers employed by the company.
- Temporary employees placed by an outside agency to work at the site;
- Contract labourers engaged to perform work at the site.
- Workers employed by prime contractors, contractors, and subcontractors to perform work at the site under a contract with the company.

This Code of practice establishes general safety lockout and de-energization requirements for servicing machinery and equipment.

Legislation/Regulations/Standards:

- The Occupational Health and Safety Act, March 31 2023
- The Occupational Health and Safety Regulation, 2023
- The Occupational Health and Safety Code 2023

What This Code of Practice Does Not Cover

The actual technical methods of lockout and de-energization required for particular operations are not set out in this Code of Practice but rather in the manufacturers specifications that applies to the specific maintenance operations to be conducted and the particular equipment being maintained. Such procedures will be made available to and must be followed by all personnel who are involved in the servicing of equipment covered by those lockout procedures.

6.6.4. Energy Sources

There are many hazardous energy sources, and it is important to identify all sources during hazard assessment. Workers must be trained in identifying potential hazardous energy sources, there may be more than one type present in each work task. These are some of the most common energy sources.

- Chemical Energy
- Electrical Energy
- Hydraulic Energy
- Mechanical Energy
- Pneumatic Energy
- Thermal Energy
- Vibration Energy

When Lockout is Required: Equipment with an energy source must be fully and properly de-energized and the source of energization must be isolated to a zero energy state before and during servicing operations to prevent hazardous energization in accordance with the steps set out in safe job procedures that apply to the particular servicing operation to be conducted; and such equipment may not be used again unless and until it's properly restored to service in accordance with the applicable lockout procedures.

When Lockout is NOT Required: Distinctive Homes will create and implement an appropriate alternative procedure for the safe performance of troubleshooting, making of minor adjustments, and other servicing operations of particular equipment without a lockout while the equipment is still operating where:

The equipment manufacturer's specifications require the equipment to remain operative during servicing; or there are no manufacturer's specifications, and it is not reasonably practicable to render the equipment inoperative.

6.6.5.Lockout Procedures

General Lockout Procedure

Lockout and control of hazardous energy must be affected by performing the following steps.

1. Identification of Energy Sources
   - Prior to initiating lockout, all hazardous energy sources associated with the equipment must be identified. This includes electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravitational, and any stored or residual energy. Workers must review applicable diagrams, schematics, manufacturer specifications, and safe work procedures to ensure all energy sources and isolation points are identified

2. Isolation of Energy Sources
   - Equipment may not be serviced until the equipment comes to a complete stop AND:
   - All hazardous energy at the location where the servicing is to be carried out is isolated by activating an energy-isolating device. The energy-isolating device is effectively locked in accordance with the requirements set out below; and
   - The equipment is otherwise rendered inoperable to prevent it from accidentally activating during servicing.
   - Rendering inoperative may involve removing vital parts, putting blocking in place, or alternative methods that provide workers protection that is equal to or greater than protection provided by isolating and securing. All energy-isolating devices that control an energy source that will be involved in the isolation must be located and physically secured in the isolating position before servicing is conducted.

3. Stored / Residual Energy Control
   - After isolation, all stored or residual energy must be relieved, disconnected, restrained, or otherwise rendered safe. This may include:
     - Bleeding hydraulic or pneumatic systems
     - Discharging electrical capacitors
     - Blocking or pinning moving parts
     - Releasing or restraining spring tension
     - Allowing thermal energy to dissipate

   - Where there is a possibility of re-accumulation of stored energy, continuous monitoring or additional controls must be implemented.
4. Verification of Isolation
   - No worker may perform servicing work on equipment unless and until a competent worker with authority to implement the lockout procedure verifies that:
   - The above isolation measures are fully completed.
   - The equipment to be serviced is assessed to verify that it is inoperative; and
   - The worker is satisfied that the equipment actually is inoperative.
   - Verification must confirm that all energy sources have been effectively isolated and controlled. This includes:
     - Attempting to start or operate the equipment (try-start test)
     - Using appropriate testing instruments (e.g., voltage testers, pressure gauges)
     - Visually confirming that moving parts are secured and no stored energy remains
   - Verification must ensure a complete zero energy state has been achieved.

5. Securing of Isolation/Applying Locks

Once all energy-isolating devices are activated to control hazardous energy, one of the following three methods will be used to secure energy-isolating devices:

a) Securing By Individual Worker

- Each worker involved in the servicing operation at each location in which the operation requiring lockout and isolation of hazardous energy is to be conducted must attach his/her own keyed padlock or other personal lockable securing device to the energy-isolating device. After each energy-isolating device is secured, the worker must verify that the hazardous energy source is effectively isolated.
- Where more than one worker is working at each location requiring lockout and control of hazardous energy:
- Each worker must attach a personal lock to each energy-isolating device; AND
- The first worker applying a lock must verify that the hazardous energy source has been effectively isolated.
- If a worker who places a personal lock is reassigned before the servicing work is finished or if the servicing work extends to another shift, Distinctive Homes will ensure that:
- Another worker authorized by the company to do so must attach a personal lock to the energy-isolating device before the lock placed by the worker who's leaving or being reassigned can be removed; OR
- Another method must be used to ensure the effective and orderly transfer of the lock of the worker who is leaving or being reassigned.
- Personal locks must be traceable back to the individual workers who place them via markings on the lock or use of ID tags identifying the worker to whom the lock is assigned. The name of the worker to whom a personal lock or ID tag is assigned must be readily available at all times while the hazardous energy source is isolated.

When the servicing work requiring lockout and isolation of hazardous energy is complete, the equipment must be returned to operation in accordance with the rules and procedures set forth below.

b) Securing By a Group of Workers

- When multiple workers are involved and/or multiple energy-securing devices must be secured, energy-isolating devices may be secured using a group Lockout Procedure in accordance with the following requirements.
- The Procedure provides that once all required energy-isolating devices are activated, a worker designated by the company must:
- Secure all energy-isolating devices.
- Secure any keys for such energy-isolating devices via use of a lock box or other key securing device;
- Complete, sign, and post a checklist identifying the equipment covered by the Lockout and hazardous energy control procedure; and
- Verify and document that all sources of hazardous energy are effectively isolated.
- Before servicing work begins, each worker working at each location requiring lockout and control of hazardous energy must apply his/her own lock key to the lock box or key-securing device to ensure that the master key(s) cannot be removed from the key-securing device unless and until each worker removes his/her personal lock.
- Continuity of lockout and hazardous energy control must be maintained where a worker that places a personal lock is reassigned before the servicing work ends and/or the work continues to the next shift.
- Once servicing work requiring lockout and isolation of hazardous energy ends, each worker who places a personal lock must remove the lock from the lock box or other key securing device.

Once all personal locks are removed, the equipment must be returned to operation in accordance with the rules and procedures set forth below.

c) Securing By Complex Group Control

- Where use of the individual or group Lockout methods set out above are not reasonably practicable, energy-isolating devices may be secured under the terms of the complex group control process set out in the Lockout Procedures. Where a complex group control process is used:
- Safe work procedures set out in the Lockout Procedures to ensure continuous safe performance of the servicing work requiring lockout and isolation of hazardous energy must be followed.

- A work permit or master tag procedure that meets the requirements of Section 215.1(3)(b) of the OHS Code must be used.
- A worker designated by the company must activate and secure all required energy-isolating devices to control hazardous energy; and
- Another worker designated by the company must verify that all sources of hazardous energy are effectively isolated.
- The designated manager will be responsible for obtaining the approval of an Alberta Human Services Director of Inspection required by Section 215.1(1) of the OHS Code to use the complex group control process.
- Once the servicing work ends, the equipment must be returned to operation in accordance with the rules and procedures set forth in Section 7.6. below.
- Tagging - Workers who perform servicing operations requiring lockout and isolation of hazardous energy must sign, date, and attach the company Lockout Warning Tag to equipment rendered inoperative for servicing to indicate that the equipment to which the tag is attached may not be operated until the tag is removed.
- Lockout warning tags may not be removed except by workers designated by the company as having authority to carry out lockout operations.

4. Returning the System to Operation

Workers may not remove a personal lock unless they:

- Placed the lock themselves;
- are designated by the company to remove the lock in accordance with the requirements set out below; or
- are carrying out a procedure for securing remotely controlled systems permitted under Section 215.2 of the OHS Code.

Exception: In an emergency or where the worker who installs the lock is not available, a worker designated by the company may remove the lock after carrying out procedures to verify that the removal will not endanger any worker.

Devices securing energy-isolating devices may not be removed until:

- Each worker involved is accounted for;
- Any personal locks placed by workers are removed; AND
- a worker designated by the company carries out procedures to verify that no worker is in danger.

Permissible Energy Isolation Devices

Energy-isolating devices that may be used include (but are not limited to): manually operated electrical circuit breakers, disconnect switches, line valves, blocks or similar devices that block or isolate energy.

Push buttons, selector switches, and other control circuit type devices are not acceptable energy-isolating devices.

Servicing of Cord Connected Equipment

When servicing work is performed on cord-connected electrical equipment, e.g., changing the blade on a circular saw, workers may isolate the equipment by securing the isolating-device to the electrical plug or simply rendering the equipment inoperative via methods such as:

Disconnecting the plug from the electrical supply; keeping the plug in sight and within reach so nobody can plug it into a socket; and/or always keeping the plug under the worker's exclusive and immediate control while servicing work is done.

If the worker leaves the cord-connected electrical equipment unattended before finishing the servicing work, he/she must verify that the plug is disconnected from the electrical supply before resuming the work.

6.6.6. Contractors and Subcontractors

Distinctive Homes will ensure that all contractors and subcontractors that are hired to perform or affected by work projects at the company work sites that are covered by this Code of practice and by the company's Lockout Procedures are:

- Notified of the hazards the work involves;
- Notified of this Code of practice and the applicable Lockout Procedure(s) in place at the work site;
- Required to make their own workers aware of and ensure that those workers comply with this Code of Practice and applicable Lockout Procedure(s).

Distinctive Homes will ensure that contractors in charge of work at the company work sites that involves or affects work operations covered by this Code of Practice and the company Lockout Procedures:

- Are notified of the hazards the work involves;
- receive a copy of this Code of Practice and any Lockout Procedure(s) that apply to the work.

Distinctive Homes will ensure that contractors protect the workers engaged in or affected by the work that involves exposure to the hazards this Code of practice addresses by either: Directly following this Code of Practice and applicable Lockout Procedure(s); or applying an equivalent procedure(s) that is suitable for the workplace and equipment, and servicing performed; meets the requirements of this Code of practice and Part 15 of the OHS Code; is coordinated with the applicable Lockout Procedure(s); and provides equal or greater protection to workers as this Code of Practice and applicable Lockout Procedure(s) do.

6.6.7.Training

Workers responsible for carrying out servicing operations requiring lockout and control of hazardous energy will receive training on how to properly conduct such procedures and follow the lockout procedure(s) applicable to the work.

6.6.8.Evaluation

This lockout code of practice will also be reviewed at least once a year and more frequently where circumstances suggest that such review is needed.

6.7. Noise Management Code of Practice

6.7.1. General

Distinctive Homes has adopted this Code of Practice to prevent hearing loss and other adverse health effects resulting from occupational noise exposure, in accordance with the Alberta Occupational Health and Safety Act ("Act"), Regulation ("OHS Regulation"), and Code ("OHS Code").

- Other Legislation / Regulations / Standards:
- Occupational Health and Safety Act (Alberta)
- Occupational Health and Safety Regulation (Alberta)
- Occupational Health and Safety Code (Alberta)
- CSA Standard Z107.56-18 – Measurement of Noise Exposure
- ANSI/ASA S1.4-2024 – Sound Level Meters

6.7.2. Policy and Scope

Distinctive Homes recognizes that exposure to excessive noise can result in permanent hearing loss and other health effects. The company is committed to eliminating or reducing worker exposure to hazardous noise through hazard assessment, engineering and administrative controls, and the use of appropriate personal protective equipment.

This Code of Practice applies to all worksite locations where workers may be exposed to noise levels at or above 82 dBA, and is intended to protect:

- Full- or part-time workers employed by the company
- Workers employed by prime contractors, contractors, and subcontractors

6.7.3. Hazard Identification and Assessment

Noise exposure assessments must be conducted where workers may be exposed to noise levels in excess of 82 dBA. Assessments must:

- Be performed by a competent person trained in noise measurement
- Utilize calibrated sound level meters meeting ANSI/ASA standards
- Identify areas, tasks, and equipment contributing to noise exposure
- Be documented using the company Noise Exposure Assessment Form

Where noise levels exceed 85 dBA, the area must be clearly identified and controlled.

6.7.4. Control Measures

All reasonably practicable measures must be taken to eliminate or reduce worker exposure to noise. Controls must be applied in the following order:

Engineering Controls:

- Equipment maintenance and repair
- Installation of noise dampening materials or barriers
- Substitution with quieter equipment where practicable

Administrative Controls:

- Limiting duration of worker exposure
- Scheduling work to minimize noise exposure
- Restricting access to high-noise areas

Personal Protective Equipment (PPE): Where noise cannot be adequately controlled through engineering or administrative means, workers must wear appropriate hearing protection.

6.7.5. Noise Exposure Limits

Worker exposure to noise must not exceed: 85 dBA (8-hour time-weighted average)

Where exposure exceeds or may exceed this limit:

- Controls must be implemented immediately
- Hearing protection must be worn
- Audiometric testing must be provided

6.7.6. Hearing Protection

Workers exposed to noise levels at or above 85 dBA must wear appropriate hearing protection devices. Additionally, a noise exposure assessment is required for areas where noise reaches **82 dBA Lex** or highe

Supervisors are responsible for ensuring:

- Workers are provided with suitable hearing protection
- Hearing protection is worn in designated areas
- Workers are trained in proper use, care, and limitations of devices

6.7.7. Fit Testing of Hearing Protection

Hearing protection must be properly fitted to ensure effectiveness.

Foam Earplugs:

- Insert earplugs fully into the ear canal
- Confirm proper fit by visual or physical check
- Perform a seal check by cupping hands over ears
- Noise should be significantly reduced when properly fitted

Earmuffs

- Must fully cover the ears
- Ensure a proper seal with no obstructions (e.g., hair, PPE)
- Follow manufacturer's instructions for proper use

6.7.8. Warning Signage for High Noise Work Areas

All areas where noise levels exceed or may exceed 85 dBA must be clearly posted with signage such as: "CAUTION – HIGH NOISE AREA – HEARING PROTECTION REQUIRED"

6.7.9. Audiometric Testing

Distinctive Homes will provide audiometric testing to workers exposed to excessive noise at no cost to the worker. Testing requirements:

- Baseline test within 6 months of initial exposure
- Follow-up test within 12 months of baseline
- Ongoing testing at least every two years thereafter

6.7.10. Training

Workers exposed to hazardous noise will receive training on:

- Health effects of noise exposure
- Noise control measures at the particular worksite
- Proper use and care of hearing protection provided
- Requirements of this Code of Practice

6.7.11. Records and Documentation

The following records must be maintained for a minimum of three (3) years:

- Noise exposure assessments
- Audiometric testing results
- Training records

6.8. Personal Protective Equipment

6.8.1. General

Personal Protective Equipment (PPE) is the final means of protecting workers from injury. PPE is only employed when personal protection over and above administrative and engineering controls are needed.

The employer is responsible for ensuring workers wear appropriate PPE to protect them from identified hazards, to train workers in the correct use and care PPE. All workers, clients and visitors are responsible for using and wearing appropriate PPE. All PPE must be approved to Canadian Standards Association (CSA) and OHS Act, Regs and Code.

6.8.1. Eye Protection

All workers, visitors and contractors must wear CSA approved eye safety wear, appropriate to the work being done and hazards present. Safety glasses must be worn on site at all times. Prescription eye wear may be worn if it is safety eye wear and meets the requirements of CSA.

When eye protection alone is not sufficient for the hazard, a face shield will be worn. The face shield must be appropriate to the task to be performed and there are several types available. Samples are welding shields, mesh shield for chain saw work and face shields for grinding. They must be inspected for cracks or damage prior to use.

6.8.2. Foot Protection

Safety footwear is designed to protect against heavy, sharp, uneven ground hazards in the workplace. Safety footwear provides protection against compression, puncture injuries and impact. CSA approved safety footwear must be worn by workers where hazard assessments indicate there is risk of injury to feet.

6.8.3. Head Protection

Workers must wear CSA approved industrial protective headwear, at worksites when hazard assessments identify injury to the head as a significant possibility.

6.8.4. Hearing Protection

Hearing protection shall be provided and worn by workers when exposed to noise levels greater than 85 dB i.e., chainsaw, air hammer, circular saw, etc.

6.8.5. Respiratory Protective Equipment (RPE)

When hazard assessment identifies presence of any airborne contaminants such as, but not limited to, wood treatments, stains, etc. the company is responsible for supplying NIOSH approved respiratory protective equipment, training workers in use, cleaning and storage of RPE. See RPE Code of Practice in Section 6.5 Safe Job Procedure List