

3.2.1 Access and Egress

SAFE WORK PRACTICE	
Title:	Access and Egress
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with access and egress.
Application:	As per job requirement
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Training ▪ Personal Protective Equipment
Selection & Use:	As per job procedure
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Areas of access and egress must be adequately lit. 2. If material may fall on a worker, overhead protection shall be provided. 3. Access to and egress from a work area located above or below ground level shall be by stairs, runway, ramp or ladder. 4. Areas of access and egress shall be kept clear of snow, ice, or other slippery material. 5. Areas of access and egress shall be kept clear of obstructions. 6. Areas of access and egress shall be treated with sand or similar material when necessary to ensure a firm footing.

3.2.2 Angle Grinders

SAFE WORK PRACTICE	
Title:	Angle Grinders
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the safe operation of angle grinders.
Application:	As per job requirement
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Operators Manual ▪ Personal Protective Equipment
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Always wear safety glasses, a face shield, gloves and ear protection when using an angle grinder. 2. Disconnect the power supply when changing any grinding attachments or discs. 3. Ensure the guard handles are secure. 4. Use the correct flange or spindle nut for the type of disc being used. If you don't, the disc can shatter at high speed and injure you. 5. Angle grinders, like all portable grinding tools, need to be equipped with safety guards to protect you from flying fragments in case the disc breaks apart. Ensure it is firmly secured. 6. Always follow manufacturer's recommendations to make sure the spindle wheel does not exceed the abrasive wheel specifications. 7. Ensure there are no obvious defects or damage to the disc before you install it. 8. Everyone who uses an angle grinder must receive training and instruction in Safe Job Procedure s.

3.2.3 Arc Welding

SAFE WORK PRACTICE	
Title:	Arc Welding
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the operation of Arc Welding.
Application:	Arc welding is a type of <u>welding</u> that uses a <u>welding power supply</u> to create an <u>electric arc</u> between an electrode and the base material to melt the metals at the welding point. They can use either <u>direct</u> (DC) or <u>alternating</u> (AC) current, and consumable or non-consumable <u>electrodes</u> . The welding region is usually protected by some type of <u>shielding gas</u> , vapor, or slag. Arc welding processes may be manual, semi-automatic, or fully automated. Today it remains an important process for the fabrication of steel structures and vehicles.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Personal Protective Equipment ▪ Operator’s Manual
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Insulate welder from work piece and ground using dry insulation. Rubber mat or dry wood. 2. Wear dry, hole-free gloves (change as necessary to keep dry.) 3. Do not touch electrically “hot” parts or electrode with bare skin or wet clothing. 4. Keep electrode holder and cable insulation in good condition. Do not use if insulation damaged or missing. 5. Use ventilation or exhaust to keep air breathing zone clear, comfortable. 6. Use helmet and positioning of head to minimize fumes in breathing zone. 7. Read warnings on electrode container and material safety data sheets (MSDS) for electrode, 8. Provide additional ventilation/exhaust where special ventilation requirements exist. 9. Use special care when welding in a confined space.

- 10.** Do not weld unless ventilation is adequate.
- 11.** Do not weld on containers which have held combustible materials. Check before welding.
- 12.** Remove flammable materials from welding area or shield from sparks, heat.
- 13.** Keep a fire watch in area during and after welding.
- 14.** Keep fire extinguisher in the welding area.
- 15.** Wear fire retardant clothing and hat. Use earplugs when welding overhead.
- 16.** Select a filter lens which is comfortable for you while welding.
- 17.** Always use helmet when welding.
- 18.** Provide non-flammable shielding to protect others.
- 19.** Wear clothing which protects your skin.
- 20.** Carefully evaluate adequacy of ventilation especially where electrode requires special ventilation or where gas may displace breathing air.
- 21.** If basic electric shock precautions cannot be followed to insulate welder from work and electrode, use semiautomatic, constant-voltage equipment with cold electrode or stick welder with voltage reducing device.
- 22.** Provide welder helper and method of welder retrieval from outside enclosure.
- 23.** Keep cables, materials, tools neatly organized.
- 24.** Connect work cable as close as possible to area where welding is being performed. Do not allow alternate circuits through hoist chains, or ground leads.
- 25.** Electrical-equipment: Use only double insulated or properly grounded equipment. Always disconnect power to equipment before servicing.
- 26.** Engine-driven equipment: Use in only open, well ventilated areas. Keep enclosure complete and guards in place. Refuel with engine off.
- 27.** Gas cylinders: Never touch cylinder with the electrode. Never lift a machine with cylinder attached. Keep cylinder upright and chained to support.

3.2.4 Backfilling

SAFE WORK PRACTICE	
Title:	Backfilling
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated in backfilling operations.
Application:	As per job requirement
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Personal Protective Equipment ▪ Emergency Response Plan
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. A designated spotter above will guide the dump truck to the back fill area. The spotter must wear a high visibility jacket. 2. The spotter will communicate to the dump truck operator to standby while he signals to the designated lower level spotter. 3. All workers at the backfilling location must wear high visibility vests. 4. Before starting, all personnel involved will be made aware of the dangers in this area and then notify all those on site. 5. The lower level spotter will communicate to equipment operators and workers to back away. 6. When backed away far enough, the lower level spotter will signal to above spotter an 'all clear' sign. 7. The above spotter then signals the truck driver to proceed with the dump. 8. Equipment and workers shall not approach until the load is completely dumped. 9. Adherence to the OHS Regulation with regards to inspections, logbooks, proper apparel and procedure are necessary during backfilling.

3.2.5 Backfilling from the Top of the Bank

SAFE WORK PRACTICE	
Title:	Backfilling from the Top of the Bank
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with backfilling from the top of the bank.
Application:	As per job requirement
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Training ▪ Personal Protective Equipment
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Designate a spotter who will be responsible for directing the driver/operator to the bank and to dump the load. 2. Check the ground for stability before proceeding to the top of the bank. 3. Ensure that all other workers and equipment are aware and stay clear of the dump. 4. Follow through with dump when the spotter signals it is safe to do so. 5. Once the load is completely dumped, lower the box and carefully pull away from the bank.

3.2.6 Backing Up/Reversing

SAFE WORK PRACTICE	
Title:	Backing Up/Reversing
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated in backing up/reversing.
Application:	As per job requirement
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Personal Protective Equipment ▪ Emergency Response Plan
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. When considering the risk of an incident caused by a reversing vehicle, try to answer the following questions: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> What vehicle manoeuvres will be necessary? <input checked="" type="checkbox"/> Can you avoid the need to reverse? <input checked="" type="checkbox"/> If must reverse, can you remove people from the area? <input checked="" type="checkbox"/> Is there enough space for reversing? <input checked="" type="checkbox"/> What training, instruction and supervision will be provided? And for whom? <input checked="" type="checkbox"/> Have you considered all possible ways of dealing with the dangers of reversing? 2. Remove the need for reversing by establishing one-way systems, setting up 'drive through' loading and unloading positions, or allowing greater space for storing materials. Consider all ways to avoid reversing. 3. If reversing is unavoidable, exclude people from the area in which vehicles are permitted to reverse. Specify and clearly mark areas where reversing is permitted. 4. Where possible minimise the distance a driver/operator is required to reverse. 5. Ensure all employees are adequately trained. Drivers should be trained and competent to operate their vehicles, and take into account their capabilities when allocating tasks and deciding what training they should be given.

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| | <ol style="list-style-type: none">6. Use a properly trained spotter or signaller for safe reversing. The spotter should be a designated person whose tasks are to keep the reversing area free of pedestrians and to ensure safe manoeuvres.7. Decide how the driver is to make and keep contact with the spotter. Ensure that both the spotter and the driver understand the signal to be used.8. Ensure all vehicle manoeuvres are properly supervised. Supervise and monitor transport operations to ensure that safe systems of work are always followed.9. All reversing alarms must be kept in good working order. Reversing alarms are not 'fail safe', so consider other warning methods – for example: barriers to stop vehicles over-running steep edges, trip devices that scan the area into which the vehicle is reversing, reversing lights, hazard lights that are at eye level for people on the ground, reversing cameras, walkie/talkie type systems used between the driver and spotters.10. Training is an important part in ensuring safety in workplaces where vehicles and equipment are used often in reverse.11. All employees must be made familiar with the hazards, especially of blind spots, spotter locations, and must be instructed in the use of standard hand signals and safe reversing procedures. This will reduce the risk to injury to workers, and damage to vehicles and buildings.12. Use a spotter when possible. If you lose sight or eye contact with the spotter, STOP immediately and locate that person before proceeding. If parked or stopped always use proper parking procedures. 1. Set the brake, and 2. Transmission in the appropriate gear.13. It is illegal to drive in reverse on a divided road that has a speed limit of more than 80 km/h. This applies to the travelled section of the road and the shoulder. The only exception to this rule is if you are trying to help someone in trouble. |
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3.2.7 Backhoe Loaders 310G, 310SG & 315SG

SAFE WORK PRACTICE	
Title:	Backhoe Loaders 310G, 310SG & 315SG
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the operation of Backhoe Loaders.
Application:	As per job requirement
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Operators Manual ▪ Personal Protective Equipment ▪ Emergency Response Plan
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Recognize Safety Information: A signal word – Danger, Warning, or Caution – is used with the safety alert symbol. Danger identifies the most serious hazards. On the machine, DANGER signs are red, WARNING signs are orange, and CAUTION signs are yellow. Danger and Warning signs are located near specific hazards. General precautions are on Caution labels. 2. Follow Safety Instructions: Read the safety messages on the machine, follow these warnings carefully. Review them frequently. Keep safety signs in good condition. Replace missing or damaged safety signs. 3. Operate only if Qualified: Do not operate this machine unless you have read the operator’s manual carefully and you have been qualified by supervised training and instruction. Familiarize yourself within the job site and your surroundings before operating. Try all controls and machine functions with the machine in an open area before starting work. Know and observe all safety rules that may apply to your work situation and your work site. 4. Wear Protective Equipment: Prolonged exposure to loud noise can cause impairment or loss of hearing. Wear suitable hearing protection such as earmuffs or earplugs to protect against objectionable or uncomfortable loud noises.

- 5. Avoid Unauthorized Machine Modifications:** Modifications of this machine, or addition of unapproved products or attachments, may affect machine stability or reliability, and may create a hazard for the operator or others near the machine. The installer of any modifications which may affect the electronic controls of this machine is responsible for establishing that the modification does not adversely affect the machine or its performance. Always contact an authorized dealer before making machine modifications that change the intended use, weight or balance of the machine, or that alter machine controls, performance or reliability.
- 6. Inspect Machine:** Inspect machine carefully each day by walking around it before starting. Keep all guards and shields in good condition and properly installed. Fix damaged and replace worn or broken parts immediately. Pay special attention to hydraulic hoses and electrical wiring.
- 7. Stay Clear of Moving Parts:** Entanglements in moving parts can cause serious injury. Stop engine before examining, adjusting or maintaining any part of machine with moving parts. Keep guards and shields in place. Replace any guard or shield that has been removed for access as soon as service or repair is complete.
- 8. Avoid High-Pressure Fluids:** Escaping fluids can penetrate the skin causing severe injury. Never search for leaks with your hands, use a piece of cardboard to find the location of escaping fluid. If hydraulic fluid penetrates your skin, see a doctor immediately. Injected fluid must be removed surgically within hours of gangrene may result.
- 9. Beware of Exhaust Fumes:** Prevent asphyxiation. Engine exhaust fumes can cause sickness or death.
- 10. Prevent Fires:** Handle fuel safely, clean Machine Regularly, maintain hoses and wiring, keep a fire extinguisher available.
- 11. Prevent Battery Explosions:** Battery gas can explode. Keep sparks, lighted matches, and open flame away from the top of the battery. Never check battery charge by placing a metal object across the posts. Use a voltmeter or hydrometer. Do not charge a frozen battery; it may explode.
- 12. Use Steps on Handholds Correctly:** Prevent falls by facing the machine when you get on and off. Maintain 3-point contact with steps and handrails. Never use machine controls as handholds.
- 13. Start Only from Operator's Seat:** Avoid unexpected machine movement. Start engine only while sitting in operator's seat. Ensure all controls and working tools are in proper position for a parked machine.
- 14. Use and Maintain Seat Belt:** Use seat belt when operating machine. The complete seat belt assembly should be replaced every three years, regardless of appearance.
- 15. Prevent Unintended Machine Movement:** Always set the park break switch to the "ON" position before leaving the operator's seat for any reason.
- 16. Avoid Work Site Hazards:** Avoid contact with gas lines, buried cables and water lines. Call utility line location services to identify all

underground utilities before you dig. Prepare work site properly. Avoid boom or attachment contact with overhead obstacles or overhead electrical lines. Keep bystanders clear at all times. Operate only on solid footing and avoid working under overhanging embankments or stockpiles.

- 17. Keep Riders Off Machine:** Only allow the operator on the machine. Keep riders off. Riders on machine are subject to injury such as being struck by foreign objects and being thrown off of the machine. Riders also obstruct the operator's view resulting in the machine being operated in an unsafe manner.
- 18. Avoid Back over Incidents:** Before moving machine, be sure all persons are clear of the machine travel path. Be certain backup warning alarm is working properly. Use a signal person when backing if view is obstructed or when in close quarters.
- 19. Avoid Machine Tip over:** Use seat belt at all times. Do not jump if the machine tips. Load and unload from trucks or trailers carefully. Be careful on slopes. Ensure solid footing.
- 20. Add and Operate Attachments Safely:** Ensure that qualified person is involved in attachment installation. Add guards to machine if operator protection is required or recommended. Verify that all connections are secure, and attachment responds properly to controls.
- 21. Use Special Care when Operating:** Never use the loader to lift people. Operate Carefully with Raised Loads. Ensure that Objects in the bucket are Secure. Be careful when lifting objects, and never lift an object above or near another person.
- 22. Operating or Traveling on Public Roads:** Machines that work near vehicle traffic or travel slower than normal highway speeds must have proper lighting and markings to assure they are visible to other drivers.
- 23. Inspect and Maintain ROPS:** A damaged roll-over protective structure (ROPS) should be replaced, not reused. The protection offered by ROPS will be impaired if ROPS is subjected to structural damage, is involved in an overturn incident, or is in any way altered by welding, bending, drilling, or cutting. If ROPS was loosened or removed for any reason inspect it carefully before operating the machine again.
- 24. Park and Prepare for Service Safely:** Warn others of service work. Always park and prepare your machine for service or repair properly. Park machine on a level surface and lower equipment to the ground. Engage park brake. Stop engine and remove key. Attach a "Do Not Operate" tag in an obvious place in the operator's station.
- 25. Service Cooling System Safely:** Explosive release of fluids from pressurized cooling system can cause serious burns. Shut off engine. Only remove filler cap to first stop to relieve pressure before removing completely.

3.2.8 Barricade Personnel

SAFE WORK PRACTICE	
Title:	Barricade Personnel
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with placing barricades.
Application:	As per job requirement and the City of Calgary specifications.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Personal Protective Equipment ▪ Emergency Response Plan
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Load the truck with signs and barricades that are required for the site. 2. Block off the lane with the lane closed or road closed sign in order to install the proper barricades. 3. Barricades and signs installed according to signing procedures dictated by the owner or local government. 4. If no set procedure, the area is barricaded to protect the workers and the public from injury. 5. When removing the barricades, they are removed in reverse order to allow safety of personnel 6. A flag person may be required to assist and egress from the construction site. 7. The barricades must be inspected daily by the barricade personnel. 8. If the barricades are damaged, they are to be repaired or replaced immediately. 9. On heavy traffic locations, the barricades are to be inspected after the crew has left for the day.

3.2.9 Basic Personal Protective Equipment

SAFE WORK PRACTICE	
Title:	Basic Personal Protective Equipment
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries.
Application:	PPE is used to reduce or minimize the exposure or contact to injurious physical, chemical or biological agents. A hazard cannot be eliminated by PPE, but the risk of injury can be eliminated or greatly reduced.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Personal Protective Equipment ▪ Occupational Health and Safety Regulations ▪ Manufactures Recommendations
Selection & Use:	<p>Manufactures Recommendations</p> <p>Canadian Standards Association</p>
Supervisor Responsibility:	<p>Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.</p> <ul style="list-style-type: none"> ▪ Conversant with proper regulations
Worker Responsibility:	<ol style="list-style-type: none"> 1. Ensure you have been trained in how to fit, wear, and maintain PPE. 2. Ensure training program includes information that explains when and what PPE should be worn, and why it should be worn. 3. Inspect PPE before and after each use 4. Take care of PPE at all times 5. Clean all PPE after use 6. Repair or replace damaged or broken PPE 7. Store PPE in clean dry air - free from exposure to sunlight or contaminants 8. Ear protectors: must be used ALL THE TIME to get full benefit. Follow the manufacturer's instructions. Check hearing protection regularly for wear and tear. Replace ear cushions or plugs that are no longer pliable. Replace a unit when head bands are so stretched that they do not keep ear cushions snugly against the head. Disassemble ear muffs to clean. Wash ear muffs with a mild liquid detergent in warm water, and then rinse in clear warm water. Ensure that sound-attenuating material inside the ear cushions does not get wet. Use a soft brush to remove skin oil and dirt that

can harden ear cushions. Squeeze excess moisture from the plugs or cushions and then place them on a clean surface to air dry. (Check the manufacturer's recommendations first to find out if the ear plugs are washable.) Ensure the hearing protector tightly seals within the ear canal or against the side of the head. Hair and clothing should not be in the way.

9. Safety Glasses & Face Protectors: Ensure your safety glasses fit properly. Eye size, bridge size and temple length all vary. Safety glasses should be individually assigned and fitted. Wear safety glasses so that the temples fit comfortably over the ears. The frame should be as close to the face as possible and adequately supported by the bridge of the nose. Clean your safety glasses daily. Follow the manufacturer's instructions. Avoid rough handling that can scratch lenses. Scratches impair vision and can weaken lenses. Store your safety glasses in a clean, dry place where they cannot fall or be stepped on. Keep them in a case when they are not being worn. Replace scratched, pitted, broken, bent or ill-fitting glasses. Damaged glasses interfere with vision and do not provide protection. Replace damaged parts only with identical parts from the original manufacturer to ensure the same safety rating.

10. Headwear: Inspect and replace a shell that shows signs of wear, scratches or gouges. Shells exposed to heat, sunlight and chemicals can become stiff or brittle. A visible pattern of tiny cracks may develop. Over time, weathered hats can become dull in colour or have a chalky appearance. Replace headwear when hairline cracks start to appear. Replace headwear that has been struck, even if no damage is visible. Remove and destroy any headwear if its protective abilities are in doubt. Do not drill holes, alter or modify the shell. Alterations may reduce the protection provided by the headwear. Do not paint the plastic shell. Paint solvents can make plastic headwear brittle and more susceptible to cracks. Paint can also hide cracks that may develop. Instead, use reflective marking tape to make numbers or symbols for identification purposes. Metal headwear may be painted. Do not use winter liners that contain metal or electrically conductive material under Class G or E headwear. Do not use metal labels on Class G or E headwear.

11. Footwear: You must wear Green triangle (CSA Approved) footwear which has a sole puncture protection with a Grade 1 protective toe (withstand Impact up to 125 joules). Walk in new footwear to ensure it is comfortable. Boots should have ample toe room (toes should be about 12.5 mm from the front) Make allowances for extra socks or special arch supports when buying boots. Boots should fit snugly around the heel and ankle when laced. Lace up boots fully. High-cut boots provide support against ankle injury. Use a protective coating to make footwear water-resistant. Inspect footwear regularly for damage. Repair or replace worn or defective footwear. Electric shock resistance of footwear is greatly reduced by wet conditions and with wear.

3.2.10 Catch Basin Installation

SAFE WORK PRACTICE	
Title:	Catch Basin Installation
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the installing Catch Basins.
Application:	Catch Basins are designed to <u>drain excess rain</u> and <u>ground water</u> from paved streets, <u>parking lots</u> , <u>sidewalks</u> , and <u>roofs</u> . Storm drains vary in design from small residential <u>dry wells</u> to large municipal systems. They are fed by <u>street gutters</u> on most <u>busy roads</u> , as well as towns in areas which experience heavy rainfall, <u>flooding</u> and <u>coastal towns</u> which experience regular <u>storms</u> . Many storm drainage systems are designed to drain the storm water, untreated, into rivers or streams.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Local Regulations
Selection & Use:	Alberta Environment
Supervisor Responsibility:	<p>Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training</p> <ul style="list-style-type: none"> ▪ Compliance ▪ Enforcement
Worker Responsibility:	<ol style="list-style-type: none"> 1. Appoint a spotter who will be in charge of signalling the operator. 2. Assess and barricade the lift area. 3. Position machine according to the centre of gravity of the road. 4. Use approved slings/chains of the proper size and length. 5. Hook up of the load shall be done by a competent rigger. 6. Lift when the spotter signals safe to do so and the area is clear of personnel. 7. Move slowly to the landing area and gently lower. 8. Ensure the load is stable on level ground before slackening slings/chains and unhooking.

3.2.11 Cell Phone use in Vehicles

SAFE WORK PRACTICE	
Title:	Cell Phone use in Vehicles
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the IMPROPER use of cell phones while operating a motor vehicle.
Application:	Using a cell phone improperly while operating a motor vehicle may be hazardous to the worker and general public.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Local Regulations ▪ Manufacturers Recommendations ▪ Highway Traffic Act
Selection & Use:	Manufactures Recommendations
Supervisor Responsibility:	<p>Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training</p> <ul style="list-style-type: none"> ▪ Compliance ▪ Enforcement
Worker Responsibility:	<ol style="list-style-type: none"> 1. Make driving your first priority. 2. Whenever possible, let your voice mail take your incoming calls. 3. Do not engage in stressful or emotional conversations. 4. Utilize a hands-free device if necessary. 5. Ensure you know your wireless phone and its features such as speed dial and redial. 6. Avoid taking notes or looking up phone numbers while driving. 7. Ensure cellular phones are turned off when refuelling. 8. Use a hands free set whenever possible. 9. When on the work site, workers and operators are not to use cell phones, it's strictly prohibited.

3.2.12 Chlorine Solution

SAFE WORK PRACTICE	
Title:	Chlorine Solution
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the safe use of chlorine solution.
Application:	Chlorine is a <u>chemical element</u> with symbol Cl and <u>atomic number 17</u> . Chlorine is in the <u>halogen group (17)</u> and is the second lightest halogen following <u>fluorine</u> . The element is a yellow-green gas under standard conditions, where it forms diatomic molecules. Chlorine has the highest <u>electron affinity</u> and the third highest <u>electronegativity</u> of all the reactive elements. For this reason, chlorine is a strong <u>oxidizing agent</u> . Free chlorine is rare on Earth, and is usually a result of direct or indirect <u>oxidation</u> by <u>oxygen</u> .
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Personal Protective Equipment ▪ Material Safety Data Sheet
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment, and Material Safety Data Sheet.
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. The operation and maintenance of equipment for dosing chlorine from cylinders should only be undertaken by trained and authorized personnel. 2. Chlorine is a hazardous substance. In solution it is highly corrosive and splashes can cause burns and damage the eyes. 3. When handling concentrated chlorine solutions, appropriate precautions should be taken. Gloves and protective eye glasses shall be worn. In the event of splashes and especially splashes to the eyes, it is important to immediately rinse thoroughly with water. 4. All containers in which chlorine is stored should be labelled, identifying the contents, and with a hazard warning in a form which is readily understood. 5. Storage sites for chlorine in any form should be secure against unauthorized access.

3.2.13 Company Vehicles

SAFE WORK PRACTICE	
Title:	Company Vehicles
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with company vehicles.
Application:	All employees who operate LBCO Contracting Ltd. vehicles must hold a valid driver's licence applicable to the type of vehicles being operated as a condition of employment.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Highway Traffic Act ▪ Occupational Health & Safety Legislation
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment, and Material Safety Data Sheet.
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Before operating a company vehicle inform your supervisor if you are taking a strong prescription or over the counter drug that may cause drowsiness. 2. Do a visual walk around of the vehicle before operating. Ensure there are no loose or worn parts, or hazards. 3. Check the vehicle fluid levels, running gear and electrical components prior to use. 4. A fire extinguisher shall be mounted in the cab ensure it is tagged and in good working order, and a first aid kit is located in the vehicle at all times. 5. Ensure there is current and valid proof of both insurance and registration in the vehicle at all times. 6. Operate at or below posted speed limits and at a speed that is appropriate for the road conditions.

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| | <ol style="list-style-type: none">7. Ensure that the vehicle is kept clean. Keep the interior free of garbage (food, paper, and materials). Dust and vacuum regularly, cleaning the interior and exterior windows.8. Report damage to both interior and exterior of the vehicle. Misuse of company property will not be tolerated. This includes required maintenance being performed on all vehicles at scheduled times, for example oil changes.9. Treat the public in a courteous manner at all times.10. Each Foreman is to designate <u>one</u> employee on their crew to operate the company vehicle when needed. A driver abstract on that employee shall be cleared through the office.11. You shall wear your seat-belt when the vehicle is motion.12. Do not use company vehicles for personal business at any time.13. Do not offer rides to anyone other than Gold Star Trucking Ltd. employees.14. No one shall ride in the box of a pick-up at any time.15. Do not leave the vehicle running or unattended.16. Serious violations of the Highway Traffic Act, such as careless driving, may result in termination. Operators are responsible for any fines that are levied by a peace officer.17. Company vehicles are personal, this is their office. It is a major violation, if you go into a vehicle without permission you could be charged with break and enter. |
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3.2.14 Compressed Air

SAFE WORK PRACTICE	
Title:	Compressed Air
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with Compressed Air.
Application:	<p>Compressed air is used for many purposes, including:</p> <ul style="list-style-type: none"> ▪ <u>Pneumatics</u>, the use of pressurized gases to do work. ▪ <u>Air tools</u> ▪ <u>HVAC control systems</u> ▪ Vehicle propulsion ▪ <u>Energy storage</u>; and ▪ Air brakes
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Personal Protective Equipment ▪ Emergency Response Plan
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Before starting the compressor, be sure the manual and all warning signs have been completely read. 2. Pipes should be properly labelled that carry compressed air and the direction of air flow correctly labelled with an arrow. Shutoff valves should be properly labelled and identified so air can be shut off quickly in an emergency situation. 3. Hoses, fittings, regulators and valves should be inspected periodically for leaks, damage, and other defects. 4. Goggles must be worn over safety glasses when cleaning with compressed air. 5. Flexible air hoses should be kept as short as possible to minimize tripping hazards and to reduce whipping action in the event a hose would fail. 6. High pressure jacketed lines should be anchored at several points to prevent them from whipping. 7. Quick disconnect fittings should be installed on flexible air hoses in high fire hazard areas; the hoses can be disconnected quickly,

	<p>preventing whipping actions that might not only cause injury and damage but also stoke a fire.</p> <ol style="list-style-type: none"><li data-bbox="532 247 1317 352">8. Use a vacuum system rather than compressed air for cleaning whenever possible. Vacuuming stirs up less dust and other particles than an air compressor does.<li data-bbox="532 352 1357 495">9. DO NOT use compressed air to: Transfer flammable liquids, static electricity build-up can discharge and ignite the liquid. Empty containers. The containers could rupture due to excessive internal pressure. Clean clothes, hair or skin.
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SAFE WORK PRACTICE	
Title:	3.2.15 Confined Space Entry
Developed by: Carrie McLachlan Approved by: Fernando Nogueira Position: President Date: November 20 th , 2014 Review Date: March 20, 2024	
General:	Protecting workers & others from injuries associated with working in confined spaces.
Application:	<p>Confined space is defined as “an enclosed or partially enclosed space that is not designed or intended for continuous human occupancy with a restricted means of entry or exit and may become hazardous to a worker entering it because:</p> <ol style="list-style-type: none"> a) Of its design, construction, location or atmosphere; b) Of the work activities, materials or substances in it; c) The provision of first aid, evacuation, rescue or other emergency response service is compromised; or d) Of other hazards relating to it.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Personal Protective Equipment ▪ Confined Space Entry Permit ▪ Emergency Response Plan
Selection & Use:	If the confined space cannot be made safe for the worker by taking precautions then workers should NOT enter the confined space until it is made safe to enter by additional means.
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements including Confined Space Entry and Emergency Egress procedures.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Workers must be competent in confined space entry to identify the work procedures required to enter the confined space. 2. Ensure that there is reasonable means of egress 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. 5. Before entry, the confined space must be tested by a competent worker wearing a breathing apparatus, for oxygen content, combustible gas (L.E.L.) and hydrogen sulphide. 6. Continuous monitoring may be required of the vessel or confined space atmosphere to detect changing conditions.

	<ol style="list-style-type: none">7. The worker must be conversant with Rescue Procedures.8. Respiratory equipment is to be considered a second choice for exposure control. The first choice MUST BE changing the air inside the space to breathable air.9. With some common solvents, a 0.1% change in the OXYGEN READING could mean the presence of enough toxic vapor to cause death or serious injury.
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SAFE WORK PRACTICE	
Title:	3.2.16 Cleaning Solvents
Developed by: Carrie McLachlan Approved by: Fernando Nogueira Position: President Date: November 20 th , 2014 Review Date: March 20, 2024	
General:	Protecting workers & others from injuries associated with the use of cleaning solvents.
Application:	Cleaning solvents are used in construction work to clean tools, equipment and within shop, office for general cleaning.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Workplace Hazardous Material Information System ▪ Material Safety Data Sheets in place and current ▪ Personal Protective Equipment ▪ Respiratory protection (if required) ▪ Emergency Response Plan
Selection & Use:	As per job requirement
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Check toxic hazards by reading the labels and M.S.D.S of all solvents before use. 2. When breathing hazards exists, use the appropriated respiratory protection. 3. Use non-flammable solvents for general cleaning. 4. Store flammable solvents in special storage areas. 5. Ensure that proper containers are used for transportation, storage and field use of solvents/flammables. 6. Do not use solvents in areas where food may be contaminated. Wash your hands before you smoke, eat or drink. 7. Replace solvents when you can. If you use water-based (latex) paints, you don't need to use thinners or cleaners that have solvents. 8. Don't get any on your skin. Do not use solvents to wash paint off your hands. When you use gloves, check the manufactures instructions to ensure the gloves protect against the solvent you are using. When you clean oil based paint from brushes, wear gloves. 9. Work with solvents only where there is fresh air. You can't always smell solvents. You may have to work indoors to glue tile or spray paint a wall or in a trench or other confined space with solvents.

SAFE WORK PRACTICE	
Title:	Cut-Off Saw (Quickie Saw)
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with cut-off saw (quickie saw).
Application:	This type of power tool is one of the most commonly used in construction. Because of its widespread use, many accidents occur due to careless or thoughtless acts.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Occupational Health & Safety Legislation ▪ Manufacturer's specifications ▪ Personal Protective Equipment
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment.
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protective measures.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Wear an approved face shield, at all times. 2. The proper blade, one designed for the work to be done, must be selected and used. 3. Before the saw is set down ensure the retracting guard has fully returned to its down position. 4. Both hands must be used to hold the saw while sawing. 5. Maintenance is to be done according to manufacturer's specifications. 6. Before cutting, check for foreign objects or any other obstruction which could cause the saw to kick back. 7. Report any observed defect or safety hazard to your Foreman immediately. 8. Keep hands, hair and loose clothing clear of all moving parts. 9. Where any object handled could possibly cause cuts, punctures or abrasions to hands, appropriate PPE should be worn.

SAFE WORK PRACTICE	
Title:	Dealing with Stress
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others associated with dealing with stress.
Application:	We all experience stress at one time or another. Stress is a normal reaction to any type of change. It affects our bodies, emotions, thoughts and behaviors.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Co-workers ▪ Management support
Selection & Use:	As per job requirement
Management Responsibility:	The appropriate management personnel are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Identify the cause(s) of your stress. Figure out if there is anything you can do to change the situation. Is it in your control to change any or all of it? 2. Don't try to make too many changes or accomplish too much at once. Make a list of priorities. Break things down into manageable pieces. Set limits. 3. Make sure you understand your job tasks and performance 4. Consult with your superintendent about possible solutions to workload difficulties. 5. Assess whether your job is a good match for your skills and values. 6. Take a workshop on communication, conflict resolution, and/or stress management skills to increase your personal and interpersonal effectiveness in stressful situations. 7. Get support. Identify co-workers, friends, and family you trust and can talk to. Make social plans with them. 8. Practice deep breathing, visualization, meditation, yoga, stretching or some other techniques that helps you relax. When you are feeling more relaxed you will have an easier time finding concrete solutions to your problems. 9. Take a break from whatever is causing your stress. Don't forget to laugh, and have fun.

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| | <p>10. Take care of yourself. Maintain a healthy diet. Exercise moderately at least two to three times a week. Get enough sleep. Remember that caffeine, alcohol, cigarettes and drugs do not help solve your problems and actually contribute to stress.</p> <p>11. Take a brief wellness break for a brisk, rejuvenating walk. The change of scenery and social support can make a difference!</p> |
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SAFE WORK PRACTICE	
Title:	Defective Tools
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General :	Protecting workers & others from injuries associated with defective tools.
Application:	Defective tools can cause serious and painful injuries. If a tool is defective in some way, DO NOT USE IT!
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Manufacture's specifications ▪ Personal Protective Equipment
Selection & Use:	As per job requirement.
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Be aware of problems like: chisels and wedges with mushroomed heads; split or cracked handles; chipped or broken drill bits; wrenches with work out jaws; and tools which are not complete such as files without handles. 2. To ensure safe use of hand tools, remember: never use a defective tool; double check all tools prior to use; and ensure defective tools are repaired. 3. Air, gasoline or electrical power tools, require skill and the operators' complete attention, even when they are in good condition. Don't use power tools when they are defective in any way. 4. Watch for problems like: broken or inoperative guards; insufficient or improper grounding due to damage on double insulated tools; no ground wire (on plug) or cords of standard tools; the on/off switch not in good working order; tool blade is cracked; and the wrong grinder wheel is being used, or the guard has been wedged back on a power saw.

	<p>5. Remove all defective tools from the work area and mark, "DEFECTIVE – DO NOT USE."</p>
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SAFE WORK PRACTICE	
Title:	Driving
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with driving operations.
Application:	Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Highway Traffic Act ▪ Company Rules ▪ Manufacturers Recommendations
Selection & Use:	<ul style="list-style-type: none"> ▪ Company Rules ▪ Manufactures Recommendations
Supervisor Responsibility:	<p>Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training</p> <ul style="list-style-type: none"> ▪ Compliance ▪ Enforcement
Worker Responsibility:	<ol style="list-style-type: none"> 1. Ensure you have a valid operator's licence. 2. Be conversant (well informed about or knowing thoroughly) with traffic laws and regulations 3. Drive defensively. 4. Back in when practical. 5. Ensure the vehicle has a fire extinguisher and a first aid kit. 6. Ensure you are not under influence of alcohol or drugs. 7. Avoid driving when fatigued. 8. Ensure seatbelts are worn at all times when travelling. 9. Be familiar with vehicle capabilities. 10. Avoid offering rides to strangers or hitchhikers. 11. Perform a "walk around" prior to travelling. 12. Use good judgement and understand the basic recovery skills appropriate to the vehicle you are driving. 13. Refer to Safe Work Practices for "Cell Phone Use in Vehicles"

SAFE WORK PRACTICE	
Title:	Driving (Winter)
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with driving operations in the winter.
Application:	Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Highway Traffic Act ▪ Company Rules ▪ Manufacturers Recommendations
Selection & Use:	<p>Company Rules</p> <p>Manufactures Recommendations</p>
Supervisor Responsibility:	<p>Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training</p> <ul style="list-style-type: none"> ▪ Compliance ▪ Enforcement
Worker Responsibility:	<ol style="list-style-type: none"> 1. Ensure you have a valid operator's licence. 2. Be conversant (well informed about or knowing thoroughly) with traffic laws and regulations 3. Drive defensively. 4. Back in when practical. 5. Ensure the vehicle has a fire extinguisher and a first aid kit. 6. Ensure to clear snow from all windows, lights and mirrors. 7. Avoid using cruise control on icy roads. 8. Accelerate and break 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. Monitor weather reports. 12. Refer to Safe Work Practices for "Cell Phone Use in Vehicles".

SAFE WORK PRACTICE	
Title:	Ergonomics: Positioning yourself at a Workstation
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with sitting at their workstations.
Application:	Sitting at a <u>computer</u> for long periods of time, can take a toll on your body. By not <u>sitting</u> in the correct positions, it is easy to end up with back pain, neck pain, knee pains, and a tingling of the hands and fingers. This could easily turn into Carpal Tunnel Syndrome over prolonged usage. Sometimes, this pain becomes so severe and painful that surgery is the only option.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Manufactures specifications ▪ Safe Job Procedure
Selection & Use:	As per job requirement
Management Responsibility:	The appropriate management personnel are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Wrists – Keep the wrists in a straight position. Do not bend them up, down, or from side to side. 2. Elbows – Keep elbows bent between 90 and 100° (right angle), keep them close to your body, and supported if possible. 3. Shoulders – Relaxed (not slouched or raised). 4. Neck – Facing forward and not looking up, down, or to either side. 5. Hips – Bent around 90° with your thighs parallel to the floor. 6. Low Back – Supported to maintain its natural curve. 7. Knees – Bent at approximately 90° with enough space between the back of your knees and the chair to place your feet. 8. Feet – Resting flat on the floor or supported by a footrest.

SAFE WORK PRACTICE	
Title:	Ergonomics: Keyboard & Mouse
Developed by: Carrie McLachlan Approved by: Fernando Nogueira Position: President Date: November 20 th , 2014 Review Date: March 20, 2024	
General:	Protecting workers & others from injuries associated keyboard, and mouse adjustment.
Application:	Reduces muscle strain and reduces chances of <u>Carpal Tunnel syndrome</u> .
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Manufactures specifications ▪ Safe Job Procedure
Selection & Use:	As per job requirement
Management Responsibility:	The appropriate management personnel are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Place the keyboard directly in front of you. 2. Type with your wrists “floating” over the keyboard. 3. Maintain a straight wrist position when you are typing. 4. Place the mouse in front of your “mouse hand”. You should NOT have to reach away from your body in order to operate the mouse. 5. Position the mouse at the SAME height as the keyboard. Remember to maintain approximately a 90° elbow angle. 6. Maintain neutral wrist posture when mousing. 7. Rather than wrist movements alone, use your whole arm for mousing. 8. A mouse pad should be used in order to keep the mouse clean and moving easily. Even users who have an optical mouse should use a mouse pad as it provides the best surface for the movement of the mouse and for the optical sensor to detect movement. 9. When using the mouse for prolonged periods of time your lower arms should be supported, to support your arms rest your elbows on the armrests. Make sure the armrests do not restrict your arm movement when mousing. Rest your mousing arm on one side of the desk if your desk is “L” shaped and the height is around elbow level. Learn how to use keyboard shortcuts to minimize mouse usage. 10. Padded wrist rests should be long enough to fit in front of the entire keyboard and possibly the mouse. Be high enough to keep your wrist in a straight neutral position. Be made of moderately firm and

comfortable material. Resting surfaces should be flat with curved edges to avoid pinch points.

- 11.** Adjust your workstation so that your hands are located at or slightly below elbow height when using the keyboard and mouse. An adjustable keyboard/mouse tray may be necessary to ensure a proper fit.
- 12.** The angle of the keyboard/mouse tray should allow your wrist to stay in a neutral position.
- 13.** Do not flex your wrists excessively
- 14.** Ensure the wrists are in a neutral position.

SAFE WORK PRACTICE	
Title:	Ergonomics: Adjusting Computer Monitor
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the adjustment of a computer monitor.
Application:	You will reduce eye strain and muscle fatigue in your neck, shoulders, and upper back by properly positioning your monitor and adjusting its angle.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Manufactures specifications ▪ Safe Job Procedure
Selection & Use:	As per job requirement
Management Responsibility:	The appropriate management personnel are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Place the monitor directly in front of you. To determine a comfortable viewing distance, stretch your arm toward the monitor and notice the location of your knuckles. Place your monitor near that location, if needed move the monitor closer or farther away, until you can clearly and comfortably see the displayed text. 2. It should not cause your neck to bend forward uncomfortably or backward to any degree. 3. Ensure to position the monitor so that the top line of text is just below your eye height. 4. Your eyes should look slightly downward when viewing the middle of the screen. 5. Do not place the monitor on top of the system unit. This causes it to be too high, place it on top of your desktop. 6. If the monitor sits on your works surface and you feel any discomfort in your neck or upper back the monitor may be too low. Place a block, book or monitor stand to raise the monitor. 7. Tilt the monitor so that it faces your eyes. The monitor screen and your face should be parallel to each other. 8. To check for monitor tilt, have someone hold a small mirror in the center of the viewing area. When sitting in your normal work posture, you should be able to see your eyes in the mirror.

	<p>9. Avoid tilting your head back to view the screen through the lower portion of your glasses; this could lead to muscle fatigue in your neck and back. Try lowering your monitor, if it doesn't work should consider obtaining glasses that are specially made for computer use.</p> <p>10. If glare is a problem, move your monitor to a place where glare and bright reflections are eliminated. Turn off or reduce ceiling lights and use task lighting to illuminate your work, if you can't control the ceiling lights try positioning your monitor between rows of lights instead of directly beneath a row of lights, attach a glare-reduction filter to your monitor. Place a visor on your monitor. Avoid tilting or swiveling your display in a way that leads to an uncomfortable head or upper back.</p>
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SAFE WORK PRACTICE	
Title:	Ergonomics: Sitting at a Computer
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General :	Protecting workers & others from injuries associated with sitting at a computer for long periods of time.
Application:	Use good work habits once you have correctly set up your computer workstation. No matter how perfect the environment, prolonged, static postures will inhibit blood circulation and take a toll on your body. You may get stiff bones if you are sitting in front of a computer too long.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Manufacture's Specifications ▪ Safe Job Procedure
Selection & Use:	As per job requirement.
Management Responsibility:	The appropriate management personnel are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.

Worker Respon sibility:	<ol style="list-style-type: none">1. An articulating keyboard tray can provide optimal positioning of input devices. However, it should accommodate the mouse, enable leg clearance, and have an adjustable height and tilt mechanism. The tray should not push you too far away from other work materials, such as your telephone.2. If you do not have a fully adjustable keyboard tray, you may need to adjust your workstation height and the height of your chair, or use a seat cushion to get in a comfortable position. Remember to use a footrest if your feet dangle.3. Take short 1-2 minute stretch breaks every 20-30 minutes. After each hour of work, take a break or change tasks for at least 5-10 minutes. Always try to get away from your computer during lunch breaks.4. Avoid eye fatigue by resting and refocusing your eyes periodically. Look away from the monitor and focus on something in the distance. Rest your eyes by covering them with your palms for 10-15 seconds. Use correct posture when working. Keep moving as much as possible.5. Avoid using excessively wide wrist rests, or wrist rests that are higher than the space bar of your keyboard.6. Other techniques to reduce glare include use of optical glass glare filters, light filters, or secondary task lights
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SAFE WORK PRACTICE	
Title:	Ergonomics: Laptops
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with using a laptop.
Application:	Laptops are not designed ergonomically - The design and construction of laptops violates a basic ergonomic requirement for computer usage, namely that the keyboard and screen can be positioned independently for appropriate viewing and typing. In the very early days of personal computing, desktop devices also had the screen and keyboard integrated as a single unit, and this resulted in widespread complaints of musculoskeletal discomfort. By the late 1970's a number of ergonomic design guidelines were written calling for the separation of screen and keyboard. The reasoning is simple. With a fixed design, if the keyboard is in an optimal position for the user, the screen isn't, and if the screen is optimal the keyboard isn't going to be placed properly. Even contemporary laptop designs fail to satisfy this basic ergonomic positioning requirement, which means that users must pay special attention to how they use their laptop in order to avoid muscular-skeletal disorders, headaches, fatigue, and similar complaints that result from non-ergonomic computer use.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Manufactures specifications
Selection & Use:	As per job requirement
Management Responsibility:	The appropriate management personnel are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Schedule mini-breaks every 20 to 30 minutes to avoid repetition and static postures. 2. Maintain a comfortable viewing distance from your notebook computer's screen - approximately 18" to 30". 3. Keep your head and neck in a relaxed, neutral posture; avoid excessive neck flexion or rotation. 4. Position the keyboard at a relaxed elbow height and keep your wrists straight while keying. 5. Experiment with table and chair height as well as keyboard angle to maintain neutral wrist postures. 6. If you have to raise your chair so that your legs are pulled downward, use a footrest to support your feet. When seated your hips should be slightly higher than your knees. When your legs are weighted downwards, there is excessive strain on hip, leg, and low back muscles.

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| | <ol style="list-style-type: none">7. Add an external keyboard and place it on an adjustable keyboard/mouse platform.8. Attach an external mouse instead of using the small constricted touchpad or trackball on your laptop.9. Tilt the computer's screen so that it is perpendicular to your line of sight, if lighting permits.10. Keep glare off the computer screen by moving the screen, changing the lighting and/or covering the windows.11. If you are sitting in a side chair or couch, use a pillow to support your arms while keying.12. Clean the screen regularly using appropriate cleaning fluid for a laptop's LCD screen. Take care because pressure or poking may easily damage screen pixels.13. Your hands and wrists should be kept in a straight wrist posture when typing and should not be resting on a palm rest, table or lap while typing.14. Use the wrist rest for support during keying breaks and rest the ball of your hand, not the underside of your wrist, on the wrist pad.15. Do not place your notebook directly on your leg's lap as the computer's excessive heat has been proven to cause internal physical harm to people who use it in that manner over time, rather choose to place it on one of the many adjustable laptop computer stands.16. Carry laptop computers in a case with padded shoulder straps and a handle. Frequently shift shoulders to balance the load on your muscles. |
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SAFE WORK PRACTICE	
Title:	Excavating and Trenching
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others 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 temporarily protective structures have been installed unless said trench or excavation is shallower than the legal minimums and the soil is stable.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedures ▪ Manufacturers specifications ▪ Personal Protective Equipment ▪ Emergency Response Plan
Selection & Use:	As per job requirement
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and to pre-plan trench/excavation soil condition.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Prior to commencement of any excavation ensure that all underground and/or overhead lines being crossed have been identified, exposed and well-marked/flagged. 2. Control traffic near roads or busy access ways. 3. Use traffic controllers/flag persons. 4. Appropriate barricades, fences, protected walkways and signs must be provided to protect the public and workers. 5. Provide ladders/ramps in immediate area for access/egress. 6. Ensure all equipment and materials are in good, working condition. 7. Workers must not enter or work in trenches with hazardous atmospheres without adequate controls. Test excavation and trench sites for oxygen deficiency or the presence of other hazardous atmospheres prior to entry. 8. Where the cut back method is not possible, provide timber shoring, trench jacks, sheet piling, cage or other approved method. 9. All earth trenches more than 1.2 meters (4 feet) deep that a worker is required to enter, must be shored with timbers or pro-fabricated trench box or supported by an approved support system

	<p>in accordance with the current Regulations, or be cut with embankment slopes of 1 to 1 (45 degrees).</p> <ol style="list-style-type: none">10. Tools, equipment and excavation soil must be kept at least 1 meter (3 feet) from the edge.11. Workers must tie off from the edge to an anchor point if coming in close proximity of 6 feet from the edge to work.12. Workers must wear all required personal protective equipment.13. Additional shoring must be provided when excavations or trenches are located adjacent to previously backfilled excavations or where excavations are subjected to vibrations from railroad or highway traffic, operation of machinery, or other sources.14. Prevent water accumulation whenever possible.15. Keep excavations and trenches open for the minimum amount of time needed to complete work tasks.16. Evaluate the excavation and trenching operation at the conclusion of the work activity.
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SAFE WORK PRACTICE	
Title:	Excavating to Expose Lines or Underground Crossings
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with excavating underground lines and cables.
Application:	When it is necessary to disturb soil within existing cable pipeline conduit, then that pipeline, cable or conduit must be exposed before work is allowed to proceed in that area.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Manufactures Specifications ▪ Personal Protective Equipment ▪ Emergency Response Plan ▪ Surveyor Report ▪ Crossing Agreement ▪ Barricades and Warning Signs ▪ Notification of Owner
Selection & Use:	As per job requirement
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Locate all lines and determine the probable depth of the lines to be crossed. 2. Sweep R.O.W. a/o site using radio detection units. 3. Existing pipelines and cables must be exposed "BEFORE" commencing any mechanical excavation. 4. Hydrovac to expose critical area to allow for mechanical excavations as per regulations. 5. Probe for existing lines. 6. If for any reason these hand excavations are temporarily filled in, they shall be marked. 7. A signal person must be present at all times to direct the mechanical excavation during the line crossing construction. 8. Worker and operator must be conversant in proper hand signals.

SAFE WORK PRACTICE	
Title:	Extension Cords
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General :	Protecting workers & others from injuries associated with extension cords.
Application:	Extension cords can cause serious incidents if the following practices are not followed.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Manufacture's Specifications ▪ Safe Job Procedure
Selection & Use:	As per job requirement, and Safe Job Procedure.
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.
Worker Responsibility:	<ol style="list-style-type: none"> 1. All portable extension cords must be of the outdoor type, rated for 300 volts, and have an insulated grounding conductor. 2. All extension cords will be CSA approved and inspected before use. 3. Defective cords must not be used. They must either be destroyed or be tagged and removed from the worksite until repaired. 4. Extension cords must be protected during use to prevent damage from sharp edges, movement of materials, and flame cutting. 5. All extension cords are to be placed in such a way that they will not be a tripping or falling hazard. 6. All extension cords used in hazardous areas or in damp locations are to be protected by approved ground fault protection. 7. All frayed, cut or spliced extension cords are to be tagged and removed from service.

SAFE WORK PRACTICE	
Title:	Fall Protection
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated by not utilising proper fall arrest protection.
Application:	Fall Arrest Protection shall be utilized where there is or may be a danger to workers falling. No person shall use fall protection devices until they have received adequate training.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Manufactures Specifications ▪ Personal Protective Equipment ▪ Emergency Response Plan ▪ Fall Protection Plan ▪ Barricades and Warning Signs
Selection & Use:	Manufactures Specifications
Supervisor Responsibility:	<p>Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.</p> <ul style="list-style-type: none"> ▪ Hazard Assessment ▪ Work Site Inspection ▪ Determine type of equipment required
Worker Responsibility:	<ol style="list-style-type: none"> 1. Be fully conversant with protection system. 2. Ensure you know capabilities of Fall Protection Equipment. 3. Ensure barricades, ribbons and signs identify restricted areas. 4. Ensure you understand the procedures for rescue of workers who may be unable to rescue themselves from an elevated work area. 5. Ensure you know your anchor points. 6. Ensure you do not wrap the lanyards and/or rope around pipes.

	<p>7. Utilise buddy system and continually check each other's harness and D ring to ensure that the harness is not too loose and or the D ring has not slipped down the back.</p>
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SAFE WORK PRACTICE	
Title:	Fire and Fire Extinguishers
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with fire and fire extinguishers.
Application:	<p>Good housekeeping is essential in the prevention of fires. Fires can start anywhere and at any time. This is why it is important to know the type of fire extinguisher to use and how to use it.</p> <p>Always keep fire extinguishers visible with easy access. Fire extinguishers have to be properly maintained.</p>
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Alberta Fire Code ▪ Manufactures recommendations ▪ Personal Protective Equipment
Selection & Use:	<p>As per Safe Job Procedure</p> <p>Alberta Fire Code</p> <p>Manufactures Recommendations</p>
Supervisor Responsibility:	<p>Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.</p> <ul style="list-style-type: none"> ▪ Proper selection of equipment ▪ Conversant with proper regulations
Worker Responsibility:	<ol style="list-style-type: none"> 1. Ensure you are fully trained with operation and maintenance of fire extinguishers. 2. Check cylinder 3. Inspect cartridge puncture cap. 4. Weigh cartridge, with cartridge removed, check action of puncture lever. 5. Check hose and nozzle for obstruction. 6. Check date of manufacture. 7. Check level and condition of powder 8. Check fill-cap threads and gasket 9. Attach visual seal. 10. Check pressure gauge.

	<p>11. DO NOT fight a fire unless you are sure you can extinguish it.</p> <p>12. Types of Fires:</p> <p>a) Class A: wood, paper, rags, rubbish and other ordinary combustible materials. Recommended Extinguishers: Water from a hose, pump type water can, pressurized extinguisher, or soda acid. Fighting the fire: Soak the fire completely – even the smoking embers.</p> <p>b) Class B: Flammable liquids, oil and grease. Recommended Extinguishers: ABC units, dry chemical, foam and carbon dioxide. Fighting the fire: Start at the base of the fire and use a swinging motion from side to side, always keeping the fire in front of you.</p> <p>c) Class C: Electrical equipment. Recommended Extinguishers: Carbon dioxide and dry chemical (ABC units). Fighting the fire: Use short bursts on the fire. When the electrical current is shut off on a Class C fire, it can become a Class A fire if materials around the electrical fire are ignited.</p>
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SAFE WORK PRACTICE	
Title:	Fire Hydrants - Use
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the operation of fire hydrants.
Application:	A fire hydrant is an <u>active fire protection</u> measure, and a source of water provided in most urban, suburban and rural areas with <u>municipal</u> water service to enable <u>firefighters</u> to tap into the municipal water supply to assist in extinguishing a fire.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Personal Protective Equipment (PPE) ▪ Manufacturers Specifications ▪ Permit System ▪ Emergency Response Plan (ERP)
Selection & Use:	As per Safe Job Procedure Manufacturers Specifications
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements. <ul style="list-style-type: none"> ▪ Work Site Hazard Assessment
Worker Responsibility:	<ol style="list-style-type: none"> 1. Park your apparatus/vehicle to protect the workers. 2. Use traffic cones if required. 3. Perform a visual inspection of the fire hydrant, before working on it. 4. Ensure the hydrant is shut off, “before” removing the port cap(s). 5. Position yourself to the side, away from the port cap(s) when removing them. Never position your head near any of the port caps. 6. Remove the port cap(s) “slowly”. 7. Remove all port caps, check the threads and ensure each port cap has a rubber gasket. 8. Reposition and tighten all unused port caps, attach the hose and gate valve to the desired discharge port and tighten it “before” opening the hydrant. 9. Attach a water control device to the hose line “before” opening the hydrant. 10. When using a Fire Hydrant, open the hydrant “slowly” and “fully.

	<ol style="list-style-type: none">11. Never straddle or step over a hose when it is “charged” with water under pressure.12. After use, close the hydrant “slowly” and “fully”.13. Remove the pressure from the hose by opening the water control device.14. Check to confirm the hydrant is draining properly by placing your bare hand over the discharge port. You should feel suction.15. Do not reapply the port cap to this discharge port until there is no longer any suction and the water level “inside the hydrant barrel” has been checked with a weighted string.
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SAFE WORK PRACTICE	
Title:	Flagging
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated Flagging (controlling traffic).
Application:	Training in proper flagging procedures, and an orientation of the construction activity is essential prior to any flagging operations.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Highway Traffic Act
Selection & Use:	<p>Safe Job Procedure</p> <p>Flag person training workbook/handbook</p>
Supervisor Responsibility:	<p>Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training</p> <ul style="list-style-type: none"> ▪ Compliance ▪ Certificate
Worker Responsibility:	<ol style="list-style-type: none"> 1. Do stay alert at all times. 2. Do use hand signals that are clear and deliberate, when directing traffic. 3. Do stand on the shoulder of the road out of the path of oncoming traffic. 4. Do have a good description of the day's work to answer motorists' questions. 5. Do treat motorists courteously. 6. Do use proper equipment. 7. Do wear proper clothing. 8. Do stand alone. 9. Do be prepared for changing weather by bringing a rain coat, sweater, or warm coat. 10. Do consult your Flag person's hand book or your superintendent, if you have questions about your flagging duties. 11. Do treat all vehicles as if they are not going to stop, until they have come to a complete stop. 12. Don't stand in an open lane.

	<ul style="list-style-type: none">13. Don't make unnecessary conversation with workers, pedestrians, or motorists.14. Don't give flagging directions against a traffic signal.15. Don't stand in the shade, over the crest of a hill, or around a sharp curve.16. Don't leave your station until properly relieved.17. Don't stand near equipment.18. Don't stand with a group of people.19. Don't daydream.20. Don't read while on duty.21. Don't bring radios, iPods, MP3, or CD players.22. Don't forget to bring insect repellent and sunscreen.
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SAFE WORK PRACTICE	
Title:	Forklifts
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with Forklifts.
Application:	Properly operated forklifts make material handling effortless. However, when the forklift operator limitations are exceeded they can be very dangerous. Adhering to the following general operating rules can greatly reduce the risk of personal injury and property damage.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Personal Protective Equipment ▪ Emergency Response Plans
Selection & Use:	As per Safe Job Procedure.
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Operate only if you have been trained. 2. Know the manufacture's manual. Never exceed manufacture's load rating. 3. Inspect all components prior to use. 4. Keep forks and speed low at all times. 5. When parked, always place forks flat on the ground. 6. Drive in reverse when moving bulky items to avoid blind spots. 7. Do not carry passengers. 8. Never leave a machine unattended with an elevated load. 9. The use of a seat belt is recommended.

SAFE WORK PRACTICE	
Title:	Gas Powered Chain Saw
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the operation of a gas powered chain saw.
Application:	A chain saw is a portable, mechanical saw which cuts with a set of teeth attached to a rotating chain that runs along a guide bar.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Operators Manual ▪ Personal Protective Equipment
Selection & Use:	As per Safe Job Procedure
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Thoroughly inspect the chainsaw before each use for a defective chain, chain tension, fluid levels and proper lubrication. 2. Always use both hands when starting a chain saw, one to hold the saw and the other to pull the starter rope. Grip the top handle of the saw firmly and pull the starter rope quickly. It is not safe practice to start a chain saw while holding it in mid-air with one hand. 3. Always start it on the ground on a stable surface. 4. Always use both hands to control the chain saw. 5. Never force a chain saw through a cut. If it is properly sharpened and adjusted it will cut, almost by itself (keep in mind that the hardness of the wood will have major effect on how quickly it cuts). 6. Always be watchful for blade-pinching situations and plan accordingly. Cut branches at the base of the blade. Do not saw the tip of the blade. 7. Use a high chain speed when reinserting the blade in a cut or removing it from a cut. 8. Keep the saw teeth sharp so they will cut; dull teeth are more likely to cause a kickback. 9. Always cut below shoulder height, otherwise the saw is difficult to control and is too close to your face.

	<ol style="list-style-type: none"> 10. Always avoid making cuts with the saw between your legs, always cut the saw to the outside of your legs. 11. Don't stand on a log and saw between your feet. 12. Always stand to one side of the limb you are to cut, never straddle it. 13. Always keep in mind where the chain will go if it breaks. Never position yourself or other people in line with the chain. 14. Keep the chain out of the dirt, debris will fly, the teeth will be dulled and the chain life shortened considerably. 15. Always wear personal protective equipment (safety goggles, hearing protection, steel-toed boots, and gloves). Wear a hard hat if on site. 16. Let the chain do the work. Don't force the saw through the cut.
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SAFE WORK PRACTICE	
Title:	Getting On and Off Vehicles and Equipment
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with Hazards of getting on and off vehicles and equipment.
Application:	This is often taken for granted but, unfortunately, a variety of injuries, including broken ribs, ankles and wrists have occurred through improper mounting and dismounting.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Clean boots of mud before climbing into a machine or vehicle. 2. Use grab rails, and steps. 3. Always face the machine or vehicle when getting on or off. 4. Maintain 3-point contact at all times. This means two hands and one foot, or two feet and one hand. 5. Do not jump from the machine or vehicle, or get off while it is in motion. 6. Be extra cautious under wet or icy conditions.

	<p>7. Remember, only designated persons are authorized to operate or ride on equipment.</p>
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SAFE WORK PRACTICE	
Title:	Hand Saws
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with Hand Saws
Application:	Hand saws, also known as "panel saws", "fish saws", are used to cut pieces of <u>wood</u> into different shapes. This is usually done in order to <u>join</u> the pieces together and carve a wooden object. They usually operate by having a series of sharp points of some substance that is harder than the wood being cut. The hand saw is a bit like a tension, but with one flat, sharp edge.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Personal Protective Equipment ▪ Safety Devices
Selection & Use:	As per job requirement
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Saws are made in various shapes and sizes and form many uses. Use the correct saw for the job. 2. Wear Safety glasses to protect your eyes. 3. Select a saw of proper shape and size for material being used. 4. Whenever possible, choose a saw handle that keeps your wrists in a natural position in the horizontal plane. 5. Check the material being cut for nails, knots and other objects that may buckle the saw. 6. Start by placing your hand beside the cut mark with your thumb upright and pressing against the blade, start to cut carefully and slowly to prevent blade from jumping. Pull upward until the blade bites. Start with a practical cut, and then set saw at proper angle. 7. Apply pressure on the down stroke only. 8. Hold stock being cut firmly in place. 9. Use a helper, a supporting bench or a vice to support long material if required.
	<ol style="list-style-type: none"> 10. Keep teeth and blades properly set. 11. Protect teeth of saw when not in use. 12. Keep saw blades clean.

SAFE WORK PRACTICE	
Title:	Hazard Control Signage
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others 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:	<ul style="list-style-type: none"> ▪ Government Regulations ▪ Local Jurisdictions ▪ Worksite traffic guidelines ▪ Personal Protective Equipment
Selection & Use:	As per job requirement.
Supervisor Responsibility:	<p>Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.</p> <ul style="list-style-type: none"> ▪ Signage selection ▪ Hazard Assessment
Worker Responsibility:	<ol style="list-style-type: none"> 1. Ensure signage is in good condition, clean, legible and suited to the purpose. 2. Ensure traffic control signage is to be of accepted standards. 3. Ensure signage is secured. 4. Routinely inspect signage for placement, cleanliness and physical damage. 5. Ensure road traffic signage is covered when no activity is present. 6. Ensure you are fully trained to erect road traffic signage.

SAFE WORK PRACTICE	
Title:	Hazards of Moving Equipment and Vehicles

<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with Hazards of moving Equipment and Vehicles.
Application:	A large percentage of construction site incidents involve mobile equipment and trucks. Many incidents occur while machines are being backed up. Operators must be continually aware of people and traffic movements, and obstacles around them.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Circle your machine before mounting, particularly when in residential and commercial areas. 2. Always look back on both sides of the machine before backing up. 3. Where ground workers are involved, ensure all are clear of the machine and accounted for before moving. 4. Use a signal person to guide when: <ol style="list-style-type: none"> a. Backing up in traffic areas, or in an area where vision is limited. <p>You need assistance in judging distance between the machine and obstacles. Equipment movements can be difficult to predict. Sometimes the equipment will be turned, swung, or reversed in a direction you do not anticipate.</p> <ol style="list-style-type: none"> 1. NEVER walk directly behind moving equipment. The operator may not be able to see you as he prepares to back up. 2. Try to keep the operator in your line of sight. If you can see him, he can see you. Make eye contact. 3. Stay clear of equipment when it is in motion. 4. Stand clear of equipment being loaded or unloaded from trailers.

SAFE WORK PRACTICE	
Title:	Heavy Equipment

<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with heavy equipment, eliminating dangers while working next or near heavy equipment.
Application:	As per job requirement
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ OH&S Act, Regulation and Code ▪ Operator's Manual ▪ Locate Slips
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.

<p>Worker Responsibility:</p>	<ol style="list-style-type: none">1. Before operating any piece of equipment inform your supervisor if you are taking any strong prescription or over the counter drug that may cause drowsiness.2. Only trained and authorized operators shall be permitted to operate the designated equipment being deemed competent. Operate the equipment in a safe and defensive manner; always be alert and anticipating hazardous conditions.3. Complete a hazard assessment prior to beginning the operation of any equipment.4. The equipment operator will start the day off with an inspection, its especially important that all glass, mirrors, horns, lights, back-up alarm cables, steering, brakes, and hydraulics are operational. Defective equipment should not be operated.5. You shall wear your seat-belt in the equipment at all times.6. When the heat or air conditioning is running, all windows are to be put up due to health issues.7. Always maintain the required distance between equipment and electrical power lines, following the operating voltage between conductors. "Where's the Line"8. Ensure Alberta One Call has been called before you dig, and locate sheet are in your possession. Ensure you know where all underground utilities are located before you operate any piece of equipment. Do not run over any markings.9. Ensure that the piece of equipment is kept clean. Keep the interior free of garbage (food, paper, and materials). Dust and sweep after every use, cleaning interior windows.
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	<p>10. Riding on equipment is prohibited! No person shall ride any hook, hoist or bucket which is used strictly for handling material and not specially designed to carry riders.</p> <p>11. Faster equipment speeds give you less time to get out of the way – larger equipment often has more blind spot areas where the operator’s vision is obstructed and heavier equipment is less forgiving when it hits you.</p> <p>12. When operating equipment in confined areas be alert for other workers – if possible, flag the area off limits to avoid unnecessary entry for both workers and the general public. Watch your surroundings!</p> <p>13. Always shut off the engine before fuelling or performing maintenance work. Never get under a raised blade, bucket, or other suspended load unless it’s properly blocked.</p> <p>14. When working near heavy equipment always allow space for equipment failure or operator error. If you must work close to operating equipment, keep the operator informed of your location by maintaining eye contact at all times.</p> <p>15. Think safety. Plan the work and work the plan. Report all property damages done to the interior and exterior of the equipment including all incident reports immediately to your supervisor.</p> <p>16. There is a no cell phone, or portable device policy stating all electronic devices are to stay in your personal vehicle or at home during working hours – only ear plug are allowed in your ears NO ear phones for any reason. Use your radios in the cab for communication to other operators/supervisors when needed. If attention must be turned elsewhere, stop the piece of equipment and pull the safety disconnect.</p> <p>17. Spills shall be cleaned up immediately, and the procedure for containment of spill shall be followed.</p>
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SAFE WORK PRACTICE	
Title:	Hoisting and Rigging (Safe Lifting) Synthetic Web Rope (Nylon Slings), Wire Rope slings & Alloy Steel Chain Slings
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the operation of lifting (hoisting & rigging).

Application:	As per job requirement
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Personal Protective Equipment ▪ Emergency Response Plan
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Slings having suitable characteristics for the type of load, hitch, and environment shall be selected. 2. The weight of the load shall be within the rated load (working load limit) of the sling. 3. Chain slings shall not be shorted or lengthened by knotting, twisting, or other methods not approved by the sling manufacturer. 4. Slings that appear to be damaged shall not be used unless they are inspected and accepted as usable in accordance with a periodic inspection. 5. The sling shall be hitched or rigged in a manner providing control of the load. 6. Sharp corners in contact with the chain sling should be padded with material sufficient strength to minimize damage to the sling. 7. Portions of the human body should be kept from between the sling and the load and from between the sling and the hoist hook. 8. Personnel should stand clear of the suspended load. 9. Personnel shall not ride the sling. 10. Shock loading is prohibited. 11. Slings should not be pulled from under a load when the load is resting on the sling. 12. Slings should be stored in an area where they will not be subjected to mechanical damage, corrosive action, moisture, and extreme heat or kinking. 13. Twisting and kinking the legs (branches) should contain or support the load so that the load remains under control. 14. Multiple-leg (branch) chain slings shall be selected according to manufacture. 15. Slings should be long enough so that the rated load is adequate when the angle of the legs (branches) is taken into consideration. 16. Slings should not be dragged. 17. When used in a choker hitch arrangement, slings shall be selected to prevent the load developed on any portion of the sling from exceeding the rated load of the chain sling components. 18. Slings shall not be inspected by passing bare hands over the wire rope body. Broken wires, if present, may injure the hands. 19. Fibre core wire rope should not be subjected to degreasing or a solvent because it will damage the core.

	<p>20. Single leg slings with hand-tucked splices can be unlaidd by rotation. Care should be taken to minimize rotation.</p> <p>21. An object engaging the eye of a loop eye sling should not be greater in width than one-half the length of the loop eye.</p>
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SAFE WORK PRACTICE	
Title:	Horizontal Auguring
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with auguring.
Application:	All directional auguring must be performed in a safe manner, protecting employees, subcontractors and the public.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Crossing Agreements ▪ Permit System ▪ Manufacturer Specifications ▪ Environmental Protection Legislation ▪ Personal Protective Equipment (PPE) ▪ Emergency Response Plan (ERP)
Selection & Use:	<p>As per Safe Job Procedure</p> <p>Soil and weather conditions</p>
Supervisor Responsibility:	<ul style="list-style-type: none"> ▪ Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. ▪ Permits and Work Agreements ▪ Establish type of product and pressure in lines being crossed. ▪ Prior to job start, profiles of line crossings and elevations of the ground are to be developed and reviewed.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Control traffic on roads and busy access ways near the work site. 2. Prior to commencement of any excavation, ensure all underground and/or overhead lines being crossed have been identified, follow job plan for trenches and excavation. 3. Identify hazards which will be created when auguring equipment is set into position.

	<ol style="list-style-type: none"> 4. Prior to auguring, determine stability and anchoring of auguring equipment. 5. Prior to auguring provide adequate visual inspection holes in front of each cable, set of cables, and or line crossing. 6. Maintain visual inspection at all holes when removing auger bit and rod or when pulling back cable or pipe. 7. Upon pull back, maintain proper clearances and desired line of path.
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SAFE WORK PRACTICE	
Title:	Housekeeping
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General :	Protecting workers & others from injuries associated with housekeeping.
Application:	Good housekeeping must be practiced at all times. Tripping hazards and slippery conditions must be eliminated. A clean workplace is a safer workplace.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Personal Protective Equipment
Selection & Use:	As per job requirement.
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.

Worker Responsibility:	<ol style="list-style-type: none"> 1. Aisles and access ways must be kept clear of any obstruction, and be well-lit and properly ventilated. 2. Scraps must be removed to disposal bin or designated disposal area. 3. Nails or sharp objects protruding from lumber or boards must be removed. 4. Daily job site cleanup is required and individual cleanup duties must be assigned to all workers. 5. All materials must be segregated as to size, kind and length and placed in neat, safe and orderly piles. This will ensure clear passageways on job/project sites, office areas and the shop creating a safe workplace for all employees. 6. Materials must be properly stored, stacked or piled away from power lines and to prevent tipping/spilling. 7. Signs must be posted to warn workers of hazardous areas. 8. Keep the work area clean, free of oil, grease, mud, unnecessary tools/equipment, scrap metal and other materials. 9. Clean-up spills promptly with proper absorbing materials and agents. 10. Place all garbage and waste materials in appropriate containers. 11. Store all oily rags in appropriate fire-approved steel containers. 12. Keep exterior, interior walkways and stairwells and other traffic areas clear. 13. Watch for hazards such as nails, pieces of scrap metal, grease and oil.
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SAFE WORK PRACTICE	
Title:	Hydrovac Operations
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with hydrovac operations.
Application:	Hydrovac Units used for day lighting of underground structures and lines, doing the primary excavation in restricted areas.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Environmental Protection Legislation ▪ Barricades and Warning Signs ▪ Personal Protective Equipment (PPE) ▪ Emergency Response Plan (ERP)
Selection & Use:	As per Safe Job Procedure

Supervisor Responsibility:	<ul style="list-style-type: none"> ▪ Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. ▪ Hazard Assessment ▪ Work Site Inspection
Worker Responsibility:	<ol style="list-style-type: none"> 1. Ensure barricades and warning signs are in place. 2. Ensure lines are identified. 3. Determine if the soil the hydrovac is working in is contaminated by hazardous substances are not. 4. Ensure you do not stand near the edge of an excavation. 5. Keep all unnecessary personnel and equipment out of the area the hydrovac is working in. 6. Additional care must be taken when locating and exposing fibreglass lines.

SAFE WORK PRACTICE	
Title:	Ladders
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the use of ladders.
Application:	Before using any ladder, make sure that it is in good condition and is right for the job being done.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Manufactures specifications ▪ Personal Protective Equipment ▪ Emergency Response Plan
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment Manufactures specifications
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.
Worker Responsibility:	<ol style="list-style-type: none"> 1. All portable ladders must be equipped with non-slip bases.

Around 15% of workplace fatalities are the result of falls in Canada! The following are the major causes of ladder incidents:

- ✓ Ladders are not held, tied off or otherwise secured.
- ✓ Slippery surfaces & unfavorable weather conditions cause workers to lose footing on rungs or steps.
- ✓ Workers fail to grip ladders adequately when climbing up or down.
- ✓ Workers take unsafe positions on ladders (such as leaning out too far).
- ✓ Placement on poor footing or at improper angles cause ladders to slide.
- ✓ Ladders are defective.

2. Ladders must be set-up on a firm level surface. If the base is to rest on soft, uncompact or rough soil, a mud sill shall be used.
3. Straight ladders will be tied off or otherwise secured to prevent movement. If this is not possible, one worker will hold the base of the ladder while it is being used.
4. When a task must be done while standing on an extension ladder, the length of the ladder must be such that the worker stands on a rung no higher than the fourth from the top.
5. When climbing up or down, workers must always face the ladder.
6. Unless suitable barricades have been erected, or other adequate protection provided, ladders must not be set up in passageways, doorways, driveways or other locations where they can be struck or bumped by persons or vehicles.
7. Ladders must not be erected on boxes, carts, tables, elevating work platforms or on vehicles/equipment.
8. Straight ladders must be set up at an angle such that the horizontal distance between the top support and the base is not less than one quarter or greater than one third of the vertical distance between these points.
9. Metal ladders or ladders with wire reinforcing must not be used in the proximity of energized electrical conductors.
10. Wooden ladders must be unpainted or finished with a clear non-conductive wood preservative.
11. All ladders erected between levels must be securely fastened, extend 90 centimetres (3 feet) above the top landing and afford clear access at top and bottom.
12. Ladders with weakened, broken, bent or missing steps, broken or bent side rails, broken, damaged or missing non-slip bases, or otherwise defective must not be used and must be tagged out and removed from the worksite.
13. Ladders must not be used horizontally as substitutes for runways or any other service for which they have not been designed.
14. Workers on a ladder must not straddle the space between the ladder and another object.
15. Three points of contact must always be maintained when climbing up or down a ladder (two feet and one hand or one foot and two hands).
16. Single-width job-built ladders are only meant for one worker at a time. A double-width ladder can be used by two workers, providing they are on opposite sides.
17. Before setting up ladders, always check for overhead power lines.
18. Keep your centre of gravity between the side rails. Your belt buckle should never be outside the side rails.
19. When climbing up or down, do not carry tools or material in your hands. Use a hoist rope instead.
20. Do not splice short ladders together to make a long ladder – the side rails will not be strong enough for the extra loads.
21. Do not use ladders for bracing – they are not designed for this type of loading.

<ul style="list-style-type: none"> ✓ Ladders are toppled by high winds. ✓ Ladders are carelessly handled or improperly positioned near electrical lines. 	<ul style="list-style-type: none"> 22. Never rest a ladder on its rungs. Ladders must rest on their side rails. 23. To erect long, awkward, or heavy ladders, get help to avoid injury from overexertion. 24. Check aluminum ladders for dents and bends in side rails, steps and rungs. Do not use metal pipe to replace a rung. 25. Check wooden ladders for cracks, splits and rot. 26. Check all ladders for grease, oil, caulking, imbedded stone and metal or other materials that could make them unsafe.
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Before using any ladder, the following questions should be asked:

- 1) Is using a ladder the safest and best way to do the job?
- 2) Is the ladder in good condition and suitable for the type and height of work?
- 3) Can the ladder be positioned close enough to the work area so that the worker using it won't overreach?
- 4) Can the ladder be secured at both the top and bottom?
- 5) Is the surface supporting the ladder at its base firm and level?

If the answer to any of these questions is No, consider another method of gaining access to the work area. **Fixed Ladders in manholes:**

ASTM Standard C478-02 (American Society for Testing and Materials), standard specification for Reinforced Concrete Manhole Selections, includes requirements for the design of steps and ladders installed in pre-cast reinforced concrete manholes used in sewer and water works. These requirements include dimensions of steps and rungs and appropriate clearance distances.

The requirement to comply with the ASTM Standard is not retroactive to manhole ladders installed prior to the effective date of the OHS Cod

SAFE WORK PRACTICE	
Title:	Loader Forks
Developed by: Carrie McLachlan Approved by: Fernando Nogueira Position: President Date: November 20 th , 2014 Review Date: March 20, 2024	
General:	Protecting workers & others from injuries associated with the use of loader forks.
Application:	As per job requirement
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Training

	<ul style="list-style-type: none"> ▪ Personal Protective Equipment
Selection & Use:	As per job procedure.
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Read and understand the Operator's Manual and all safety signs before operating, maintaining or adjusting the loader forks. 2. Install and secure all guards before starting. 3. Do not allow riders. 4. Lower forks to the ground, set park brake, remove ignition key and wait for all moving parts to stop before servicing, adjusting and repairing. 5. Clear area of people before starting. 6. Review safety related items annually with all personnel who will be operating or maintaining the loader forks. 7. Practice raising, lowering and tilting unit and its load when learning to operate the loader and forks. Become familiar with controls before operating. 8. Keep the loader arms and forks at a low position when moving and when working on inclines. 9. Do not operate near the edge of drop-offs or banks. 10. Do not operate at an angle on steep slopes. Drive up or down but not across. Keep the forks and arms low. 11. Make allowances for increased length and weight of loader during operation and moving. 12. Remove all sticks, stones, roots and wires from work area before starting. Take care not to contact overhead obstructions during operation. 13. Never operate controls from the ground. Operate only from the operator's seat to prevent unexpected loader and fork movement that can lead to crushing between frame members. 14. Use extra caution when handling large round loads or other siftable objects – secure all objects. 15. Large round loads or loose objects can roll back down loader arms. Secure objects before raising arms. Keep arms low. 16. Keep the forks away from overhead power lines. Electrocutation can occur without direct contact with an overhead power line. 17. Do not exceed machine lift capacity. Overloading can cause structural damage and lead to unsafe operating conditions. 18. Never carry, lift or move people on arms, forks or a bucket. Do not use machine as a work platform. 19. Always use two people to handle heavy, unwieldy components during assembly, installation, removal or moving.

	<p>20. Never place any part of your body where it would be in danger if movement should occur during assembly, installation, operation, maintaining, repairing, removal or moving.</p> <p>21. Do not walk or work under a raised machine or attachment unless it is securely blocked or held in position. Do not depend on the loader hydraulic system to hold the machine or attachment in place.</p> <p>22. Always centre the load between the forks to provide maximum stability.</p>
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SAFE WORK PRACTICE	
Title:	Loading and Unloading Trailers
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the operation of loading and unloading trailers.
Application:	Equipment and material which is used on projects must be mobilized to or from the project sites. At various times during projects, equipment may also be transferred from one right-of-way location to another.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Emergency Response Plan (ERP) ▪ Personal Protective Equipment (PPE) ▪ Competent Operator- Driver
Selection & Use:	<p>Manufacturers Specifications</p> <p>Hazard Assessment</p>
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. To safely load a trailer you must consider the overall load weight, the load weight distribution, proper tongue weight, and securing the load properly. 2. Only competent Truck Drivers or competent Equipment Operators shall be allowed to load and unload equipment, or materials without direct supervision. 3. A laborer shall be designated to assist where hoisting and rigging procedures are to be followed, where high ambient noise levels or poor visibility interferes with a Truck Drivers ability to see objects on all sides of the equipment during the loading/unloading process.

4. Designated labors are to ensure that eye contact and confirmed communication is carried out with the Truck Driver PRIOR to entering the equipment "danger zone".
5. Truck Drivers must not park their truck or trailer in an area where equipment will enter within 15 meters of any power line during the loading and unloading process.
6. Equipment and material must be lined up with the trailer and ramps so that no turning shall be necessary during loading and unloading.
7. For any loading or unloading the trailer must be secure from movement, the load must be balanced (side to side) and the trailer wheels must be parked on hard, level and stable ground so as to further ensure the deck remains level.
8. The truck and trailer shall have their parking brakes applied during loading and unloading.
9. If a trailer is equipped with an air ride system, the system must be deflated prior to loading and unloading.
10. Equipment tracks must be appropriately clear of snow, ice and mud prior to loading and unloading.
11. No one shall stand on either side of the trailer deck, in the potential fall zone of equipment or material during the loading and unloading process.
12. Side booms, rubber tired equipment as well as any other equipment with less than 12'6" of track contacting the ground shall NOT be loaded or unloaded over 'Beaver tails.' This equipment is to be loaded or unloaded over the front of 'drop deck' or 'scissor-neck' style trailers.
13. The only exceptions to the above shall be in circumstances where the site conditions or access conditions are such that it is unsafe or unreasonable to utilize a 'drop-deck' trailer or where a set of ramps that are approved for the use.
14. If the 'beaver tail' ramp of a trailer is to be used for loading or unloading of any equipment, a designated labour shall be present for the duration of the task.
15. When loading or unloading is to be carried out over the 'beaver tails,' the trailer must be hooked to a truck and the truck and trailer must be in alignment with each other.
16. Gloves shall be worn when handling wire rope cable. No person shall allow wire rope cable to slide through their hands, regardless of the type of thickness of gloves being worn.
17. No person shall stand in the potential area in case of wire rope or hydraulic failure or any of its components when the load is under tension.
18. All Truck Drivers must carefully inspect the equipment that they intend to load or unload. Equipment deficiencies which may affect loading or unloading are to be reported to the Shop Foreman immediately. Do not operate equipment, which is in an unsafe condition.
19. Three-point contact is to be used when mounting and dismounting equipment, including truck cabs and trailer decks.

	<p>20. No one is to be on the trailer deck for any reason when the truck is in motion.</p> <p>21. Seat belts which are supplied by the equipment manufacture shall be worn when equipment is being loaded or unloaded.</p> <p>22. When loading and unloading equipment which have attachments, and booms etc. they are to be kept as low as possible on ascent or descent from the trailer, to ensure a low centre of gravity.</p> <p>23. When crossing any balance point, progress is to be kept slow and steady. Any sudden movements, stopping, acceleration, deceleration, and turning are to be avoided.</p> <p>24. Unnecessary movement of equipment or materials while on the trailer deck shall be avoided.</p> <p>25. Chains are not to be used for towing. They are difficult to visually inspect and such have the potential to unexpectedly break while under tension. Chain is only to be used for securement purposes and only grade 70 chains (or higher) shall be employed.</p> <p>26. Lever-style boomers are not too used. Levers have the high potential to snap unexpectedly to the open position when tension is being applied which could result in a serious injury. Only ratchet style boomers are to be used.</p> <p>27. Prior to transport, decks, steps, ramps, equipment, and materials shall be cleared of any oil, grease, ice, snow, dun age, loose tools, gravel as well as any other loose items.</p> <p>28. All loads must be fully secure, regardless of the distance being travelled.</p>
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SAFE WORK PRACTICE	
Title:	Lowering Pipe into an Excavation or Trench
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with lowering of pipe operations.
Application:	Pipe must be lowered into trenches safely by utilizing adequate lifting equipment and trained personnel.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Hazard Assessment ▪ Tool Box Meeting ▪ Safe Job Procedure

Selection & Use:	Site condition
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. <ul style="list-style-type: none"> ▪ Work site inspection ▪ Determine type of equipment
Worker Responsibility:	<ol style="list-style-type: none"> 1. Conversant with lowering procedure. 2. Ensure proper lifting capabilities of equipment. 3. Ensure you are not between pipe and trench 4. Be conversant with hand signals. 5. Ensure you are visible to the operator. 6. Be aware of changing conditions.

SAFE WORK PRACTICE	
Title:	Manual Lifting and Carrying
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers from injuries associated with material lifting and carrying.
Application:	Most lifting accidents are due to improper lifting methods. All manual lifting should be planned and safe lifting procedures followed.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Lifting Procedures
Selection & Use:	As per Safe Job Procedure
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. Selection of lifting equipment
Worker Responsibility:	<ol style="list-style-type: none"> 1. Ensure that you know your physical limitations and the approximate weight of materials. 2. The use of power equipment or mechanical lifting devices should be considered and employed where practical. 3. Obtain assistance in lifting heavy objects.

	<ol style="list-style-type: none"> 4. Ensure a good grip before lifting and employ proper lifting technique. 5. Avoid reaching out. 6. Pipes, conduit, reinforcing rods and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors. 7. Be aware of hazardous and unsafe conditions.
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SAFE WORK PRACTICE	
Title:	Machine Safety – The Six S
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers from injuries associated with machine safety.
Application:	As per job selection.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedures ▪ Company Health and Safety Program
Selection & Use:	As per Safe Job Procedure
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.
Worker Responsibility:	<p>As a machine operator, your goal in any emergency should be to complete these six Ss:</p> <ol style="list-style-type: none"> 1. <u>Stop The Machine</u>: First, stop your machine as quickly and safely as possible. 2. Shift to Neutral 3. Set the Parking Brake 4. Shut Down the Engine 5. <u>Summon Help</u>: Call the service technician and describe the problem. 6. <u>Stay in the Cab</u>: Usually you should stay in the cab until help arrives. This is especially true if there's a chance of potential hazard around the truck that you can't see. However, if there is a threat to your safety in the cab, you should find the safest, fastest exit.

SAFE WORK PRACTICE	
Title:	Machine Guarding
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General :	Protecting workers & others from machine guarding.
Application:	Fall Arrest Protection shall be utilized where there is or may be a danger to workers falling. No person shall use fall protection devices until they have received adequate training.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Manufactures specifications ▪ Personal Protective Equipment ▪ Emergency Response Plan
Selection & Use:	Manufactures specifications
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Regulations clearly state points of operations and power transmission shall be guarded. 2. Guards shall be affixed to the machine where possible and secured elsewhere if for any reason attachment to the machine is not possible. 3. Guards shall be so designed that they do not create a hazard in themselves. 4. Guards shall be so designed and securely mounted to provide adequate protection. 5. All belts, pulleys, gears and chains shall be properly grounded. 6. Fans and fly wheels within seven feet of the floor or ground level shall be guarded. All fan guards shall have openings no larger than one half inch. 7. Shafts and shaft ends shall be guarded.

	<ol style="list-style-type: none"> 8. Guards on grinders shall cover the spindle end, nut and flange projections. Bench grinders shall have properly installed work rests. 9. Machinery and power tool guards will be inspected regularly to be sure that they are securely in place and properly aligned. 10. Moveable guards will be inspected and maintained periodically to be sure that they are in good operating condition. 11. Guards removed for repairs or maintenance shall be remounted before the machine or power tool is put back into operation. 12. Machines designed for fixed location shall be securely anchored to prevent walking or moving.
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SAFE WORK PRACTICE	
Title:	MIG Welder
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the safe operation of an MIG welder.
Application:	As per job requirement
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Personal Protective Equipment ▪ Material Safety Data Sheet ▪ Manufactures Recommendations/Manual
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment , and Material Safety Data Sheet
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Along with practice, practice, practice, remember safety, safety, safety! 2. You can MIG weld mild steel, stainless, and aluminum, although you will need a special adapter for aluminum. 3. MIG isn't worth a dang on paint, dirt, rust, oil, and grease. 4. Use nozzle dip or anti spatter spray to keep your gun nozzle from getting clogged with spatter (molten welding droplets that solidify and stick to the inside of the nozzle, obstructing shielding gas flow). 5. Use a pad with cleaner where the wire feeds into the liner to prevent the liner from clogging up with dirt.

	<ol style="list-style-type: none"> 6. Most solid-steel MIG wire has a tensile strength (ability to resist being pulled apart) of 70,000 lbs. per square inch. 7. A good general-use wire diameter for the hobbyist is 0.035 in. 8. Make sure your machine is set to direct current electrode positive (DCEP)—what used to be called reverse polarity. Commonly used in MIG welding, DCEP gives the best penetration in steel. 9. Remember to use the right amp fuse where you plug in your machine. Make sure your wiring is sufficient to carry the current. 10. A 75/25 shielding gas (75 percent Argon / 25 percent carbon dioxide) is perfect for the hobbyist. 11. A good general flow rate for your shielding gas is 20 cubic feet per hour (CFH) unless specified otherwise on your regulator. 12. Although you cannot have air blowing around because it displaces your shielding gas, make sure you have some ventilation. Do not inhale the shielding gas. Inhaling argon can cause you to wake up dead! 13. Put the work clamp as close as possible to the work piece. That way you'll have a better circuit, which will give you a better weld. 14. When welding thin gauge, allow more wire stick out—even up to 3/4-in. Use the push, or forehand, method because you don't want very much penetration. 15. Forehand welding allows you to see better with shallow penetration. Although difficult to see because of the nozzle, backhand welding is smooth and gives the best penetration. 16. Relax your hand and watch the puddle. Watch your travel speed, gun angle, and temperature (heat, or amps, which are controlled by the wire feed speed). The thinner the steel, the faster the travel speed. 17. Skip weld—weld a couple of inches at the beginning, middle, end, and then come back—when you want to control distortion. If you weld a long seam all at once, you are likely to warp the steel. 18. Make sure you are getting good penetration into the steel. 19. Your machine should sound like bacon frying when it is set right on short circuit. 20. The more you burn, the more you'll learn. Do it right the first time. Cutting corners usually results in problems that have to be corrected.
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SAFE WORK PRACTICE	
Title:	Office Safety
Developed by: Carrie McLachlan	
Approved by: Fernando Nogueira Position: President	

Date: November 20 th , 2014	
Review Date: March 20, 2024	
General:	Protecting workers & others from injuries associated with office environment.
Application:	To ensure employees are aware of the potential and existing hazards in the office environment.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Manufactures Recommendations ▪ Emergency Response Plan ▪ Alberta Fire Code ▪ Local Legislation ▪ Material Safety Data Sheets
Selection & Use:	Emergency Response Plan Material Safety Data Sheets
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.
Worker Responsibility:	<ol style="list-style-type: none"> 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 filing is open at one time and, 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 manufactures specifications. 10. Ensure coffee makers are used according to manufacturer specifications. 11. Ensure photocopier is maintained according to manufacturer's specifications. 12. Ensure chairs are in good repair. 13. Ensure rugs are kept clean and in good repair – free of tripping hazard. 14. Ensure paper cutter blade is placed in closed lock position. 15. Ensure all loose clothing is tied back when using the paper shredder.

SAFE WORK PRACTICE

Title:	Office Machinery
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the use of office machinery.
Application:	Office machinery includes telephones, fax machines, photocopier units, office fans, or any other electronic equipment commonly found in an office.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Emergency Response Plan ▪ Manufacture's specification ▪ CSA standards
Selection & Use:	As per job requirement
Management Responsibility:	The appropriate management personnel are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Any work conducted on these devices should be limited to setting the equipment up for use, rectifying paper jams, changing tapes, changing toner, cleaning, and routine maintenance. 2. Read the owners/instruction manual prior to utilizing all office equipment. 3. Any problems beyond those listed above should be referred to the appropriate management personnel.

SAFE WORK PRACTICE	
Title:	Opening and Guarding Manholes
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others 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:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Traffic Control Mechanisms ▪ Breathing Air Apparatus ▪ Air Movers and Monitors ▪ Personal Protective Equipment ▪ Barricades and Warning Signs ▪ Confined Space Code of Practice/Permit System ▪ Emergency Response Plan
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment
Supervisor Responsibility:	<p>Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.</p> <ul style="list-style-type: none"> ▪ Hazard Analysis ▪ Work Site Inspection
Worker Responsibility:	<ol style="list-style-type: none"> 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 man hole or vault cover. 3. Ensure covers are removed and replaced by means of approved hooks or hoists. 4. Ensure forced ventilation is used for oxygen deficiency. 5. Ensure equipment is in good working 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.

SAFE WORK PRACTICE	
Title:	Operation of Air Tools
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers and others from injuries associated with the operation of air tools.

Application:	Air tools are powered by compressed air supplied by a rubber hose.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Personal Protective Equipment ▪ Emergency Response Plan
Selection & Use:	As per job requirement.
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 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 for.

SAFE WORK PRACTICE	
Title:	Operation of Skid Steer
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General :	Protecting workers & others from injuries associated with operation of skid steers.
Applica tion:	No person shall operate a Skid Steer until they have received adequate training.

Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Personal Protective Equipment ▪ Emergency Response Plan ▪ Warning Signs ▪ Safe Job Procedure ▪ Manufacture's Specification
Selection & Use:	As per job requirement.
Supervisor Responsibility:	<ul style="list-style-type: none"> ▪ Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.
Worker Responsibility:	<ol style="list-style-type: none"> 1. The engine is equipped with glow plugs. DO NOT use ether or any high energy fuels to assist starting. 2. DO NOT operate the loader without lowering the safety bar, fastening the seatbelt and keeping feet on the control pedals or cab floor. 3. DO NOT enter or exit with the engine running. 4. Always let the engine warm completely before you begin operation each day. 5. Ensure that the bucket with the proper rate capacity is being used for the job you are doing. 6. When starting or operating the loader in an enclosed area ensure there is enough ventilation. 7. Ensure means of communication between operator and spotter at all times. 8. Always carry the load low. 9. It is important to return the auxiliary control to neutral when not in use otherwise starting may be impossible and damage to the starter may occur. 10. To avoid personal injury, lower the lift arms, shut off the engine, raise the seat bar and cycle the control to ensure they are locked. Then, unlatch the seat belt and exit the loader. DO NOT enter or exit with the engine running. 11. Never install tie down chains across the bucket cylinders. Damage to the cylinders may occur. 12. When moving the skid steer on or off a transport vehicle, drive slowly and keep the machine centred. 13. Ramps must be of sufficient strength to support the weight of the skid steer. Wooden ramps can break and cause injury. 14. DO NOT leave lift arms up unless the lift arm supports are engaged.

SAFE WORK PRACTICE	
Title:	Overhead Power Lines (Equipment Near)
Developed by: Carrie McLachlan	
Approved by: Fernando Nogueira Position: President	

Date: November 20 th , 2014	
Review Date: March 20, 2024	
General:	Protecting workers & others from injuries associated with equipment activities near overhead power lines.
Application:	Do not operate heavy equipment near or under a power line until they have obtained a permit and/or crossing agreement.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Personal Protective Equipment ▪ Barricades warning signs ▪ Emergency Response Plan
Selection & Use:	As per job requirement.
Supervisor Responsibility:	<p>Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.</p> <ul style="list-style-type: none"> ▪ Perform worksite inspection
Worker Responsibility:	<ol style="list-style-type: none"> 1. Maintain minimum safe clearances. 2. Equipment shall not work within 7 meters (23 feet) of any overhead power line without notifying the local AEUB office. 3. Install warning devices and signs. 4. No unqualified worker or equipment shall approach the prohibited area. 5. Any work within the 7 meter (23 feet) Danger Zone, but outside the prohibited areas, requires an assigned designated signaller. 6. Install telescopic non-conductive posts and flagging across R.O.W. at the minimum allowable clearance as allowed by regulations for the line voltage. 7. Position signs or other devices to determine the "Danger Zone". 8. Be conversant with allowable clearances. 9. Adhere to all site-specific rules. 10. Beware of atmospheric conditions such as temperature, humidity and wind which may dictate more stringent safety procedures. 11. Power lines must be de-energized if a worker or equipment cannot maintain prohibited area clearances unless workers are working under direct supervision of a qualified utility employee. 12. Work can only be carried out around power lines in the daylight. 13. Signs shall be placed 7 meters (23 feet) either side of the line when operating equipment under the line. 14. On site workers must have a copy of the crossing agreement and all on site personnel must be knowledgeable of its requirements.

Title:	Oxygen & Acetylene
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General :	Protecting workers & others from injuries associated with propane.
Application:	<p>Acetylene and Oxygen are used as fuel gas for welding, cutting and allied processes. These gases are classified according to Canada Transportation of Dangerous Goods Regulation as Class 2 (Gases).</p> <p>Acetylene and Oxygen are delivered in cylinders that are under constant pressure. The risk associated with these cylinders is due to the high pressure of the gasses contained in them. Transportation or storage of these cylinders must be done with extreme care.</p>
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Transportation of dangerous goods ▪ Personal Protective Equipment ▪ Workplace Hazardous Material Information System ▪ Emergency Response Plan
Selection & Use:	<p>Manufacture's specifications</p> <p>As per Safe Job Procedure.</p>
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Leather gauntlet gloves and goggles with No. 4 or 5 lens shade must be worn by workers using an oxyacetylene cutting torch. No. 4 or lenses do not remove arc-welding rays. 2. Oxygen and acetylene cylinders must be secured in an upright position at all times during storage, use and transportation. 3. Cylinders should be stored in a well-ventilated area, outside with overhead protection from the weather. 4. Protective caps must be in place when the cylinders are not in use or when they are being moved.

	<ol style="list-style-type: none"> 5. Type BC fire extinguishers must be available whenever oxyacetylene cutting is being done. 6. Cylinders must be hoisted in properly rigged racks or baskets to keep them secure and upright. 7. Cylinders must not be placed where they may become part of an electric circuit or be inadvertently struck by a welding rod. 8. Workers using oxyacetylene must not carry butane lighters. 9. Oxygen or acetylene torches must not be used to blow dust for work surfaces, clothing or skin. 10. Do not move cylinders without first closing the valves. 11. Do not use regulators, hoses or torches unless they are working properly. 12. Use only a spark lighter to ignite torches. Never use matches or a cigarette lighter. 13. A leaking gas cylinder must be shut off and removed to an outdoor location away from ignition sources and marked to be readily identifiable. The supplier should be notified about the defective cylinder. 14. Keep acetylene cylinders away from heat source. The surrounding temperature must be kept below 54°C (130°F). 15. Empty cylinders must be stored separately from full cylinders. Store acetylene cylinders separately from oxygen cylinders. 16. Cylinders must not be placed where materials or equipment can strike, fall on or knock them over. 17. Supply hoses must be protected from traffic.
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SAFE WORK PRACTICE	
Title:	Oxy Acetylene Torch
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the safe operation of an oxy acetylene torch.
Application:	A welding torch head is used to weld metals. It can be identified by having only one or two pipes running to the nozzle and no oxygen-blast trigger and two valve knobs at the bottom of the handle letting the operator adjust the oxygen flow and fuel flow.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Personal Protective Equipment ▪ Material Safety Data Sheet

Selection & Use:	As per Safe Job Procedure – General Hazard Assessment , and Material Safety Data Sheet
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. There are two sets of regulators and valves: One for oxygen (color code – green) and one for the acetylene (color code – red) 2. There are two gauges on each regulator. One on the right, pressure in the line. 3. Check all connections before lighting the torch. 4. Never stand directly in front of or behind a regulator when opening the cylinder valve. 5. Turn both cylinders off immediately when the torch flashes back, or is burning on the inside. First oxygen and then acetylene. 6. Never open both fuel (acetylene) and oxygen valves before lighting the preheat flame. 7. Always turn the oxygen cylinder valve all the way open. 8. Open the acetylene cylinder valve not more than one turn. One-half turn is preferred. 9. Always place the welding tip so that it points to the side of the torch to which the acetylene hose is attached. 10. Always weld at least 5 feet from the cylinders. 11. Do not use any grease on any oxygen or acetylene connections. 12. Never hammer on oxygen or acetylene regulators or stuck valves. 13. Do not light a torch with a match or open flame. Use a striker! 14. Before lighting torch, be positive that hose, tanks, or any inflammable material will not be exposed to heat, flame, or sparks. 15. Beware of high acetylene pressure. Never use acetylene gas when the pressure is greater than 15 PSI. (It becomes a very high explosive when acetylene gas is compressed any more than 15 PSI). 16. Do not hold cutting or welding tip too close to your work. 17. Never use a tip that gets too hot. 18. Never use a torch that leaks. 19. Never leave torch burning and go away from it. 20. Never leave torch valves open. 21. Do not adjust, alter, change, build, or do any experimental work on cylinders, regulators, torches, or any other gas equipment. 22. Do not lift cylinders by the caps or valves. 23. Do not transport the cylinders without the caps in place. 24. Cylinders must be stored in upright position and chained to the wall. 25. Keep valves closed on empty cylinders. 26. Never weld a closed or jacketed vessel without an air vent. 27. Never weld a vessel that has contained any explosive or flammable material until you are positive that it has been thoroughly emptied and purged, and then use extreme care.

	<p>28. Always wear shade 5 goggles, leather welding jacket, leather welding gloves, leather top boots or shoes, ear plugs or muffs, and it is recommended to use a N95 mask because the initial lighting of the acetylene gas produces large amount of soot.</p> <p>29. Follow the cutting chart for proper cutting speeds (similar to the plasma cutter) if using the cutting head.</p> <p>30. Cutting/welding tips will still be hot after use, be careful where you put the torch handle.</p> <p>31. Always use the right size tip for cutting and welding.</p> <p>32. The rosebud torch is best for heating metal for bending.</p> <p>33. Extra tips should be put away when not in use.</p>
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SAFE WORK PRACTICE	
Title:	Pinch Points
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with pinch points.
Application:	As per job requirement
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Personal Protective Equipment ▪ Hazard Assessment
Selection & Use:	As per job requirement
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
<p>Worker Responsibility: Pinch points cannot injure you if you learn to recognize them and avoid them when possible. Always provide safeguards when working with pinch points.</p>	<ol style="list-style-type: none"> 1. Watch where you place your hands. When entering or leaving a doorway, do not place your hands on the jamb. Hold doors with the handles, not the edges. 2. Never operate equipment or machinery without the required machine guards. Guards are designed to prevent contact with pinch points and points of operation. 3. Follow company rules and procedures, such as lockout/tag out and safe lifting and hoisting procedures. 4. Keep feet on surfaces that are suitable for walking, climbing or standing. NEVER use feet to brace, force or chock objects (for example, to hold a door open).

	<p>5. Never place yourself or any part of your body in a potential pinch point area unless protective measures are provided for such activity. When reaching in to operate a control or reaching for an object, consider where your arm is located. If it is within a pinch point, strongly consider an alternative position or make sure ALL moveable parts are immobilized.</p> <p>6. Never reach over or work near rotating or revolving parts.</p> <p>7. Wear clothing that fits well and not loose or floppy.</p>
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SAFE WORK PRACTICE	
Title:	Planned Lifts and Suspended Loads
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General :	Protecting workers & others from injuries associated with lifting operations.
Application:	Lifts involve mechanical assistance must be planned to ensure the proper use of equipment and rigging.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Crane and hoisting equipment operations trade regulations ▪ Standard crane and hoist signals ▪ Engineered lift procedure ▪ Personal Protective Equipment ▪ Barricades and warning signs ▪ Emergency Response Plan
Selection & Use:	As per job requirement.
Supervisor	<p>Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.</p> <ul style="list-style-type: none"> ▪ Work Site Inspection

Responsibility:	<ul style="list-style-type: none"> ▪ Determining type of equipment required ▪ Hazard Analysis
Worker Responsibility:	<ol style="list-style-type: none"> 1. Ensure barricades and warning signs are in place. 2. Determine the weight of the load. 3. Determine the shape and size of the load. 4. Determine the maximum height and final position of the load to be raised. 5. Determine the center 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 utilized and constructed of non-conductive material. 11. Ensure atmospheric conditions are monitored such as temperature, humidity and wind that may affect the operator. 12. Ensure you are conversant with proper hand signals. 13. Ensure ground is firm and level.

SAFE WORK PRACTICE	
Title:	Pneumatic Hammers:
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the operation of pneumatic hammers.
Application:	Pneumatic hammer may refer to: <u>Pneumatic hammer (forging)</u> , a pneumatically driven forging hammer. <u>Jackhammer</u> , a pneumatically driven tool used to break up rock and pavement. <u>Rivet gun</u> , a pneumatically powered tool used to set rivets.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Operators Manual ▪ Personal Protective Equipment ▪ Emergency Response Plan
Selection & Use:	As per Safe Job Procedure
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.

Worker Responsibility:	<ol style="list-style-type: none"> 1. Always wear safety glasses. 2. Use hearing protection. 3. Inspect tools before connecting them to the air supply. 4. Check that all tool mechanisms are attached. 5. Check compressor, and pressure settings before connecting tools. 6. Only permit properly trained people or manufactures to carry out tool maintenance and service. 7. Keep tool against work piece at all times. 8. Know the material you are hammering, do not use on hardened, tempered steel. 9. Wear vibration absorbing gloves. 10. Watch where the airline is and its surrounding environment. 11. Watch out for other workers, give warning prior to use of flying debris/objects. 12. Follow manufactures specifications and operating procedures of the tool. 13. Never use when tool retainer or spring is missing, or broken. 14. Never horseplay at any time with any power tools. 15. Disconnect air supply prior to installing or removing a tool bit.
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SAFE WORK PRACTICE	
Title:	Pneumatic Ratchet Wrench
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the operation of pneumatic ratchet wrench.
Application:	As per job requirement
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Manufacture’s recommendations
Selection & Use:	As per Safe Job Procedure
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.

Worker Responsibility:	<ol style="list-style-type: none"> 1. Always wear eye protection when operating or performing maintenance on this tool. 2. Always wear hearing protection when operating this tool. 3. Always use personal protective equipment appropriate to material you're working with. This includes a dust masks, other breathing apparatus. 4. When wearing gloves always be sure that the gloves will not prevent the throttle mechanism from being released. This tool is not designed for working in explosive environments, including those caused by fumes and dust, or near flammable materials. 5. Keep others a safe distance from your work area, or ensure they use appropriate personal protective equipment. 6. Always operate, inspect and maintain the tool in accordance with the manufacture. 7. Never operate over 90 PSI air pressure at the tool. 8. Always turn off the air supply before installing, removing, or adjusting any accessory on this tool, or before performing any maintenance on this tool. Failure to do so could result in injury. 9. Use only impact wrench sockets and accessories on this tool. Do not use hand sockets and accessories. 10. Don't force tool beyond it rated capacity. 11. Do not carry the tool by the hose. Protect the hose from sharp objects and heat. 12. Keep body-working stance balanced and firm. Do not overreach when operating the tool. 13. Place the tool on the work before starting the tool. Do not point or indulge in any horseplay with the tool. 14. Keep the tool in efficient operating condition.
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SAFE WORK PRACTICE	
Title:	Portable Arc Welders
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the use of portable Arc Welders
Application:	A portable arc welder is a piece of equipment that has to be treated like a vehicle. Do not operate indoors.

Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Manufactures specifications ▪ Personal Protective Equipment ▪ Emergency Response Plan
Selection & Use:	Manufactures specifications
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Be sure the machine is firmly attached to the transporting unit. 2. Check all fluid levels (water, oil, and fuel) to be sure they are at acceptable operating levels. 3. When fuelling, DO NOT “top off” the fuel tank. Gasoline expands as the outside temperature rises. This may result in seepage and could start a fire. 4. Do not fuel the machine while it is running. 5. Be sure the radiator and fuel caps are in proper working order and are securely attached. 6. Do a “walk around” to check for damage and obvious leaks. 7. Any repairs should be done by a qualified mechanic or technician. 8. Make sure all cables are wound securely when transporting. 9. Ensure the side covers are kept closed to protect the machine from damage from external objects and/or weather, as well as to protect the operator and others from the moving parts of the machine.

SAFE WORK PRACTICE	
Title:	Portable Generators
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with gas powered, portable generators.
Application:	Portable generators are not a necessity but definitely a good thing to have around. You probably got one because of an urgent situation, maybe a storm or the need to power your makeshift campsite.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Personal Protective Equipment

Selection & Use:	As per Safe Job Procedure – General Hazard Assessment
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Do not run engine indoors. If the engine must be run indoors, the room must have at least 200 square feet of ventilated space to the outside air. 2. Do not connect the generator to the electrical system of any building unless an isolation switch has been installed by a licensed electrician. 3. Store the generator where it will not be damaged by rain. When the generator has gasoline in the tank, it cannot be stored indoors unless the storage area is approved for storage of explosive vapours. If the fuel tank has been completely purged of gasoline, the generator may be stored anywhere indoors. 4. Allow no sparks, flames or smoking within 25 feet of the generator if the tank of gasoline. (The gas tank is vented to the atmosphere to allow for fuel flow when in operation, so gas vapours are constantly escaping through the lid). 5. When running, parts of the generator are very hot, and should not be touched. 6. Be aware of the electricity being generated. Injury or death from electrocution could result from contact with the current when grounded. 7. As the generator is heavy and bulky, two or more persons should move or lift it. 8. As the generator had no spark-arresting muffler, do not operate it in areas containing combustibles. If place of operation cannot be changed, mitigate the danger of spontaneous combustion by removing or wetting the combustibles. 9. Orient the machine so that the exhaust is pointed away from walls or other objects which could be damaged by heat or exhaust fumes. 10. Before operating a generator, the operator must: Be designated or directed by the foreman to operate the machine. Read and understand the manufacturer’s operational instructions and these safe work practices.

SAFE WORK PRACTICE	
Title:	Power Tools

<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General :	Protecting workers & others from injuries associated with the use of Power Tools.
Application:	Power tools are just what their name implies; because they're powerful workers need to be aware of their limitations and potential hazards.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Personal Protective Equipment ▪ Emergency Response Plans
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment.
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Read the manual carefully to learn your power tool's applications, limitations and any potential hazards. 2. Ground your tool unless it is double insulated. 3. Do not use power tools in rain, damp or wet locations or in the presence of explosive atmospheres. (Gaseous fumes, dust, or flammable materials). 4. Remove materials or debris that may be ignited by sparks. 5. Keep work area clean and well lit. 6. Do not wear loose clothing or jewellery. 7. Wear a protective hair covering to contain long hair, which may be caught in moving parts. 8. Wear rubber gloves and insulated non-skid footwear outdoors. 9. Keep hands and gloves away from moving parts. 10. Wear safety goggles or glasses with side shields that comply with current safety standards. 11. Hearing protection is a must during extended use of a power tool. 12. Wear a dust mask for dusty operations. 13. Wear other personal protective equipment as required. 14. Keep a fire extinguisher nearby. 15. All bystanders must be kept at a safe distance from the work area to protect themselves and the operator.

- 16.** Provide barriers or shields as necessary to protect others in the work area from sparks and debris.
- 17.** Secure work with a clamp, vise or other practical means of holding work secure. Use both hands to control tool.
- 18.** Do not use a tool or attachment to do a job for which it is not recommended. Do not alter a tool.
- 19.** Non-recommended accessories may be hazardous and shall not be used. Install and maintain accessories as per tool instructions.
- 20.** Do not defeat a guard or other safety device when installing an accessory or attachment.
- 21.** Inspect guards and other parts before use. Check for misalignment, binding of moving parts, improper mounting, broken parts and any other condition that may affect operation.
- 22.** If abnormal noise or vibration occurs the tool must be turned off immediately and the problem corrected before further use of the tool.
- 23.** Check that all adjusting keys and wrenches are removed from the tool before the power is turned on.
- 24.** Prevent body contact with grounded surfaces, such as pipes, radiators, ranges.
- 25.** When making blind or plunge cuts, always check the work area for hidden wires or pipes.
- 26.** Hold your tool by insulated non-metal grasping surfaces.
- 27.** Use a Ground Fault Circuit Interruptor (GFCI) to reduce shock hazards.
- 28.** Do not force a tool to perform at a rate other than for what it was designed. Excessive force causes operator fatigue, increased wear and reduced control.
- 29.** Keep hands away from all cutting edges and moving parts.
- 30.** Never carry tools by their cord or unplug it by yanking cord from the outlet. Pull plug rather than cord to reduce the risk of damage.
- 31.** Keep the cord away from heat, oil, sharp objects, cutting edges and moving parts.
- 32.** Do not overreach. Maintain proper footing and balance at all times. Use extra care when using tool on ladders, roofs, scaffolds, etc.
- 33.** Do not use a tool when you are tired, distracted or under the influence of drugs, alcohol or any medication which decreases control.
- 34.** Unplug tool when it is not in use, before changing accessories or performing recommended maintenance.
- 35.** Maintain tools. Keep handles dry, clean and free from oil and grease. Keep cutting edges sharp and clean. Follow instructions for lubricating and changing accessories.
- 36.** Periodically inspect tool cords and extension cords for damage.
- 37.** When power tools are not in use, store them in the proper storage cases. If equipment does not have a proper storage case, store in an on-site job box with lock, or return to storage crib at the shop.
- 38.** Report any damaged tools immediately so a replacement or repair can take place. Tag the damaged tools with "DO NOT USE".
- 39.** Maintain labels and name plates.
- 40.** Pay close attention to what you are doing.

SAFE WORK PRACTICE	
Title:	Pressure Testing
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the operation of Pressure Testing.
Application:	Pressure testing involves applying stored energy to an assembly of parts, in order to verify its strength, its integrity and/or its functionality.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Personal Protective Equipment ▪ Manufactures specification ▪ Material Safety Data Sheets ▪ Emergency Response Plan
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment
Supervisor Responsibility:	<p>Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.</p> <p>Hazard Analysis/Environmental Hazard Analysis</p> <p>Determine Type of Test</p>
Worker Responsibility:	<ol style="list-style-type: none"> 1. Place warning signs at all access points to the test area. 2. Ensure all system valves are left fully open. 3. Immobilize all piping on test. 4. Use of mechanical plugs must be in accordance with manufactures specifications 5. Ensure test head valves are in working order. 6. Ensure maximum test pressure will not exceed manufacture’s rating for any pressurizing or measurement piping or component. 7. Ensure lines and connections used for filling and not rated for the test pressures must be disconnected and properly blinded. 8. Ensure only testing personnel shall be allowed in the test area. 9. No work may be carried out in the area during testing. 10. Adequate communication must be maintained among all personnel involved in the test. 11. Upon completing of the test, liquid test mediums must be disposed of in such a manner as to minimize environment impact. 12. Follow pressure testing Safe Job Procedure step by step. 13. Use proper Personal Protective Equipment when testing.

SAFE WORK PRACTICE	
Title:	Pressure Washing Equipment
<p>Developed by: 1. Fernando Nogueira</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the operation of Pressure Washing Equipment.
Application:	A pressure washer or power washer is a high-pressure mechanical sprayer used to remove loose paint, mold, grime, dust, mud, and dirt from surfaces and objects such as buildings, vehicles, equipment and concrete surfaces.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Personal Protective Equipment ▪ Manufactures specification
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment
Supervisor Responsibility:	<p>Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.</p> <p>Safe Job Hazard Analysis</p>
Worker Responsibility:	<ol style="list-style-type: none"> 1. Read the owner’s manual thoroughly. Failure to follow instructions could cause malfunction of the machine and result in death, serious bodily injury and/or property damage. 2. Know how to stop the machine and bleed pressure quickly. Be thoroughly familiar with the controls. 3. Stay alert 4. Improper connection of the equipment grounding conductor can result in a risk of electrocution. Ensure safe set up. 5. Do not use the machine when the presence of odor is detected. Shut off the gas supply and call an authorized service technician. 6. Do not tie back or block the trigger gun in the OPEN position 7. Keep wand, hose and water spray away from electric wiring or fatal electric shock may result. 8. To protect the operator from electrical shock, the machine must be grounded.

	<ol style="list-style-type: none"> 9. Flammable liquids can create fumes which can ignite, causing property damage or severe injury. Risk of explosion – Operate only where open flame or torch is permitted. 10. Do not allow acids, caustic or abrasive fluids to pass through the pump. 11. Never run the pump dry or leave the spray gun closed longer than 1-2 minutes. 12. Keep operating area clear of all personal. 13. Eye, hand and foot protection must be worn when using the equipment. 14. Never make adjustments on the machine while in operation. 15. Do not overreach or stand on unstable supports. Keep good footing and balance at all times. 16. Do not operate this machine when fatigued or under the influence of alcohol, prescription medications or drugs. 17. To keep the machine in the best operating conditions, it is important you protect the machine from freezing. Failure to protect could cause malfunction of the machine and result in death, or serious bodily injury, or property damage. 18. High pressure developed by this machine will cause personal injury or equipment damage. Keep clear of the nozzle. Use caution when operating. Do not direct discharge stream at people, or severe injury or death will result.
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SAFE WORK PRACTICE	
Title:	Propane Cylinders (Care and Handling)
Developed by: Carrie McLachlan Approved by: Fernando Nogueira Position: President Date: November 20 th , 2014 Review Date: March 20, 2024	
General:	Protecting workers & others from injuries associated with the care and handling of propane cylinders.
Application:	No person shall handle propane cylinders or use propane cylinders until they are fully aware of the potential hazards and the precautions necessary to handle propane safely.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Transportation of Dangerous Goods (TDG) & Legislation ▪ Workplace Hazardous Material Information System (WHMIS) ▪ Personal Protective Equipment (PPE) ▪ Emergency Response Plan (ERP)

Selection & Use:	As per Safe Job Procedure Transportation of Dangerous Goods (TDG) Manufacturer's Specifications
Supervisor Responsibility:	<ul style="list-style-type: none"> ▪ Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. ▪ TDG Compliant
Worker Responsibility:	<ol style="list-style-type: none"> 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, or vehicles. Follow 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, a plug or cap must be used to seal the valve opening. 7. Cylinders should not be used if should label/stamp is not legible. 8. When not in use, cylinder shall be secured in an upright position, valve closed and regulator removed. 9. Ensure cylinders in storage or transit are equipped with valve cap or collar and regular is removed. 10. Cylinder must not be painted over in any fashion.

SAFE WORK PRACTICE	
Title:	Quick Coupler Operation (Hydraulic Pin Grabber)
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the quick coupler (hydraulic pin grabber).
Application:	Quick couplers are used with construction machines to allow the rapid change of buckets and attachments on the machine. They remove the need to use hammers to manually drive out and insert the mounting pins for attachments. They also bring with them additional safety risks that must be overcome by careful design and manufacture, and proper use.

Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Personal Protective Equipment ▪ Emergency Response Plan
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Always install and use the hydraulic quick coupler wedge bar safety lock. Ensure the lock is put away at the end of the shift in your tool boxes the machine carry. 2. Damaged or worn components may result in serious injury or death. 3. When inspecting the hydraulic components for damage, ensure the proper protective equipment is being used and the machines hydraulic engages function has been disengaged. 4. All hydraulic leaks or damage must be repaired prior to any and all operation of the hydraulic quick coupler. Failure to repair or damaged or worn components may result in serious injury or death. 5. When performing inspection with equipment in a fully operable condition ensure all personnel/objects are at the recommended original equipment manufacturer safe working distance from the operating area of the machine. Conduct all inspections on flat, dry ground where the equipment and all attachments are properly supported. Failure to comply may result in property damage or serious injury or death. 6. If the hydraulic coupler is not functioning properly have it checked and/or repaired by a mechanic before attempting to use the quick coupler or any related attachments. 7. Any cracking or component damage must be repaired; all worn components or missing parts must be replaced prior to any and all operation of the hydraulic quick coupler. Failure to repair or replace damaged or worn components may result in equipment malfunction. 8. Visual inspection must be performed to ensure a proper connection each and every time an attachment is engaged. Failure to properly engage an attachment can result in injury or death. The attachment will drop without warning if the coupler is not properly engaged. 9. Engage/disengage attachments away from all personnel as the attachment may drop without warning. Failure to do so may result in injury, death or damage to property or the quick coupler.

Title:	Respiratory Equipment (Use and Care)
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the improper use and care of respiratory equipment.
Application:	When hazardous airborne contaminants or an oxygen deficient atmosphere exists, proper respiratory equipment must be utilized.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Permit System ▪ Personal Protective Equipment (PPE) ▪ Manufacturers Specifications ▪ Air Quality Monitors ▪ Workplace Hazardous Material Information System (WHMIS) ▪ Emergency Response Plan (ERP)
Selection & Use:	<p>As per Safe Job Procedure</p> <p>Manufactures Specifications</p>
Supervisor Responsibility:	<ul style="list-style-type: none"> ▪ Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. ▪ Selection of Equipment ▪ Hazard Assessment ▪ Work Site Inspection
Worker Responsibility:	<ol style="list-style-type: none"> 1. Ensure you are fully trained on respiratory equipment. 2. Ensure you are conversant with Safe Job 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.

SAFE WORK PRACTICE	
Title:	Skid Steer
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General :	Protecting workers & others from injuries associated with operation of skid steers.
Application:	No person shall operate a Skid Steer until they have received adequate training.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Personal Protective Equipment ▪ Emergency Response Plan ▪ Warning Signs ▪ Safe Job Procedure ▪ Manufacture's Specification
Selection & Use:	As per job requirement.
Supervisor Responsibility:	<ul style="list-style-type: none"> ▪ Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.
Worker Responsibility:	<ol style="list-style-type: none"> 1. The engine is equipped with glow plugs. DO NOT use ether or any high energy fuels to assist starting. 2. DO NOT operate the loader without lowering the safety bar, fastening the seatbelt and keeping feet on the control pedals or cab floor. 3. DO NOT enter or exit with the engine running. 4. Always let the engine warm completely before you begin operation each day. 5. Ensure that the bucket with the proper rate capacity is being used for the job you are doing. 6. When starting or operating the loader in an enclosed area ensure there is enough ventilation. 7. Ensure means of communication between operator and spotter at all times. 8. Always carry the load low.

	<p>9. It is important to return the auxiliary control to neutral when not in use otherwise starting may be impossible and damage to the starter may occur.</p> <p>10. To avoid personal injury, lower the lift arms, shut off the engine, raise the seat bar and cycle the control to ensure they are locked. Then, unlatch the seat belt and exit the loader. DO NOT enter or exit with the engine running.</p> <p>11. Never install tie down chains across the bucket cylinders. Damage to the cylinders may occur.</p> <p>12. When moving the skid steer on or off a transport vehicle, drive slowly and keep the machine centred.</p> <p>13. Ramps must be of sufficient strength to support the weight of the skid steer. Wooden ramps can break and cause injury.</p> <p>14. DO NOT leave lift arms up unless the lift arm supports are engaged.</p>
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SAFE WORK PRACTICE	
Title:	Snow Fence
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with erecting and dismantling of snow fences.
Application:	The erecting or dismantling of snow fencing requires heavy manual labour with many inherent hazards.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Permit System ▪ Fire Extinguisher ▪ Barricades and Warning Signs ▪ Personal Protective Equipment (PPE) ▪ Manufacturers Specifications ▪ Hydrocarbon Monitors ▪ Workplace Hazardous Material Information System (WHMIS) ▪ Emergency Response Plan (ERP)
Selection & Use:	<p>As per Safe Job Procedure</p> <p>Manufacturers Recommendations</p>
Supervisor Responsibility:	<ul style="list-style-type: none"> ▪ Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. ▪ Hazard Assessment

	<ul style="list-style-type: none"> ▪ Worksite Inspection
Worker Responsibility:	<ol style="list-style-type: none"> 1. Ensure proper personal protective equipment (PPE) is worn. 2. Ensure equipment is in good working condition. 3. Utilize appropriate tools. 4. Practice good housekeeping. 5. Ensure to block rolls from rolling. 6. Ensure to stand on post side in case of wire break. 7. Ensure post holes are refilled when posts are removed.

SAFE WORK PRACTICE	
Title:	Refuelling Company Vehicles
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with refuelling operations.
Application:	Refuelling of vehicles is a task which may be hazardous if not carried out properly. Hazards include fire, splashing fuel, and spillage of toxic substance.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Alberta Fire Code ▪ Applicable Legislation ▪ Personal Protective Equipment
Selection & Use:	Applicable Legislation
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Ensure you are conversant with regulations. Do not fill company vehicles with dyed diesel - only for heavy equipment. 2. Turn off the vehicle engine while refuelling. 3. Wear gloves while fuelling. 4. Do not smoke, light matches or lighters while refuelling (within 3 meters -10 ft.)

	<ol style="list-style-type: none"> 5. In the unlikely event a static-caused fire occurs when refuelling, leave the nozzle in the fill pipe and back away from the vehicle. Notify the Supervisor immediately. 6. Do not re-enter the vehicle during refuelling. 7. Do not over fill or top off the vehicle tank, which can cause fuel spillage. 8. Avoid prolonged breathing of fuel vapours. Use fuel only in well ventilated areas. Keep your face away from the nozzle. 9. When dispensing fuel into a fuel container, use only an approved fuel container and place it on the ground when refuelling to avoid a possible static electricity ignition of fuel vapours. Approved fuel containers should never be filled while inside a vehicle, the box of a pick-up or the floor of a trailer. 10. Never store any fuel in a glass container! 11. When filling a slip tank, manually control the nozzle valve throughout the filling process. Fill it slowly to decrease the chance of static electricity build- up and minimize spilling and splattering. 12. Inspect the vehicle, slip tank, and approved fuel containers for leaks or spills. All leaks must be repaired before anything is put in use. All spills must be cleaned up and reported immediately.
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SAFE WORK PRACTICE	
Title:	Refuelling Equipment
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with refuelling operations.
Application:	Refuelling of equipment is a daily task in construction industry which may be hazardous if not carried out properly. Hazards include fire, splashing fuel, and spillage of toxic substance.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Alberta Fire Code ▪ Applicable Legislation ▪ Personal Protective Equipment ▪ Emergency Response Plan
Selection & Use:	Applicable Legislation

Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Ensure you are conversant with regulations. Do not fill company vehicles with dyed diesel - only for heavy equipment. 2. Avoid prolonged breathing of fuel vapours. Use fuel only in well ventilated areas. Keep your face away from the nozzle or openings. 3. When refuelling onsite use areas, located away from drainage courses. Areas should be protected from storm water run-on and runoff, and should be located at least 50 ft. from downstream drainage facilities and watercourses. 4. Wear safety glasses, and gloves while refuelling. 5. Ensure a fire extinguisher is in the refuelling area, along with a spill kit and an eyewash bottle that is readily accessible. 6. Ensure access way from the fuel truck to the piece of equipment or slip tank is clear of people, other equipment, protruding objects and slippery surfaces. 7. Do not remove the tank screen for any reason, replace the fuel tank cap after filling and return the nozzle and hose to their proper location. 8. Do not over fill or top off the tank, which can cause fuel spillage. 9. Inspect the fuel truck, equipment, slip tank and the site for leaks or spills. All leaks must be repaired before anything is put in use. All spills must be cleaned up and reported to their supervisor immediately. 10. Ensure equipment is shutoff prior to refuelling 11. When refilling a slip tank, manually control the nozzle valve throughout the filling process. Fill it slowly to decrease the chance of static electricity build- up and minimize spilling and splattering. 12. Do not smoke, light matches or lighters while refuelling (within 3 meters -10 ft.) 13. Avoid spillage on equipment or ground. 14. Access and egress shall be way of steps (using 3-point contact at all times) workers shall not jump to access levels.

SAFE WORK PRACTICE	
Title:	Removing and Replacing Manhole Covers
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	

General:	Protecting workers & others from injuries associated with cast iron manhole covers.
Application:	Did you know that less than 10% of the male population can safely move a manhole cover using the traditional pick axe method? Did you know that asking employees to lift in excess of 51 lbs, even under ideal conditions, puts them at increased risk for injury?
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Applicable Legislation ▪ Personal Protective Equipment
Selection & Use:	Applicable Legislation
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Before removing a manhole cover, be sure that the proper safe guards and warning devices have been placed, to adequately protect the location against incidents. Also conduct the gas detection tests. 2. Never leave a manhole unattended for even a short period. Always replace the cover before removing guards and warning devices. 3. Manhole covers are heavy, and the method of handling described in this practice should be carefully followed to avoid injury. When deemed necessary of two men may be utilized in removing manhole covers. 4. If snow, ice or other surface conditions make footing around the manhole opening insecure, clear the working area with a shovel or broom. If this is impractical, scatter sand, or other suitable material around the opening to ensure firm footing. 5. Do not use an open flame, or salt to thaw ice around or over a cover. An open flame is hazardous because of the possibility of an explosion should a combustible mixture be present in the manhole. 6. Because of hazard of sparks never strike a seated cover directly with a steel or iron implement. To loosen a cover that will not lift readily, first be sure the cover is not locked by a locking bolt. Then place a block of wood on the cover near the rim and strike it with a heavy hammer. Do this several points around the circumference while the other workman prys the cover with a bar or a manhole hook inserted in one of the hook holes. 7. In moving covers always use manhole hooks; never place any part of the hands under a cover for the purpose of moving it. All lifting should be done with the leg and arm muscles, not with the back. Pay particular attention to the position of the feet, always placing them so as to be in the clear, should the cover slip or drop. 8. Ordinarily the cover should be left near the opening, if it will not be a hazard to workmen, pedestrians, or vehicles. Otherwise skid the cover to a safe location, and provide warning signs if necessary.

SAFE WORK PRACTICE	
Title:	Rigging
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with rigging operations.
Application:	Rigging of equipment, piping and valves is an integral part of construction operations.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Rigging Regulations ▪ Personal Protective Equipment ▪ Emergency Response Plan
Selection & Use:	Rigging regulations
Supervisor Responsibility:	<p>Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.</p> <ul style="list-style-type: none"> ▪ Hazard Analysis ▪ Worksite Inspection
Worker Responsibility:	<ol style="list-style-type: none"> 1. Ensure you are fully trained in rigging procedures 2. Be conversant 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. Never stand under a load. 8. Ensure wire chokers, slings and other equipment is in good condition. 9. Be aware of the direction of the swing and roll of load.

SAFE WORK PRACTICE	
Title:	Sledgehammer

<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the use of a sledgehammer.
Application:	A sledgehammer is a tool consisting of a large, flat head attached to a lever or handle. The head typically is made of metal. Its wood or fiberglass handle can be as short as 10" or as long as 36" while the head weights range from 2 to 20 pounds. A sledgehammer is a hand tool categorized as a hammer, but is considerably larger than a standard claw hammer or mallet. A sledgehammer is basically used for any type of task that requires more force to be applied than a standard hammer can offer.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Emergency Response Plan ▪ Manufactures specifications
Selection & Use:	As per job requirement
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Wear heavy duty work gloves. 2. Never use a hammer with a chipped head. 3. Replace broken handles. 4. Always wear safety glasses or a faceshield during use. 5. Choose a hammer with a forged head. 6. Avoid heads of cast steel – this break more easily and can send dangerous metal chips flying. 7. Select the one that feels right for your strength and swing. 8. Ensure adequate clearance – before using a sledgehammer, ensure there are no obstructions. This can lead to serious injury. Also ensure there is enough room around you so that you can swing the hammer freely. Ensure people are at a safe distance away. 9. Particles often chip off and fly around. These particles can cause serious injured if they land in your face or eyes. It is therefore important to protect your face and eyes with tough safety glasses and a mask. 10. Avoid leaving sledgehammers out in the open. The wooden handle must be protected from excessive moisture. The handle may absorb moisture and this can cause softening or cracking of the wood. Excessive dryness can also cause the wood to warp or shrink, damaging the fit. 11. Inspect the sledgehammer regularly and ensure that the handle is secure and tight.

	<p>12. Avoid using a tool that is too heavy for you.</p> <p>13. To avoid marring surfaces while hammering something into place hold a piece of scrap wood against the object and pound on that.</p> <p>14. Never use the handle of a sledgehammer to pound things. It is the weakest part of the hammer and it may split if wooden, or it may come loose from the head, causing the steel head to fly off and hit someone.</p> <p>15. Do not repair a cracked hammer handle with tape or binding.</p> <p>16. Do not be tempted to stretch a sledgehammers use. It should not be used as a lever to wedge things apart.</p>
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SAFE WORK PRACTICE	
Title:	Space Heaters
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the use of Space Heaters.
Application:	Electric space heaters are very safe to use for your office, provided you follow a few very basic safety rules: First, you should always consult the manual for the complete list of safety precautions before using a space heater.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Emergency Response Plan ▪ Manufactures specifications
Selection & Use:	As per job requirement
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.

<p>Worker Responsibility::</p>	<ol style="list-style-type: none"> 1. Select a space heater with a guard around the heating element. 2. Look for a heater that has been tested and certified by a nationally recognized testing laboratory. 3. Buy a heater that is the correct size for the area you want to heat. 4. Read and follow the manufacturer's operating instructions. Make sure that everyone in the workplace understands how to operate the heater safely. 5. Keep doors open to the office. 6. Never leave a space heater on when you leave the area. 7. Never use or store flammable liquids (such as gasoline) around a space heater. The flammable vapors can flow from one part of the room to another and be ignited by the open flame or by an electrical spark. 8. Place heaters at least three feet away from objects such as desks, and filing cabinets. Never use heaters to dry clothes or shoes. Do not place heaters where paper or other objects could fall on the heater and start a fire. 9. Be certain your heater is placed on a level, hard, and non-flammable surface, not on rugs or carpets. 10. Keep the heater in a safe working condition. Replace missing guards and controls at once. Never operate a defective heater. Have all necessary repairs done by qualified repairpersons. 11. Keep at least one dry-powder operative, ABC-type fire extinguisher in the main office at all times. 12. Develop a fire escape plan before a fire occurs.
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SAFE WORK PRACTICE	
Title:	Specialized Personal Protective Equipment
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries.
Application:	Specialized PPE is used to reduce or minimize the exposure or contact to injurious physical, chemical or biological agents. A hazard cannot be eliminated by PPE, but the risk of injury can be eliminated or greatly reduced.

Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Specialized Personal Protective Equipment ▪ Occupational Health and Safety Regulations ▪ Manufactures Recommendations
Selection & Use:	<p>As per Safe Job Procedure – General Hazard Assessments</p> <p>Manufactures Recommendations</p> <p>Canadian Standards Association</p>
Supervisor Responsibility:	<p>Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.</p> <ul style="list-style-type: none"> ▪ Conversant with proper regulations
Worker Responsibility:	<ol style="list-style-type: none"> 1. Ensure you have been trained in how to fit, wear, and maintain Specialized PPE. 2. Ensure training program includes information that explains when and what Specialized PPE should be worn, and why it should be worn. 3. Inspect Specialized PPE before and after each use 4. Take care of Specialized PPE at all times 5. Clean all Specialized PPE after use 6. Repair or replace damaged or broken Specialized PPE 7. Store Specialized PPE in clean dry air - free from exposure to sunlight or contaminants 8. Safety Belts, Harnesses, and Lanyards: Inspect your equipment daily. Replace defective equipment. If there is any doubt about the safety of the equipment, do not use it and refer questionable defects to your superintendent. Replace any equipment, including ropes, involved in a fall. Refer any questionable defects to your superintendent. Every piece of fall arrest equipment should be inspected and certified at least yearly by a competent person. It is advisable to use shock absorbers if the arresting forces of the lanyard alone can cause injury. Use the right equipment for the job. Refer to CSA Standard Z259.1-95 "Safety Belts and Lanyards" or Z259.10-06 "Full Body Harnesses". Wipe off all surface dirt with a sponge dampened in plain water. Rinse the sponge and squeeze it dry. Dip the sponge in a mild solution of water and commercial soap or detergent. Work up a thick lather with a vigorous back and forth motion. Rinse the webbing in clean water. Wipe the belt dry with a clean cloth. Hang freely to dry. Dry the belt and other equipment away from direct heat, and out of long periods of sunlight. Store in a clean, dry area, free of fumes, sunlight or corrosive materials and in such a way that it does not warp or distort the belt.

SAFE WORK PRACTICE	
Title:	Traffic Control on Work Sites
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General :	Protecting workers & others from injuries associated with traffic congestion on work sites.
Application:	Traffic at work sites must be regulated in such a manner to protect the safety and wellbeing of all personnel and equipment.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Personal Protective Equipment ▪ Emergency Response Plan ▪ Signs and Barricades
Selection & Use:	As per job requirement
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and to identify potential hazards.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Ensure you have a valid operator's license. 2. Erect signs and barricades to direct traffic safely around worksite. 3. Restrict on site traffic. 4. Obtain authorization to enter restricted work areas. 5. Vehicles should park pointed towards exist of the site with the doors closed, unlocked, and the keys in the ignition. 6. Prior to operation, the operator must perform a walk around check of the vehicle. 7. Operate vehicle in a safe, courteous manner.

SAFE WORK PRACTICE	
Title:	Tripod Limitation, Inspection & Use

<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with a confined space entry rescue tripod.
Application:	DBI/SALA tripods are to be used as part of a work positioning, personnel riding, personal fall arrest, material handling, or rescue and evacuation system. The tripod is a support structure or anchorage for these systems.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Training ▪ Personal Protective Equipment
Selection & Use:	As per job procedure
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. The equipment is to be used as a part of a complete system. The Safe Job Procedure and manufactures specifications must be followed. 2. Alterations or misuse of the tripod, or failure to follow procedures may result in serious injury or death. 3. Large throat opening snap hooks should not be connected to standard size D-rings or similar objects which will result in a load on the gate if the hook or D-ring twists or rotates. Large throat snap hooks are designed for use on fixed structural elements such as rebar or cross members that are not shaped in a way that can capture the gate of the hook. 4. Consult a doctor if there is reason to doubt your fitness to safely absorb the shock from a fall arrest. Age and fitness seriously affect a worker's ability to withstand falls. Pregnant women or minors must not use the DBI/SALA tripods except for emergency situations. 5. Never allow the working line to extend outside the legs of the tripod. Tipping of the tripod could occur. 6. Except for emergency situations where leg chains may interfere with rescue, the tripod must never be used without the leg chains in place.

	<ol style="list-style-type: none"> 7. The tripod must be positioned so the working line will be directly over the intended work area. It must be positioned to ensure a safe working area for the operator. 8. Do not use the tripod if one or more of the legs are not locked into the erect position (completely spread out). 9. Multiple systems may be attached to the tripod (primary support lifeline and back-up lifeline), but the tripod is for one person. 10. Knots must not be used for load-bearing end terminations. Some knots reduce the strength of the lifeline by 50%. 11. Training must be conducted without exposing the trainee to a fall hazard. Training should be repeated on periodic basis. 12. If the tripod has been subject to fall arrest or impact forces, it must be immediately removed from service and inspected. If the tripod fails to pass the inspection, do not use the equipment must be destroyed or sent to DBI/SALA for possible repair. 13. Extreme working conditions (harsh environment, prolonged use, etc.) may require increasing the frequency of inspections. 14. Only DBI/SALA or parties authorized in writing may make repairs to this equipment.
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SAFE WORK PRACTICE	
Title:	Transportation of Flammable Liquids
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with transporting flammable liquids.
Application:	Transportation and handling of flammable liquids is an integral part of daily construction activity involving workers and equipment.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Transportation of Dangerous Goods Legislation ▪ Personal Protective Equipment ▪ Workplace Hazardous Material Information System ▪ Emergency Response Plan
Selection & Use:	Manufactures Specifications
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.

Worker Responsibility:	<ol style="list-style-type: none"> 1. Ensure TDG (Transportation of Dangerous Goods) trained. 2. Ensure documentation in place. 3. Ensure placards as per TDG regulations. 4. Flammable liquids must be transported and stored in approved containers bearing the CSA (Canadian Standards Association), ULC (Underwriters' Laboratories of Canada rating plate), and WHMIS (Workplace Hazardous Material Information System) labels. 5. Ensure flammable liquids are not carried in passenger compartment of a vehicle. 6. Ensure that the containers are not damaged and that caps or fittings are properly secured after filling. 7. Ensure contained in an upright position and are secured to prevent overturning. 8. Do not use gasoline as a cleaner. 9. Gasoline engines should be shut off and allowed to cool before refuelling.
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SAFE WORK PRACTICE	
Title:	Towing Stuck Heavy Equipment & Trucks
Developed by: Carrie McLachlan Approved by: Fernando Nogueira Position: President Date: November 20 th , 2014 Review Date: March 20, 2024	
General:	Protecting workers & others from injuries associated with towing out stuck heavy equipment and trucks.
Application:	As per job requirement
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Training ▪ Personal Protective Equipment
Selection & Use:	As per job procedure.
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Access your situation and keep in mind: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> How deep is the implement buried? Is the frame dragging on the ground? <input checked="" type="checkbox"/> How much does the stuck implement weight?

	<ol style="list-style-type: none"> 2. Be aware of your surroundings and the equipment you are using. If a chain or tow rope breaks, flying debris can be hazardous and could result in injury or death. If something breaks you have no control of where it goes. 3. Check the condition of the tow rope before hooking it onto the implement. Do not use if the rope is stretched or twisted as this is a sign it is close to breaking. 4. Once you have towed out a stuck piece of equipment or truck inspect it for damage making sure no materials are leaking or cracked. Ensure there are no drips coming from connections and hoses and that nothing was pulled loose while extracting. Report it to the foreman to call the mechanics to come inspect and repair. 5. Do not hook to an axle – hook to the drawbar. 6. Pick suitable vehicles/equipment to do the pulling. Ensure towing vehicle is large and heavy enough with good traction. 7. Ensure cables are properly rated and in good condition. 8. Keep the tailpipe uncovered. 9. Dig around tires if necessary to help free the implement. 10. Consider disconnecting trailers or implements or unloading to reduce weight and further damage. 11. Get towing vehicle as close as possible. Pulling 'up' works better. 12. Pull in a straight line if possible, even if it means pulling it backwards. 13. Make only two attachment points, one on each vehicle. Ensure they will hold under pressure. 14. Hook from the bottom so if the hook breaks, it will fall to the ground, not launch it into the air. 15. Protect windshield. 16. Remove all people from the danger zone. 17. Start in first or low gear applying power slowly and smoothly. 18. DO NOT use a chain to pull anything out.
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SAFE WORK PRACTICE	
Title:	Tiger Torches
Developed by: Carrie McLachlan Approved by: Fernando Nogueira Position: President Date: November 20 th , 2014 Review Date: March 20, 2024	
General:	Protecting workers & others from injuries associated with the use of tiger torches.

Application:	The primary function of the tiger torch is to preheat piping systems prior to welding.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Fire Protection ▪ Manufactures specifications ▪ Personal Protective Equipment ▪ Safe Job Procedure
Selection & Use:	Manufactures specifications
Supervisor Responsibility:	<p>Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.</p> <ul style="list-style-type: none"> ▪ Hazard Assessment ▪ Inspection
Worker Responsibility:	<ol style="list-style-type: none"> 1. Ensure you are conversant with the operation of equipment. 2. Ensure fuel lines are in good working condition. 3. A tiger torch is intended for outdoor use only. 4. Never direct torch flame toward hose or gas tank. 5. DO NOT leave torch unattended while in operation. 6. Never use a match or a cigarette lighter to ignite torch. Always use a electronic starter or a spark lighter. 7. DO NOT apply heat or flame to tank to check for leaks or to increase gas pressure. 8. Tiger Torches are not to be used for heating or thawing of lines where known hydrocarbons are present. 9. DO NOT lift tank by the valve. 10. When not in use the gas should be turned off. 11. Caution – in daylight, torch flame is barely visible. 12. DO NOT place hand or body part in the path of the flame while lighting or operating torch. 13. Secure cylinders in a level, upright position. DO NOT invert or lay cylinders on their sides. 14. Propane is heavier than air which causes it to accumulate in low areas. Check low areas for accumulation and ventilate. Be certain all work areas are well ventilated. 15. Gloves should be worn at all times when operating, long sleeves, long pants, and boots. 16. Have an ABC type fire extinguisher readily accessible to the job site. 17. Combustion by-products produced when using the tiger torch containing carbon monoxide, a chemical known to cause cancer and birth defects or other reproductive harm. 18. DO NOT operate if any leaks are present. A leak may create a fire hazard. 19. DO NOT smoke around or expose supply tank(s) to open flame or sparks.

	<p>20. DO NOT apply heat or flame to tank to check for leaks. Excess heat may cause the supply tank to rupture, possibly causing personal injury. Use soapy water to check all connections and fittings for leaks.</p> <p>21. The hose assembly shall be protected from traffic, crushing, and hot surfaces. This may cause premature wear of the hose.</p> <p>22. Storage temperature shall not exceed 120 °F (49 °C).</p> <p>23. Inspect equipment daily. Check cylinder for dents, damage to the collar, damage to valve or corroded foot ring.</p> <p>24. When extinguishing a Tiger Torch, shut off cylinder valve and allow gas to burn out of the lines.</p> <p>25. Make sure cylinders are place on solid footing to prevent tipping and falling.</p> <p>26. At the end of the day, disconnect hoses and store properly.</p> <p>27. Other than the operator, all workers should stay at least 1 meter away from the flame.</p>
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SAFE WORK PRACTICE	
Title:	Vibratory Compactors
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with the operation of Vibratory Compactors.
Application:	As per job requirement
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Operators Manual ▪ Personal Protective Equipment ▪ Emergency Response Plan
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.

Worker
Responsibility:

1. **Recognize Safety Information:** A signal word – Danger, Warning, or Caution – is used with the safety alert symbol. Danger identifies the most serious hazards. On the machine, DANGER signs are red, WARNING signs are orange, and CAUTION signs are yellow. Danger and Warning signs are located near specific hazards. General precautions are on Caution labels.
2. **Follow Safety Instructions:** Read the safety messages on the machine, follow these warnings carefully. Review them frequently. Keep safety signs in good condition. Replace missing or damaged safety signs.
3. **Operate only if Qualified:** Do not operate this machine unless you have read the operator’s manual carefully and you have been qualified by supervised training and instruction. Familiarize yourself within the job site and your surroundings before operating. Try all controls and machine functions with the machine in an open area before starting work. Know and observe all safety rules that may apply to your work situation and your work site.
4. **Wear Protective Equipment:** Prolonged exposure to loud noise can cause impairment or loss of hearing. Wear suitable hearing protection such as earmuffs or earplugs to protect against objectionable or uncomfortable loud noises.
5. **Avoid Unauthorized Machine Modifications:** Modifications of this machine, or addition of unapproved products or attachments, may affect machine stability or reliability, and may create a hazard for the operator or others near the machine. The installer of any modifications which may affect the electronic controls of this machine is responsible for establishing that the modification does not adversely affect the machine or its performance. Always contact an authorized dealer before making machine modifications that change the intended use, weight or balance of the machine, or that alter machine controls, performance or reliability.
6. **Inspect Machine:** Inspect machine carefully each day by walking around it before starting. Keep all guards and shields in good condition and properly installed. Fix damaged and replace worn or broken parts immediately. Pay special attention to hydraulic hoses and electrical wiring.
7. **Stay Clear of Moving Parts:** Entanglements in moving parts can cause serious injury. Stop engine before examining, adjusting or maintaining any part of machine with moving parts. Keep guards and shields in place. Replace any guard or shield that has been removed for access as soon as service or repair is complete.
8. **Avoid High-Pressure Fluids:** Escaping fluids can penetrate the skin causing serious injury. Never search for leaks with your hands, use a piece of cardboard to find the location of escaping fluid. If hydraulic fluid penetrates your skin, see a doctor immediately. Injected fluid must be removed surgically within hours of gangrene may result.
9. **Beware of Exhaust Fumes:** Prevent asphyxiation. Engine exhaust fumes can cause sickness or death.

- 10. Prevent Fires:** Handle fuel safely, clean Machine Regularly, maintain hoses and wiring, keep a fire extinguisher available.
- 11. Prevent Battery Explosions:** Battery gas can explode. Keep sparks, lighted matches, and open flame away from the top of the battery. Never check battery charge by placing a metal object across the posts. Use a voltmeter or hydrometer. Do not charge a frozen battery; it may explode.
- 12. Use Steps on Handholds Correctly:** Prevent falls by facing the machine when you get on and off. Maintain 3-point contact with steps and handrails. Never use machine controls as handholds.
- 13. Start Only from Operator's Seat:** Avoid unexpected machine movement. Start engine only while sitting in operator's seat. Ensure all controls and working tools are in proper position for a parked machine.
- 14. Use and Maintain Seat Belt:** Use seat belt when operating machine. The complete seat belt assembly should be replaced every three years, regardless of appearance.
- 15. Prevent Unintended Machine Movement:** Always set the park break switch to the "ON" position before leaving the operator's seat for any reason.
- 16. Avoid Work Site Hazards:** Avoid contact with gas lines, buried cables and water lines. Call utility line location services to identify all underground utilities before you dig. Prepare work site properly. Avoid boom or attachment contact with overhead obstacles or overhead electrical lines. Keep bystanders clear at all times. Operate only on solid footing, and avoid working under over-hanging embankments or stockpiles.
- 17. Keep Riders Off Machine:** Only allow the operator on the machine. Keep riders off. Riders on machine are subject to injury such as being struck by foreign objects and being thrown off of the machine. Riders also obstruct the operator's view resulting in the machine being operated in an unsafe manner.
- 18. Avoid Back over Incidents:** Before moving machine, be sure all persons are clear of the machine travel path. Be certain backup warning alarm is working properly. Use a signal person when backing if view is obstructed or when in close quarters.
- 19. Avoid Machine Tip over:** Use seat belt at all times. Do not jump if the machine tips. Load and unload from trucks or trailers carefully. Be careful on slopes. Ensure solid footing.
- 20. Inspect and Maintain ROPS:** A damaged roll-over protective structure (ROPS) should be replaced, not reused. The protection offered by ROPS will be impaired if ROPS is subjected to structural damage, is involved in an overturn incident, or is in any way altered by welding, bending, drilling, or cutting. If ROPS was loosened or removed for any reasons inspect it carefully before operating the machine again.
- 21. Park and Prepare for Service Safely:** Warn others of service work. Always park and prepare your machine for service or repair properly. Park machine on a level surface and lower equipment to

	<p>the ground. Engage park brake. Stop engine and remove key. Attach a “Do Not Operate” tag in an obvious place in the operator’s station.</p> <p>22. Service Cooling System Safely: Explosive release of fluids from pressurized cooling system can cause serious burns. Shut off engine. Only remove filler cap to first stop to relieve pressure before removing completely.</p>
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SAFE WORK PRACTICE	
Title:	Welding, Cutting and Burning
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General :	Protecting workers & others from injuries associated welding, cutting, and burning.
Application:	Work involving welding, cutting and burning can create fires and breathing hazards for workers on any job. The following should be considered prior to the start of work.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Personal Protective Equipment ▪ Workplace Hazardous Material Information System ▪ Emergency Response Plan
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.

Worker Responsibility:	<ol style="list-style-type: none"> 1. Always ensure that adequate ventilation is supplied since hazardous fumes can create during welding, cutting or burning. 2. Where other workers may also be exposed to the hazards created, they must be alerted to these hazards and protected by the use of “screens”. 3. Always have firefighting equipment on hand before starting. 4. Check the work area for combustible material and possible flammable vapours. 5. A welder should never work alone. A fire or sparks watch should be maintained. 6. Protect cables and hoses from slag or sparks. 7. Never weld or cut lines, drums, tanks etc. that have been in service without making sure that all have been purged or other necessary precautions are in place. 8. Never enter, weld or cut in a confined space without proper air quality testing and a qualified safety lookout in place. 9. When working overhead, use fire resistant materials (blankets, tarps) to control or contain slag and sparks. 10. Cutting and welding must not be performed where sparks and cutting slag will fall on cylinders. Move all cylinders away to one side. 11. Open all cylinder valves slowly. The wrench used for opening the cylinder valves should remain on the valve spindle.
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SAFE WORK PRACTICE	
Title:	Wheel Loader (950G)
Developed by: Carrie McLachlan Approved by: Fernando Nogueira Position: President Date: November 20 th , 2014 Review Date: March 20, 2024	
General:	Protecting workers & others from injuries associated with the operation of wheel loaders.
Application:	As per job requirement
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Operator’s Manual
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.

<p>Worker Responsibility:</p>	<ol style="list-style-type: none"> 1. Do not allow riders on the machine. 2. Only operate the machine while you are in a seat. The seat belt must be fastened while you operate the machine. Only operate the controls while the engine is running. 3. While you operate the machine slowly in an open area, check for proper operation of all controls and all protective devices. 4. Before you move the machine, you must be satisfied that no one will be endangered. 5. Note any needed repairs during machine operation, report any needed repairs to your foreman. 6. Watch for obstructions and depressions in the ground. 7. Drive smoothly; avoid quick stops, turns, and starts. 8. Always keep the bucket as low as possible when turning or transporting materials 9. Always follow manufactures weight recommendations. 10. Use the proper amount of ballast for stability. 11. Lower arms slow and steadily. 12. Drive slow. 13. Be sure the area you are working in is free of overhead obstructions. 14. Stay off steep slopes. 15. Never walk or work under a raised loader 16. Always place the bucket on the ground when you are finished using the machine. 17. Never leave the keys in the machine when not in use. 18. Always read and understand the Operators Manual
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SAFE WORK PRACTICE	
Title:	Winch Limitation, Inspection & Use
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with a confined space entry rescue winch.
Application:	DBI/SALA Salalift winches are to be used for work positioning, personnel riding, material handling, climbing protection, or rescue evacuation. The winch models vary and are to be used with a DBI/SALA tripod, davit arm, or

	other support structure, and may be used in situations where personnel or materials need to be raised or lowered 60-140 feet.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Safe Job Procedure ▪ Training ▪ Personal Protective Equipment
Selection & Use:	As per job procedure
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. The equipment is to be used as a part of a complete system. The Safe Job Procedure and manufactures specifications must be followed. 2. Alterations or misuse of the winch, or failure to follow procedures may result in serious injury or death. 3. Use caution when using the winch around moving machinery, electrical hazards, chemical hazards, and sharp edges. 4. Consult a doctor if there is reason to doubt your fitness to safely absorb the shock from a fall arrest. Age and fitness seriously affect a workers ability to withstand falls. Pregnant women or minors must not use a DBI/SALA winch unless for unavoidable emergency use situations. 5. Read and follow manufactures specifications for the personal fall arrest equipment selected for use with the winch and support structure. 6. Body belts are not allowed for free fall situations. Body belts increase the risk of injury during fall arrest in comparison to a full body harness. Limited suspension time and the potential for improperly wearing a body belt may result in added danger to the user's health. 7. Position the winch and support structure in a location which allows the operator to safely use the winch. 8. Do not use the winch for lifting or lowering of more than one person, except for emergency situations. The low speed shaft must be used to prevent handle slippage. The maximum lifting force is approximately 500 lbs. 9. If the cranking tension eases during lowering, the person or material being lowered has reached a work level or obstruction. Do not continue cranking without communicating with the person or checking the material being lowered. Always keep the cable tension firm. Slack cable could cause a free fall. 10. A minimum of four wraps of line must remain on the drum at all times. One complete layer of line must remain. Do not attempt to reverse wind the line onto the drum. Line must wind onto the drum by turning the crank handle in the "raise" direction only. Check periodically to see that the line is winding evenly on the drum. Use gloves when handling the line.

	<ol style="list-style-type: none"> 11. Training must be conducted without exposing the trainee to a fall hazard. Training should be repeated on a periodic basis. 12. If the winch has been subject to impact forces, it must be immediately removed from service and inspected. If the winch fails to pass the inspection, do not use it! The equipment must be sent to an authorized service centre for repair. 13. Extreme working conditions (harsh environment, prolonged use, etc.) may require increasing the frequency of inspections. 14. Only DBI/SALA or parties authorized in writing may make repairs to the winch. 15. All labels must be present and fully legible.
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SAFE WORK PRACTICE	
Title:	Working On Hills and Slopes
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with working in hills and on slopes.
Application:	Working on hills and slopes is an integral part of construction activity, requiring proper planning prior to work.
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ Manufactures specifications ▪ Government Regulations ▪ Barricades and warning devices ▪ Emergency Response Plan ▪ Personal Protective Equipment
Selection & Use:	As per job requirement
Supervisor Responsibility:	<p>Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.</p> <ul style="list-style-type: none"> ▪ Hazard Analysis ▪ Work site inspection
Worker Responsibility:	<ol style="list-style-type: none"> 1. Ensure you are conversant (well informed about or knowing thoroughly) with Emergency Response Plan. 2. Ensure warning signs/devices are in place. 3. Ensure you are familiar with restraining devices and rigging. 4. Ensure you are familiar with the use of anchors, bridals and winches.

	<ol style="list-style-type: none"> 5. Be familiar with anchoring of pipe/equipment. 6. Ensure you are in view of operator at all times. 7. Ensure you wear appropriate Personal Protective Equipment (including high visibility vests). 8. Ensure wheel chocks are utilized. 9. Be aware of rolling boulders or loose rocks.
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SAFE WORK PRACTICE	
Title:	Working Safely Around Powered Mobile Equipment
<p>Developed by: Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
General:	Protecting workers & others from injuries associated with working around powered mobile equipment.
Application:	As per job requirement
Protective Mechanisms:	<ul style="list-style-type: none"> ▪ OH&S Act, Regulation and Code
Selection & Use:	As per Safe Job Procedure – General Hazard Assessment
Supervisor Responsibility:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
Worker Responsibility:	<ol style="list-style-type: none"> 1. Ensure you have established eye contact with the operator before walking around powered mobile equipment. If you can't see him, he can't see you. 2. Don't take short cuts across areas where equipment is working. 3. Spot for an operator whenever necessary and use clear hand signals. 4. Always wear a high visibility vest to ensure all operators can see you. 5. Avoid swing zones, pinches, and blind spots. Learn to identify danger zones and stay clear of them. 6. Do not be the hazard! Be alert; keep an eye out for yourself and your co-workers. 7. Stay out of the road or work path of equipment whenever possible. 8. Do a 30 ft. roundabout, maintain eye contact and when safe to do so then proceed.

	<ul style="list-style-type: none">9. Operators ensure that workers are clear of the equipment before operating it.10. When operating equipment, carry the load no higher than necessary to avoid limiting your vision.11. Signal the operator when entering a danger zone, do not act until the operator acknowledges your signal.12. Always respect the power and potential for harm.13. Do not use cell phones or other distractions around equipment on site.14. Report close calls and unsafe acts/conditions to your supervisor.
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SAFE JOB PROCEDURE		
Job:	Air Shoring	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Hoe 2 x Carbon Monoxide Cylinders) Appropriate Sized Air Jacks	Material Required: 4x8 ¾ Plywood Sheets 2x10x10' Chain or Sling	Personal Protective Equipment: High Visibility Vest Hard Hat, 6" CSA Boots Gloves
Job Steps:	<ol style="list-style-type: none"> 1. Do a Hazard Assessment with all workers onsite before work begins. Make sure hoses are kept aside and out of the way not causing tripping hazards. 2. Dig the trench. 3. Turn air tanks on to 200 PSI. 4. Drop shoring boards into the trench using the hoe; rig with sling on to the rope fastened on the top of the boards. (2x10 interior of trench & 4x8 ply wood to exterior) adjacent from each other. 5. Place ladder in the trench at a 4-1 angle between the shoring boards for a safe means of egress. 6. Check jacks to ensure they are clean and in well working order so gravel will not interrupt with the pressure. 7. Attach quick coupler of hose to nipple on air jack and ensure connection is secure. 8. Run hose up the air jack to T-bar and give it a wrap. 9. Have another worker carefully access the trench and be prepared to receive the air shore 	
Installation of Air Jack:	<ol style="list-style-type: none"> 1. Lower air jack to worker below and they will receive the air jack, put near the top of the boards and ensure it is safe so the bottom of the boards don't kick out. The positioning of the air jack has to be below ground level. 2. Unwrap the hose from the T-bar, extend the jack by hand so both feet of the jack are touching the boards. 3. In a loud clear voice say "HIT IT" this is the cue for the top man to hit the trigger to put the air in the hose and make the jack 	

	<p>expand. (Before you hit the trigger ensure no one is standing in line of the jack – it will shoot 30 to 40 meters in any direction).</p> <ol style="list-style-type: none"> 4. Once the air is in the jack it will be pressurized holding the boards to the bank. 5. The worker in the trench takes the attached pin and inserts it into the appropriate hole and twists the sleeve so it is tight. Tighten the T-bar to ensure it doesn't loosen the sleeve. 6. The worker in the trench will say "RELEASE" to the top man, they then release the trigger. The person in the ditch takes the nozzle off removing the air line from the jack. (Ensure all the air pressure is released before removing the line). 7. Workers repeat steps 10-16 to install more air jacks. 8. After the bottom jack has been installed double check by using your hand and hitting it to ensure it doesn't come loose.
Removal of Air Jack:	<ol style="list-style-type: none"> 1. Must always remove the bottom air jack first. While removing air jacks there may be gravel in the jacks, tap the jack with your hand or a hammer while applying pressure. 2. Attach the hose to the nipple of the jack and signal the top man to apply pressure. 3. While the pressure is applied remove the pin and loosen the sleeve. 4. Wrap the hose around the T-bar. 5. Everyone stand clear and worker in the trench signals the top man to release the pressure and pull the jack up 6. Immediately disassemble the air jack and clean thoroughly. 7. Repeat steps for top air jack. 8. Hook rigging equipment to the boards and pull them out. Stack them neatly and out of the way.

SAFE JOB PROCEDURE		
Job:	Air Compressor: Inspection and Maintenance	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Wrench	Material Required: Motor oil as per manufactures recommendations	Personal Protective Equipment: 6" CSA Boots, Gloves

	Lubricant for automatic oiler	Hard Hat Safety Glasses High Visibility Vest
Job Steps:	<ol style="list-style-type: none"> 1. Conduct a Hazard Assessment with all workers before work begins. 2. Unplug Compressor. 3. Remove excess air from tanks. 4. Bleed from bottom of tanks to remove any moisture in tank. 5. Check oil level in oiler, top-off as required. 6. Check for cracked or bulging hoses and replace as necessary. 7. Ensure all gauges are in working order. 8. Ensure pressure relief valve is working properly. 9. Ensure electrical cord is in good repair. 	

SAFE JOB PROCEDURE		
Job:	Angle Grinders	
Developed by: 1. Carrie McLachlan Approved by: Fernando Nogueira Position: President Date: November 20 th , 2014 Review Date: March 20, 2024		
Equipment Required: Angle Grinder Guard Wheel	Material Required: Any material your grinding on	Personal Protective Equipment: Gloves 6" CSA Boots Safety glasses Face Shield (where necessary)
Before Starting:	<ol style="list-style-type: none"> 1. Is the correct flange and locking nut is in place for the type of disc being used? (Otherwise the disc can shatter at high speed.) 2. Is the guard and handles secure? 3. Is there any defects or damage to the disc? 4. Has the disc been dropped or become damp? (Cracked or weakened discs can shatter in use.) 5. Are there any flammable materials close by? 6. Is the work piece held firmly in a bench vice where necessary? 7. Is the angle grinder kept at waist height during grinding, where possible? 	

	<ol style="list-style-type: none"> 8. Are all employees instructed to keep at a safe distance when an angle grinder is used? 9. Are welding screens positioned to prevent flying particles hitting other workers?
Job Steps:	<ol style="list-style-type: none"> 1. Check grinder and wheel for any faults and defects. 2. Ensure trigger mechanism operates. 3. Ensure a safety switch or residual current device (RCD) is always used 4. Remove all flammables from the work area. 5. Keep a fire extinguisher at hand. 6. Isolate power before adjusting wheel. 7. Ensure comfortable position. 8. Use on hand to hold the trigger, the other hand near the grinder body to secure the machine. 9. Use the flat of the wheel. 10. Ensure grinding disc has stopped before putting down. 11. Check the area for any smoldering debris.

SAFE JOB PROCEDURE		
Job:	Assembling Trench Box(s)	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
<p>Equipment Required:</p> <p>Backhoe</p> <p>Loader</p>	<p>Material Required:</p> <p>Trench Box(s)</p> <p>Spreaders</p>	<p>Personal Protective Equipment:</p> <p>Hard Hat</p> <p>CSA 6" CSA Boots</p> <p>Safety Glasses</p> <p>High Visibility Vest</p>
Job Steps:	<ol style="list-style-type: none"> 1. Unload trench box. 2. Place panel down on ground surface, place spreaders. 3. Lift other panel flipping it over onto spreaders and secure with lock pins. 4. Stand it up 	

	<p>5. If stacking 2nd trench box ensure all safety attach points are secure.</p>
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SAFE JOB PROCEDURE		
Job:	Arc Welding	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
<p>Equipment Required:</p> <p>Arc Welder</p>	<p>Material Required:</p> <p>Manufactures Manual</p> <p>Fire Extinguisher</p> <p>Ventilation - Outside</p>	<p>Personal Protective Equipment:</p> <p>Leather 6" CSA Boots</p> <p>Safety Glasses & Welders Hood</p> <p>Fire Resistant Gauntlet Gloves</p> <p>Hearing Protection & Full Sleeves</p>
Job Steps:	<ol style="list-style-type: none"> 1. Prepare to weld. Your practice area should be outdoors without any flammable materials nearby. Secure the practice steel to a work platform, attach the ground to the steel and place the welding rod in the clamp. 2. Put on your protective equipment, especially the helmet. Looking at the arc unprotected can instantly cause permanent eye damage. 3. Turn the welder on and set it to about 80 amps. Touch the electrode to the steel and pull it back slightly. Break it loose and try again if it sticks. Increase the amperage if it continues to stick. 4. Feed the electrode into the arc to maintain it. It will make a distinctive crackling noise when it is an appropriate distance from the metal, usually about ¼ inch. The device will emit more of a popping noise with flying sparks if it is too far away and will stick to the metal if it is too close. 5. Lay a bead down a single piece of practice metal first. Once you become proficient at this, you may advance to welding two pieces of metal together. 	
SAFE JOB PROCEDURE		
Job:	Backing Up/Reversing	

Developed by: 1. Carrie McLachlan

Approved by: Fernando Nogueira **Position:** President

Date: November 20th, 2014

Review Date: March 20, 2024

Equipment Required:

Material Required:

Personal Protective
Equipment:

6" CSA Boots, Gloves

Hard Hat

Safety Glasses

High Visibility Vest

Job Steps:

1. Conduct a Hazard Assessment before work begins.
2. Circle check your vehicle.
3. Put on your seat belt.
4. Check clearances (front, back, side and overhead).
5. Sound the horn FREQUENTLY (even if equipped with back up alarm).
6. Take extra care and move slowly when backing up. Before you begin, check that the way is clear behind you. Back slowly (never at a speed faster than a brisk walk).
7. While firmly holding the steering wheel, put the gear selector in reverse and turn sideways in your seat to look over your shoulder in the direction you are moving. If you are reversing straight back or to the right, turn your body and head to the right and look back over your shoulder.
8. If you are reversing to the left, turn your body and head to the left and look over your shoulder. Always check the opposite shoulder as well. If you are turning as you reverse, check that the front end of your vehicle does not hit anything.
9. You have to wear a seatbelt while backing up. If you need to remove your seatbelt to turn your body to see properly when reversing, do so. But don't forget to buckle up again before moving forward.
10. Use a guide whenever possible.
 - a. If you lose sight or eye contact with guide or employee, STOP immediately and locate that person before proceeding.
 - b. If parked or stopped always use proper parking procedures:
 - Set brake.
 - Transmission in appropriate gear.
11. It is illegal to drive in reverse on a divided road that has a speed limit of more than 80 km/h. This applies to the travelled section

	<p>of the road and the shoulder. The only exception to this rules is if you are trying to help someone in trouble.</p>
Workers on Foot	<ol style="list-style-type: none"> 1. Know how to work safely around trucks and equipment. 2. Understand the effect of blind spots, and avoid entering or standing in blind spots. 3. Make eye contact with the driver/operator before approaching equipment. 4. Signal intentions to the driver/operator. 5. Avoid standing and talking near vehicle/equipment paths and other activities where heavy equipment is moving back and forth. 6. Never cross or step behind a reversing vehicle/equipment or when it is reversing lights/alarm is on.
Drivers/Operators	<ol style="list-style-type: none"> 1. The driver's responsibility is to ensure they do not reverse into or over any person or object.

<p>Before reversing:</p>	<ol style="list-style-type: none"> 1. Familiarize themselves with area and, if unsure, walk the route and talk with the spotter before attempting to reverse. 2. Ensure that all mirrors are intact, functional, clean, and properly adjusted for the best view. 3. Ensure all reversing devices (if fitted) are functional, i.e. lights and alarms. 4. Turn off or silence cell phones, vehicle radios, and other radio's including iPods, except two-way radios. 5. Visually locate workers on foot to ensure that they are clear of the vehicle's path.
<p>When reversing with a spotter:</p>	<ol style="list-style-type: none"> 1. Always obey the spotter or signaler. 2. If in doubt about the signals or if more than one person is signaling, stop the vehicle and determine which signals or spotter are to be followed. 3. Stop reversing immediately when a spotter, worker on foot, or anyone else disappears from view. 4. Resume reversing only when visual contact is restored with spotter or workers on foot. 5. Use agreed-upon hand signals to communicate with the spotter. 6. Stop the truck if the spotter needs to change their position.
<p>When reversing without a spotter:</p>	<ol style="list-style-type: none"> 1. Get out and quickly check around the vehicle/equipment, reverse only if the way is clear. 2. Stop reversing immediately when a worker on foot or anyone else disappears from view. 3. Resume reversing only when visual contact is restored with workers on foot. 4. Check both sides of the mirrors repeatedly when reversing.
<p>Spotters/Signalers</p>	<ol style="list-style-type: none"> 1. Stay alert to recognize and deal with dangerous situations. 2. Wear a reflective high visibility vest at all times. 3. Use agreed-upon hand signals to communicate with the driver/operator. 4. Remain visible at all times to the driver/operator, i.e. stand where you can see and be seen. 5. Detect and understand the effect of blind spots. Drivers will rely on the spotter to be aware of any obstructions in the blind spots to the left of the vehicle. 6. Maintain a clear view of the hazard area (blind spot) behind the vehicle. 7. Stay clear of the path of the reversing vehicles. 8. Avoid walking backwards. 9. Ensure no one is behind the vehicle/equipment before signaling the driver/operator to start reversing.

	<ol style="list-style-type: none"> 10. Immediately signal the driver/operator to stop if any person or object enters the area behind the truck. 11. Signal the driver to stop when the spotter must change positions while the vehicle is reversing. 12. Stand in a safe position where they can guide the reversing vehicle without being in its way.
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SAFE JOB PROCEDURE		
Job:	Backfilling (Large Areas)	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Track Loader 60" – 84" Packer Excavator Plate Tamper	Material Required:	Personal Protective Equipment: Hard Hat Gloves High Visibility Vest 6" CSA 6" CSA Boots
Job Steps:	<ol style="list-style-type: none"> 1. Check trench to be backfilled for any small equipment or employee's working. 2. Ensure all pipes are properly covered. 3. Ask Supervisor if there are any other utilities nearby or any obstacles you should be aware of. 4. Proceed to ramp into the ditch putting in approximately .5 meter lift or as directed. Ensure the ramp is suitable for the packer to get in and out safely. 5. If backfill is being done and approaching the end of the ditch where guys are working, ensure to keep a ladder in the excavation as a guide line to stay away. 6. If backfilling an existing trench boxed ditch, ensure an excavator is used and backfill on a 45° angle. Ensure not to bury the end of the trench box which would make it harder to pull out. Place a sheet of plywood at the end of the cage, and secure it so nothing rolls down the ditch and cause injury or property damage. 	

SAFE JOB PROCEDURE		
Job:	Backfill around Manholes and Valve Casings	
Developed by: 1. Carrie McLachlan Approved by: Fernando Nogueira Position: President Date: November 20 th , 2014 Review Date: March 20, 2024		
Equipment Required: Hand Tampers Backhoe	Material Required: Shovel	Personal Protective Equipment: Hard Hat Gloves Ear Plugs 6" CSA Boots
Job Steps:	<ol style="list-style-type: none"> 1. When large equipment around manholes and valves, stand clear. 2. Make sure your equipment is out of the way of the large equipment and visible to them so that it will not be run. 3. When larger equipment is finished in your work area, move tamper to work area using two men to carry it or put it in the loader bucket. Never carry it yourself. 4. Level the area around the manhole or valve with a shovel. Ensure both are level before packing. 5. Put ear protection on and begin packing. 	

SAFE JOB PROCEDURE	
Job:	Backhoe Loader (310 SG)
Developed by: 1. Carrie McLachlan Approved by: Fernando Nogueira Position: President Date: November 20 th , 2014 Review Date: March 20, 2024	

<p>Equipment Required: Backhoe Loader</p>	<p>Material Required:</p>	<p>Personal Protective Equipment: Hearing Protection</p>
<p>Job Steps:</p>	<ol style="list-style-type: none"> 1. Inspect machine daily before starting and perform periodic service checks. 2. Check Instruments before starting, turn the key clockwise to "On" the audible alarm must sound twice, all LCD segments in the display window must light, all gauges must be backlit, and all gauge needles must cycle from minimum (left) to center in approximately one second. All indications must light for 5 seconds. With the engine not running the alternator voltage indicator must remain lit after one indicators go out. If any indicator fails to light, check the bulb. 3. Starting the engine: Sit in seat and fasten seat belt, sound horn, with manual shift transmission: Move FNR lever and gearshift lever to N. Without power shift transmission: 4. Move FNR lever/rang lever to N. Push the left half of the park brake switch to engage the park brake. Push the lower half of the rise control switch, if equipped, to deactivate ride control. Move engine speed control lever to 1/3 speed. Turn the key clockwise to "Start" and hold in position until engine starts. Release key switch when engine starts. If engine does not start after 30 seconds, turn the key switch to "Off" and wait 2 minutes before trying again. 5. Warm up the machine: Before moving machine, run at 1/3 speed for at least 5 minutes. Do not run engine at fast or slow idle. Operate machine under light loads for first 5 minutes once engine is warm. Check instruments regularly. Weather warm up: In extremely cold conditions, an extended warming up period will be necessarily. Run engine at ½ speed for 15 minutes. Raise loader lift arms to hood height. Cycle bucket from stop to stop three times. Cycle all remaining hydraulic functions to distribute warmed oil until all functions operate freely. 6. Driving the machine: Engage brake pedal locking bar to lock left and right brake pedals together. Keep brake pedal locking bar engaged unless brakes are to be used to aid in turning. Push right half of park brake switch to disengage the park brake. Manual shift transmission: Push clutch disconnect button to remove engine power from drive train and move gearshift lever to appropriate gear for travel. Use FNR lever to change direction of travel. FNR level can be operated without using the clutch 	

disconnect button. Reduce speed when changing direction of travel. Move FNR lever to F to travel forward and to R to travel in reverse. Move FNR level to N when in "Neutral". Power shift Transmission: FNR/range lever also selects forward gear ranges 1, 2,3, and 4 and reverse provides the same speed range as the third position. Rotate handle on FNR/range level to select gear position. Gear position is indicated by the gear range pointer. Vary travel speed when driving using engine speed control pedal. Operating Stabilizers: Before operating the backhoe, use stabilizers to lift and level the machine. Use the levers to move stabilizers from raised position to lowered position.

7. Operating Boom Lock: Disengaging the Boom Lock: Raise boom against stops to release tension on boom lock. Pull boom lock control lever toward operator to disengage boom lock from boom hooks (unlocked position). Lower boom so boom hooks are clear of boom lock. Release boom lock control lever. Engaging the Boom Lock: Pull boom lock control lever toward operator to raise boom lock. Raise boom against stops. Release boom lock control lever to engage boom lock with boom hooks (locked position). After machine shutdown, move boom control lever to release hydraulic pressure and put tension on boom lock.
8. Operating Swing Lock: Disengaging the Swing Lock: Remove swing lock pin from swing lock mounting hole and install pin in storage position in operator's station. Engage the Swing Lock: Remove swing lock pin from storage position in operator's station and install pin in swing lock mounting hole. To prevent possible machine damage, remove swing lock pin before operating the backhoe.
9. Two-Lever Controls: Operate backhoe with control levers. For faster cycle times, fully extend levers when moving and operate more than one component at a time. When seat is turned to backhoe operation position, alarm and light the STOP indicator if FNR lever is moved to F or R. Several control patterns are available for this backhoe. Always verify control response before operating. Prevent possible personal injury from unexpected machine movement. DO NOT operate backhoe unless you are in the operator's seat in backhoe operation position with stabilizers down. DO NOT swing boom into stabilizers¹⁰. Excavator Two-Lever Controls: Operate backhoe with control levers. For faster cycle times, fully extend levers when moving and operate more than one component at a time. When seat is turned to backhoe operation position, alarm and light the STOP indicator if FNR lever is moved to F or R.

- 10.** John Deer Pilot Controls: Never place any part of the body beyond the window frame. Replace missing or broken windows immediately. When a lever is released, it will return to neutral. The machine will remain positioned. Prevent possible injury from unexpected machine movement. Always lock hydraulics when not operating backhoe. Never place any part of body beyond window frame. It could be crushed by the boom if boom control lever is accidentally bumped or otherwise engaged. Make sure you know the location and function of each control before operating.
- 11.** Excavator Pilot Controls: When a lever is released, it will return to neutral. The machine will remain positioned. Always lock hydraulics when not operating backhoe.
- 12.** Operating Extendible Dipperstick – If equipped: Push extendible dipperstick control pedal with toe or heel to extend or retract the extendible dipperstick. With Attachments: It is recommended to retract extendible dipperstick and lock in place. Operating hydraulic hammers, compactors, etc., with dipperstick extended may cause abnormal wear and stress on dipperstick components and ultimately shorten their life. Disengaging Extendible Dipperstick Lock: Remove quick-lock pin from extendible dipperstick locking pin. Remove extendible dipperstick locking pin from locking position and install extendible dipperstick locking pin. Engaging Extendible Dipperstick Lock: Remove quick-lock pin from extendible dipperstick locking pin. Remove extendible dipperstick locking pin from storage position and install extendible dipperstick locking pin in locking position. Install quick-lock pin on extendible locking pin.
- 13.** Auxiliary Hydraulic Functions – If equipped: Push the backhoe auxiliary hydraulic function switch to activate and deactivate backhoe auxiliary hydraulic function switch has three positions: Push upper half to activate the backhoe auxiliary hydraulic function. Push to middle position to transfer control to the backhoe auxiliary function foot switch. Push lower half to deactivate the backhoe auxiliary hydraulic function.
- 14.** Operating Loader Coupler – If equipped: Position machine on firm, level ground. Stop machine. Lower boom. Push in a lift loader coupler pins. Loader coupler pin indicator will illuminate and chime will sound. Operate bucket control to move coupler frame into attachment mounting hooks. Raise boom. Tilt mounting frame rearward until attachment is against coupler. Push coupler switch down to the “lock” position to engage coupler pins. Indicator light will turn off and chime will stop sounding. Raise boom. Visually inspect attachment to verify that loader coupler pin plate is pressed against the loader
- 15.** coupler structure and that the pins are engaged in attachment mounting holes. If attachment is not properly latched, disconnect and attach again.

- 16. Operating Loader:** Do not raise or lower the front loader boom while the engine hood is open. Always close the engine hood fully before moving the front loader boom, or severe damage to the engine hood will occur. Loader control lever will return to neutral if released during normal loader operation. Push lever in following directions for corresponding loader movements: Loader control lever will detent in “Float” when moved fully forward. Loader control lever will stay in “Float” until it is manually moved. Loader control lever will detent in “Return-to-Dig” when bucket is dumped and lever is moved fully left. Lever will return to neutral when bucket is in dig position. Loader control lever will give resistance when boom is raised and lever is held in “Bucket Roll-Back”. Lever will return to neutral when bucket is self-leveled. Use the “Float” and “Return-to-Dig” detents at the same time to quickly position the front loader bucket for loading, as when driving into a pile of material. When front loader boom and bucket are in correct position, the loader control lever will automatically release from “Return-to-Dig” detent, but will remain in “Float” detent. For faster cycle times, fully extend lever in desired direction, run engine at fast idle, and move boom and bucket at same time.
- 17. Operating Differential Lock:** Push and hold differential lock switch to lock the rear differential. When rear differential is locked, both rear wheels turn at the same speed. Unequal traction will keep the rear differential locked. If the differential lock foot switch is released, the differential lock disengages automatically when traction evens out. Hold differential lock switch continuously to keep rear differential locked when traction is even.
- 18. Operating Mechanical Front Wheel Drive – If equipped:** Prevent possible gear damage. Mechanical front wheel drive (MFWD) can be engaged and disengaged while driving, except in cases of unequal traction. Machine must be stopped before engaging MFWD during unequal traction. For best performance, fuel economy, and tire wear operate MFWD only when needed. To achieve best MFWD performance, be sure front tires are inflated to proper air pressure. It may take several seconds for MFWD to engage or disengage depending on the mechanical gearing of the MFWD assembly. Push MFWD switch up to engage MFWD drive shaft. MFWD indicator will remain lit while MFWD is engaged. Push MFWD switch down to disengage MFWD.
- 19. Lifting:** For maximum lifting capability, attach chain/sling to buckets at positions. Attach a hand line to load for stability. Use long enough line to ensure that person holding it is a safe distance from load. Before lifting, perform following test of load stability: If using backhoe to lift, raise rear tires off ground 50 mm (2 in.) and ensure machine is level. If ground is soft, place boards or other wide support under stabilizer feet to increase stability. A) Park machine close to load. B) Attach load to

chain/sling. C) Raise load 50 mm (2 in.) above ground. D) If using backhoe, swing load all the way to one side. E) While keeping load close to the ground, extend it away from machine. If there is any indication of reduced stability of your machine, lower load to the ground and make necessary adjustments so machine can successfully perform test. Do not lift load until machine can perform test at acceptable level.

20. Parking the Machine: Before stopping engine that has been operating at working load, idle at 1/3 speed for 1-2 minutes to cool hot parts. If engine stalls while operating under load, restart immediately and idle at 1/3 speed for 1-2 minutes before stopping to allow coolant to continue circulating through engine. Turbocharger, if equipped, may be damaged if engine is not properly shut down. Park machine on a level surface. Lower all equipment to ground. With manual shift transmission move FNR lever and gearshift lever to N. With powershift transmission Move FNR level to N. Push left half of park brake switch to engage park brake. Move engine speed control lever to 1/3 speed and run engine with no load for 1-2 minutes. Move engine speed control lever to slow idle. Turn the key switch to "Off" to stop engine. Remove key from switch. Release hydraulic pressure by moving control levers until equipment does not move.

21. Loading Machine on a Trailer: Keep trailer bed clean. Put wheel chocks against trailer wheels. Use a ramp or loading dock. Ramps must be strong enough, have a low angle, and correct height. Load and unload machine on a level surface. Fasten seat belt before starting engine. Allow engine to run for several minutes. Install the extendible dipperstick locking pin, if equipped, and engage the backhoe swing lock. Drive the machine up ramps slowly with centerline of machine over centerline of trailer. Lower loader bucket onto blocks or trailer bed. Lower backhoe boom until bucket rests on trailer bed. Stop engine. Prevent possible hydraulic system damage. Fasten chains or cables to machine at proper locations. Fasten chains or cables from trailer to frame tie downs. Do not route chains or cables over or against hydraulic lines or hoses. Fasten backhoe bucket to trailer with chains or cables to prevent movement during transport. Cover engine exhaust pipe opening with tape to keep dust and rain out of pipe.

Towing: Engine cannot be started by towing. Damage to transmission may result. Do not tow machine faster than 10km/hr. 6 (mph) or any longer than one hour. Towing is not recommended. If you MUST tow machine, use the following procedure: A) Stop engine. Block tires securely. Attach towing machine and towed machine as closely together as possible with chains. If your machine is equipped with mechanical front wheel drive (MFWD), remove the front axle drive shaft. Move gearshift lever and FNR lever to N. Remove front half of rubber mat from

floor of operator's station. Remove cap screws and cab floor access plate. To avoid damage to park brake assembly from heat build-up, park brake must be manually disengaged. Release park brake manually for towing. Loosen hex nuts and turn both park brake adjustment cap screws completely in. Remove blocks from tires and tow machine. When towing is completed, block tires and engage park brake to hold machine. Turn both park brake adjustment cap screws out to specification. Tighten hex nuts to lock cap screws in position. Install central floor access plate and rubber floor mat. Install front axle drive shaft, if removed.

SAFE JOB PROCEDURE		
Job:	Barricades	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	<p>Material Required:</p> <p>Concrete Jersey Barriers</p> <p>Perimeter Fencing</p> <p>Snow Fencing & T-bars</p>	<p>Personal Protective Equipment:</p> <p>Hard Hat</p> <p>6" CSA Boots</p> <p>Visibility Vest</p> <p>Gloves</p>
Job Steps:	<ol style="list-style-type: none"> 1. Load the truck with signs and barricades required for the job. 2. Block off the street with a closed sign in order to install the proper barricades. 3. Install barricades and signs to protect workers and public from injury. 4. Barricades should be removed in reverse order. In some instances, a flag person may be required to assist access and egress from the construction zone. 5. The barricades are to be inspected daily by the barricade personnel. 6. If barricades are damaged, they are to be repaired or replaced immediately. 	

SAFE JOB PROCEDURE		
Job:	Bump Test Gas with Balloon Adapter	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required:	Personal Protective Equipment:
Gas Detector	Clear Tubing	
Gas Cylinder	Test Cap	
	Balloon Adapter	
Job Steps:	<ol style="list-style-type: none"> 1. Turn on the gas detector. 2. Insert the balloon adapter into gas cylinder nozzle (outlet). 3. Attach the test cap provided with the detector – Insert the hose directly into the sampling pump intake. 4. Attach the clear tubing to the test cap. 5. Block or pinch the tubing to the test cap. 6. Squeeze and hold the release on the gas cylinder for 3 seconds, partially filling the balloon. <ol style="list-style-type: none"> 1. Release the tubing, exposing the sensor to an even flow of test gas. Observe audible/visual alarm activation. If the gas alarm fails to respond: Check the expiration date on the test gas cylinder. 2. Check that the concentration in the test gas cylinder exceeds the current alarm set points. 3. Clean or change dirty sensor screens. 4. Re-calibrate detector. 5. Replace the sensor, if required. <p>Retest the detector with gas again. Note: Do not apply test gas directly to sensor. If sprayed directly on the sensor, generally most of the test gas applied will bounce off the sensor screen, requiring an excessive use of gas.</p>	
SAFE JOB PROCEDURE		
Job:	Chlorinate	

<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
<p>Equipment Required:</p> <p>Three Barrels or More</p> <p>Test Pump</p> <p>Testing Adapter</p>	<p>Material Required:</p> <p>Hoses</p> <p>Wire or Rope</p>	<p>Personal Protective Equipment:</p> <p>High Visibility Vest</p> <p>Hard Hat, 6" CSA Boots</p> <p>Gloves</p> <p>Safety Glasses</p>
<p>Job Steps:</p>	<ol style="list-style-type: none"> 1. Conduct a Hazard Assessment with all workers onsite before work begins. Ensure hoses are kept aside and out of the way not causing tripping hazards. 2. Upon completion of testing start to chlorinate. 3. Put three scoops of granulated chlorine into one of the barrels. Tie down the hoses. 4. Turn the control valve up and open at the flushing point (down the line). Pump into the sanitary line. If pumping into storm or the ditch ensure you use chlorine pucks instead of granulated. 5. Test with chlorine strips until it shows up purple. 6. Close your flushing points (valves) and control points (valves). 7. Pack-up and return 24 hours later to flush and sample. 	

<p>SAFE JOB PROCEDURE</p>		
<p>Job:</p>	<p>Changing Bucket Teeth</p>	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
<p>Equipment Required:</p> <p>Excavator</p> <p>Bucket</p> <p>Teeth</p>	<p>Material Required:</p> <p>Hammer</p> <p>Punching pin bar</p> <p>Supports</p>	<p>Personal Protective Equipment:</p> <p>High Visibility Vest</p> <p>Hard Hat, 6" CSA Boots</p>

		Gloves Safety Glasses
Job Steps:	<ol style="list-style-type: none"> 1. Conduct a Hazard Assessment with all workers onsite before work begins. 2. Park the equipment on a level ground with the brake applied. 3. Raise the bucket and place supports. 4. Hammer out pins, using a punching pin bar from left to the right side. 5. Remove the teeth with a hammer. 6. Clean the shank with a wire brush. 7. Install the pin lock. Install the tooth. 8. Drive the pin lock in the left to right side. 	

SAFE JOB PROCEDURE		
Job:	Cleaning and Disinfection of PVC Pipe	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required: Chlorine w/labeled buckets Nylon bottle brushes Pipe	Personal Protective Equipment: Rubber Pants Gloves Safety Glasses

Job Steps:	<ol style="list-style-type: none"> 1. All containers in which chlorine is stored should be labelled, identifying the contents, and with a hazard warning in a form which is readily understood. 2. When laying pipe, each pipe should be washed well with clean water to remove any soil or other material. 3. A nylon bottle brush on a long wire handle can be used to remove soil which is stuck in the pipe and to give the pipe a good general clean-out. A solution of 0.2% chlorine can then be used to rinse out each pipe just before laying in the trench. 4. Make sure that the ends of the pipes to be joined are dry or the PVC cement will not work properly and may cause pipes to leak later. 5. If pipe laying is stopped for any time, for instance, during worker's breaks or overnight, the open ends of the pipeline should be plugged with a clean wooden or rubber bung to stop anything like dirty water getting in. 6. When the pipe is completed, it should be filled with 0.2% solution of chlorine and left overnight to kill any germs left in it. 7. Once the pipe is ready to be put back into service, the disinfecting solution should be drained and the pipe flushed with clean water until a chlorine residual of 0.2-0.8 mg/litre is reached. The level of chlorine can be monitored using a pocket tester.
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SAFE JOB PROCEDURE		
Job:	Cleaning and Storing Respirators	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Respirator Soft Brush	Material Required: Cartridges Filters Warm Water Dishwashing Detergent	Personal Protective Equipment: 6" CSA Boots Gloves Safety Glasses High Visibility
Job Steps:	A respirator shall be cleaned and disinfected after each use. The solution used to clean the respirator(s) should contain some type of biocide for	

	disinfection. Cartridges and filters must be removed from the respirator before cleaning.
Cleaning and Disinfection of the Respirator:	<ol style="list-style-type: none"> 1. Disassemble and wash with dishwashing detergent in warm water, using a soft brush. 2. Thoroughly rinse to remove any detergent residue. <p>Air dry in a clean place. Note: DO NOT use organic solvents to clean a respirator or high heat to dry it, as this may damage the elastomeric face piece.</p>
Cartridges and Filters:	<ol style="list-style-type: none"> 1. Change cartridges and filters according to the schedule provided by the industrial hygiene group, or sooner if you experience an increased resistance in breathing or when you detect contaminant odors or taste while wearing your respirator. 2. Be familiar with the chemical properties of the substance you are using. Some chemicals require the cartridges to be changed more frequently, regardless of exposure concentration. Consult the MSDS and the Supervisor for this information.
Storage:	<ol style="list-style-type: none"> 1. Store respirators away from dust, sunlight, heat, extreme cold, excessive moisture, damaging chemicals, or contamination. 2. Filters and cartridges should be removed from the respirator and stored in separate bags to prevent cross contamination. 3. Do not store items on top of respirators, which could deform the face piece shape. 4. Do not store respirators in such places as lockers or tool boxes unless they are in carrying cases or cartons to preserve face piece shape. 5. Respirators should be packed and stores according to the manufacturer's instructions. 6. Never store a respirator within a fume hood or at a work bench where contaminations are present.
Replacement and Repair:	<ol style="list-style-type: none"> 1. Repair or respirators will be done only by experienced personnel with parts designed for the specific respirator needing repair. No attempt will be made to replace parts, or to make adjustments or repairs beyond the manufactures' recommendations.

SAFE JOB PROCEDURE		
Job:	Conducting a Hazard Assessment	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required: Hazard Assessment Book	Personal Protective Equipment: 6" CSA Boots Hard Hat High Visibility Vest Safety Glasses
Job Steps:	<ol style="list-style-type: none"> 1. Assemble all workers involved. 2. Discuss possible hazards (originating from people, environment, and materials). 3. Keep asking "what if" 4. Review the findings with the workers and solicit their input for the control measures. 5. Rank the items on a "worst first" basis (example – severity, and probability). 6. Control the hazards in order of Elimination, Substitution, Engineering, Administrative, and Personal Protective Equipment. 7. Implement the control strategies. 	
SAFE JOB PROCEDURE		
Job:	Conducting a Tool Box Meeting	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Pen	Material Required: Tool Box Meeting Form	Personal Protective Equipment: 6" CSA Boots Hard Hat High Visibility Vest Safety Glasses

Job Steps:	<ol style="list-style-type: none">1. The employee conducting the tool box meeting must decide on a relevant health and safety topic if a topic has not already been decided on.2. The employee conducting will research and gather all materials that they will be reviewing during the meantime. Note: Materials must be known to be factual and relevant to legislation in the region you are working in.3. Retrieve a copy of the blank form “tool box meeting” to document the tool box meeting.4. Find a suitable safe location that all employees will be able to hear clearly making it easy to participate. Do not pick a location that can become hazardous in case of an emergency.5. Approximately 10 minutes prior to the time the tool box6. meeting will be conducted notify all employees participating and communicate the time and location so all can be prepared and production time is not lost.7. Once all the employees have assembled at the meeting location do a survey of the site to ensure all employees have arrived safely.8. Start the tool box meeting by introducing yourself. Communicate what topic shall be covered.9. Review the last tool box meeting that was conducted, ask the employees if the topic has come up again since the last meeting was conducted.10. Review the past inquires and incidents with all employee’s go through the corrective actions that were implemented to ensure all know how to prevent it from occurring again.11. Ask the employees for any of their health and safety concerns resulting from work they have observed in the past week.12. As employees are communicating their concerns ensure you communicate back corrective action to be taken regarding their health and safety concerns.13. For topics discussed ensure you get an employee as crew spokesperson for participation in the topic that has been decided on.14. Ensure at the end of the tool box meeting the Supervisor and all attendee’s sign. Management also needs to review it and sign off it.
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SAFE JOB PROCEDURE		
Job:	Confined Space Entry	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
<p>Equipment Required:</p> <p>Gas & Oxygen Detector</p> <p>Ventilator (750 CFM) - Fan</p> <p>Confined Space Entry Equipment</p> <p>Tripod, Winch and Spreader Bar</p>	<p>Material Required:</p> <p>2 people (Entrant, Topside Observer)</p> <p>Confined Space Entry Permit</p>	<p>Personal Protective Equipment:</p> <p>Respirator</p> <p>Hard Hat</p> <p>Safety Harness</p> <p>Gloves, 6" CSA Boots</p>
<p>Job Steps: Important: The topside observer must never leave the presence of the entrant until they are out of the confined space!</p>	<ol style="list-style-type: none"> 1. Perform a hazard assessment prior to starting work. Ensure everyone is aware of all the hazards involved in the task. 2. Monitor the manhole or space atmosphere with the gas detector (top, middle, and bottom). Record the levels, and continually monitor while the space is open. If the monitoring indicates an unacceptable atmosphere after either ventilating or waiting for a short time period the entry superintendent needs to be notified. If the atmosphere is not acceptable then employees are not permitted to enter the space. 3. Ventilate with power ventilator of at least 750 CFM capacity or more. Ventilate until the atmosphere is safe to enter (content 20% minimum oxygen) and continue to ventilate while the manhole is open. 4. Examine and inspect all the lines to ensure that they are functioning properly. For horizontal entrances have the employee in safety harness and life line. If the space requires portable ladders or other entrance devices those will be made available and be in proper working condition. 5. The employees discuss and determine communication methods prior to manhole entry. 6. If necessary, set up the breathing air supply system and inspect air supply system components to ensure proper function. Place the system in an area readily available to the work space. Airline supply system is defined as: full face mask, 5-minute hip pack for emergency escape, and the remote air supply cylinder and hose line or self-contained breathing apparatus. In most cases entries are only permitted if the space atmosphere is acceptable. There are conditions, however, where the work will involve the use of chemicals, and welding that would require proper respiratory 	

	<p>protection. This must be determined and stated based on the hazard.</p> <ol style="list-style-type: none"> 7. The employee entering puts on the safety harness, gloves, hard hat, and is secured to the winch at all times. 8. When the topside observer is prepared, check gas monitor. After all the equipment is checked then the employee can enter into the space. The topside employee will monitor the atmosphere with the gas & oxygen monitor. 9. While the employee is in the manhole, the topside observer remains alert to his/her activity. Mobile radio/cell phone source must be within 50 feet of the manhole work. If gas monitor alarm activates, employee will signal the entrant and the entrant is to leave the space. 10. When the work is completed the entrant employee will signal the topside observer. Clean-up and ensure the manhole is closed.
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SAFE JOB PROCEDURE		
Job:	Coring PVC Sewer Pipe (Services) & Installing Service Saddle	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Generator	Material Required: ½" Drive Drill, fuel 4 ½" Coring Bit 5/6" Box End Driver 4" Service Saddle	Personal Protective Equipment: Hard Hat Gloves Safety glasses 6" CSA Boots
Job Steps:	<ol style="list-style-type: none"> 1. Ensure pipe to be cored is clean. 2. Mark the pipe between 11-45 degrees above spring line. 3. Ensure coring bit is secure in drill and start the generator. 4. Put on your Safety glasses 5. Core the hole slowly so you are not allowing the bit to catch too quickly, causing the drill to spin and possibly injuring your wrists. 5. When complete, remove coupon from coring bit after shutting off the generator, and clean shavings on the pipe. 	

	<p>6. Put stainless steel clamps around pipe, center saddle in hole, then tighten clamps around saddle with 5/16" box end driver until it is tight. 60 lbs. max or the strap will break.</p>
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SAFE JOB PROCEDURE		
Job:	Coupling & Uncoupling Tractors and Trailers (with 5 th wheels)	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required:	Personal Protective Equipment:
Tractor 5 th Wheel Trailer	Lubricant	6" CSA Boots Gloves as required
Job Steps:	<p>Coupling:</p> <ol style="list-style-type: none"> 1. Slowly reverse the tractor unit in a straight line towards the front of the trailer. 2. Apply the tractor unit parking brake, stop the engine and remove the keys. 3. Assure your 5th wheel jaws and plate are lubricated (this allows the trailer to steer). 4. Check that the trailer parking brake is applied. 5. Make any necessary adjustments to the trailer coupling height and slowly reverse the tractor unit under the trailer until the 5th wheel jaws engage. 6. Carry out a visual check under the trailer to see that the 5th wheel jaws have engaged correctly. 7. Carry out a second test that the 5th wheel jaws have engaged by selecting a low forward gear and with the trailer brakes still applied slowly pulling forward. 8. Apply the tractor unit parking brake, and stop the engine and remove the keys. 9. Connect the service airline and electrical connections. 	

	<p>10. Connect the emergency airline and watch for any unexpected movement. (If the trailer moves, immediately disconnect the emergency airline and check that the trailer parking brake has been applied.)</p> <p>11. Wind up the landing legs and secure the handle.</p> <p>12. Check that the lights work.</p> <p>13. Wind up the landing legs and secure the handle.</p> <p>1. Carry out visual and functional vehicle checks, and release the trailer park brake control before setting off. Uncoupling: Park the combination in a straight line.</p> <p>2. Apply the tractor unit parking brake, stop the engine and remove the keys.</p> <p>3. Apply the trailer parking brake.</p> <p>4. Lower the landing legs.</p> <p>5. Disconnect all of the air and electrical services and stow safely.</p> <p>6. Pull the release handle to disengage the 5th wheel jaws.</p> <p>7. Slowly draw the tractor unit away from the trailer. If the tractor unit has mechanical suspension stop when the trailer is clear of the fifth wheel.</p> <p>8. Apply the tractor unit parking brake, stop the engine and remove the keys.</p> <p>9. Before leaving the trailer, walk around it to check that it is in a safe condition.</p> <p>* In the winter the 5th wheel can be rather tricky – it may appear to lock but may not fully do so. Make absolute sure the jaws have locked by performing a “tug” test and by physically getting underneath the trailer to look at the jaws. Also check that the Release Arm itself goes in upon “hooking” the trailer. A tug test consists of setting the trailer brakes (on), releasing the tractor brakes, putting the transmission in a low gear and pulling forward slightly until you feel resistance. If the jaws are not locked properly, the tractor will pull out from under the trailer.</p> <p>* Rule of thumb for Glad hands: Blue = Service (Located on Curb Side) Red = Park Brake (Located on Road Side)</p>
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SAFE JOB PROCEDURE	
Job:	Cut-Off Saw (Quickie Saw)
Developed by: 1. Carrie McLachlan	
Approved by: Fernando Nogueira Position: President	

Date: November 20th, 2014

Review Date: March 20, 2024

Equipment Required:
STIHL Cut-off Saw

Material Required:
What you are cutting

Personal Protective
Equipment:
Safety glasses & Face shield
6" CSA Boots
Hearing Protection
Gloves, Dust Mask

Job Steps:

Setup/Pre-Inspection

Ensure your work area is clean, clutter free, combustible free and well lit. **Pre-use Inspection**

1. Check the fuel level, if the level is low fill the tank following the refueling procedures. The saw has a 2 stroke engine, ensure fuel in the tank is mixed properly (50:1 mixture) **Warning: Operating the saw with unmixed fuel will destroy the engine.**
2. Ensure a proper blade is selected:
 - **Abrasive Blade** – Cutting the material on abrasive blades consist of grit bonded using an organic binder. They are available in two basic types: **Concrete** – primarily used for cutting concrete, masonry and other types of stone products. The blades are made with binders that allow for water cooling. **Metal blades** – for cutting steel and other hard metals (do not cut aluminum with these blades). The binders these blades are made with DO NOT allow for the use of water cooling. **Diamond blades** – consist of a steel body provided with segments that contain industrial diamonds for cutting concrete and steel mesh/rebar inside of the concrete. Diamond bladders may be sharpened by cutting into a soft material such as brick or sandstone.
 - **Asphalt blade** – steel blade designed for cutting asphalt only.
 - **Rescue blade** – steel blade designed for cutting most materials for steel/cast iron line tie ins.
3. Check the blade for proper rotation direction (sticker side of the blade shall be pointed outwards towards you). Diamond blades will always have a directional arrow, for direction of rotation.
4. Ensure blade RPM is equivalent or greater than the saw.
Warning: Blade RPM MUST be equal to or Greater than the Quickie Saw RPM. Running blades rated at less than the saw is turning can cause the blade to fly apart.

<p>Blade Condition:</p>	<ol style="list-style-type: none"> 1. Check Blade for Condition and tightness (mark blade and retaining nut with marker (this will allow you to quickly ensure blade has not moved during operation). 2. Check abrasive blades for damages (cracks, chips, gouges) or worn out. 3. Check for misaligned or binding of moving parts, breakage of parts, and any other condition that may affect the tools operation. Take any damaged tools out of Service Immediately. Warning: Never use any blade with any Damage. Stop tag - if unserviceable tag out with stop tag & take out of service until repaired or replaced
<p>Blade Testing:</p>	<ol style="list-style-type: none"> 1. To test, wheels should be tapped gently with a light non-metallic instrument, such as a hammer handle. <ul style="list-style-type: none"> • If they sound cracked or dead, they could fly apart in operation and MUST NOT be used. 2. A sound and undamaged wheel will give a clear metallic tone or "Ring". 3. If the wheel sounds "Dead", do NOT use it! 4. Warning: only use the proper size blades designed for saw you are using. <ul style="list-style-type: none"> • Husqvarna Saws K750 use up to a 12" and 14" blade • Husqvarna Saws K960 use up to a 14" and 16" blade • Husqvarna Saws K1250 use up to a 14" and 16" blade <p>If the blade does into fit inside the guard, it is not the right blade for the saw.</p>
<p>Checking for Damage:</p>	<ol style="list-style-type: none"> 1. Check the Blade Guard for damage and is fitted correctly. Warning: Never use any blade with any Damage.
<p>Machine Inspection:</p>	<ol style="list-style-type: none"> 1. The guard is fitted above the cutting blade and is designed to prevent part of the blade or cutting fragments from being thrown towards the operator. Warning: NEVER OPERATE a Quickie saw without the guard in place. The guard protects the operator from broken wheel fragments that are turning at over 5,000RPM. These fragments can KILL YOU. 2. Check the handle and vibration springs to ensure they are tight, (no looseness) Make sure the vibration damping springs are securely attached to the engine and the handle unit. 3. Check Muffler, Never use a machine that has a faulty muffler, regularly check that the muffler is securely attached to the machine.

	<ol style="list-style-type: none"> 4. Check Throttle Lockout. Make sure the throttle control is locked at the idle setting when the throttle lockout is released. 5. Press the throttle lockout and make sure it returns to its original position when you release it. 6. Check the throttle control and throttle lockout move freely and that the return springs work properly. The primary throttle lock inspection will be conducted during the startup of the saw.
Work Area:	<ol style="list-style-type: none"> 1. Check area ensure safe area away from anyone where blade cannot come into contact with anything (Flying debris not in direction of others) downwind no combustibles.
Kickback:	<ol style="list-style-type: none"> 1. The Riskiest Hazard associated to using the Quickie Saw is the Friction Kickback of the tool while cutting. 2. The most important control in ensuring these kickbacks do not happen is properly setting up and securing the material we are cutting 3. Before you are allowed to use a Quickie Saw on your own at North Star you will be working with a mentor that will show you the proper method to block and secure various material we cut during our work processes. 4. If you are asked to cut something you are not familiar with, YOU MUST REFUSE the task until you have been trained by experience personnel.
Work Piece:	<ol style="list-style-type: none"> 1. Ensure material to be cut is secured or set up in a proper position (blocked). Support the work piece (material) in such a way that it is possible to predict what will happen as you cut the piece and so that the cut will remain open while cutting. 2. If your material is supported (blocked) on both ends and you are cutting in the middle you must start your cut on the bottom of the material to keep the cut open and keep the saw blade from binding. DO NOT Cut from the top if your material is support on both ends. 3. If you are cutting on the end of the material or outside your support.
Start-up Procedure - Respiratory Protection:	<ol style="list-style-type: none"> 1. Warning: Use of this tool to cut some materials will produce dust and or fumes containing hazardous substances. Respiratory Protective Equipment MUST be worn if applicable ventilation and liquid dust control is unavailable or insufficient.
Start-up Procedure:	<ol style="list-style-type: none"> 1. Check to ensure the kill (stop) switch is not on. 2. Pull the trigger and set the throttle lock (if cold start in the morning you will use the choke). Ensure when starting the saw

	<p>that the blade wheel is unable to come into contact with you or any other objects.</p> <ol style="list-style-type: none"> 3. Hold the saw firmly with non-dominant hand with the blade pointing away from your body. 4. Pull the start cord with your dominant hand. 5. Once the engine is running, release the choke and throttle by pulling the throttle, look at the blade to ensure no run out (wobble). 6. Apply full throttle, release the throttle control and check that the blade stops and remains stationary. If the blade rotates in the ideal position, take the saw out of service until the mechanics set the idle speed correctly. 7. Check the kill (stop) switch, with the engine running on idle pull the kill (stop) switch to ensure it is working correctly. If the engine does not stop after pulling the switch, take the saw out of service until it is repaired. Recheck the blade retaining nut to ensure it is still tight. Restart the engine.
<p>Saw/Cutting – PVC Pipe (Abrasive Blade):</p>	<ol style="list-style-type: none"> 1. With the pipe supported on both ends, cut the bottom of the pipe first, this will allow pipe to not bind as you continue to cut. 2. Stand strong in a comfortable position above the pipe (secured). 3. Start the cut at a low speed (no more than ¼ throttle) start cut on low side of the pipe so you can see your make, error to the cut end of the pipe and bring the cut back to the line so you do not nick the good side of the pipe. 4. Once the saw is making a distinct cut and not bouncing bring the throttle up to the appropriate cutting speed (cutting and not burning, allow the saw to do the work).
<p>Saw/Cutting – Concrete Pipe (Diamond Blade):</p>	<ol style="list-style-type: none"> 1. With the pipe supported on both ends, cut the bottom of the pipe first allowing the pipe not to bind as you continue the cut. Stand in a strong comfortable position above the pipe (secured blocked no pinch points or chance to roll). 2. Start the cut at a low speed (no more than ¼ throttle) start the cut on the low side of the pipe so you can see your make, error to the cut end of the pipe and bring the cut back to the line so you do not nick the good side of the pipe. 3. Once the saw is making a distinct cut and not bouncing bring the throttle up to the appropriate cutting speed (cutting and not burning, allow the saw to do the work). 4. Whenever possible water shall be used on the saw blade while cutting concrete for both dust control and cooling of the blade. This may not control the dust completely so respiratory protection may still be required. If you are cutting in a position where water cannot be used on the blade you MUST wear an appropriate respirator and cartridges designed for concrete dust.

Saw/Cutting – Steel (Rescue Blade):	<ol style="list-style-type: none"> 1. Stand in a strong comfortable position, be aware of your surroundings as cutting steel produces a lot of sparks and debris. 2. Start the cut at a low speed (no more than ¼ throttle) start the cut on the low side of the pipe so you can see your make, error to the cut end of the pipe and bring the cut back to the line so you do not nick the good side of the pipe. 3. Once the saw is making a distinct cut and not bouncing bring the throttle up to appropriate cutting speed (cutting and not burning, allow the saw to do the work).
Shutdown Procedure:	<ol style="list-style-type: none"> 1. Let go of the throttle and allow the engine to come to an idle. 2. Allow the blade to come to a complete stop before shutting the saw off. 3. Do not set the saw down while the blade is turning. 4. Check the blade for condition and tightness - mark the blade and retaining nut with a marker (this will allow you to quickly ensure the blade had not moved during operation).

SAFE JOB PROCEDURE		
Job:	Denso/Petro Tape – How to	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Scissor or Knife	Material Required: Denso Tape Denso Paste	Personal Protective Equipment: Safety Glasses Chemical Gloves High Visibility Vest Hard Hat
Job Steps:	<ol style="list-style-type: none"> 1. Perform a hazard assessment prior to starting work. Ensure all personnel know the hazards that are involved in the task. 2. Ensure the area is clean from all dirt and debris. 3. Every exposed and not coated metal must be pasted, and then taped. Paste over it again with tape. 	

	4. Always start pasting a fitting from the bottom to the top, to avoid getting messy.
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SAFE JOB PROCEDURE		
Job:	Entering a Wet Well in a Lift Station	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
<p>Equipment Required:</p> <p>Multi Gas Detector & Bump Cylinder</p> <p>Ventilator (750 CFM) - Fan</p> <p>Hoist with Winch</p> <p>Wrench</p>	<p>Material Required:</p> <p>Riser with Flange & Bolts</p> <p>90° Bend</p> <p>Permit</p>	<p>Personal Protective Equipment:</p> <p>6" CSA Boots</p> <p>Safety Glasses, Hard Hat, Gloves</p> <p>Three Point Harness x 3</p> <p>Spreader Bar</p>
<p>Job Steps: This task requires 3 people (Entrant, and Two Topside Observers) While the entrant is in the wet well, the topside observers remain alert to their activities. Mobile radio/cell phone source must be within 50' of the confined space work. If the gas detector alarm activates, the topside observer will signal the entrant and the entrant is to leave the space.</p>	<ol style="list-style-type: none"> 1. Perform a hazard assessment prior to starting work. Ensure everyone is aware of all the hazards involved in the task. 2. Ensure all the required equipment, material and personal protective equipment is readably available to perform the task. 3. Do a bump test on the gas detector prior to use to ensure all sensors are working correctly; it has full battery and check the calibration date. 4. Have one of the topside observers start filling out the confined space entry permit, with input of the entrant. The permit stays with the topside observers until entry is complete. 5. Monitor the space atmosphere of the wet well with the gas detector before opening the lid. If all is clear detect the top, middle, and bottom recording the levels, and continually monitoring, writing down levels every hour, or when re-entering the wet well. If the atmosphere is not acceptable then employees are not permitted to enter the space, Methane is usually high in wet well, and is a heavy gas (sits around the bottom of a confined space). To ventilate use a power ventilator of at least 750 CFM capacity or more. Ventilate until the atmosphere is safe to enter. (Content 20% minimum oxygen) and continue to ventilate. If the monitoring indicates an unacceptable atmosphere after ventilating the superintendent needs to be notified. 	

	<ol style="list-style-type: none"> 6. Ensure the ladder into the wet well for access and egress is stable. 7. Set up the hoist. Examine and inspect all the lines to ensure that they are functioning properly and it is all in good working order. 8. Both the topside observers and the entrant is required to put on a safety harness, the entrant then needs to hook the three point safety harness up to the spreader bar, and the spreader bar to the hoist. The entrant is to be secured at ALL times. 9. The topside observers and entrant are to discuss and determine communication methods prior to entry. 10. The entrant then goes down the ladder using three point contact. Once the entrant gets close to the level of water. One of the topside observers signals the entrant and says “heads up” passing the 90° down with a rope to the entrant. The entrant then bolts on the bend to the flange with the bolts and exits the wet well. 11. Ensure the lid of the wet well is closed before leaving the lift station, and the station door is locked so no one can enter.
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SAFE JOB PROCEDURE		
Job:	Entering a 900mm Feedermain Pipe	
Developed by: 1. Carrie McLachlan Approved by: Fernando Nogueira Position: President Date: November 20 th , 2014 Review Date: March 20, 2024		
Equipment Required: Chlorine Gas Detector Bump Cylinder with Permits Ventilator (750 CFM) –Wrench	Material Required: MSDS's NSF 61 Approved Mortar Cement Finishing Tools Bleach, Hammer	Personal Protective Equipment: CSA Approved Boots Safety Glasses, Hard Hat Required Gloves, Safety Harness High Visibility Vest, Rain Suite
Job Steps: This task requires 3 people (Entrant, and Two Topside Observers)	<ol style="list-style-type: none"> 1. Perform a hazard assessment prior to starting work, and review Material Safety Data Sheets that pertains to the chemicals you are using. Ensure all personnel are aware of the hazards involved in the task. Confirm with City personnel that the pipe has been drained and depressurized. Personally inspect all 	

* While the entrant is in the pipe, the topside observers remain alert to his/her activities. Mobile radio/cell phone source must be within 50' of the confined space work. If the gas detector alarm activates, the topside observer will signal the entrant and the entrant is to leave the space immediately.

- closed valves and review lock out procedures to ensure that they stay closed during the completion of the task.
2. Ensure all the required equipment, material and personal protective equipment is readably available to perform the task.
 3. Perform a bump test on the gas detector prior to use to ensure the sensors are working correctly; it has full battery and the calibration date is valid. The owner is to supply a gas detector that registers chlorine. Ensure all personnel are familiar with its use.
 4. Have one of the topside observers start filling out the confined space entry permit, with input of the entrant. The permit stays with the topside observers until entry is complete.
 5. Monitor the space atmosphere of the flanged man way with the gas detector before opening the lid. If all is clear detect the opening of the access, then center of the pipe recording the levels, and continually monitoring, writing down levels every hour, or when re-entering the pipe. **If the atmosphere is not acceptable then employees are not permitted to enter the space.** To ventilate use a power ventilator of at least 750 CFM capacity or more. Ventilate until the atmosphere is safe to enter. (Content 20% minimum oxygen) and continue to ventilate. If the monitoring indicates an unacceptable atmosphere after ventilating the superintendent needs to be notified.
 6. Ensure work area around man way access is clear of obstructions, materials, tripping edges, etc.
 7. The entrant is required to put on a safety harness, the entrant then needs to hook the safety harness up to a lanyard or rope which is then tied off to a rigid anchor (wall ring, pipe support). The entrant is to be secured at ALL times.
 8. The topside observers and entrant are to discuss and determine communication methods prior to entry. There is to be constant communication between the entrant and observers to ensure the entrant is doing well and work is progressing without problems.
 9. The entrant then enters the pipe. Once the entrant reaches the work area (approx. 5 meters down the pipe) he/she shall confirm with the topside observers that he/she is starting the work. Work consists of mortar patching a one square foot area of exposed steel pipe, following manufacturers' directions. Metal to be brushed to a white finish. Pre-mixed mortar is then retrieved by the entrant for application.
 10. Before applying mortar, the balance of the pipe joint will be "sounded" for other locations of detached mortar by lightly tapping and listening for a hollow sound, indicating separation of the mortar lining from the underlying steel. If found to be damaged, then the old mortar is to be removed and the patching operation will include these areas, if any. Obtain

	<p>applicable inspection of the work. Inspector to follow the same pipe entry protocol as above.</p> <p>11. Clean pipe and remove all dust, debris, old mortar, etc. Back out of the work area swabbing pipe with a bleach solution. Replace blind flange man way cover. Inform city personnel that the work is complete.</p>
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SAFE JOB PROCEDURE		
Job:	Excavating and Trenching	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Excavator	Material Required: Shovels Hand Tools	Personal Protective Equipment: Safety Glasses, Ear Plugs High Visibility Vest 6" CSA Boots Hard Hat, Gloves
Job Steps:	<ol style="list-style-type: none"> 1. Conduct a hazard assessment prior to starting with all employee's involved in the task. 2. Plan the excavation. Select the route and depth you will dig. 3. Determine the type of soil you are digging. Separate the black dirt and frost from the usable dirt. 4. Remove any excess water to help stabilize the soil while working. 5. Benching the excavation, this will help deal with any loose soils. During excavation the sides steep down so the banks do not have to support more material than they are capable of. 6. Determine the depth of any utilities above and below ground. 7. Layout the location for the trench. Take time in the designing process. 8. Make sure you have the proper digging equipment (shovels) and other hand tools. 9. Remove any vegetation that is in the way. 10. Begin to dig. Beware of soil conditions. 11. Dig to the desired depth. 	

	<ol style="list-style-type: none"> 12. Spoil piles must be placed 1m (3ft) back from the edge of an excavation or trench and sloped to prevent excavate material from sliding back into the excavation or trench. 13. Check the depth with a laser level. 14. Continue digging until trench is complete. Recheck the depth, stability (embankments), do any smoothing or modification to allow installation of material. 15. Install the material the trench was dug for. 16. Backfill the trench in layers, and compacting the material as it was placed this will reduce the amount of settling that will occur after the job is complete.
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SAFE JOB PROCEDURE		
Job:	Excavator (365C)	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required:	Personal Protective Equipment:
Hoe		Hearing Protection
Job Steps:	<ol style="list-style-type: none"> 1. Mounting and Dismounting: Mount the machine and dismount the machine only at locations that have steps and/or handholds. Before you mount the machine, clean the steps and the handholds. Inspect the steps and handholds. Make all necessary repairs. Face the machine whenever you get off the machine. Maintain a three-point contact with the steps and with the handholds. 2. Daily Inspection: For maximum service life of the machine, perform a through walk-around inspection before you mount the machine and before you start the engine. Remove any trash build-up and debris. Make all necessary repairs before you operate the machine. Inspect the hydraulic cylinders for damage or excessive wear, Inspect the linkage and the bucket for damage or for excessive wear, Inspect the lights for broken bulbs and for broken lenses, Inspect engine compartment for any trash build-up, Inspect the cooling system for any leaks, for faulty hoses, inspect all of the belts for the engine attachments, inspect the hydraulic system for leaks, inspect the tank, the cylinder rod 	

seals, the hoses, the tubes, the plugs, the connections, and the fittings. Inspect the final drives for leaks. Make sure that all covers and guards are securely attached. Inspect the steps, the walkways, and the handholds. Inspect the falling object protective structure for damage. Inspect the operator compartment for trash build-up. Adjust the mirrors for the correct rear view of the machine.

3. Engine Starting:

- a. Turn the battery disconnect switch to the ON position.
- b. Make sure that the reset button for the circuit breaker remains depressed.
- c. Move the hydraulic lockout control to the LOCKED position. This machine is equipped with an engine neutral start system. The system only allows the engine to start when the lever for the hydraulic lockout control is in the LOCKED position.
- d. Move the joysticks to the HOLD position.
- e. Turn the engine start switch to the ON position.
- f. The monitoring system starts.
- g. If the engine start switch is held in the ON position for two seconds or more, the pre-start check of the monitoring system will be activated. If any fluid levels are low, the low fluid level will be shown on message display. If the fluid level is too low, add the corresponding fluid to the specified level. Add the fluid before you start the engine.
- h. Turn engine start switch to the START position.
- i. Release the engine start switch key after the engine starts.

4. Engine and Machine Warm-Up:

- a. Allow the engine to warm up at low idle for at least five minutes. Engage the implement controls and disengage the implement controls. This will speed up the warm-up of the hydraulic components. When you idle the machine for warm-up, observe the following: If the temperature is greater than 0°C warm up the engine for approximately 15 minutes. If the temperature is less than 0°C, warm up the engine for approximately 30 minutes. If the temperature is less than -18° or if hydraulic functions are sluggish, additional time may be required.
- b. To warm up the hydraulic oil, turn the engine speed dial to the medium engine speed. Run the engine for approximately five minutes and move the joystick intermittently from the BUCKET DUMP position to the HOLD position.
- c. Turn the engine speed dial to the maximum engine speed and repeat Step b. This allows the oil to attain

	<p>relief pressure, which causes the oil to warm up more rapidly.</p> <ul style="list-style-type: none"> d. Cycle all controls in order to circulate warm oil through all hydraulic cylinders and through all hydraulic lines. e. Observe the gauges and the indicators frequently during the operation. <p>5. Operation Information: The machine must function satisfactory in the anticipated ambient temperature limits that are encountered during operation.</p> <ul style="list-style-type: none"> a. Adjust the operator seat. b. Fasten the seat belt. c. Turn the engine speed dial to the operating range. d. Move the hydraulic lockout control to the UNLOCKED position. e. Raise the boom enough in order to provide sufficient ground clearance. f. Select the desired travel speed by operating the travel speed control switch. g. Make sure that the position of the upper structure and of the undercarriage is known before you move the machine. The drive sprockets should be at the rear of the machine. h. Turn the engine speed dial in order to increase the engine speed (rpm) will be faster. i. See Operation and Maintenance Manual, "Operator Controls" for information about spot turning and about pivot turns. j. When you make turns in soft material, travel in a forward direction occasionally in order to clear the tracks. k. Slowly move both of the travel levers or both of the travel pedals to the CENTER position in order to stop the machine. <p>6. Boom, Stick and Bucket Operation: Digging</p> <ul style="list-style-type: none"> a. Position the stick at a 70 degree angle to the ground. b. Position the bucket cutting edge at a 120 degrees angle to the ground. Maximum breakout force can now be exerted with the bucket. c. Move the stick toward the cab and keep the bucket parallel to the ground. d. If the stick stops due to the load, raise the boom and/or perform a curl in order to adjust the depth of the cut. e. To apply the greatest force at the cutting edge, decrease the down pressure as you move the stick toward the cab. f. Maintain a bucket attitude that ensures a continuous flow of material into the bucket. g. Continue to pass in a horizontal direction so that material peels into the bucket.
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	<ul style="list-style-type: none"> h. Close the bucket and raise the boom when the pass has been completed. i. Engage the swing control when the bucket is clear of the excavation. j. To dump a load, move the stick outward and open the bucket in a smooth motion. <p>7. Lifting Objects:</p> <ul style="list-style-type: none"> a. Use the lifting bar that is provided on the linkage to lift objects. Lifting capacities are calculated from this point. Adjust to this capacity accordingly. b. If the lifting bar is used, the connection must be made with a sling or with a shackle. c. An unstable condition can exist if a load rating or if a heavy load is swung over an end or over a side. d. The most stable lifting position is over a corner of the machine. e. For the best stability, carry a load close to the machine and to the ground. f. Lift capacity decreases as the distance from the swing centerline is increased. <p>8. Quick Coupler Operation (Hydraulic Pin Grabber Quick Coupler):</p> <p>Coupling the Work Tool:</p> <ul style="list-style-type: none"> a. Position the bucket or the work tool on a level surface. b. Make sure that the pins are in the bucket or the work tool. Make sure that the pin keepers are installed correctly. c. In order to prevent the blocking bar from jamming, the quick coupler must be curled past a vertical position before you move the switch from the LOCK position to UNLOCK position. Extend the stick cylinder until the quick coupler is curled past a vertical position. d. Pull the switch outward and move the switch to the UNLOCK position. A buzzer will sound. e. Hold the control lever for the bucket cylinder in the EXTEND position for 5 seconds after the electric switch has been unlocked. The switch must remain in the UNLOCK position until the work tool is attached in order to prevent the blocking bar from jamming. The buzzer will continue to sound until the switch is moved to the LOCK position. f. Align the quick coupler with the work tool. g. Rotate the quick coupler in order to grab the top pin. h. Rotate the quick coupler downward in order to grab the bottom pin. i. Extend the stick cylinder and extend the bucket cylinder until the work tool is curled past a vertical position. This must be performed before you move the switch from the UNLOCK position to the LOCK position.
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	<ul style="list-style-type: none"> j. Move the switch to the LOCK position. The buzzer will no longer sound. Hold the control lever for the bucket cylinder in the EXTEND position for 5 seconds in order to lock the hook. k. Verify that the quick coupler and the work tool are locked together. l. Retract the bucket cylinder and place the work tool on the ground. m. Apply pressure to the work tool against the ground. n. Drag the work tool backward. <p>9. Uncoupling the Work Tool:</p> <ul style="list-style-type: none"> a. Extend the stick cylinder and extend the bucket cylinder until the work tool is curled past a vertical position. This must be performed before you move the switch from the LOCK position to the UNLOCK position. b. Pull the switch outward and move the switch to the UNLOCK position. c. Hold the control lever for the bucket cylinder in the EXTEND position for 5 seconds in order to unlock the hook. A buzzer will sound until the switch is moved to the LOCK position. d. Move the boom and the stick until the tool or the bucket is in the storage position. Keep the tool close to the ground. e. Rotate the quick coupler upward in order to release the bottom pin. f. Continue to rotate the quick coupler upward in order to release the work tool from the quick coupler. g. Move the stick to a position that is clear of the work tool. <p>10. Stopping the Machine:</p> <ul style="list-style-type: none"> a. Turn the engine speed dial counter clockwise in order to reduce engine speed. b. Release the travel levers, pedals in order to stop the machine. c. Lower the work tool to the ground. Apply a slight downward pressure. d. Move the hydraulic lockout control to the LOCKED position. <p>11. Stopping the Engine:</p> <ul style="list-style-type: none"> a. Stop the machine and run the engine at low idle for five minutes. b. Turn the engine start switch to the OFF position and remove the engine start switch key. <p>12. Engine Stop Control:</p> <ul style="list-style-type: none"> a. The switch is located below the cab on the left side of the machine. b. Lift cover. c. Push switch upward. This should stop the engine.
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	<ul style="list-style-type: none"> d. Return the switch to the original position. The engine will be enabled to start. e. Use the method that follows if the previous steps do not stop the engine. <p>13. Leaving the Machine:</p> <ul style="list-style-type: none"> a. Use the steps and the handholds when you dismount. When you dismount, face the machine and use both hands. b. Inspect the engine compartment for debris. Clean out any debris in order to avoid a fire hazard. c. Remove all flammable debris from the front bottom guard through all the access doors in order to reduce a fire hazard. Discard the debris properly. d. Turn the key for the battery disconnect switch to the OFF position. When the machine is left for an extended period of one month or longer, you should remove the key. This will help to prevent a battery short circuit. Removing the key will also help to protect the battery from vandalism and from the current draw that is made by certain components. e. Lock all compartments.
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SAFE JOB PROCEDURE		
Job:	Excavator (600 CLC)	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Excavator	Material Required:	Personal Protective Equipment: Hearing Protection
Job Steps:	<p>1. Walk around machine to clear all persons from machine area before starting machine. Check conditions of guards, shields, and covers. Check for worn or frayed electrical wires and loose or cored connections. Check for bent, broken, loose, or missing boom, bucket, sheet metal, and track parts. Check for loose or missing hardware. Check for oil leaks, missing or loose hose</p>	

clamps, kinked hoses, and lines or hoses that rub against each other or other parts.

2. **Starting the engine:** Turn the key switch to ON position. All indicator lights will stay on for 3 seconds then go off except for alternator voltage indicator, engine oil pressure indicator, and dig mode indicator which will continue to stay on. Move engine rpm dial to slow idle position. Sound horn to alert persons nearby. Prevent starter damage. Never operate starter for more than 20 seconds at a time. If engine fails to start, return key switch to OFF. Wait for about 2 minutes, then try again. After a false start, DO NOT turn key switch until engine stops. Turn key to START. All indicator lights will stay on for approximately 3 seconds. Release key; switch will return to ON position. After starting check prevent possible damage to engine. If indicator lights do not go out after starting engine, Immediately stop the engine. Find and correct the problem. After the engine is started, the indicator lights should go out except for the dig mode indicator which will remain on. If they do not, stop the engine immediately. Find and correct the problem. Warming the engine: Run engine at 1/3 speed for 30 seconds. Do not run engine at fast or slow idle. Do not accelerate rapidly during warm-up. Operate machine at less-than-normal loads and speeds until engine is at normal operating temperature.
3. **Cold Weather Warm-up:** Prevent possible injury from unexpected machine movement. If hydraulic oil is cold, hydraulic functions move at close-to-normal cycle times. In extremely cold conditions, an extended warm-up period will be necessary. Under such conditions, the radiator and oil cooler should be covered to maintain correct operating temperature. Avoid sudden operation of all functions until the engine and hydraulic oil are thoroughly warm. Run engine at ½ speeds for 5 minutes. Do not run at fast or slow idle. Prevent possible injury from unexpected machine movement. Clear the area of all persons before running your machine through the warm-up procedure. If machine is inside a building, warm the propel circuit first and move the machine to a clear area outside. Cold oil will cause machine functions to respond slowly. Exercises propel and swing functions slowly, initially moving only short distances. Operate boom, arm, and bucket functions by moving cylinders a short distance each direction for the first time. Continue cycling cylinders by increasing the travel each cycle until full stroke is obtained. Swing upper structure so boom is perpendicular to tracks. Prevent possible injury from machine sliding backwards. Keep angle between boom and arm 90-110°. Keeping the angle between boom and arm 90-110° fully actuate bucket close function (cylinder extend) and lower bucket to raise track off ground. Holding function actuated for more than 10 seconds can cause damage from hot spots in the control valve. While rotating raised track in forward direction, actuate bucket curl function

(cylinder extend) for 10 seconds and release for 5 seconds for a period of 2 – ½ minutes. Repeat procedure with track rotating in reverse direction. Lower machine to ground. Repeat steps 5-9 on opposite track. Operate all hydraulic functions to distribute warm oil in all cylinders, motors, and lines. If hydraulic functions still move slowly, repeat steps 6 and 7.

- 4. Using Booster Batteries – 24 Volt System:** Before boost starting, machine must be properly shut down to prevent unexpected machine movement when engine starts. An explosive gas is produced while batteries are in use or being charged. Keep flames or sparks away from the battery area. Make sure the batteries are charged in a well ventilated area. The machine electrical system is a 24-volt negative (-) ground. Connect two 12 volt booster batteries together. Connect one end of the positive (+) cable to the positive terminal of the machine batteries and the other end to the positive terminal of the booster batteries. Connect one end of the negative terminal of the booster batteries. Connect the other end of the negative cable to the machine frame as far away from the machine batteries as possible. Start engine. Immediately after starting engine disconnect end of the negative (-) cable from the machine frame. Then disconnect the other end of the negative (-) cable from the negative terminal of the booster batteries. Disconnect positive (+) cable from booster batteries and machine batteries.
- 5. Travel Pedals And Levers:** Keep bystanders clear of machine when traveling. The instructions apply when the propel motors are to the rear of the machine. If the propel motors are to the front of the machine, the machine moves OPPOSITE to the direction described. FORWARD TRAVEL: Push down on front to both pedals or push both levers forward. REVERSE TRAVEL: Push down on rear of both pedals or pull both levers rearward. NEUTRAL POSITION: Propel brakes will automatically stop and hold the machine. RIGHT TURN: Push down on front of left pedal or push left lever forward. LEFT TURN: Push down on front of right pedal or push right lever forward. SHORT TURN (COUNTER-ROTATE): Push down the front of one pedal and the rear of the other or push one lever forward and pull the other rearward. Prevent possible injury from machine tipping. Operate control pedals or levers slowly when traveling down a slope. TRAVELING DOWN A SLOPE: Operate control pedals or levers slowly when travelling down a slope. Cold Weather Operation: Travel pedal and lever dampers are provided for smooth control. In extremely cold weather, pedal or lever effort will increase. Operate pedals or levers several times with pilot control shut-off lever in locked position.
- 6. Driving Up A Steep or Slippery Slope:** Prevent possible injury from machine rollover. Use this technique only on a short slope. Machine depends on support of boom/arm/bucket during entire procedure until machine reaches top of slope. Repositioning the

	<p>bucket during this procedure is NOT recommended. DO NOT swing under structure during this procedure. DOES NOT reposition bucket during this procedure. Wear a seat belt. Position undercarriage so propel motors will be on uphill end of machine. Push bucket into the ground. When boom is on uphill end of machine: Pull machine using boom and arm cylinder to help propel motors. When boom is on downhill end of machine: Push machine using boom and arm cylinder to help propel motors.</p> <p>7. Lifting: Lifting required special care. Observe these rules when lifting with your machine: Never use machine to lift people, do not exceed lift capacity limits, keep everyone clear of raised loads, never attach sling or chain to bucket teeth, use tether lines to guide loads, use hand signals to communicate with others. Use proper rigging to attach and stabilize loads. Without bucket loop: Curl bucket and retract arm. Fasten sling or chain to bucket pivot pin. With bucket loop: Curl bucket and retract arm. Fasten sling or chain to bucket loop. Check stability by carefully doing a trail lift: Raise load just off of ground, swing load all the way to one side, move load slowly away from machine, lower load immediately if machine is not stable.</p> <p>8. Parking the Machine: During freezing weather prevent damage to undercarriage components from frozen mud and dirt. Machine must be parked on a solid level surface to prevent tracks freezing in the ground. Park machine on a solid level surface. During freezing weather, clean mud and dirt from tracks, rollers and track frames. If tracks are frozen in the ground, slowly raise the machine using boom to free the tracks. Move machine carefully. Lower equipment to the ground. Turn auto-idle/auto-acceleration switch OFF. Turbocharger can be damaged if procedure of shut down engine is not done properly. Run the engine with rpm dial at 1/3 position without load for 2 minutes. Turn engine rpm dial to slow idle position. Turn the key switch to OFF. Remove key from switch. Pull pilot control shut-off lever to locked position. Prevent cab electrical component damage from bad weather. Windows, roof vent, and cab door must be closed to prevent enter of rain. Close windows, roof vent, and cab door. Lock all access doors and compartments.</p>
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SAFE JOB PROCEDURE	
Job:	Excavator (450DLC, 600DLC, 850DLC)
Developed by: 1. Carrie McLachlan	

Approved by: Fernando Nogueira **Position:** President

Date: November 20th, 2014

Review Date: March 20, 2024

Equipment Required:

Excavator

Material Required:

Personal Protective

Equipment:

Hearing Protection

Job Steps:

- 1. Mounting and Dismounting:** Mount the machine and dismount the machine only at locations that have steps and/or handholds. Before you mount the machine, clean the steps and the handholds. Inspect the steps and handholds. Make all necessary repairs. Face the machine whenever you get off the machine. Maintain a three-point contact with the steps and with the handholds.
- 2. Daily Inspection:** For maximum service life of the machine, perform a through walk-around inspection before you mount the machine and before you start the engine. Remove any trash build-up and debris. Make all necessary repairs before you operate the machine. Inspect the hydraulic cylinders for damage or excessive wear, inspect the linkage and the bucket for damage or for excessive wear, inspect the lights for broken bulbs and for broken lenses, inspect engine compartment for any trash build-up, inspect the cooling system for any leaks, for faulty hoses, inspect all of the belts for the engine attachments, inspect the hydraulic system for leaks, inspect the tank, the cylinder rod seals, the hoses, the tubes, the plugs, the connections, and the fittings. Inspect the final drives for leaks. Make sure that all covers and guards are securely attached. Inspect the steps, the walkways, and the handholds. Inspect the falling object protective structure for damage. Inspect the operator compartment for trash build-up. Adjust the mirrors for the correct rear view of the machine.
- 3. Engine Starting:**
 - a. Turn the battery disconnect switch to the ON position.
 - b. Make sure that the reset button for the circuit breaker remains depressed.
 - c. Move the hydraulic lockout control to the LOCKED position. This machine is equipped with an engine neutral start system. The system only allows the engine to start when the lever for the hydraulic lockout control is in the LOCKED position.
 - d. Move the joysticks to the HOLD position.
 - e. Turn the engine start switch to the ON position.
 - f. The monitoring system starts.

	<ul style="list-style-type: none"> g. If the engine start switch is held in the ON position for two seconds or more, the pre-start check of the monitoring system will be activated. If any fluid levels are low, the low fluid level will be shown on message display. If the fluid level is too low, add the corresponding fluid to the specified level. Add the fluid before you start the engine. h. Turn engine start switch to the START position. i. Release the engine start switch key after the engine starts. <p>4. Engine and Machine Warm-Up:</p> <ul style="list-style-type: none"> a. Allow the engine to warm up at low idle for at least five minutes. Engage the implement controls and disengage the implement controls. This will speed up the warm-up of the hydraulic components. When you idle the machine for warm-up, observe the following: If the temperature is greater than 0°C warm up the engine for approximately 15 minutes. If the temperature is less than 0°C, warm up the engine for approximately 30 minutes. If the temperature is less than -18° or if hydraulic functions are sluggish, additional time may be required. b. To warm up the hydraulic oil, turn the engine speed dial to the medium engine speed. Run the engine for approximately five minutes and move the joystick intermittently from the BUCKET DUMP position to the HOLD position. c. Turn the engine speed dial to the maximum engine speed and repeat Step b. This allows the oil to attain relief pressure, which causes the oil to warm up more rapidly. d. Cycle all controls in order to circulate warm oil through all hydraulic cylinders and through all hydraulic lines. e. Observe the gauges and the indicators frequently during the operation. <p>5. Operation Information: The machine must function satisfactory in the anticipated ambient temperature limits that are encountered during operation.</p> <ul style="list-style-type: none"> a. Adjust the operator seat. b. Fasten the seat belt. c. Turn the engine speed dial to the operating range. d. Move the hydraulic lockout control to the UNLOCKED position. e. Raise the boom enough in order to provide sufficient ground clearance. f. Select the desired travel speed by operating the travel speed control switch. g. Make sure that the position of the upper structure and of the undercarriage is known before you move the
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machine. The drive sprockets should be at the rear of the machine.

- h. Turn the engine speed dial in order to increase the engine speed (rpm) will be faster.
- i. See Operation and Maintenance Manual, "Operator Controls" for information about spot turning and about pivot turns.
- j. When you make turns in soft material, travel in a forward direction occasionally in order to clear the tracks.
- k. Slowly move both of the travel levers or both of the travel pedals to the CENTER position in order to stop the machine.

6. Boom, Stick and Bucket Operation: Digging

- a. Position the stick at a 70 degree angle to the ground.
- b. Position the bucket cutting edge at a 120 degrees angle to the ground. Maximum breakout force can now be exerted with the bucket.
- c. Move the stick toward the cab and keep the bucket parallel to the ground.
- d. If the stick stops due to the load, raise the boom and/or perform a curl in order to adjust the depth of the cut.
- e. To apply the greatest force at the cutting edge, decrease the down pressure as you move the stick toward the cab.
- f. Maintain a bucket attitude that ensures a continuous flow of material into the bucket.
- g. Continue to pass in a horizontal direction so that material peels into the bucket.
- h. Close the bucket and raise the boom when the pass has been completed.
- i. Engage the swing control when the bucket is clear of the excavation.
- j. To dump a load, move the stick outward and open the bucket in a smooth motion.

7. Lifting Objects:

- a. Use the lifting bar that is provided on the linkage to lift objects. Lifting capacities are calculated from this point. Adjust to this capacity accordingly.
- b. If the lifting bar is used, the connection must be made with a sling or with a shackle.
- c. An unstable condition can exist if a load rating or if a heavy load is swung over an end or over a side.
- d. The most stable lifting position is over a corner of the machine.
- e. For the best stability, carry a load close to the machine and to the ground.
- f. Lift capacity decreases as the distance from the swing centerline is increased.

8. Quick Coupler Operation (Hydraulic Pin Grabber Quick Coupler):

Coupling the Work Tool:

- a. Position the bucket or the work tool on a level surface.
- b. Make sure that the pins are in the bucket or the work tool. Make sure that the pin keepers are installed correctly.
- c. In order to prevent the blocking bar from jamming, the quick coupler must be curled past a vertical position before you move the switch from the LOCK position to UNLOCK position. Extend the stick cylinder until the quick coupler is curled past a vertical position.
- d. Pull the switch outward and move the switch to the UNLOCK position. A buzzer will sound.
- e. Hold the control lever for the bucket cylinder in the EXTEND position for 5 seconds after the electric switch has been unlocked. The switch must remain in the UNLOCK position until the work tool is attached in order to prevent the blocking bar from jamming. The buzzer will continue to sound until the switch is moved to the LOCK position.
- f. Align the quick coupler with the work tool.
- g. Rotate the quick coupler in order to grab the top pin.
- h. Rotate the quick coupler downward in order to grab the bottom pin.
- i. Extend the stick cylinder and extend the bucket cylinder until the work tool is curled past a vertical position. This must be performed before you move the switch from the UNLOCK position to the LOCK position.
- j. Move the switch to the LOCK position. The buzzer will no longer sound. Hold the control lever for the bucket cylinder in the EXTEND position for 5 seconds in order to lock the hook.
- k. Verify that the quick coupler and the work tool are locked together.
- l. Retract the bucket cylinder and place the work tool on the ground.
- m. Apply pressure to the work tool against the ground.
- n. Drag the work tool backward.

9. Uncoupling the Work Tool:

- a. Extend the stick cylinder and extend the bucket cylinder until the work tool is curled past a vertical position. This must be performed before you move the switch from the LOCK position to the UNLOCK position.
- b. Pull the switch outward and move the switch to the UNLOCK position.
- c. Hold the control lever for the bucket cylinder in the EXTEND position for 5 seconds in order to unlock the

hook. A buzzer will sound until the switch is moved to the LOCK position.

- d. Move the boom and the stick until the tool or the bucket is in the storage position. Keep the tool close to the ground.
- e. Rotate the quick coupler upward in order to release the bottom pin.
- f. Continue to rotate the quick coupler upward in order to release the work tool from the quick coupler.
- g. Move the stick to a position that is clear of the work tool.

10. Stopping the Machine:

- a. Turn the engine speed dial counter clockwise in order to reduce engine speed.
- b. Release the travel levers, pedals in order to stop the machine.
- c. Lower the work tool to the ground. Apply a slight downward pressure.
- d. Move the hydraulic lockout control to the LOCKED position.

11. Stopping the Engine:

- a. Stop the machine and run the engine at low idle for five minutes.
- b. Turn the engine start switch to the OFF position and remove the engine start switch key.

12. Engine Stop Control:

- a. The switch is located below the cab on the left side of the machine.
- b. Lift cover.
- c. Push switch upward. This should stop the engine.
- d. Return the switch to the original position. The engine will be enabled to start.
- e. Use the method that follows if the previous steps do not stop the engine.

13. Leaving the Machine:

- a. Use the steps and the handholds when you dismount. When you dismount, face the machine and use both hands.
- b. Inspect the engine compartment for debris. Clean out any debris in order to avoid a fire hazard.
- c. Remove all flammable debris from the front bottom guard through all the access doors in order to reduce a fire hazard. Discard the debris properly.
- d. Turn the key for the battery disconnect switch to the OFF position. When the machine is left for an extended period of one month or longer, you should remove the key. This will help to prevent a battery short circuit. Removing the key will also help to protect the battery from vandalism and from the current draw that is made by certain components.

	e. Lock all compartments.
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SAFE JOB PROCEDURE		
Job:	Extension Cords	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Extension Cord	Material Required: Proper Plug	Personal Protective Equipment:
Job Steps:	<ol style="list-style-type: none"> 1. Consider how you plan to use your extension cord. Outside or indoors? Will it be carrying a small load (i.e. trouble light) or a heavy load (i.e. electric handsaw)? Where are you going to use the tool—relatively close to an electrical outlet or a long distance away? 2. Recognize that not all extension cords are safe to use outside. Extension cords that are safe to use outside are specifically marked "Suitable For Use with Outdoor Appliances." Don't use a cord that's not marked this way for any outside jobs. 3. Understand the basics of the American Wire Gauge (AWG) system. The smaller the wire gauge number, the more current the cord can safely handle. For example, an extension cord made from 12-gauge wire can safely handle more current than an extension cord made from 16-gauge wire. 4. Know how much current (wattage) your appliance or tool will need when operating. The more current the appliance requires, the lower the extension's wire gauge number should be. All electric appliances indicate how much wattage they consume on their packaging and often in the care and use manual that comes with them as well. Some appliances and tools indicate their requirements in amps rather than watts. To calculate the watt requirement of a tool that for example says it draws 6 amps at 125 volts, multiply the amps times the volts (in this case 6 x 125) so it draws 750 watts. 5. Consider that length matters as well as size. Current carrying capacity drops as the length of an extension cord grows, due to resistance in the wire itself. Plugging extension cords together 	

	<p>will also decrease the current delivered to the far end, since each time the electricity passes through a plug it drops a little. If the current (wattage) delivered is less than the tool or appliance needs, it may not work. Or if it does work it will wear out more quickly. The safety aspect of this is long cords have more resistance to current flow and a longer cord will tend to heat up more than a shorter cord. Use the shortest length of extension cord possible to minimize current loss and heat build-up in the cord.</p>
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SAFE JOB PROCEDURE		
Job:	Fire Extinguisher Use	
<p>Developed by: 1. Carrie McLachlan Approved by: Fernando Nogueira Position: President Date: November 20th, 2014 Review Date: March 20, 2024</p>		
Equipment Required: Fire Extinguisher	Material Required:	Personal Protective Equipment: 6" CSA Boots Safety Glasses High Visibility Vest Hard Hat
To operate a fire extinguisher always remember this simple acronym - PASS		
Job Steps:	<p>P = Pull the pin out from the extinguisher</p> <p>A = Aim the nozzle at the base of the fire, keeping about 10ft away from the fire.</p> <p>S = Squeeze the handle.</p> <p>S = Sweep the extinguisher in a side to side motion aiming at the base of the fire, and always face the fire. Keep the fire in front of you when fighting a fire, backing out of the danger zone.</p> <p>A fire can restart even after you think you have extinguished it.</p>	

SAFE JOB PROCEDURE		
Job:	5 Point Harness Inspection	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required:	Personal Protective Equipment: 6" CSA Boots, Visibility Vest Hard Hat, Safety Harness Lanyard
Job Steps:	<ol style="list-style-type: none"> 1. Conduct a Hazard Assessment with all workers before work begins. 2. Check harness daily before use. 3. Check the connecting linkage and straps. 4. Check snap hook on the line; it must be self-locking. 5. Put on the harness. 6. Adjust straps so the harness is properly fitted to the worker. 7. Snap hook is to be fastened to a lifeline or a secure anchor point. 	

SAFE JOB PROCEDURE		
Job:	Flagging (Flagperson)	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Communication (Radio)	Material Required: Signs	Personal Protective Equipment: Flagger Jumpsuit Hard Hat 6" CSA Boots

<p>Job Steps:</p>	<p>Flagging to Stop Traffic</p> <ol style="list-style-type: none"> 1. Hold the stop sign erect and away from your body. Never wave the sign. 2. Look directly at the approaching driver. 3. Raise your free arm with the palm of your hand exposed to the driver. 4. Bring the vehicle to a full stop. 5. After the first vehicle has stopped, move to a spot (near the centerline of the roadway) where you can be seen by other approaching vehicles. 6. Stop all remaining cars. (Steps 1 – 4) 7. Remain in this position with the “STOP” sign facing traffic until you can permit travel through the work area. <p>Flagging to Release Traffic</p> <ol style="list-style-type: none"> 1. Return to your position on the shoulder in front of the stopped traffic and turn the “SLOW” side of the sign to face the vehicles. 2. With your free arm, signal the drivers to proceed. Never wave the sign! <p>Flagging to Slow Traffic</p> <ol style="list-style-type: none"> 1. First use the STOP paddle to bring the traffic to a complete stop. 2. Approach the driver side of the vehicle and inform the driver of the conditions within the construction zone and the importance of maintaining a slow speed through the work zone. 3. Use a SLOW paddle to indicate to the driver to proceed.
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SAFE JOB PROCEDURE		
Job:	Flushing	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
<p>Equipment Required:</p> <p>2½” Fire Hose</p> <p>Valve Rod</p> <p>Pipe Wrench</p>	<p>Material Required:</p> <p>Wire or Rope</p>	<p>Personal Protective Equipment:</p> <p>6” CSA Boots</p> <p>Hard Hat</p> <p>Gloves, High Visibility Vest</p> <p>Safety Glasses</p>

Job Steps:	<ol style="list-style-type: none"> 1. Conduct a Hazard Assessment with all workers onsite before work begins. Ensure hoses are kept aside and out of the way not causing tripping hazards. 2. Unroll the hose and attach it to the supplied flushing end (female end). 3. Secure the end of the hose in the manhole by wire or rope to the first rung (just below) in the manhole. 4. Operate valves and turn the water on by rotating the valve rod. (The country is opposite to the city). 5. Let the water run giving it an hour or more depending on the size of the pipe to remove all air and debris from the pipe.
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SAFE JOB PROCEDURE		
Job:	Forklifts	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Forklift	Material Required:	Personal Protective Equipment: Gloves 6" CSA Boots High Visibility Vest
Job Steps:	<ol style="list-style-type: none"> 1. Inspect equipment for safety defects. 2. Know the height of the forklift and clearances before entering a doorway. When the mast is raised, frequently watch overload for beams, pipes, wires, or other obstructions. 3. Never leave the forklift unattended while the engine is running. Set the parking brake when leaving the forklift. 4. Slow down before making any turns, especially with a load on the forks. 5. Never travel with a raised load. Keep the load as close to the ground as possible to minimize tipping. 6. Know the capacity of the forklift. Do not exceed weight limits. Keep all loads evenly distributed on the forks. 	

	<ol style="list-style-type: none">7. Read and obey all placards. Do not operate a forklift with illegible or missing placards.8. Always use the seat belt when operating the machine.9. When loading or unloading a truck/trailer:<ul style="list-style-type: none">○ Inform the driver of your intentions and make certain that the driver sets the trailer brakes.○ Block the trailer wheels.○ Be aware that the impact of moving the forklift in or out of the trailer may cause it to move. Be cautious when entering a trailer with a loaded forklift because it may cause the trailer to sink down an inch or more.○ When finished, unblock the trailer wheels and notify the driver that you have completed your task.10. Drive the forklift at slower speeds and use extreme care when operating in mud, sand or gravel.11. Use horn signals to notify any persons in the area when the forklift is being moved (one horn blast for forward, and two for reverse).12. Carry loads low and tilted back. When placing a load on an elevated platform, approach as closely as possible with the load low. Stop and raise the load just enough to clear the platform with the mast tilted back. Move forward very slowly until the load is over the platform. Tilt the mast forward and lower the forks to deposit the load on the platform. Back away carefully until the forks are clear; then lower the forks to traveling position.13. If the load blocks your view, travel in reverse. If that is not possible, utilize a walking observer to give directions, warn of any possible interference, and alert any other personnel in the area.14. Never turn on a slope, as it may cause tipping. If the forklift starts to tip, do not attempt to jump off. Your chances of avoiding injury are much better if you stay with the forklift with the seat belt tightly fastened and your feet braced on the floor. Keep your hands inside the rollover frame to avoid having them crushed between it and the ground.15. When traveling up or down a slope with an empty forklift, operate the machine with the forks pointing downgrade and raised about six inches above the ground.16. When negotiating a grade with a loaded forklift, operate the machine with the forks pointing upgrade.
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17. Never allow anyone under the forks when they are raised unless the forks are securely blocked with a wooden timber.
18. Keep hands, feet, and legs out of the mast. Do not use the mast for a ladder. Make certain that no personnel are near the mast when a load is being raised or lowered.
19. When working with long or wide loads, drive slowly and watch clearances. Remember that a long load will cut down the capacity of the forklift because the load will be far forward of

	<p>the front axle. Wide loads should be center on the forks, and the forks should be separated as far as possible. Loose loads should be stacked and banded.</p> <p>20. Be especially observant of the rear-end clearances when operating in tight quarters.</p>
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SAFE JOB PROCEDURE		
Job:	Gas Powered Chain Saw	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Chain Saw	Material Required: Wood Gas	Personal Protective Equipment: Safety glasses & Face shield Gloves Hearing Protection Approved Coveralls & Chaps
<p>Job Steps: It is recommended to wear Orange Nylon Elves Prolar Coveralls when working with a chain saw.</p>	<p>Before Starting:</p> <ul style="list-style-type: none"> a) Check controls, chain tension, and all bolts and handles to ensure that they are functioning properly and that they are adjusted according to the manufacturer’s instructions. b) Make sure that the chain is always sharp and the lubrication reservoir is full. c) Start the saw on the ground or on another firm support. Drop starting is never allowed. d) Start the saw at least 10 feet from the fueling area, with the chain’s brake engaged. <p>Fueling:</p> <ul style="list-style-type: none"> a) Use approved containers for transporting fuel to the saw. b) Dispense fuel at least 10 feet away from any sources of ignition when performing construction activities. No smoking during fueling. c) Use a funnel or a flexible hose when pouring fuel into the saw. 	

	<p>d) Never attempt to fuel a running or HOT saw.</p> <p>Operating: Caution - DO NOT Operate unless trained</p> <ol style="list-style-type: none"> 1. Hold the chain saw firmly in place. 2. Remove all loose debris and make sure the guide bar is not touching anything. 3. Make sure the chain brake is engaged. 4. Grip the front handle with left hand. 5. Depress the throttle for one second with the right hand. 6. The chain should not creep forward because the brake is engaged.
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SAFE JOB PROCEDURE		
Job:	Getting On or Off Equipment	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required:	Personal Protective Equipment: Hard Hat 6" CSA Boots
Job Steps:	<ol style="list-style-type: none"> 1. Ensure that the machine is equipped with side grab rails and steps. 2. Clean mud off boots before climbing onto the machine. 3. Face the machine and step onto the first step. 4. Maintain a 3 point contact at all times (2 hands and 1 foot or 2 feet and 1 hand). 5. Climb into the cab or other areas provided with non-slip surfaces. 6. Make sure the machine is in neutral and brakes are engaged before getting off. Shut machine off if necessary. 7. Step out of cab onto ladder while facing the machine; descend using the 3 point method. 	

SAFE JOB PROCEDURE		
Job:	Gravelling Pipe	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Rubber Tire Loader	Material Required: Pipe Gravel Shovel	Personal Protective Equipment: Safety glasses & Face shield Gloves Hearing Protection Approved Coveralls & Chaps
Job Steps:	<ol style="list-style-type: none"> 1. Ensure the pipe has grade and installed properly by asking the pipelayer. 2. Position the rubber tire loader no closer than 1 meter away from the trench edge. 3. Stay clear and signal the loader operator to dump gravel slowly up to the pipes bell and then signal the operator to back up. 4. Start chinking the pipes without disturbing its grade by covering it with one foot of gravel. 	

SAFE JOB PROCEDURE		
Job:	Grease Gun (Loading)	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Grease Gun	Material Required: Grease cartridge	Personal Protective Equipment: Gloves

Job Steps:	<ol style="list-style-type: none"> 1. Unscrew the head of the grease gun from the barrel by twisting it counterclockwise. 2. Pull out on the spring-loaded rod handle at the bottom of the gun and lock the notch in the rod into the detent at the base of the barrel. 3. Remove the old cartridge by pulling it through the top of the barrel. If it's hard to remove, use pliers. 4. Remove the bottom end cap from the new cartridge and push the cartridge completely into the barrel, open end down. Use the pull tab to remove the top seal from the grease cartridge. 5. Screw the head onto the barrel loosely. Release the rod handle from the bottom of the barrel and push on it lightly to remove trapped air. 6. Finish tightening the grease gun head on the barrel. Press the bleeder valve on the head to release any remaining air. 7. Depress the lever repeatedly until the grease flows out of the hose or coupler, fitting smoothly.
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SAFE JOB PROCEDURE		
Job:	Hand Held Core Drill	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Hand Held Core Drill Power Cord, Pump Can/ Water Source Core Bit Vacuum	Material Required:	Personal Protective Equipment: Gloves Safety Glasses Hearing Protection 6" CSA Boots
Job Steps:	<ol style="list-style-type: none"> 1. Inspect equipment for any damaged or worn parts 2. Mark hole location 3. With both hands on the drill, carefully cradle the bit with your feet and start coring 4. Keep a steady pressure on the drill, gently rock it back and forth to help with the coring (always keep 2 hands on the drill) 5. Clean up all slurry and water resulting from the cutting 	

SAFE JOB PROCEDURE		
Job:	Hand Signals	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required:	Personal Protective Equipment: Hard Hat 6" CSA Boots High Visibility Vest
<p>Job Steps: Hand Signals always differ from each crew, and from one operator to another. Anyone giving hand signals must discuss them with the operator prior to starting.</p>	<p>The Most Common Signals are:</p> <p>Full Fist Out = STOP</p> <p>Index and Thumb together with fingers up = Gravel</p> <ul style="list-style-type: none"> ○ 2 Fingers means 20 mm gravel ○ 4 Fingers means 40 mm gravel ○ 3 Fingers with the money signal means sand <p>T shape with both hands = eye level shot</p> <p>O shape with both hands = pipe</p> <p>Hand straight out going on a 45° angle both ways = fix slope</p> <p>Brush the palm of your hand with the other = level it out</p> <p>Shake hand and point finger in either direction = dump gravel and move</p> <p>Hand wave across throat = shut it down or end of task</p> <p>Tap top of hard hat = on top</p> <p>Tap upper hip or thigh = the bottom</p>	

SAFE JOB PROCEDURE	
Job:	Hard Hat Inspection & Maintenance

<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
<p>Equipment Required:</p> <p>Hard Hat</p> <p>Suspension</p>	<p>Material Required:</p>	<p>Personal Protective Equipment:</p>
<p>Job Steps:</p>	<p>1. Service Life – Hard hats are one of the most common pieces of safety equipment used in a wide variety of environments. It is important to inspect your hard hat every day to ensure that it maintains its protective quality.</p>	
<p>Inspection:</p>	<p>1. Visually inspect the hard hat for cracking and gouging, paying close attention to the edges of the hard hat. Replace the hard hat IMMEDIATELY if you see any cracks, holes or gouges in the plastic shell. If the hard hat suffers from any type of impact/impalement, or any type of fall greater than 8 feet, then you MUST replace the hard hat immediately even if you do not see any visible cracking or damage.</p> <p>2. Check the structural integrity of the hard hat. There are many conditions in the workplace that may adversely affect the useful lifespan of your hard hat. These conditions include, but are not limited to: UV exposure; temperature extremes; chemical exposure; and daily wear and tear.</p> <p>To check the integrity of your hard hat:</p> <p>Hold the hard hat in both hands and compress the shell from the sides, approximately 1”, and then release pressure, being careful not the drop the hard hat. The shell should return to its original shape immediately. It may be necessary to compare the used hard hat to a new one. If the hard hat does not return to its original shape quickly or if it exhibits cracking, then replace the hard hat immediately.</p> <p>3. Visually inspect the suspension: The suspension is constructed of high quality fabric and plastic parts. Check all parts to ensure that the fabric is not frayed or torn, and that the plastic parts are not cracked or damaged. If the suspension is damaged or exhibits signs of excessive wear (fraying, tearing, or cracking), then replace the suspension IMMEDIATELY. The maximum service life of a hard hat is 5 years for the shell and 1 year for the suspension.</p>	
<p>Care and Storage:</p>	<p>1. The buildup of workplace contaminations can hide cracks and gouges. Gently wash your hard hat with warm, mild, soapy water at least once per week. Removing the buildup of workplace</p>	

	<p>contaminants will help you make the most thorough inspection of your hard hat.</p> <ol style="list-style-type: none"> 2. Store your hard hat in a place where it will not come in contact with, or become subject to, any of the following: <ol style="list-style-type: none"> i. Sunlight/UV radiation ii. Chemicals iii. Temperature extremes iv. Impact from any object
<p>General Hard Hat Usage:</p>	<ol style="list-style-type: none"> 1. There are many applications where you may need to wear your hard hat backwards. Your hard hat will offer proper protection when worn backwards, but you MUST install the suspension backwards. Install the suspension so that the locking mechanism (ratchet or pin lock) always functions at the back of your head. It is designed to cradle the base of your skull, which ensures that the hard hat stays in place. Please note that the added splash protection provided by the brim will not be available to protect your face, if the hard hat is worn backwards. 2. Wearing baseball caps or placing objects under the hard hat or between the suspension and shell will not provide full protection. There is a required minimum distance between the hard hat and suspension that must be maintained. Do not place any objects between the hard hat shell and the suspension! This includes cigarette packs, writing utensils or any other object. Your hard hat is manufactured to meet specific dielectric standards for voltage. Placing a baseball cap or any other device under the suspension of the hard hat will reduce or eliminate the dielectric protection that the hard hat was designed to meet. A baseball cap or other similar objects may reduce the function of the suspension, resulting in hard hat failure. You may place a smooth cloth, such as bandana under the suspension of the hard hat provided there is no bunching or folding of the cloth between the hard hat suspension and your head. 3. Stickers and labels: Stickers and labels may be added to the hard hat shell, as long as none is over 0.5 inches from the bottom of the hard hat. Keep in mind that adding stickers and labels to a hard hat makes it much more difficult to inspect the shell for cracks and damage. Pay close attention to the areas around and under the labels or stickers. You may have to remove the suspension and carefully check the underside of the hard hat shell in order to properly inspect the site of the label or sticker. 4. Painting the hard hat shell: Paint contains chemicals that will interfere with the performance and integrity of the hard hat shell. Do not, under any circumstances paint the shell of a hard hat!

SAFE JOB PROCEDURE		
Job:	Hazard Recognition	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required: Hazard Assessment	Personal Protective Equipment: 6" CSA Boots Hard Hat High Visibility Vest Safety Glasses
<p>You deal with hazards in your life every day walking across busy streets, driving and playing sports. Generally, you don't worry too much about these situations. Why? Because you've learned from an early age how to deal with everyday hazards. You've learned from your own experiences, and you've been trained by parents, teachers and coaches. Municipalities install traffic lights and pedestrian crossings, car manufactures install safety equipment. You might have taken driver's training and you probably wear protective gear playing sports. <i>But you haven't been trained how to recognize, access and control hazards found in the workplace.</i> That is one of the reasons why young workers are so likely to be injured at work.</p>		
How can I recognize hazards at work?	<p>The first step to protecting yourself is being able to recognize hazards in the work you're assigned and in the conditions you're working in. There are four main types of hazards:</p> <ul style="list-style-type: none"> ☞ Physical hazards – Are the most common and will be present in most workplaces at one time or another. They include unsafe conditions that can cause injury, illness and death. They are typically easiest to spot but, sadly, too often overlooked because of familiarity (there are always cords running across the aisles), lack of knowledge (they aren't seen as hazards), resistance to spending time or money to make necessary improvements or simply delays in making changes to remove the hazards (waiting until tomorrow or a time when "we're not so busy"). None of these are acceptable reasons for workers to be exposed to physical hazards. <p>Examples of physical hazards include:</p>	

	<ul style="list-style-type: none"> ▪ Electrical hazards: frayed cords, missing ground pins, improper wiring ▪ Unguarded machinery and moving machinery parts: guards removed or moving parts that a worker can accidentally touch. ▪ Constant loud noise ▪ High exposure to sunlight/ultraviolet rays, heat or cold ▪ Working from heights, including ladders, scaffolds, roofs, or any raised work area ▪ Working with mobile equipment such as fork lifts (operation of fork lifts and similar mobile equipment in the workplace requires significant additional training and experience). ▪ Spills on the floors or tripping hazards, such as blocked aisle or cords running across the floor. <p>∞ Biological hazards – During construction and maintenance of sewage and wastewater plants, workers may experience drowning, trench collapses, falls, confined spaces, and exposure to chlorine or hydrogen sulfide gas. The work can also make you sick. Sewage and wastewater contain bacteria, fungi, parasites and viruses that can cause intestinal, lung, and other infections. If equipment, work practices, and personal protective equipment (PPE) doesn't protect you from swallowing these agents, you can get sick. During any part of treatment, transport, or application of sewage sludge, you can be exposed to materials that can cause disease. This is true even if you work around treated (class B) bio solids. Careful work habits can help protect you.</p> <ul style="list-style-type: none"> ▪ Bacteria - may cause diarrhea, fever, cramps, and sometimes vomiting, headache, weakness, or loss of appetite. These are some bacteria and disease they cause: E-coli, shigellosis, thyroid fever, salmonella, and cholera. ▪ Funguses - Aspergillus and other funguses often grow in compost. These can lead to allergic symptoms (such as runny nose) and sometimes can lead to lung infection or make asthma worse. If you have other health problems, you may be more likely to get sick from aspergillus. ▪ Parasites - Cryptosporidium and giardia lamblia may cause diarrhea and stomach cramps, and even nausea or a slight fever. Roundworm (ascariasis). Most people have no symptoms. With a lot of roundworms, you may cough and have trouble breathing or you may have pain in your belly and blocked intestines.
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	<ul style="list-style-type: none"> ▪ Viruses - Hepatitis A causes liver disease. You may feel tired, pain in your belly, nauseous off and on; you may have jaundice (yellow skin) or diarrhea or not be hungry. If a lot of people in a community have hepatitis A, your risk may be higher than usual. ▪ Blood borne Viruses - are a hazard mainly to workers in health care facilities. Hepatitis B and HIV are bloodborne. ⊗ Ergonomic Hazards – Occur when the type of work, body position and working conditions put strain on your body. They are the hardest to spot since you don't always immediately notice the strain on your body or the harm these hazards pose. Short-term exposure may result in “sore muscles” the next day or in days following exposure, but long term exposure can result in serious long-term injuries. <ul style="list-style-type: none"> ▪ Poor lighting ▪ Improperly adjusted workstations and chairs ▪ Frequent lifting ▪ Poor posture ▪ Awkward movements, especially if they are repetitive ▪ Repeating the same movements over and over ▪ Having to use too much force, especially if you have to do it frequently. ⊗ Chemical hazards – are present when a worker is exposed to any chemical preparation in the workplace in any form (solid, liquid or gas). Some are safer than others, but to some workers who are more sensitive to chemicals, even common solutions can cause illness, skin irritation or breathing problems. Beware of: <ul style="list-style-type: none"> ▪ Liquids like cleaning products, paints, solvents especially chemicals in an unlabeled container (warning sign!) ▪ Vapors and fumes, for instance those that come from welding or exposure to solvents <p>Gases like acetylene, propane, carbon monoxide and helium.</p>
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SAFE JOB PROCEDURE	
Job:	Hearing Protection – Limitations and Use
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p>	

Review Date: March 20, 2024		
Equipment Required: Hearing Defenders	Material Required:	Personal Protective Equipment:
Job Steps:	<ol style="list-style-type: none"> 1. The “rule of thumb” for hearing protection is: use hearing protection when you cannot carry on a conversation at a normal volume of voice when you are three feet apart. Remember this is only a rule of thumb, any sound over 85 dBA requires hearing protection. 2. Hearing loss can be very gradual, usually happening over a number of years. The most common types of hearing protection in the construction industry are earplugs and earmuffs. 3. It is important to have different styles of hearing protection available. Different styles allow a better chance of a good fit. Each person’s head, ear shape and size are different. One style may not fit every person on the crew. If hearing protection does not fit properly or is painful to use, the person will likely not use it. If the hearing protection is not properly fitted, it will not supply the level of protection it was designed to deliver. Workers shall have their hearing tested at least once a year, and twice a year if they work in a high noise area. 	
Inserting Earplugs	<ol style="list-style-type: none"> 1. Squeeze the plug along its length and roll it between your thumb and forefinger to compact it down for insertion into the ear canal. 2. Do the “Hook n Grab” keeping the ear plug compressed and rolled, reach over and behind your head with your opposite hand and gently pull your ear slightly out and back to straighten out the ear canal and make insertion of the plug easier. 3. Quickly insert the plug into the ear canal until it is deeply seated. You have to keep a finger on the plug for a few seconds to let it expand to the size of your ear canal. Do not insert the plug so deeply that you cannot pinch a bit of the plug for removal – practice the insertion a few times in front of the mirror to get familiar with proper insertion depth. 	

SAFE JOB PROCEDURE	
Job:	High Pressure Gas Line Locating
Developed by: 1. Carrie McLachlan	

Approved by: Fernando Nogueira Position: President Date: November 20 th , 2014 Review Date: March 20, 2024		
Equipment Required: Excavator Gas Meter	Material Required: Shovel	Personal Protective Equipment: Hard Hat Gloves Safety glasses 6" CSA Boots
Job Steps:	<ol style="list-style-type: none"> 1. Make sure a representative from the Gas Pipeline Company is present. 2. Know the size and number of lines you are digging for. 3. Dig and expose pipe(s) by hand exposing an area immediately around the pipe area. 4. Excavator may proceed to clear earth around line within 2 feet unless directed differently by the representative. 5. You must have visual contact of the pipeline at all times while backhoe is digging nearby. If not, stop backhoe and expose pipeline with shovel again. 6. Once the side of the pipeline has been excavated, proceed with digging by shovel again around the pipeline so when the backhoe digs underneath it, there will be no upward pressure on the line. Maintain 2 foot clearance with backhoe. 7. Install any supporting structures as directed by the pipeline representative. 	

SAFE JOB PROCEDURE		
Job:	Hoisting and Rigging/Safe lifting & Lowering of a Load	
Developed by: 1. Carrie McLachlan Approved by: Fernando Nogueira Position: President Date: November 20 th , 2014 Review Date: March 20, 2024		
Equipment Required: Nylon Sling Wire Rope Sling Chain Sling	Material Required: Valves, Ductile Iron fittings, Hydrants Manholes, Bases, Barrels & Tops	Personal Protective Equipment: Gloves 6" CSA Boots

	PVC Pipe & Concrete Pipe Box Culverts	Hard Hat (When out on site)
Job Steps:	<ol style="list-style-type: none"> 1. Determine the weight of the load before attempting to lift it, and the available capacity of the equipment being used 2. Rig the load so that it is stable (unless the centre of gravity of the load is directly below the hook, the load will shift) 3. Make allowances for any unknown factors 4. Ensure everyone is aware of common hazards, factors that reduce capacity, the inspection and use of slings, and safe practices in rigging, lifting and landing loads. 5. Make sure the sling is secured and all safety devices (hook) are secured before lifting. Use a tag line to avoid the load from shifting. 6. Yell heads up to get the pipe layers attention that the load is ready, and then signal the equipment operator to lower the load down. 7. Some common hazards to watch for: Never Exceed these limits <p>Defective components. Examine all equipment, and slings before use.</p> <p>Destroy any defective components. Equipment merely discarded may be picked up and used by someone unaware of its defects.</p> <p>Unsafe equipment. Do not use any equipment that is suspected to be unsafe or unsuitable until its suitability has been verified by a competent person.</p> <p>Hazardous wind conditions. Never carry out any hoisting or rigging operation when winds create hazards for workers, the general public, or property. Assess load size and shape to determine whether high winds may cause problems. In particular, avoid handling loads that present large wind-catching surfaces. Even though the weight of the load is within the normal capacity of the equipment, high or gusting winds may prevent proper control during the lift. Wind-loading can be critical to how the load is rigged, lifted, and landed, with consequences for the safety of everyone involved. When winds reach 25-30 mph, consider limiting hoisting operations.</p> <p>Hazardous weather conditions. When visibility is impaired by snow, fog, rain, darkness, or dust, strict supervision must be exercised and, if necessary, the lift should be suspended. At sub-freezing temperatures, supervision must ensure that no part of the hoisting device or tackle is shock-loaded or impacted, since brittle fracture of the steel may result.</p> <p>Electrical contact. One of the most frequent killers is electrocution caused by an electrical arc or contact between the hoist, load line, or load and a live overhead power line. When an operator is operating near a live power line and the load, hoist lines or any other</p>	

	part of the operation could encroach on the minimum permitted distance, specific measures must be taken.
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SAFE JOB PROCEDURE		
Job:	Hydrant Installation	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Excavator Hydrant Rated Lifters Hammer Level Shovel	Material Required: Hydrant Concrete Block Support Filter Cloth & 4 Concrete Pins Framing Nails 2 Long 2'x4" Boards 2 Short 2' Short Boards	Personal Protective Equipment: Hard Hat High Visibility Vest Safety Glasses 6" CSA 6" CSA Boots
Job Steps:	<ol style="list-style-type: none"> 1. Dig the trench out, ensure ledges are placed on the top of the trench to pin the long 2x4 board. 2. Dig out a deep sump at the end of the trench where the hydrant is planned to be placed. 3. Lay some filter cloth for the 40 mm drain rock and place down a concrete block. 4. Use long 2x4 boards according to excavation and place concrete pins to hold them in place from one side and pulling in from the other side to level it out. Nail in the pieces of wood to hold the hydrant in place. 5. Reinforce with the extra pins if required depending on ground conditions. 	

SAFE JOB PROCEDURE

Job:	Hydraulic Breaker (JISUNG)	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
<p>Equipment Required:</p> <p>Excavator</p> <p>Backhoe</p> <p>Hydraulic Breaker</p>	<p>Material Required:</p>	<p>Personal Protective Equipment:</p>
<p>Job Steps:</p>	<ol style="list-style-type: none"> 1. Mounting to the machine: <ol style="list-style-type: none"> a. Place the breaker horizontally on wood blocks. b. Align the pin holes. Install the boom pin before the dipper pin. c. Connect hydraulic hoses. FEED is at the bottom and RETURN is at the top. d. Open stop valves. 2. Press the tip of the tool vertically against the object to be broken. 3. Apply a slight downward force on the breaker tool by raising the backhoe/excavator and start the breaker by pressing the foot pedal/control lever. ATTENTION: Do not raise the machine too high as the application of excessive force on the breaker will cause jolting of the machine during operation. 4. As soon as the material is broken the operator must stop hammering (Release pedal/control lever). ATTENTION: Continuation of blank hammering will cause damage to the breaker and the machine hydraulic system. 5. Removal from the machine: <ol style="list-style-type: none"> a. Close feed and return line stop valves. b. Disconnect hydraulic hoses before laying the breaker down. c. Cap the feed and return line on the machine and plug the hydraulic hoses. d. Position the breaker horizontally on wood blocks. <p>Important: The hydraulic lines must be handled carefully and sealed to prevent contamination from entering the breaker or machine's hydraulic system.</p>	

SAFE JOB PROCEDURE		
Job:	Injury Occurs	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required:	Personal Protective Equipment:
Job Steps:	<ol style="list-style-type: none"> 1. The employee reports the injury immediately to their Supervisor. 2. The Supervisor/First Aiders administer first aid as required. 3. The Supervisor must eliminate the hazard if possible or guards the incident scene if the employee is critically injured. 4. <u>If it is an emergency</u> the Supervisor calls 9-1-1 to send out emergency medical personnel to assist. 5. The Supervisor immediately reports the injury to Management. 6. After the Supervisor reports to the Supervisor, they then arrange for transportation for the injured employee for medical treatment (They are not to drive themselves). 7. The injured employee is to be taken to the Wellpoint Health Clinic. If the clinic is not open, take the worker to the nearest hospital or walk in clinic as outlined in the Emergency Response Plan. 8. The employee is to inform the doctor that the injury occurred at work. The doctor can then provide guidelines for modified work or light duty. 9. The employee then fills out the required Workers WCB Report, and hands it in. 10. The injured employee then goes home until the investigation is complete and modified work or light duty tasks are determined. 11. The Supervisor directs the investigation, determining the basic cause and appropriate corrective actions reporting them to Management. 12. The Supervisor then fills out the WCB Employers' Report and hands it into the office. 13. The Supervisor then discusses the employee's work status before the next work day regarding modified work or light duty. The Supervisor <u>must</u> know the workers restrictions before allowing the worker to work. 	

	<p>The Supervisor communicates the injury with ALL employees the following day during a tool box meeting to prevent any reoccurrences.</p> <p>MUST KNOW:</p> <ul style="list-style-type: none"> ○ The Supervisor must know the workers restrictions before allowing the worker to work. The employee is responsible for adhering to any work restrictions, limitations, therapies, and physical capabilities defined by the treating physician and make all efforts to return to their regular duties. Such assignments will be temporary in nature and will be monitored by the Supervisor. The employee must provide a status report from the physician to the Supervisor after each and every appointment upon returning to work. The Supervisor is to record all time off that the injured employee takes for sick days or personal days (if on modified work or light duty) and report these dates to Management immediately. Any discussion regarding time off or staying at home is between the Supervisor and injured employee only. The Supervisor will communicate to the Supervisor when it is safe for the worker to return to their regular duties.
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SAFE JOB PROCEDURE		
Job:	Installing PVC Channel inside a Manhole	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
<p>Equipment Required:</p> <p>Tripod & Winch</p> <p>Cut-Off Saw</p> <p>Hammering Drill</p>	<p>Material Required:</p> <p>Pulling Rope & Pail</p> <p>Flash Light</p> <p>2 Workers</p> <p>Grout & Pipe</p>	<p>Personal Protective Equipment:</p> <p>Hard Hat, Fall Protection</p> <p>Harness</p> <p>CSA 6" CSA Boots, Hearing Protection</p> <p>Safety Glasses, High visibility Vest</p>

Job Steps:	<ol style="list-style-type: none"> 1. Ensure the atmosphere is acceptable to enter. 2. The entrant and top side observant must follow the confined space entry procedure to proceed with installing the PVC channel. 3. At the top cut the pipe in half like the channel and make groves from the outside with the cut-off saw. 4. Place the hammering drill in a pail and lower it down by rope to build the manhole base. 5. Using a chisel pit attach it to the drill to start breaking the concrete bigger than the piece of pipe by two inches. 6. Set the grout and then set the piece of pipe, then grout on top. 7. Raise all tools out by the pail and clean up the work area.
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SAFE JOB PROCEDURE		
Job:	Installing Trench Box(s)	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Loader Backhoe	Material Required: Trench Box(s) Cables/Chains Tag line	Personal Protective Equipment: Hard Hat CSA 6" CSA Boots Safety Glasses
Job Steps: Caution – wire rope cables are to be used, chains are extremely dangerous and are NOT to be used.	<ol style="list-style-type: none"> 1. Dig trench. 2. Ensure the trench box is the proper dimension and height for the excavation. If not bench the top of the ditch. 3. Ensure no one enters the trench prior to the placement of the box. 4. Inspect chains before use, repair or replace damaged chains. 5. Hook chains around trench box ensuring it is secure. 6. Stand at one end of the box so that you are visible to the equipment operator. 7. Lift box straight up and steady it. 8. Align the trench box and lower it, proceed to lower the box by signaling the operator. 9. Once the chain is disconnected, back away from the trench box. 10. Attach a two way cable on the front of the trench box to pull it forward as the excavator digs. 	

SAFE JOB PROCEDURE		
Job:	Investigating an Incident	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Camera	Material Required: Incident Investigation Form Witness Statement Report	Personal Protective Equipment: Hard Hat CSA 6" CSA Boots High Visibility Vest
Job Steps:	<p>The Supervisor must investigate all incidents. This includes completing the Incident Investigation Report, taking statements from witnesses and collecting any other pertinent information and ensuring the injured worker has received the necessary medical assistance.</p> <ol style="list-style-type: none"> 1. The employee reports the incident immediately to their supervisor, and assists in the investigation when requested. 2. Respond Immediately: The most immediate task is to coordinate the company's emergency response. In addition to notifying emergency responders and attending to injuries and damage, this also includes notification of all appropriate personnel and securing the site to ensure that a proper investigation can take place. This may mean shutting down any work in progress and blocking access to materials and equipment that may have been involved in the incident. The goal is to prevent tampering with evidence and exposing workers to additional hazards. 3. Gather Information: Once the incident site has been secured, the investigator's focus shifts to gathering as much information about the incident as possible. It's critical that this process begin immediately, before witnesses begin to forget details and before regular work compromises any evidence. <p>The information-gathering process involves questioning witnesses and asking them to complete and sign statements about what they saw. These findings should be documented, even if a worker says that he or she didn't see the incident, because that information will be helpful if stories change down</p>	

the road. The purpose of questioning is not to determine who deserves any blame; it's to collect as much information as possible about exactly what took place.

Investigators should also gather any documentation that would be helpful, for example photos and diagrams of the incident scene. As the investigator looks over what he or she has been able to collect, it's important to identify any gaps in the information and attempt to fill those gaps through additional investigation.

4. Perform the Analysis:

At this stage, the investigator has access to all of the available data and is ready to determine what happened and how. The most effective way to analyze is to organize all of the events in two formats. First, they should be listed chronological order, providing a step-by-step recounting of the incident. Then they should also be organized logically, to show how specific aspects related to others. Once those steps have been taken, it becomes easier to determine everything that the investigator knows, along with any unknown aspects, so he or she can determine a direct cause.

5. Develop a report:

Documentation is a key part of any safety program, and is particularly important when investigating incidents. A clear, comprehensive report collects all the facts so that everyone is working from the same information and can refer back to it (instead of trusting our imperfect memories). A report will also be helpful if litigation becomes necessary, since that typically takes place many months or even years after the actual incident. In addition to including a summary of what happened and the investigator's conclusions, the report should include all of the backup documentation, from photos to witness statements and more.

6. Share the findings:

Much of the value of an incident investigation rests in its ability to prevent future incidents. That's why it's so important to share the report's findings and any recommendations with everyone from the management team through workers. The better everyone understands the conditions and any shortcomings that contributed to the incident, the less likely those situations will be repeated. Sharing what happens when something goes wrong also provides powerful motivation to encourage workers to make the right choices in the future.

7. Make changes:

Finally, it's time to implement the investigator's recommendations and make any necessary changes to processes and procedures to ensure that there won't be a repeat of the incident. Part of making that change is regular follow-up to ensure that the correct steps are being taken. That way, the time

	and energy that have been invested into the incident investigation will have been worthwhile.
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SAFE JOB PROCEDURE	
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Job:	Issuing an Employee Warning Report
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<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	
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Equipment Required:	Material Required:	Personal Protective Equipment: High Visibility Vest Hard Hat, 6" CSA Boots Gloves
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Job Steps:	<p>First Written Warning – with a Written Reprimand</p> <ol style="list-style-type: none"> 1. Generally issued when talking fails to convince the worker to correct their unsafe behavior and/or when the seriousness of the violation demands a written warning. 2. The Supervisor makes contact with the worker and explains the nature of the violation and requests that the worker follows the accepted safe method, procedure, practice, rule or Alberta OH&S Regulation. 3. The worker is issued an "Employee Warning Report" outlining the required changes that the worker must conform to. One copy of the form is given to Management to keep in the employee's personal file, and another copy is made to give to the employee. 4. The worker is informed that continued health and safety violations will result in a second written "Employee Warning Report" accompanied by a 1 to 3 day suspension with-out pay. <p>Second Written Warning – 1 to 3 day Suspension without Pay</p> <ol style="list-style-type: none"> 1. A 1 to 3 day suspension without pay is issued as a final opportunity for the worker to correct their unsafe work behavior. As a Supervisor a suspension of the employee for safety violations is the only method open to you to demonstrate to the employee that the company will not tolerate substandard safety behavior.
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	<p>2. There are a number of factors to be considered when determining the length of a suspension:</p> <ul style="list-style-type: none"> ○ The employee’s attitude ○ Length of service ○ Quality of work ○ Probability of reoccurrence ○ Reason for the violation ○ Worker’s past record <p>3. The Supervisor makes contact with the employee explaining the nature of the safety violation, pertinent information as to the level of safety violation and the length of the unpaid suspension. The suspension is documented on the “Employee Warning Report” and one copy of the warning report is given to the Safety Advisor to keep in their personal files, and another copy is made to give to the employee.</p> <p>4. The employee is instructed to seriously consider if they wish to continue employment with the company as this is the final warning and the next safety violation will result in immediate termination of employment.</p> <ul style="list-style-type: none"> ○ Commence the suspension immediately after the warning has be issued. Notify payroll as to the status of the worker. <p>Third Written Warning – Termination of Employee with Proper Documentation</p> <p>1. If the employee fails to or refused to conform to the proper safe behavior, it is apparent that the employee is unsuited for this particular work environment.</p> <p>2. Depending upon the seriousness of the health and safety violation or the lack of initiative on the part of the employee to correct their safety performance termination of employment maybe the final recourse left to the Supervisor.</p> <p>3. The employee is informed of the nature of violation(s), all pertinent information is discussed and written “Termination of Employment” is given to the employee. A copy of the reasons for termination will be filed in the employees file and a copy of their status sent to payroll.</p> <p>4. The employee is then requested to remove their personal belongings and is escorted from the employer’s property.</p>
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SAFE JOB PROCEDURE	
Job:	Ladder Use
Developed by: 1. Carrie McLachlan	

Approved by: Fernando Nogueira **Position:** President

Date: November 20th, 2014

Review Date: March 20, 2024

Equipment Required:

Ladder

Material Required:

Hand line (Rope)

Personal Protective Equipment:

Hard Hat

Gloves

Protective Footwear with Slip-Resistant

Restraint Belt

Job Steps:

1. **Step Ladder** Inspect ladders carefully before use. Ladders that are weak, damaged, have missing rungs, or appear unsafe shall be removed from the job or site for repair or disposal. Before discarding a ladder, cut it up so no one can use it again.
2. Use a step ladder that is about 1m (3 ft.) shorter than the highest point you have to reach. This gives it a wider more stable base and places shelf at a convenient working height.
3. Open the step ladder spreaders and shelf fully.
4. Check stability. Ensure that all ladder feet are on a firm, level and non-slippery surface.
5. Place the step ladder at right angles to the work, with either the front or back of the steps facing the work.
6. Keep the step ladder close to the work.
7. Avoid pushing and pulling step ladders from the side. Repeated sideways movement can make ladders wobbly since they are weaker or less stable in those directions.
8. Face the ladder when climbing up or down. Keep your body centered between side rails. You have climbed too high if your knees are above the top of the step ladder or if you cannot maintain a hand hold on the ladder.
9. Maintain a firm grip. Use both hands when climbing.
1. **Extension Ladders** Inspect ladders carefully before use. Ladders that are weak, damaged, have missing rungs, or appear unsafe shall be removed from the job or site for repair or disposal. Before discarding a ladder, cut it up so no one can use it again.
2. Place ladders on a firm, level surface and ensure the footing is secure.
3. Erect extension ladders so that the upper section rests on (e.g. in front of) the bottom section. This means the bottom section “faces” a wall or other supporting surfaces.
4. Place the ladder feet so the horizontal distance between the feet and the top of the support is a ¼ of the working length of the ladder. The ladder will be leaning at a 75° angle from the ground.

5. Raise and lower ladders from the ground. Ensure that locking ladder hooks are secure before climbing.
6. Erect ladders so that a minimum of 1m (3 ft.) extends above a landing platform. Tie the top at support points.
7. Where a ladder cannot be tied off at the top, station a person at the foot to prevent it from slipping. This method is only effective for ladders up to 5m (16 ft.) long. The person at the foot of the ladder should face the ladder with a hand on each side of the rail and with one foot resting on the bottom rung.
8. Leave all tie-off devices in place until they must be removed before taking the ladder down.
9. Maintain the minimum overlap.
1. **Fixed Ladders** Inspect ladders carefully before use. Ladders that are weak, damaged, have missing rungs, or appear unsafe shall be removed.
2. Put on your restraint belt before climbing the fixed ladder.
3. Maintain three point contact by keeping two hands and one foot, or two feet and one hand on the ladder at all times.
4. Face the ladder and use both hands to firmly grip the rungs.
5. Place feet firmly on each rung.
6. Wear footwear with heels. Ensure that footwear is in good condition.
7. Clean muddy or slippery boot soles before climbing a ladder.
8. Rise or lower tools and materials using a hand line.

Portable Ladders

1. Inspect ladders carefully before use. Ladders that are weak, damaged, have missing rungs, or appear unsafe shall be removed from the job or site for repair or disposal. Before discarding a ladder, cut it up so no one can use it again. Ensure there is a safe point of entry and exit be located within 8 meters of any worker in a trench that is more than 1.5 meters deep.
2. Check for overhead electrical wires before setting up a ladder.
3. Clear area around base and top of the ladder of debris, tools and other objects.
4. Place the ladder feet $\frac{1}{4}$ of the ladders working length (e.g. foot to top support point) away from the base of the structure (e.g. every four feet high, the base of the ladder should be out 1 ft.; that means one horizontal foot from the support point).
5. Extend the ladder at least 1m (3 ft.) above the landing platform.
6. Place the ladder on a firm, level footing. Use a ladder with slip resistant feet or secure blocking, or have someone hold the ladder.
7. Rest both side rails on the top support and secure ladder to prevent slipping.
8. Tie off yourself with a safety harness, when working 3 m (10 ft.) or more off the ground or when working with both hands.

	<ol style="list-style-type: none"> 9. Ensure that only one person is working on a single width ladder. Only one person is allowed at each side of the double width ladder. 10. Maintain three point contact by keeping two hands and one foot, or two feet and one hand on the ladder at all times. 11. Grasp the rungs when climbing a ladder, not the side rails, if your foot slips on a ladder, holding onto rungs is easier than holding onto the side rails. 12. Wear protective footwear with slip-resistant soles and heels. 13. Ensure that all electrical equipment is used during ladder work is in good condition and properly grounded. 14. Rest frequently to avoid arm fatigue and disorientation when the work requires you to look up and reach above your head. 15. Drape your arms over a rung and rest your head against another rung or side rail if you become dizzy or panicky. Climb down slowly.
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SAFE JOB PROCEDURE		
Job:	Laptop Computer	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Computer Monitor	Material Required: Chair Desk	Personal Protective Equipment:
Job Steps:	<ol style="list-style-type: none"> 1. Find a comfortable, adjustable chair that allows you to recline very slightly. 2. Angle the laptop screen so you can easily view the images with the least amount of neck deviation. 3. Position the laptop on your desk/work surface directly in front of you. 4. Set the unit's height and screen angle so the images can be easily read without bending your neck. This may require that you elevate the laptop off the desk surface using a stable support surface, such as a computer monitor pedestal. 5. If your desk height is satisfactory for your screen's placement, attach a separate, full sized keyboard for your computer and use 	

	<p>an independent mouse rather than the touch pad, trackball or small joystick incorporated into your keyboard. Connecting ports for a keyboard and mouse can usually be found in the rear or side of your computer.</p> <ol style="list-style-type: none"> 6. Place the separate keyboard on a negative-tilt keyboard tray connected beneath your desk surface. This helps ensure a neutral wrist position. 7. The mouse can be placed on an adjustable position mouse platform. 8. Shoulders should be in a relaxed position and arms at your side, with elbows at a 90° position when typing. (Arms should not be splayed wide or extended to reach and use the mouse) 9. Sit in a comfortable, adjustable chair with lumbar support and which allows you to sit at a slightly reclined position. This takes much weight off muscles and joints in the low back. 10. Take “micro breaks” every half an hour or so (including moving your eyes off the screen image to rest on distant objects for several seconds), perform desk stretches (neck, shoulder, arm, and leg stretches) at your desk occasionally, and get up from your desk to move around or perform standing stretches every couple of hours.
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SAFE JOB PROCEDURE		
Job:	Lathe	
<p>Developed by: 1. Carrie McLachlan Approved by: Fernando Nogueira Position: President Date: November 20th, 2014 Review Date: March 20, 2024</p>		
Equipment Required: Lathe	Material Required: Coolant	Personal Protective Equipment: Safety glasses & Face shield Hearing Protection
Job Steps:	<ol style="list-style-type: none"> 1. Blow off the spindle and the tooling to prevent metal chip build-up. If you insert a new piece of raw material on a chip you can compromise the accuracy of the machining process. Chips in the spindle jaws can also allow raw material to come loose during machining, which can cause damage to the machine and the operator. 	

	<ol style="list-style-type: none"> 2. Loosen the jaws of the spindle. Press the foot-switch, which will automatically open the chuck jaws to allow you to insert a new piece of raw material. Hit the foot-switch again to re-tighten the jaws. 3. Close the door on a CNC lathe, as the machine will not start until the door is closed. 4. Press the start button, the tool turret will switch to the first tool listed in the program and bring it toward the raw material. 5. Allow the machine to finish the part and make sure that coolant flow remains constant by looking through the window as each tool is brought to the part for machining. If there is a problem, you can stop the machine and re-adjust the coolant mid-cycle. 6. Remove the finished piece from the jaws the same way you inserted it. Blow off all the chips from the jaws and the tool.
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SAFE JOB PROCEDURE		
Job:	Loading and Unloading a Trailer	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Loader & Forks Trailer	Material Required: Material Unloading Spotter	Personal Protective Equipment: Hard Hat Gloves High Visibility Vest 6" CSA Boots
Job Steps:	<ol style="list-style-type: none"> 1. Ensure that the trailer is parked in a safe and level area. 2. Take the necessary traffic control precautions. 3. Idle the loader down and approach the trailer straight on at a 90 degree angle. 4. Ensure that the forks are spread to the appropriate width; if they need to be adjusted tilt them down slightly and apply the park brake. Then have your spotter move them accordingly. Once the spotter has cleared the immediate swing zone, disengage the park brake, get out and adjust accordingly. 5. Once the forks are set up, slowly approach the load while keeping the spotter in your view. 6. Get the load as far back on the forks as possible and NEVER lift a load that is too heavy for the equipment that is 	

	<p>loading/unloading. (This may result in the flipping of the machine and serious injury could occur).</p> <ol style="list-style-type: none"> 7. If the load is too awkward to lift directly with the forks, use the appropriate lifting slings and always have a spotter with a tag line directly to the item. 8. If the potential for the load to roll exists ensure that deck pegs are used to prevent the item(s) from rolling of the trailer. 9. Place dunnage underneath of any items that may require assistance in extracting the forks once the item is placed down on the deck. (This will also help for unloading).
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SAFE JOB PROCEDURE		
Job:	Locating & Exposing Utilities	
<p>Developed by: 1. Carrie McLachlan Approved by: Fernando Nogueira Position: President Date: November 20th, 2014 Review Date: March 20, 2024</p>		
<p>Equipment Required: Excavator</p>	<p>Material Required: Insulated Fiberglass Shovel ABC Fire Extinguisher Underground Utilities Signs</p>	<p>Personal Protective Equipment: Fire Retardant Coveralls Voltage Rated Gloves CSA Approved Rated Footwear</p>
Job Steps:	<ol style="list-style-type: none"> 1. Determine whether the hazard is an overhead or underground utility or a combination of both. 2. Ensure locates of all underground utilities are marked prior to work on any excavation by calling, Alberta One-Call @ 1-800-242-3447 and other private utility owners. Ensure you give at least 2 days' notice. Arrange to meet to locate all underground utilities. * If the locate marks have been tampered with or if work doesn't start within 14 days from when they were marked or the 14 days have expired, phone Alberta One-Call and request relocates. 3. Develop a safe work plan including communicating all hazards to workers and sub-contractors. 4. Follow the Occupational Health and Safety Act, Regulation and Code (Part 448 – Exposing Buried Facilities), (Schedule 4 – Safe Limits of Approach Distances), and (Part 17 – Overhead Power Lines) * Contact the electrical utility to confirm line voltages or to 	

	<p>measure the line to ground clearance, and to assist in setting safe limits of approach.</p> <ol style="list-style-type: none">5. Mark locations of all utilities on plans and drawings.6. When you meet with the locators ensure locators use the international color code along underground utilities.7. Post warning signs.8. Review locate slips before excavating conducting a site hazard assessment with all workers, ensure hoe operator has a copy of the locate slip in their cab, along with the limits of approach to overhead power lines for persons and equipment, and maximum height and reach of the boom or bucket fully extended. Ensure there is communication with workers on all changes throughout work.9. Ensure there is a representative for the utility present if necessary. This is identified on the locate slip.10. Expose utility(s) by hand using appropriate personal protective equipment, materials, and equipment (voltage rated gloves, CSA approved rated footwear, fire retardant coveralls, fire extinguisher, and insulated fiberglass shovel). When Hand exposing around gas lines wear fire retardant coveralls or expose utilities with a Hydro-Vac Unit.11. When hand exposing dig a narrow trench perpendicular to the paint marks or flags at least a minimum of 3 feet in either direction from the marks. Hand dig until utility(s) are located. Dig all around the utility(s) to ensure all is found.12. Utilities can also be exposed using a Hydro-Vac Unit. This Sub-Contractor MUST be approved to expose the utilities by the utility owner.13. Let the Supervisor know the utility(s) have been located.14. Take pictures or measurements of location, size and type of utility.15. Fill the excavation with drainage gravel to the surface to protect the utility during trench excavation.16. Dig with an excavator around the exposed utility(s) maintaining sight of the utility(s) at all times while keeping the equipment bucket a safe distance from the utility(s).17. The excavator removes layers of excavated material while the pipe layer hand exposes the utility(s) until the utility(s) has been completely exposed.18. Undermine the utility(s) and let the dirt fall away from the utility(s) so there will be no upward/downward pressure on it.19. Hand expose by removing gravel, and dirt by digging under the utility(s) letting material fall away from the utility(s).20. All exposed utilities must be protected, and supported to prevent damage to the utility and to prevent injury to employees.21. When all excavating is done, have the Supervisor call for a utility inspection by the utility owner.
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	22. Backfill may be completed upon approved inspection providing the utility(s) is properly bedded, and marked to do so.
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SAFE JOB PROCEDURE		
Job:	Lock-out/Tag-out	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required:	Personal Protective Equipment:
	Lock Tag Hasp	Safety Glasses Steeled Toed Boots
Job Steps:	<ol style="list-style-type: none"> 1. Shut down machine/equipment by the normal stopping procedure (example, turn off valves, switches, stop button etc.) 2. Visually check to see all motors and other moving parts have come to a complete stop. 3. Operate the switch, valve or other energy-isolated device so that all energy sources (electrical, mechanical, hydraulic, etc.) are isolated from the equipment. Dissipate stored energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc., by grounding, repositioning, blocking, bleeding-down, etc. 4. Apply an individual lock and tag to each energy-isolating device. Each worker's name date, and reason for lock-out must be printed on the tag. 5. Verify that the energy is locked out by pressing all start buttons or activating controls. Return all controls to the off position and periodically verify isolation until service or maintenance is complete. 6. When it's time to remove the locks and tags ensure equipment is intact and all tools and other items have been removed. Check the equipment area to ensure no one is likely to be at risk upon re-energization of equipment/machine. Locks and tags are to be removed only by the person who placed them on the equipment/machine. 	

SAFE JOB PROCEDURE		
Job:	Lowering Manhole Sections into a Trench	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Backhoe	Material Required: Concrete Barrels Bases, Manhole Clevises Slab Tops Manhole Cables	Personal Protective Equipment: Hard Hat Gloves 6" CSA Boots High Visibility Vest
Job Steps:	<ol style="list-style-type: none"> 1. Inspect manhole cables (hooks, pins, eyelets, and clevises) daily for 2. Pre-bench bases. Place clevises in lift holes on each side of base making sure locking devices are properly closed. 3. Hook manhole cables onto clevises while hooking the other end onto the hook on the back of the excavator's bucket. 4. Maintaining visibility to the equipment operator, direct him for straight vertical lift. If the base does not lift in a level manner, lower and adjust the cable. 5. Lift base four feet in the air. Clean any dirt off bottom with a shovel. 6. Lower base to 2 feet above ground and swing manhole to the edge of the trench. Steady base as it is being moved. 7. Wait for the pipe layer's signal to lower into the trench. 8. Lower manhole barrels in the same fashion, but ensure the lifting pins are installed all the way. 9. When finished, disconnect manhole cable(s) from equipment. 	

SAFE JOB PROCEDURE	
Job:	Lowering Pipe into an Excavation
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p>	

Date: November 20 th , 2014		
Review Date: March 20, 2024		
Equipment Required: Excavator	Material Required: Shovel Synthetic Nylon Sling Cable Sling PVC Pipe, Tag Line	Personal Protective Equipment: Hard Hat Gloves 6" CSA Boots
Job Steps:	<ol style="list-style-type: none"> 1. Inspect slings daily (frays or wire splinters). Repair or replace damaged slings. Check all loops and hooks. Do not use damaged slings. 2. Put sling around pipe at balance point. Double wrap the sling if the temperature drops below zero degrees. 3. Hook sling to lifting hook on the hoisting equipment to be used. 4. Stand at the end of the pipe so that you are visible to the equipment operator. 5. Lift pipe straight up and steady it. If pipe is not at lifting level, lower it again and re-adjust. Measure the distance from the end of the pipe to the sling so that the next pipe will be hooked up properly the first time. 6. Lift pipe again, checking inside and out and remove any dirt. 7. Move the pipe towards the trench while steadying it with your hands. Never hold the pipe over top of people in case of an equipment failure. Lower the pipe in the ditch only after the pipe layer signals you to do so. 8. Proceed to lower the pipe by signaling to the operator. 9. Once the pipe is lowered and the sling is disconnected, back away from the trench, signal the operator to boom up and disconnect the sling from the piece of equipment. 10. Never lower pipe with anything inside such as soap or cement. 	

SAFE JOB PROCEDURE	
Job:	Manual Lifting and Carrying
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	

Equipment Required:	Material Required: Rope or Sling Manual Labor	Personal Protective Equipment: Gloves 6" CSA Boots Goggles, Aprons
Job Steps:	<ol style="list-style-type: none"> 1. Size up the load, will the load be too awkward for one person to lift? Should I get help? Do I need a two-wheel cart? How far do I need to carry the load? 2. Focus on the lift 3. Move close to the object 4. Be sure your feet are shoulder-width apart. Squat down so you can use your leg muscles to lift the load. 5. Bend the knees but not beyond a right angle. 6. Keep the back straight but not vertical. 7. Pull the load close to the body and grasp object with all fingers 8. Tighten the stomach, lift the chin up (this keeps "S" curve in alignment) 9. Lift using the strong thigh and calf muscles. Maintain an "S" curve in your spine during the lift – don't bend over. 10. Keep the center of gravity of load and body in line with the feet. 11. While carrying, clasp the load close to the body. 12. Using leg muscles lower the load by bending your knees setting the load down in one slow motion and release your grip. 	
Team Lifting:	<ol style="list-style-type: none"> 1. Follow same principles as standard lifting technique 2. One person should coordinate the lift, making sure the other team members follow safe lifting technique and that all members are comfortable before lifting. 3. All members must lift at the same time 4. Double the people does not mean double the capacity. For example if one person can lift 20kg two people can lift 70% each of 20kg or 28kg in total and three people can lift 50% each of 20kg or 30kg in total. 	
Technique to Turn:	<ol style="list-style-type: none"> 1. Lift the load using any of the previous techniques. 2. Hold the load very close to your body at waist level. 3. Turn the leading foot 90 degrees towards the direction you want to turn. Bring the lagging foot next to the leading foot. Do not twist your body. 	

Job:	Manhole Installation	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
<p>Equipment Required:</p> <p>Excavator</p> <p>Manhole Chains</p>	<p>Material Required:</p> <p>Base Units</p> <p>Frames, Covers</p>	<p>Personal Protective Equipment:</p> <p>Gloves</p> <p>Safety Glasses</p> <p>High Visibility Vest</p> <p>6" CSA Steel Toed Boots</p>
Job Steps:	<p>Off Loading and Lifting</p> <ol style="list-style-type: none"> 1. Attach the lift clutch to the lift pin by lowering the clutch slot over the lift pin and rotating the tab until it rests on the concrete surface, with the tab facing the direction of the lift. 2. Correctly attach the lift clutches with the 3 of 4 way cables. 	
Assembly:	<p>Excavation and Formation</p> <ol style="list-style-type: none"> 1. Normal consideration should be taken into account when assessing the suitability of the formation. 2. A manhole can be built of either: <ol style="list-style-type: none"> a. Minimum 150mm pipe granular bedding material being 5-20 graded, 14, 20, 40mm single size suitably compacted to provide a level base. b. 150mm concrete. Base unit should be placed whilst concrete is wet so it can be set level otherwise a leveling screed of 15-20mm sand cement will be required to prevent point loading on the base unit. <p>Note: In poor or wet ground conditions a concrete pad is advised. Normally a granular bedding is recommended where the safe ground bearing pressure >200kN/m². Seal Installation</p> <ol style="list-style-type: none"> 1. The seal is ideally positioned on the unit before the unit is laid in the following manner. 2. Stretch the seal onto the spigot of the manhole and position it against the shoulder. 3. Ensure the load distributor (the circular part) is located on the upper surface of the spigot. 4. Check that the internally lubricated skin is correctly positioned and sitting against the rest shoulder. 5. Equalize the stretch in the seal by lifting at several points. 	

Note: External lubrication is not required! Shaft Construction

1. Once the bedding has been prepared, the base unit can be positioned. It is advisable to lay the pipeline up to and including the rocker pipe on the downstream side.
2. A butt pipe should then be inserted into the outlet pipe seal on the base unit.
3. The unit can then be jointed with the rocker pipe as it is finally positioned in the excavation. A final level check should be carried out.
4. The base unit can then be backfilled with granular pipe bedding around the pipes and suitable material around the shaft.
5. The remainder of the shaft can then be constructed by centering the upper manhole section, and lowering into place. The design of the joint encourages 'self-centering'.
6. For ease of installing it is advisable to backfill the shaft as it is built. This provides ease of access to unhook the lift clutches and to guide the units into position.
7. A joint gap of between 10-20mm should be obtained after jointing. This gap may reduce as the shaft is constructed dependent on the depth of the minimum 5mm. 250mm deep rings may require slight downward pressure to joint.
8. The cover slab can also be laid using the dame lifting system. The slab may need slight vertical downward pressure to seal the unit as the self-weight may not always be sufficient.

The shaft is then completed using adjusting units and the cover and frame. **Pipe Jointing to Bases**

1. All pipes to be joined into a manhole should be cut square with all sharp edges removed and where necessary chamfered.
2. All pipes and F-910 seals fitted to the base should be lubricated with Pipe Jointing Lubricant.
3. All pipes should be centered and pushed squarely into the F-910 seal until an even joint gap is achieved.
4. It may be necessary to utilize mechanical means such as an excavator bucket. In which case a timber should be placed against the pipe to prevent damage.
5. If for any reason the F-910 seal has to be removed, when it is replaced, locate the seal back in to the hole without lubricant.
6. Care should always be taken to prevent soil and stones from entering the joint.
7. A joint gap of between 5-15mm should be obtained between the end of the pipe and the concrete channel. An even joint gap should be achieved.
8. The permitted deflection on the pipe/base joint is 2 degrees.

The provision of a short length 'butt' pipe is advised particularly with flexible pipelines. **Concrete**

1. A butt socket at the upstream and butt spigot at the downstream end are required.

Note: The joints are designed primarily for concrete pipe diameters and to ensure a correct joint, pipes must be used. Other manufacture's pipes can still be used for the rest of the pipeline as joints are compatible.

2. Using pipe lubricant, thoroughly grease the seal and butt end of the pipe.

The pipe can now be jointed into the base. A 5-20mm joint gap should be achieved between the end of the pipe and the benching face.

Clay/Solid Wall PVC

1. Cut and chamfer the pipe prior to joining.
2. Clean and lubricate the pipe end to be jointed.
3. Care should be taken to ensure the pipe is not damaged during mechanical jointing.

The pipe can then be jointed directly into the seal. **Twin wall up to and including 300mm diameter**

1. Cut and remove all sharp edges prior to joining.
2. Ensure the pipe is clean.
3. Locate the twin wall seal into the pipe groove as per the manufacturer's instructions.
4. Lubricate the seal, the twin wall seal and the rib to the twin wall pipe prior to joining.

Care should be taken to ensure the pipe is not damaged during mechanical jointing. **Ultra-rib and Ultra Fortis**

1. Ultra-rib and Ultra Fortis is jointed using an adaptor coupler.
2. The pipe end is prepared in accordance with manufacturers recommendations.
3. Place the ring seal between the 2nd and 3rd ribs from the spigot end. Ensure the ring is correctly seated and it is not twisted.
4. Apply lubricant to the ring seal and adapter.
5. Push the spigot into the adaptor until it is fully engaged.
6. Apply lubricant to the seal set in the manhole base unit and push home the pipe and adaptor.

Alternatively, the adaptor can be pushed into the base first. **Twin wall 375 to 600mm diameter**

This range of pipe joins into a 1500mm manhole and utilizes a twin wall double socket coupling.

1. The coupling has to be split into two separate socket ends each with a butt end.
2. A sealing ring is placed on the end of the pipe in accordance with manufactures instructions.
3. The pipe is firstly jointed into the split double socket coupling.
4. The split double socket coupling and base seal are greased.

	<p>5. The pipe together with the split coupling can be jointed into the base seal</p> <p>The installer is to ensure that the connecting pipe is within the manufactures specifications. The manhole base seals have been specifically designed to ensure a watertight seal and operate within the tolerance of the pipe. Jointing in Cold Weather</p> <ol style="list-style-type: none"> 1. When jointing lateral connections into the manhole bases in cold conditions, the seals should be brought back to temperature by placing the seals either in the cabs of equipment or truck. Then follow below: 2. Ensure that the hole for the seal is clean, dry and frost free. 3. The connector seal should be installed into the hole without lubricant. 4. Lubricate the connecting pipe and the sealing lips of the seal with lubricant for concrete pipes and suitable lubricant for other materials. 5. Centre the end of the pipe and push it into the seal until fully home.
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SAFE JOB PROCEDURE		
Job:	Manhole Tie-in on Existing Concrete Lines	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
<p>Equipment Required:</p> <p>Excavator</p> <p>Manhole Chains</p> <p>Probe</p>	<p>Material Required:</p> <p>Square Base</p> <p>1200 Barrel</p>	<p>Personal Protective Equipment:</p> <p>Gloves</p> <p>Safety Glasses</p> <p>High Visibility Vest</p> <p>6" CSA Steel Toed Boots</p>
Job Steps:	<ol style="list-style-type: none"> 1. Dig down and locate the pipe using the probe method. 2. After locating the pipe, dig down on the side closer to the excavator approximately 2x2 meters. 3. Hand shovel the opposite side from the excavator if not accessible and underneath the pipe for bedding. 	

	<ol style="list-style-type: none"> 4. Hoist the base down and slide it under and then stuffing gravel around the base to avoid ground settlement. 5. After the base has been successfully put in place. Mark the pipe to be cut according to manhole size and also mark the pipe to be cut at 9 and 3 o'clock taking the top half off. 6. When cutting the pipe ensure to make the top cuts first then the side cuts after. Break with 5 lbs. 7. After cutting the pipe, bring the concrete barrel that is cut straight through according to pipe size, making sure to keep the stairs on the opposite side of the excavator. 8. Concrete will be poured on the outside of the pipes where they go into the manholes, the inside will also be concreted, along the existing pipe and build the benching on a 5° slope.
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SAFE JOB PROCEDURE		
Job:	Metal Fittings for Waterlines Installation	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Cut-Off Saw 2 Pry Bars Lubricant	Material Required: Pipe Fittings Cathode Protection Petro/Denso Tape Gasket	Personal Protective Equipment: Gloves (Different types for certain materials) 6" CSA Steel Toed Boots
Job Steps: In most cases every pipe fitting has metal holes for ready rods to go through called anchors.	<ol style="list-style-type: none"> 1. Line up the fitting with the pipe with a piece of 2x4 underneath keeping gravel out from entering the gasket when ready to push it in cause metal fittings are heavy and will start to sink as you start bringing them closer. 2. After bring it close enough that the pipe and fitting are touching try spinning the fitting if possible to spread the lubricant all around, stab a bar on each side of the anchor and pull them together. 3. Every fitting installed in the ground must be coated or petro/denso tapped prior to backfill. 4. After installation, scratch an area of the fitting away from where the gasket is located to install cathode protection (anode) using 	

	<p>a cad weld to weld it together, then spray primer to cover up any exposed metal and install an hanndi cap and push on it tight.</p> <ol style="list-style-type: none"> 5. Any metal bolts that are visible that are not coated must be pasted and tapped with petro/denso tape. 6. Any anode installed must be soaked in water for it to be activated and must NOT be buried beside another anode. Ensure to bury the anode in dirt and not in gravel.
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SAFE JOB PROCEDURE

Job:	MIG Welder
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<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>
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Equipment Required: MIG Welder	Material Required: Welding Feed Wire Fire Extinguisher	Personal Protective Equipment: Gloves – Cover your Skin Safety glasses and face shield Or welders hood
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Job Steps:	<ol style="list-style-type: none"> 1. Plug your MIG welder into a 220V outlet and then plug in your ground cord and wire feed welder cord into the welder. 2. Install the welding feed wire into the MIG welder. The wire spool mounts in the base of the welder and the end of the feed wire is clicked into the deed wire welder cord hole for future wire feed. 3. Read the MIG welder’s operator’s manual. Learn about the proper voltage settings and wire feed rates for different welding projects. Adjust the voltage and wire feed knob to the preferred settings. Switch on the welder. 4. Clean the surface to be welded with a wire brush. 5. Clamp the grounding clamp cord from the welder onto the piece of steel to be welded. 6. Position the wire feed welder handle near where the weld will start and pull your helmet over your face. Keep the wire feed about a centimeter or closer above the steel you are welding or else the wire will stick to your weld and welding will cease until you chip or bend the wire feed. 7. Pull the wire feed trigger and begin welding. Weave the wire feed from side-to-side and work your way down the seam you are welding. Always keep the arc a half a centimeter or less away from the piece of steel you are welding.
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SAFE JOB PROCEDURE		
Job:	Mobile Equipment Operator Safety	
Developed by: 1. Carrie McLachlan Approved by: Fernando Nogueira Position: President Date: November 20 th , 2014 Review Date: March 20, 2024		
Equipment Required: Mobile Equipment	Material Required: Back-up Horn	Personal Protective Equipment: Gloves 6" CSA Boots Hard Hat
Job Steps:	<ol style="list-style-type: none"> 1. Inspect equipment for safety defects. 2. Fasten seat belts whenever the equipment is in motion. 3. Always operate equipment at a prudent speed. Do not endanger personnel through careless handling of the machine. Slow down for curves and during abnormal weather or operating conditions. 4. Before leaving any equipment unattended, make sure that attachments are fully lowered to the ground and that parking brakes are set. 5. Be certain that all persons and equipment are at a safe distance before starting or moving mobile equipment. Sound the horn before starting or moving equipment. The horn signals are applied: <ul style="list-style-type: none"> ○ Once prior to stopping. ○ Twice prior to starting forward. ○ Three times prior to starting in reverse. 6. Know all emergency shutdown and start-up procedures associated with the equipment. 7. Keep the equipment and cab clean and free of extraneous material. 8. When entering an intersection, always sound the horn to notify pedestrians and other operators in the vicinity. 9. If equipped, ensure that the backup horn is working. 	

SAFE JOB PROCEDURE

Job:	Mopping & Wringing	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required: Mop Bucket	Personal Protective Equipment:
Job Steps:	<p>Wringing</p> <ol style="list-style-type: none"> 1. Bend your knees and keep your back straight as you push the mop wringer down. 2. Face the wringer level with a straight elbow. 3. Use your body weight to press down on the lever. 4. Use a mop bucket raised off the floor to reduce the bending force required to wring out the water. 5. While squeezing the mop, place your foot in front of the wheel to prevent the bucket from moving. 6. Do not bend your back when squeezing out the water. <p>Mopping</p> <ol style="list-style-type: none"> 1. Alternate right and left hands at the top of the mop handle. 2. Maintain a neutral spine. 3. Avoid extreme wrist motions. 4. Take the mop for a “walk”, by ‘walking’ the mop you use far less upper body motion. Use your legs to generate force by stepping or shifting weight. Keep arms close to body stabilize the shoulders. 5. Keep your elbows close to your body. Do not extend your reach to the right and left. 	

SAFE JOB PROCEDURE	
Job:	Multimixer
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	

<p>Equipment Required: Multimixer</p>	<p>Material Required: Cement, oil Aggregates Fuel, Water</p>	<p>Personal Protective Equipment: Steel toed boots Safety glasses Hard Hat</p>
<p>Job Steps:</p>	<ol style="list-style-type: none"> 1. Before starting check the oil level and add if needed. 2. Operate the Workman 420 II on a level surface. For stability using the front mounted trailer jack raise the unit so the telescopic foot stands can be lowered & locked into place. Remove the trailer jack and place on the rear. Raise & lower the rear telescopic legs, secure with pin. 3. To put the drum in the loading position rotate the dump wheel until the desired drum position is achieved. 4. Start the engine and set the throttle at $\frac{3}{4}$ to full on. 5. Now add $\frac{1}{2}$ of the water which will be required and then begin to add the cement and aggregates. Additional water can be added as the cement and aggregates mix together. Be careful not to put your shovel or your hands inside the drum! 6. To put the drum in the discharge position rotate the dump wheel until the desired drum position is achieved. 7. During the loading, mixing, and discharge cycle it is important to keep the mixer running at all times. 8. Always prepare your work area to have a level solid ground surface, the mixer must be stable as you load and discharge the drum. 9. Ensure pressurized water is available for washing out the mixer drum of concrete to prevent buildup of concrete – rinsing or swooshing is not good enough! (Use either the water truck or fire hydrant) 	
<p>Towing:</p>	<ol style="list-style-type: none"> 1. Ensure each tire is inflated to 50 PSI, and check the oil level. 2. Make certain the retractable stability legs are raised up fully and locked in place with the anchor pin. 3. Ensure that the tow bar is properly anchored and it the safety chain is in place. It is also important to loop the safety chain around the tow bar several times before connecting it to a vehicle so it is not dragging on the ground. 4. Make sure the engine canopy door is latched shut. 5. Make certain that the hitch system on your truck is compatible to the tow bar tongue. 	

SAFE JOB PROCEDURE		
Job:	Oxy Acetylene Cutting Torch	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
<p>Equipment Required:</p> <p>Cutting Torch</p>	<p>Material Required:</p> <p>Fire Extinguisher</p> <p>Marking and measuring tools</p> <p>Soapstone/Permanent Marker</p> <p>Wrench</p>	<p>Personal Protective Equipment:</p> <p>Shade 5 Goggles/ Ear Plugs or Muffs</p> <p>Heavy Leather Gloves/ N95 mask</p> <p>Leather Welding Jacket</p> <p>Leather Top Shoes or Boots</p>
Job Steps:	<ol style="list-style-type: none"> 1. Understand what the oxygen/acetylene torch actually does. The initial combustion of the acetylene gas heats the steel to a molten state, then, by adding a pressurized stream of oxygen the steel is ignited and burned away through the kerf of your cut. This is why this process is called burning steel and steel and carbon steel is the only materials it is used to cut. Cast iron, aluminum, stainless steel, and other metals and alloys can not be cut with a cutting torch. 2. Get the proper tools for the job. Besides the torch assembly described in detail throughout the steps, you should have the following: <ol style="list-style-type: none"> a. Fire extinguisher. For most uses, a compressed air and water extinguisher will work, but if oil, plastics, or other combustible materials are around, an “ABC” extinguisher is recommended. b. Marking and measuring tools. These will help you lay out your cut correctly, and can include a soapstone marker, a square and a rule. c. Proper clothing is a must. Do not wear loose fitting clothes, clothes made from flammable synthetic materials, or clothing with frayed or torn edges that may ignite. d. Sturdy leather soled work boots are recommended, since rubber soled shoes will allow hot slag to burn through pretty quickly. e. A striker, for correctly igniting the torch. Using matches or a cigarette lighter is very dangerous; a striker is made 	

especially for igniting torches, and reduces the risk of serious injuries.

3. **Set up your work in a safe environment.** Working on bare earth or concrete slab is highly recommended, since sparks are going to fly by many feet from the cutting location. Dry material like paper, sawdust, cardboard, and dried plant foliage or grass can be ignited from 15 feet or further. Do not allow the flame to contact concrete especially fresh concrete as it will spall and send small bits of concrete flying.
4. **Place the stock you are going to cut on supports at a comfortable working height.** A steel table is ideal since you can brace yourself to steady the torch while heating and burning it. Never use a surface that is flammable or has flammable materials spilled on it. Also, beware of materials that have metallic oxide coatings, such as lead paint, chromate primers, and zinc plating, since inhaling the fumes from these can have a toxic effect on the torch operator.
5. **Mark your cuts with a soapstone marker allowing for grinding if a precise fit is required.** You may use a permanent marker if soapstone is not available, but the mark will tend to disappear just ahead of the torch flame.
6. **Hook up the gauges to the appropriate tanks.** Typically oxygen tanks and hoses are green, and acetylene hoses are red, and they are pair together with the ends separated to attach to their respective tanks. The acetylene hose will have reversed threads, and the fitting will be a male type, to prevent accidental switching of these two hoses/gauges. Tighten them with the correct size wrench, since the fittings are made of brass, and can easily be damaged.
7. Make sure the acetylene regulator is turned off by backing the Tee handle out a few turns then turns the gas valve on top of the tank on. Turning it "one turn of the wrist". This is for safety reasons. Follow the list to make sure the gas is regulated to the correct pressure. Never allow acetylene gas pressure to exceed 15 PSI, at higher pressures, acetylene becomes unstable, and may ignite spontaneously or explode.
 - a. After turning on the main acetylene tank valve, open the regulator valve by turning the tee handle clockwise. This should be done very slowly, while watching the low pressure gauge. Open only until the pressure indicated is between 5 and 8 PSI.
 - b. Open the gas valve on the cutting torch handle until you hear gas escaping to vent the atmosphere from the acetylene hose, then observe the low pressure gage to see if the pressure remains steady during flow, to assure you have this regulator set correctly.
 - c. Close the acetylene valve on the torch, and continue to the next step, to attach and adjust the oxygen regulator.

8. Turn the oxygen regulator pressure off or down by backing the regulator gauge up a few turns, then proceed with the following steps to adjust the oxygen pressure.
 - a. Open the main oxygen tank valve all the way the valve is double seated valve and if not opened all the way the oxygen will leak out around the valve stem O-ring because of the high cylinder pressure or 2200 PSI.
 - b. Open the regulator valve slowly, watching the low pressure gauge as you do so, until the pressure reads between 25 and 40 PSI.
 - c. Open the oxygen valve on the torch to allow the atmosphere to vent out of the hose. Note: there are two valves on the oxygen side of the cutting torch assembly. The valve near the hose connections will control the flow of oxygen to the mixing chamber for the combustion, or heating operation of the torch as well as the oxygen jet side, so no oxygen should vent from the torch tip until either the cutting lever is depressed or the valve further up the torch is opened. To begin with, open this first valve several turns, to insure sufficient oxygen is available for both functions. Next, open the forward valve slightly until the hose is purged, about 3 to 5 seconds for a 25 foot hose.
 - d. Close the forward valve.
9. **Put your gloves, safety glasses and face shield on before lighting the torch.** Check your work area one more time for combustible materials, and you should be ready to go.
10. **Prepare to light the torch.** Open the acetylene valve again, allowing the oxygen remaining in the mixing chamber to purge for a few seconds, then shut the valve until you can barely hear gas escaping. Holding the striker in front of the torch tip, with the tip facing inside the striker (or toward the ignition source, for electronic strikers). Squeeze the handle. A small yellow flame should appear at the tip when the sparks from the striker ignite the acetylene.
11. **Adjust the acetylene valve until you have a yellow flame about 10 inches long.** Make sure the flame begins at the torch tip. If too much acetylene is supplied the flame will jump or be blown away from the tip.
12. **Turn the forward oxygen valve on slowly.** The flame color will turn from yellow to light blue as sufficient oxygen is supplied to complete combust the acetylene. Increase the oxygen until the inner blue flame begins to shrink back toward the tip. This flame doesn't appear in the photos provided since the camera's discretion on this bright light source failed to distinguish it from the outer flame.
13. Open the acetylene valve more to increase the flame size until the inner flame is about the length of the thickness of the steel you are intending to cut. For 3/8 inch cold-rolled plate, or mild,

	<p>steel, a ½ inch inner flame is about right. If you here a blowing noise, or the blue flame seems erratic and feathery, there is probably too much oxygen at the flame, reduce it until the flame is stable, and the inner flame is clean, cone shape.</p> <p>14. Bring the tip of the inner flame to the surface of the steel you are going to cut. You will need to heat the steel with this flame until a molten pool of metal forms and luminesces at this location. For ¼ inch plate steel at room temperature, this should take about 45 seconds. It will take longer for heavier material or material at low temperatures. Keep the tip of the flame steady and about 3/8 of an inch from the metal’s surface to concentrate the heat in one location.</p> <p>15. Push the cutting valve handle down slowly to release the oxygen jet which ignites the molten steel. If a violent reaction instantly starts, the steel had ignited, and you can gradually increase pressure until the jet is cutting completely through the metal. If no reaction occurs, the metal is not hot enough to ignite, so you can let the oxygen handle release and allow the flame to heat the metal more.</p> <p>16. Begin moving the torch tip slowly along the line of your cut when the jet is cutting through the steel. You should observe that almost all of the sparks and molten slag are being blown out the back or bottom of your cut. If this flow of superheated material slows or backs up, slow your forward speed or stop and let the metal heat more. It is better to cut too slowly than to try to cut to fast.</p> <p>17. Continue cutting until you have parted the metal, or finished the cut. Make sure the slag and any drops of heated metal do not get underfoot. Even sturdy boot soles will burn through if you find yourself standing on a large piece.</p> <p>18. Cool the work piece with plenty of water, or allow cooling if you are in no hurry. Be aware that dipping a super head piece of steel into a bucket or stream of cold water will create and instantaneous cloud of very hot steam.</p> <p>19. Chip the slag from the cut, or grind the cut smooth if a more precise fit is desired.</p>
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SAFE JOB PROCEDURE	
Job:	Paying Attention to your Surroundings
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p>	

Review Date: March 20, 2024

Equipment Required:

Material Required:

Personal Protective
Equipment:

6" CSA Boots

Hard Hat

Gloves

High Visibility Vest

Paying attention to your surroundings will help prevent injuries from occurring.

Job Steps:

- 1. Survey your work area before you do anything:**
 - Ensure that you have enough space to do your work.
 - Meet with the Supervisor to discuss your work.
 - Identify if lockout/Tagout needs to be performed energy sources.
 - Check the condition of the flooring and lighting.
 - In mechanical spaces and tunnels, look for: low overhead hazards, sharp edges or surfaces, standing water, non-insulated pipes, exposed wiring, and unguarded equipment.
- 2. Walk to the route:**
 - Look for uneven surfaces, trip hazards, objects you need to manoeuvre around, foot traffic, or any other obstacle.
 - Pay attention before access, and egress to what you might encounter: conditions of the steps and landings, uneven stair heights, and obstacles along with uneven surfaces around both sides.
- 3. Do not create new hazards:**
 - Avoid running extension cords through high foot traffic areas.
 - Do not block emergency exits or routes of egress.
 - Clean up when you are done: remove all of your tools, clean up debris, replace machine guards and electrical covers (junction boxes, outlets, and switches), etc.
 - Put up barriers and signage to warn employees and the public to avoid hazards and stay clear of your work area.
 - Report hazards you observe to your Supervisor.
- 4. Ensure gloves are used when attaching and moving lifting equipment (Chains, Slings, Rope, etc.)**

SAFE JOB PROCEDURE

Job:	Performing an Emergency Response Mock Drill	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
<p>Equipment Required:</p> <p>Air Horn</p> <p>Pen</p>	<p>Material Required:</p> <p>Emergency Mock Drill Form</p> <p>Clip Board</p>	<p>Personal Protective Equipment:</p> <p>Disposable Gloves</p> <p>Safety Glasses</p> <p>6" CSA Boots</p> <p>High Visibility Vest</p>
Job Steps:	<p>1. Identify the Type of Drill being Conducted:</p> <p>A scenario for each of the following types of drills have to be developed. All workplaces are encouraged to conduct drills on a regular basis. Workplaces are also encouraged to choose a variety of types of drills to ensure they adequately prepared for any type of emergency. Scenarios given encompass several days due to the nature of the emergency. Drills can be conducted within one day, with each section conducted at pre-set times.</p> <p>Examples Include:</p> <ul style="list-style-type: none"> ○ Fire ○ Violence in the Workplace ○ Sudden Water Loss ○ Tornado ○ Injury ○ Utility Leak <p>2. Ensure the company has an emergency response plan in place.</p> <p>3. Educate all employees at least annually of the emergency response plan and their specific role to take in the event of an emergency.</p> <p>4. Establish a frequency for how often a drill be completed, quarterly is recommended. Document on the emergency mock drill form.</p> <p>5. Each drill is set up to have between two and four segments with the full drill taking place. Each company should determine the timeline for completing each segment.</p> <p>6. Inform all employees in advance that the company will be conducting an emergency drill. Remind them of the training they have received in preparing for emergencies.</p> <p>7. Inform other trades or companies on site of the mock drill so that they are aware of their role.</p>	

	<ol style="list-style-type: none"> 8. Discuss with the company the types of emergencies that is at highest risk for. 9. Set a goal for date and time that the drill will be completed. 10. The Supervisor is the acting “Emergency Response Coordinator” for emergency situations during construction. Their responsibility consists of ensuring that all subcontractors and employees adhere to the appropriate emergency response procedures as stated in the Plan. 11. The Safety Advisor will designate one person as a second-in-command Emergency Response Coordinator. The Second-in-Command Emergency Response Coordinator will provide any required assistance to the Supervisor and will assume the role of Emergency Response Coordinator if the Supervisor is unable to perform this role.
Emergency Evacuation Procedures:	<ol style="list-style-type: none"> 1. Evacuation procedures shall be initiated by the Emergency Response Coordinator (Supervisor). 2. The Emergency Response Coordinator (Supervisor) initiating the site evacuation shall instruct that the aerosol powered horn be sounded in three (3) sharp blasts, followed by a five (5) second delay, then three (3) more sharp blasts. This shall be repeated several times to ensure that all workers on site have heard this signal. This person, having the site evacuated, shall ensure that the emergency response procedure is activated. 3. ALL employees are to leave the site upon hearing the evacuation signal and assemble at the designated muster point. 4. A designated employee is responsible for taking a roll call following the evacuation, to ensure that all employees are accounted for. 5. The designated employee will then report the results of the roll call to the Supervisor and the Prime Contractor as required. 6. The Emergency Response Coordinator (Supervisor) then shall determine if the site is safe to reoccupy following an evacuation. No one is to enter the site without authorization.

SAFE JOB PROCEDURE	
Job:	Pipe Locating (Water, Sewer, Storm)
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>	

Equipment Required: Backhoe Probe	Material Required: Ladder Shovel	Personal Protective Equipment: Hard Hat Gloves 6" CSA Boots High Visibility Vest
Job Steps:	<ol style="list-style-type: none"> 1. Excavate a safe trench within 1-2 feet above the elevation of the pipe to be found. 2. Lower ladder in, enter ditch and begin probing the earth for the pipe. Once found with the probe, direct the backhoe to excavate earth within 4 to 6 inches of pipe. Continue to probe after each of the backhoe passes. 3. Once you are close to the pipe, shovel the gravel off the top to verify location. 4. If you are digging a service, continue to find other pipe using the same technique. If you are trying to find the end of a stub, continue to excavate and follow the pipe until its end is found. 5. Always maintain a safe trench. 	

SAFE JOB PROCEDURE		
Job:	Pipe Wrench	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Pipe Wrench	Material Required:	Personal Protective Equipment: 6" CSA Boots, High Visibility Vest Hard Hat Safety Glasses Gloves
<p>There are six main types of pipe wrenches. The straight pipe wrench (the basic one) can be used on all types of pipe work. An end pipe wrench has a head at a bit of angle and is designed to be used on pipes close to the wall or parallel work. An offset pipe wrench is used to grab onto pipes</p>		

at awkward angles or in tight spots. A compound leverage pipe wrench is used for seized joints and provides extra leverage. A chain pipe wrench is best used when you have extremely tight pipe. Finally, the strap pipe wrench can be used on pipes that are polished, plastic or plated.

Job Steps:	<ol style="list-style-type: none"> 1. Conduct a Hazard Assessment with all workers before work begins. 2. Select the right pipe wrench (tool) for the task. 3. Once you have selected the proper pipe wrench, attach it to the pipe correctly. Regardless of the size of your pipe wrench ensure you leave space between the shank of the hook jaw on the pipe wrench and the pipe itself. 4. The gap is what allows better gripping action by the pipe wrench on the pipe. For best turning and gripping action, keep the gap around .05 inches (1.3 cm) wide. 5. When you have the pipe wrench grip the pipe, have the pipe sit in the “V” of the hook. The pipe needs to be in contact with both sides of that “V” to avoid any slippage of the wrench around the pipe.
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SAFE JOB PROCEDURE

Job:	Pneumatic Drill	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Pneumatic Drill	Material Required:	Personal Protective Equipment: Safety glasses 6” CSA Boots Hearing Protection Gloves
Job Steps:	<p>Safety Check</p> <ol style="list-style-type: none"> 1. Make sure your direct the air exhaust of air tools away from yourself and others working in the area. 2. Air tools generally produce more noise than electric tools, so wear <p>Check the air filters. Worn or old filters can result in costly repairs, or may cause the engine to cease totally. Before you start cutting:</p>	

	<ol style="list-style-type: none"> 1. Move the on-off switch to the ON position 2. Fully engage the choke lever. 3. Depress trigger lockout lever and squeeze the trigger. (Note: the trigger cannot be moved unless the trigger lockout lever is depressed.) 4. While squeezing the trigger, push the throttle latch button and release the trigger. This advances the throttle for easier starting. Caution: Hold the saw down with one hand on top of the front handle bar. Place your toe in the throttle handle base for additional support. 5. Grasp the starter grip and pull the starter grip straight up to spin the engine rapidly. Starting: <ol style="list-style-type: none"> a. Pull repeatedly with full choke. b. As soon as the engine fires, go to half-choke and pull to start. c. When engine runs, push in the choke to open position. 6. Squeeze the trigger. This unlatches the throttle latch and gives you control of the throttle for cutting. <p>To stop, move the switch to the off position. Holding the Saw:</p> <ol style="list-style-type: none"> 1. Grip the front handlebar in the webbing between the thumb and index finger of your left hand. Wear non-slip gloves. 2. Stand to one side, as far as practicable so that no point on your body or legs is in line with the cutting wheel. 3. Get a good grip in the rear handle. 4. Maintain your grip (and balance on both feet) and position yourself so that you will not be drawn off balance by any possible kickback reaction of the cutting wheel. This action is usually unpredictable. 5. Always operate a cut off saw with two hands. Take the back handle with the right hand and the tubular handle with the left hand. Hold the handle tightly with your thumbs facing your fingers. 6. When starting a cut, apply the disc to the work piece with care. Don't shove it into the material. <p>Making Cuts – Guide the saw in such a way that no part of your body is within the extended swing range of the disk.</p>
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SAFE JOB PROCEDURE	
Job:	Pneumatic Hammer
Developed by: 1. Carrie McLachlan	

Approved by: Fernando Nogueira Position: President Date: November 20 th , 2014 Review Date: March 20, 2024		
Equipment Required: Pneumatic Hammer	Material Required:	Personal Protective Equipment: Safety glasses & Face shield Vibration absorbing gloves Hearing Protection
Job Steps:	<ol style="list-style-type: none"> 1. Put on all personal protective equipment including safety glasses, face shield, gloves and hearing protection 2. Inform all workers around that there will be noise and flying debris 3. Check and make sure your using the right bit for the task 4. Make sure lock, retaining spring is not broken and is on to protect flying objects 5. Check the airline for defects before connecting the pneumatic hammer 6. Connect the pneumatic hammer to the air line 	

SAFE JOB PROCEDURE		
Job:	Pneumatic Ratchet Wrench	
Developed by: 1. Carrie McLachlan Approved by: Fernando Nogueira Position: President Date: November 20 th , 2014 Review Date: March 20, 2024		
Equipment Required: Chain Saw	Material Required: Wood	Personal Protective Equipment: Safety glasses Gloves Hearing Protection

<p>Job Steps:</p>	<ol style="list-style-type: none"> 1. Conduct a 'pre-operation inspection,' be aware of surrounds and machine parts to prevent bump injury and: <ol style="list-style-type: none"> a. Observe surrounding work area for proper housekeeping. Remove all clutter. b. Supply adequate lighting. If necessary place trouble light in a strategic position that lights the subject area. 2. Inspect all tools for wear or damage. Tag and remove damaged tools. Report damaged to the Supervisor and do not operate: <ol style="list-style-type: none"> a. Visually inspect air hose and coupling for leaks, cracks and wear. 3. Choose proper socket size: <ol style="list-style-type: none"> a. Use only impact sockets. Chrome sockets are not engineered for impact and will break. b. Secure the socket to the fastener prior to supplying air to the impact gun. 4. Supply air source to the impact gun: <ol style="list-style-type: none"> a. Do not route air hoses near sharp objects and hot surfaces that may cause damage. b. Ensure that the tool is in the 'off' position prior to energizing. c. Transport the gun with a firm grip in one hand, fingers wrapped around the handle. d. With the other hand, grip the air hose coupling so that your fingers do not protrude over the end (to prevent pinched fingers between gun and coupling). e. Connect hose to gun. f. Never exceed a gun pressure rating of 90 psi.
<p>Removing Nuts:</p>	<ol style="list-style-type: none"> 5. Place switch to 'remove' when loosening nuts: <ol style="list-style-type: none"> a. Make certain the switch is locked properly in place. 6. Place the socket squarely over nut: <ol style="list-style-type: none"> a. Apply appropriate pressure against nut and socket. b. Apply adapters only when necessary, and not for general use. 7. Pull trigger to supply power to the impact gun <ol style="list-style-type: none"> a. Do not hold impact sockets, universal joints, or extensions while impact tools are running. (Serious hand and wrist injury can occur). b. Keep constant eye contact with the joints between the gun and fasteners to ensure they are snug. If they become loose, stop the gun and correct the problem. 8. Release trigger to disengage power from the impact gun (once nut is off bolt). 9. Remove nut from socket: <ol style="list-style-type: none"> a. Ensure your fingers are away from the trigger. b. Point the socket towards ground and allow the nut to fall into your other hand. Place the nut into a container.

Tightening Nuts	<ol style="list-style-type: none"> 1. Place switch to 'tighten' when tightening nuts: <ol style="list-style-type: none"> a. Make certain the switch is locked properly in place. 2. Manually thread nut onto bolt. 3. Finish tightening nut with impact wrench: <ol style="list-style-type: none"> a. Apply appropriate pressure, squarely against bolt and socket. b. Add adapters only when necessary, and not for general use. c. Pull trigger to supply power to the impact gun. d. Don't dwell longer than necessary to get torque. e. Do not hold impact sockets, universal joints or extensions while impact tools are running. (Serious hand and wrist injury can occur). f. Keep constant eye contact with the joints between the gun fasteners to ensure they are snug. If they become loose, stop the gun and correct the problem. 4. Release trigger to disengage power from the impact gun (Once bolt is tight). 5. Remove socket from nut: <ol style="list-style-type: none"> a. Ensure your fingers are away from the trigger. 6. Remove socket from gun and place all tools in their appropriate storage place: <ol style="list-style-type: none"> a. Remove air hose from gun. b. Transport the gun with a firm grip, fingers wrapped around the handle

SAFE JOB PROCEDURE		
Job:	Preco Plug	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required: Water Bucket, or wheel barrel Trowel	Personal Protective Equipment: Rubber Pants Gloves Dust Mask

	Preco Plug	Safety Glasses
Job Steps:	<ol style="list-style-type: none"> 1. Read Suppliers label and for further information refer to Material Safety Data Sheet 2. Add approximately one part by volume of water to three parts of Preco Plug and mix to a stiff consistency. 3. Mix only enough Preco Plug that can be placed in 1 minute. 4. Crack openings must be prepared by chipping out to minimum depth and width of 3/4" (19 mm). The inside of the crack should be wider than the opening to provide a good mechanical key. Avoid leaving a V opening. Preco Plug is mixed and kneaded then forced into the crack. 5. To patch; trowel or knead mixed Preco Plug into cracks, voids, joints, or connection of pipes. 6. Standard concrete curling procedures should be followed to prevent rapid water loss and consequent loss of properties. 7. Preco Plug should be removed from tools immediately after use with clean water. Cured material must be mechanically removed. Hands and skin should be cleaned immediately with soap and water. 	

SAFE JOB PROCEDURE		
Job:	Pressure Testing	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required:	Personal Protective Equipment:
	Water Chlorine Barrels Hose	Gloves
Job Steps:	<ol style="list-style-type: none"> 1. Do a hazard assessment to assess the hazards. 2. Set up discharge hose by connecting it from the hydrant into the sanitary manhole. 3. Flush the line by opening your tie in valve (Depending on the line size and length flush for 1/2 hour to an hour). 4. Load the barrels for testing with water. 	

	<ol style="list-style-type: none"> 5. Shut the discharge off. 6. Shut your tie in off. 7. Pump the line up to 150psi or city specifications. 8. Watch it for a minimum of 1 hour to make sure its holding. 9. Phone a witness to watch the line. 10. If it pasts the pressure test mix chlorine into the water to city specifications. 11. Open discharge hose into sanitary manhole. 12. Open the tie in valve ½ turn to push chlorinated water. 13. When chlorinated water reaches discharge point shut tie in valve. 14. Clean up materials & tools.
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SAFE JOB PROCEDURE		
Job:	Property Damage Occurs	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required:	Personal Protective Equipment:
Job Steps:	<ol style="list-style-type: none"> 1. Worker reports the property damage immediately to the Supervisor, and assists in the investigation when requested. 2. The Supervisor reports the property damage immediately to Management. 3. The Supervisor must not disturb the scene, with the exception to eliminate all hazards until all relevant information is gathered and the scene has been thoroughly inspected. 4. The Supervisor then directs a detailed property damage investigation, determines the basic cause and appropriate corrective actions reporting them to management. 5. Management reviews the reports with the Supervisor and ensures that corrective actions are implemented. 6. The Supervisor communicates the property damage incident with the workers the following day during a tool box meeting to prevent any reoccurrences. 	

SAFE JOB PROCEDURE		
Job:	Repairing Curb Boxes	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Pen	Material Required: Tool Box Meeting Form	Personal Protective Equipment: 6" CSA Boots Hard Hat High Visibility Vest Safety Glasses
Job Steps:	<ol style="list-style-type: none"> 1. Conduct a hazard assessment prior to starting to ensure all hazards have been controlled. 2. Locate the curb box visually or with a pin finder (sometimes they are under the surface). 3. Use a shovel and hand excavate until the top of the curb box is found. 4. Assess the curb box by operating the valve rod. If it spins it is ok, raise the curb box to grade by an extension. If it does not spin dig deeper to locate the obstruction or problem. 5. Repair the curb box as needed. 	

SAFE JOB PROCEDURE		
Job:	Safety Harness – Inspection, Use and Care	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required:	Personal Protective Equipment: 6" CSA Boots Hard Hat High Visibility Vest

<p>Inspection:</p>	<ol style="list-style-type: none"> 1. Webbing: Grasp the webbing with your hands 6 inches (152mm) to 8 inches (203mm) apart. Bend the webbing in an inverted “U” as shown. The surface tension resulting makes damaged fibers or cuts easier to detect. Follow this procedure the entire length of the webbing, inspecting both sides of each strap. Look for frayed edges, broken fibers, pulled stitches, cuts, burns and chemical damage. 2. D-Rings/Back Pads: Check D-rings for distortion, cracks, breaks, and rough or sharp edges. The D-ring should pivot freely. Inspect for any unusual wear, frayed or cut fibers, or broken stitching of the D-ring attachments. Pads should also be inspected for cracks, excessive wear, or other signs of damage. 3. Buckles: Inspect for any unusual wear, frayed or cut fibers, or broken stitching of the buckle attachments. 4. Tongue Buckles/Grommets: Buckle tongues should be free of distortion in shape and motion. They shall overlap the buckle frame and move freely back and forth in their socket. Roller should turn freely on frame. Check for distortion or sharp edges. Inspect for loose, distorted or broken grommets. Webbing should not have additional punched holes. 5. Friction and Mating Buckles: Inspect the buckle for distortion. The outer bars and center bars must be straight. Pay special attention to corners and attachment points at the center bar. 6. Quick-Connect Buckles: Inspect the buckle for distortion. The outer bars and center bars must be straight. Make sure dual-tab release mechanism is free of debris and engages properly. 7. Harness Fall Arrest Indicators: Inspect fall arrest indicators (located on the back D-ring pad) for signs of activation. Remove from service if broken or stretched between any of the four (4) pairs of arrows. 	
<p>How to put on a Safety Harness:</p>	<ol style="list-style-type: none"> 1. Hold the harness by the back D-ring. Shake the harness to allow all straps to fall in place. 2. If chest, leg and/or waist straps are buckled, release the straps and unbuckle at this time. 3. Slip the straps over your shoulders so the D-ring is located in the middle of your back between your shoulder blades. 4. Pull the leg strap between the legs and connect to the opposite end. Repeat with the second leg strap. If belted harness, connect waist strap after the leg straps. 5. Connect the chest strap and position in the midchest area. Tighten to keep the shoulder straps taut. 	

	<ol style="list-style-type: none"> After all the straps have been buckled, tighten all buckles so that the harness fits snug but allows full range of movement. Pass excess strap through the loop keepers.
Cleaning & Storage:	<ol style="list-style-type: none"> Nylon or Polyester: Remove all surface dirt with a sponge dampened in plain water. Squeeze the sponge dry. Dip the sponge in a mild solution of water and commercial soap or detergent. Work up a thick lather with a vigorous back and forth motion; then wipe with a clean cloth. Hang freely to dry, but away from excessive heat. Housing: Periodically clean the unit using a damp cloth and mild detergent. Towel dry. Drying: Equipment should dry thoroughly without close exposure to heat, steam or long periods of sunlight.

SAFE JOB PROCEDURE		
Job:	Spill Kit Use	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Universal Spill Kit Contents	Material Required:	Personal Protective Equipment: 6" CSA Boots, Safety Glasses Hard Hat, gloves High Visibility Vest Respirator – Depending on the Spill
Job Steps:	<ol style="list-style-type: none"> Familiarize yourself with facility and universal precautions before using your spill kit. This will ensure that you and others are protected during cleanup. Retrieve protective clothing from your spill kit and put it on over your clothing. According to the University of Kansas, spill kits include personal protective clothing that is disposable. Items include gloves, goggles and a paper gown to protect your clothing from cross-contamination. 	

	<ol style="list-style-type: none"> 3. Place your barrier agent around the edges of your spill. Some kits contain a powder known as a solidifier, while others may contain an absorbent pillow to stop chemicals and bodily fluids from increasing outside of their boundaries. 4. Place solidifier in an inward motion onto your spill, or use absorbent pillows on top of the spill depending on your spill kit. Both methods will absorb the spill, with powder causing it to become solid chunks. 5. Remove the solid material with a shovel or dustpan and dispose of it in the proper biohazard bags. This will ensure that chemicals and bodily fluids are not mixed with general garbage. 6. Wipe the area with additional absorbent towels to ensure that every bit of your spill is gone and disinfect with provided disinfectant. This will ensure all bacteria is dead. 7. Line your spill kit bucket with the provided liner and place your biohazard bags and towels into the bag. Also place your disposable protective clothing into the bucket and securely fasten the lid in place after tying the bag closed. Apply the warning label and call your local waste disposal center for removal of contaminated items.
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SAFE JOB PROCEDURE		
Job:	Sump Pump	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Power Generator Pump	Material Required: Hoses Pulling Rope Labeled gas can	Personal Protective Equipment: 6" CSA Boots, High Visibility Vest Hard Hat Safety Glasses Gloves
Job Steps:	Inspection: <ol style="list-style-type: none"> 1. Always unplug the pump to be inspected. 2. Ensure all cords are in proper working condition, grounded and double insulated before use. 	

3. Check the screen on the pump to ensure it is clear of debris and not plugged up.
4. Ensure you have a pull rope to lift the pump with and never use the cord to lift or move it.

Use:

1. Conduct a Hazard Assessment with all workers before work begins.
2. Receive a permit for pumping prior to pumping by calling the city of Calgary (Inspector)
3. Inspect the pump ensuring it has a pull rope attached, the screen is clean and the cord is in good working order.
4. Inspect the hoses you need, ensure they have no cracks or holes and the connectors have gaskets.
5. Load the pump and the hoses for transport and ask for assistance if the pump is over 50 lbs.
6. Dig the sump
7. Set up the power generator hose to the sump, ensuring it has a power inlet able to run the pump plug voltage. Also ensure it has been fueled and the engine oil is at the proper level.
8. Immerse the pump in the sump and cover the screen with 40 ml rocks to avoid sucking up silt.
9. Keep the pulling rope at arm's reach.
10. Connect the hoses ensuring there is no kinking (If you are pumping with temperature below zero you have to empty the hoses from water after shutting off the pump).
11. Plug in the pump and check the flow.
12. Check on the pump periodically, ensure it is not sucking air. Check the generator it may need fuel by this point, have the gas can ready. You may have to relocate the pump.
13. If all the water has been sucked up empty the hoses and put it away neatly ready to be used again if needed.

SAFE JOB PROCEDURE		
Job:	Test	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
<p>Equipment Required:</p> <p>Three Barrels or More</p> <p>Test Pump</p> <p>Testing Adapter</p>	<p>Material Required:</p> <p>Hoses</p> <p>Wire or Rope</p> <p>Pex (Poly)</p>	<p>Personal Protective Equipment:</p> <p>6" CSA Boots</p> <p>Hard Hat, Safety Glasses</p> <p>Gloves, High Visibility Vest</p>
Job Steps:	<ol style="list-style-type: none"> 1. Conduct a Hazard Assessment with all workers onsite before work begins. Ensure hoses are kept aside and out of the way not causing tripping hazards. 2. Upon completion of flushing fill three barrels up with water (As many needed). 3. Hook the test pump up to the hydrant or 3 ¼ pex (poly) to pressure up the line. 4. Hook up the hydrant with the testing adapter and hook up to the test pump. 5. Check the line pressure before shutting off the control valve, this ensures that the line isn't leaking. If the pressure drops it could be a leak or air in the line. 6. Pump out the hydrant and when pumping stand BEHIND the hydrant. When using a hydrant to pressure the line, stand behind the hydrant. 7. Pump the line up to the designated pressure (usually 150 psi). 8. Hold the pressure for 1 – 4 hours depending on the engineer's recommendation. Upon completion the pressure can now be released. Next pre-prepare to chlorinate. 	

SAFE JOB PROCEDURE	
Job:	Tripod Limitation, Inspection & Use
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p>	

<p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
<p>Equipment Required:</p> <p>Tripod with complete components</p>	<p>Material Required:</p>	<p>Personal Protective Equipment:</p> <p>6" CSA Boots</p> <p>Hard Hat, High Visibility Vest</p> <p>Gloves</p> <p>Safety Glasses</p>
<p>Job Steps:</p>	<p>DBI/SALA tripods are to be used as part of a work positioning, personnel riding, personal fall arrest, material handling, or rescue and evacuation system. The tripod is a support structure or anchorage for these systems.</p>	
<p>Limitations:</p>	<p>The following application limitations must be considered before using this product. Failure to observe the product limitations could result in serious injury or death.</p> <ul style="list-style-type: none"> A. Installation: The tripod must be properly installed in accordance with manufactures specifications B. Capacity: The maximum working load for a tripod is 350 lbs. (160 kg). C. Personal Fall Arrest Systems: Personal fall arrest systems used in combination with the tripod must meet applicable OH&S regulations and the requirements from the manufacture. D. Physical and Environmental Hazards: Use of this equipment in areas containing physical or environmental hazards may require that additional precautions be taken to reduce the possibility of damage to this equipment or injury to the user. Hazards may include, but are not limited to; high heat (welding metal cutting); strong or caustic chemicals; corrosive environments (seawater); high voltage power lines; explosive or toxic gases; moving machinery; or sharp edges. Contact DBI/SALA if you have any questions about the application of this equipment in areas where physical or environmental hazards are present. E. Training: This equipment is to be installed and used by persons who have been trained in its correct application and use. 	
<p>System Requirements:</p>	<ul style="list-style-type: none"> A. Compatibility of Components: DBI/SALA equipment is designed for use with DBI/SALA approved components and subsystems only. Substitutions or replacements made with no approved components or subsystems may jeopardize compatibility of equipment and may affect the safety and reliability of the complete system. 	

	<p>B. Compatibility of Connectors: Connectors are considered to be compatible with connecting elements when they have been designed to work together in such a way that their sizes and shapes do not cause their gate mechanisms to inadvertently open regardless of how they become oriented. Contact DBI/SALA if you have any questions about compatibility. Connectors (hooks, carabiners, and D-rings) must be capable of supporting at least 5,000 lbs. (22kN). Connectors must be compatible with the anchorage or other system components. Do not use equipment that is not compatible. Non-compatible connectors may unintentionally disengage. Connectors must be compatible in size, shape, and strength.</p> <p>C. Making Connections: Only use self-locking snap hooks and carabiners with this equipment. Only use connectors that are suitable to each application. Ensure all connections are compatible in size, shape and strength. Do not use equipment that is not compatible. Ensure all connectors are fully closed and locked. DBI/SALA connectors (snap hooks and carabiners) are designed to be used only as specified in each product’s user’s instructions. DBI/SALA snap hooks and carabiners should not be connected:</p> <ul style="list-style-type: none"> a. To a D-ring to which another connector is attached. b. In a manner that would result in a load on the gate. c. In a false engagement, where features that protrude from the snap hook or carabiner catch on the anchor and without visual confirmation seems to be fully engaged to the anchor point. d. To each other. E. Directly to webbing or rope lanyard or tie-back (unless the manufacturer’s instructions for both the lanyard and connector specifically allows such a connection). F. To any object which is shaped or dimensioned such that the snap hook or carabiner will not close and lock, or that roll-out could occur.
Structural Strength:	<p>The structure (mounting surface) onto which the tripod is erected (floor, tank top, roof, etc.) must meet minimum strengths given below for the applications selected: Fall Arrest: From ANSI Z359.1; “The structure (mounting surface) selected for personal fall arrest systems (PFAS) shall have a strength capable of sustaining static loads in the direction(s) permitted by the PFAS when in use of at least (A) 3,600 lbs. (16kN) when certification exists (see ANSI Z359.1 for certification definition), or (B) 5,000 lbs. (22.2kN) in absence of certification. When more than one tripod is installed on a structure for fall arrest, and the systems will be used simultaneously, the strengths set forth in (A) and (B) above shall be multiplied by the number of systems attached to the structure.” From OSHA 1926.500 and 1910.66; “Anchorages (mounting surface) used for attachment of personal fall arrest systems (PFAS) shall be independent of any anchorage being used to support or suspend platforms, and</p>

	<p>capable of supporting at least 5,000 lbs. (22.2kN) per user attached, or be designed, installed, and used as part of a complete PFAS which maintains a safety factor of at least two and is under the supervision of a qualified person.”</p> <ul style="list-style-type: none"> A. Work Positioning: The structure (mounting surface) selected for work positioning applications must sustain a static load of at least 5,000 lbs. applied in the directions permitted by the work positioning system when in use. Each tripod installation must independently sustain this load. B. Personnel Riding: The structure (mounting surface) selected for personnel riding applications must sustain a static load of at least 2,500 lbs. applied in the directions permitted by the personnel riding system when in use. Each tripod installation must independently sustain this load. C. Material Handling: The structure (mounting surface) selected for material handling applications must sustain a static load of at least 2,500 lbs. applied in the directions permitted by the material handling system when in use. Each tripod installation must independently sustain this load. D. Rescue: The structure (mounting surface) selected for rescue applications must be capable of sustaining a static load of at least 2,500 lbs. applied in the directions permitted by the rescue system when in use. Each tripod installation must independently sustain this load.
<p>Operation and Use:</p>	<ul style="list-style-type: none"> A. Before each use of this equipment carefully inspect it to ensure that it is in good working condition. Check for worn or damaged parts. Ensure all parts (nuts, bolts, etc.) are present and secure. Check legs to ensure they are straight, free of cracks, dents, etc. Ensure pulleys rotate freely and entire system is free of corrosion. Do not use if inspection reveals an unsafe condition. B. Plan your work positioning, personnel riding, personal fall arrest, material handling, or rescue and evacuation system before starting your work. Consider all factors that affect your safety at any time during use. Some important points to consider when planning your system are: <ul style="list-style-type: none"> a. Hazard Evaluation: An evaluation of job site hazards is necessary prior to starting work. Consult applicable OH&S and industry standards for guidelines and regulatory requirements on issues such as confined space entry, personal fall arrest systems, single point adjustable suspended scaffolds, etc. b. Work Site Geometry: The installation and use of the tripod must be consistent with the geometric requirements. When suspending working lines from the tripod check for obstructions or sharp edges in the work path. Avoid working where the user may swing and hit

	<p>an object or where lines may cross or tangle with that of another worker in the area.</p> <ul style="list-style-type: none"> c. Secondary or Back-up Fall Arrest System: When using the tripod as a support for suspending a worker at a work level, or for personnel riding applications, a secondary or back-up fall arrest system is required. See OSHA 29 CFR 1910.28 and 1926.451. The tripod has provisions for connection of a secondary or back-up personal fall arrest system. d. Rescue: In the event of an incident with injuries or other medical emergency, it is critical that a means of dealing with such a situation has been planned in advance. Response time often plays an important role in the survival of an injured worker. Users of this equipment must be trained in emergency procedures.
<p>Requirements for Personal Fall Arrest Systems:</p>	<p>Personal fall arrest systems used with this tripod must meet applicable OSHA requirements. When in use, the PFAS should be rigged to minimize any potential free fall and never allow a free fall greater than six feet. It is recommended that the PFAS used with this equipment include a full body harness as the body support component. PFAS's that incorporate full body harnesses must maintain fall arrest forces below 1,800 lbs. and arrest the fall within 42 inches. Body belts, unless incorporated into a full body harness, not recommended for use with this equipment. A typical PFAS includes a full body harness, a connecting subsystem or component (self-retracting lifeline or a lifeline and rope grab) and the connectors to couple the system together.</p>
<p>Installation Requirements of Tripod:</p>	<ul style="list-style-type: none"> A. Load Requirements: Depending on the application, the strength requirements for the supporting structure onto which the tripod is erected vary. If an installation will be used for more than one type of application, always select the loading for the application with the greater load requirements B. Geometric Requirements: The tripod must be mounted where it can be leveled using the leg adjustments. The footing must be solid under each leg, and support the intended loading. Position the tripod such that the lifeline will be directly over the intended work area when installed. Do not position the tripod where the worker will have to swing under the tripod to reach the work area. Avoid positioning the tripod where the working line may abrade against sharp edges. C. To Erect the Tripod: The tripod is shipped with the legs set at full retraction. <ul style="list-style-type: none"> a. Lay the tripod on the ground or working surface; b. Adjust legs to require working height; c. Tilt the tripod into an upright position;

	<ul style="list-style-type: none"> d. Fully spread the legs, ensure legs are against bearing surface on head. The legs will automatically lock in place. To collapse tripod, pull leg down to disengage leg lock and swing leg in; e. Position tripod over opening so working line will be located approximately in the center of the opening. Ensure footing is solid under each leg and can support the intended loads. Level the tripod by adjusting the leg height; f. Adjust the leg chain by removing excess slack.
<p>Connecting Equipment to the Tripod:</p>	<p>The tripod has been designed for multi-purpose applications that may involve the use of one or more systems attached to the tripod.</p> <ul style="list-style-type: none"> A. Eye-bolt: A component (self-retracting lifeline, rope grab/ lifeline system) can be attached to either one of the eye-bolt anchorage points. Connect equipment to the eye bolt anchorage point by using a clevis and pin (minimum breaking strength of 5,000 lbs.), self-locking carabiners or self-locking snap hooks. B. Leg Mount Pulley: The pulley is used when more than one device is mounted to the tripod leg requiring a directional pulley. The leg mount pulley will accommodate up to 1/4 inch diameter line. Install the leg mount pulley on the desired tripod leg. Position the leg mount pulley directly under the leg lock near the top of the tripod. The pulley may be positioned on either side of the tripod leg. It may be necessary to remove one of the eye bolts to gain clearance for the lifeline. Tighten the clamp plate bolts to 15 ft.-lbs. Do not use or install more than one system on a single tripod leg. C. Quick-Mount Bracket: The tripod quick-mount leg bracket 8005048 (optional on 8001717 and 8001718 models). To install the quick-mount bracket to the tripod leg. Adjust bracket to desired position on the leg and tighten bolts to 15 ft.-lbs. Do not over tighten. Do not install quick-mount bracket onto the lower (telescoping) leg. The quick mount bracket must be used for connection of the Salalift® winch (8101000 series), the Work Winch (8103000 series) and for leg mounting of DBI/SALA Self Retracting Lifelines. D. Head Mount Pulleys: The 8000000 and 8000010 model tripods come equipped with head mounted pulleys. These pulleys should be used for mounting the line of the primary use system over the tripod head when used in the leg mounted position. The head mount pulleys will accommodate up to a 1/4 inch diameter line. E. Snatch Block Pulley: The optional snatch block pulley assembly model 8003205. The snatch block is used when more than one device is mounted to the tripod requiring a directional pulley. The snatch block is attached to one of the unused eye-bolts and

	<p>will accommodate up to 1/4 inch diameter line. Do not use the Salalift winch with the snatch block pulley because of possible cable rubbing on the tripod leg, and uneven winding of the cable onto the winch drum.</p> <p>F. SALALIFT® Winch: When using the Salalift winch (8101000 series) with the tripod, the winch must be mounted to the leg in-line with the head mount pulleys. Route the winch line over the head mount pulleys as instructed in the Salalift® winch user instruction manual. Do not use winch with snatch block pulley.</p>
<p>Training:</p>	<p>It is the responsibility of the user to assure they are familiar with these instructions, and are trained in the correct care and use of this equipment. User must also be aware of the operating characteristics, application limits, and the consequences of improper use of this equipment.</p>
<p>Inspection:</p>	<p>Before Each Use: Visually inspect per steps listed below.</p> <p>Monthly: A formal inspection of the tripod should be done by a competent person other than the user.. Record results in the inspection and maintenance log.</p> <p>After Fall Arrest: Inspect entire tripod and base.</p> <ul style="list-style-type: none"> A. All bolts and nuts must be securely attached. Check for missing, altered, or substituted bolts, nuts, locking detent pins or other parts. Inspect the tripod for signs of corrosion which may weaken or affect parts in their function. B. Check each leg to see that it can be telescoped in and out freely. Inspect legs for straightness. Ensure legs lock into place when tripod is erect. C. Check the feet on each leg; ensure they pivot and the rubber pad is in place. D. Check leg chain and connections; Ensure they are tight and undamaged, chain must be free of defects and hook must be in place and work properly. E. Check the head. Ensure the eye-bolt anchorage points are in place and are free from damage. Ensure the cable pulleys are clean and rotate freely (8000000 and 8000010 models only). F. Inspect the labels. Ensure all labels are present and fully legible G. Record the results of inspection in the inspection and maintenance log. H. Inspect each system component according to manufacturer's instructions. I. If inspection or operation reveals a defective condition, remove the tripod from service immediately and contact an authorized service center for repair.

Maintenance, Servicing and Storage:	<ul style="list-style-type: none"> A. Periodically clean the exterior of the tripod using water and a mild detergent solution. Clean labels as required. B. Replacement parts and additional maintenance and servicing procedures must be completed by a factory authorized service center. An authorization and a return number must be issued by DBI/SALA. C. Clean and store the body support and associated system components according to separate instructions provided with that equipment. D. Store this equipment in a cool, dry, clean environment out of direct sunlight. Avoid areas where chemical vapors may exist. Inspect after any period of extended storage.
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SAFE JOB PROCEDURE		
Job:	Pressure Washing Equipment	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Piece of Equipment Washing Pressure Washer – Hose & Nozzle	Material Required: Detergent (MSDS)	Personal Protective Equipment: Rain Suite CSA Rubber Boots Gloves Safety Glasses/Faceshield
Job Steps:	<ol style="list-style-type: none"> 1. Conduct a Hazard Assessment with all employees to ensure hazards have been identified and controlled prior to starting the task. 2. Read all manuals provided with the pressure washer. Become familiar with location and function of all operating and safety controls. 3. Fill the fuel tank. Use kerosene, DO NOT USE GASOLINE, CRANKCASE OIL DRAINING OR WASTE OIL. 4. Check the pump oil level. 5. If detergents are to be used, only use detergents intended for pressure washers. Follow instructions on the detergent container. 6. Turn on the water. 7. Hold the gun firmly, squeeze trigger or trigger gun and turn pump switch ON. Allow air to purge from the system. 	

	<p>8. If HOT water is desired, turn the burner switch ON. Adjust thermostat to desired temperature. The burner will fire immediately with a small puff of smoke. When the trigger gun is closed the burner will turn off.</p>
<p>To Stop:</p>	<ol style="list-style-type: none"> 1. If detergent were used, draw clear water through the detergent line to purge detergent. 2. If burner was used, turn off burner switch and allow pump to run cold water through coil. 3. Turn the pump switch OFF. 4. Turn OFF water supply. 5. Squeeze trigger gun open to relieve system pressure.
<p>Cleaning Techniques:</p>	<ol style="list-style-type: none"> 1. Pre-rinse cleaning surface with fresh water. Place detergent suction tube directly into the cleaning solution and apply to the surface at low pressure (for best results, limit your work area to sections approximately 6 feet square and always apply detergent from bottom to top). 2. Allow detergent to remain on surface 1-3 minutes. Do not allow detergent to dry on surface. If surface appears to be drying, simply wet down the surface with fresh water. If needed, use the brush to remove stubborn dirt. Rinse at high pressure from top to bottom in an even sweeping motion keeping the spray nozzle approximately 1 foot from cleaning surface. Use overlapping strokes as you clean and rinse any surface. For best surface cleaning action spray at a slight angle.

SAFE JOB PROCEDURE		
Job:	PVC Beveling	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Stihl Gas Powered Saw	Material Required: Mixed Gas PVC Blade	Personal Protective Equipment: Faceshield, Chaps Ear Plugs Gloves 6" CSA Boots
Job Steps:	<ol style="list-style-type: none"> 1. Place the pipe to beveled (the inclination that one line or surface makes with another when not at right angles) on a level surface in a well ventilated area. 2. Ensure that the saw is full of gas. 3. Inspect the blade to ensure it is not cracked or damaged. 4. Start the saw; let it warm up for a minute. 5. Straddle the pipe to be beveled. Holding the saw securely, throttle it up and begin to cut at an angle (45°). Do not put any pressure downward on the blade. 6. Complete 1/3 of bevel cut and rotate the pipe. 7. Complete bevel and check for any sharp edges before lowering the pipe into the trench. 	

SAFE JOB PROCEDURE		
Job:	PVC Pipe Cutting	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Stihl Gas Powered Saw	Material Required: Mixed Gas PVC Blade	Personal Protective Equipment: Safety Glasses

		Ear Plugs Gloves 6" CSA Boots
Job Steps:	<ol style="list-style-type: none"> 1. Place the pipe to be cut on a flat, level surface in an open ventilated area. 2. Measure and mark the pipe at the correct length. 3. Put on safety glasses and insert ear plugs. It is best to handle the saw with gloves on. 4. Check that the saw is full of gas. 5. Check that the blade is not damaged or chipped. 6. Start the saw; let it warm up for a minute. 7. Line the blade to cut the marked line on the pipe. Throttle the saw up and begin to cut, always holding the blade perpendicular to the length of the pipe. Do not <u>TWIST</u> the saw to straighten the cut. 8. When the cut is complete, shut off the saw. Do not drop it. 	

SAFE JOB PROCEDURE		
Job:	Quick Coupler Operation (Hydraulic Pin Grabber)	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Bucket – Work Tool	Material Required:	Personal Protective Equipment:
Job Steps:	<p>Inspecting the Quick Coupler – Daily:</p> <p>Structural integrity of the coupler and its accompanying components. Inspect all welds and components for cracks or damage.</p> <ol style="list-style-type: none"> 1. Excessive wear on components that would impede or impair proper operating procedures. 2. Quick coupler bosses that show signs of wear which reduces the original boss diameter by more than 1/32" will require rebuilding or replacement. 3. The quick coupler wedge bar lug contact surface shall not be allowed to wear down more than 1/32" in depth from the new. Any wedge bars with wear grooves greater than 1/32" in depth require replacement. 	

4. Wedge bar cylinder travel must be correct to ensure proper operation and minimize damage to the cylinder. Full extend the wedge bar cylinder. Verify that the wedge bar touches the rear of the wedge bar opening in the quick coupler frame on both sides before the wedge bar cylinder strokes out. There should be 1/16" to 1/8" of cylinder rod stroke remaining with the wedge bar fully contacting the quick coupler frame on both sides. If required build up the frame as needed to ensure the wedge bar cylinder rod travel of 1/16" to 1/8" remains.
5. Hydraulic components (hoses, hose ends, fitting, valves, and cylinders) and connections for leakage or damage.
6. Quick coupler cylinders for structural integrity, weld cracks or damage as well as their anchor points.
7. Safety springs for proper operation.
8. Bolts for tightness and installation.
9. Wedge bar pin for structural integrity, cracks and damage.
10. Keep the wedge bar area of the quick coupler free of dirt, debris, or foreign material. Remove the wedge bar cylinder guard if necessary to clean out any unwanted materials. Reinstall guard before operating.

Wedge bar safety lock and safety lock retaining pin are on the coupler and are in good condition. Also check the condition of the retaining pin tabs on the coupler. **Coupling the Bucket – Work Tool:**

1. Position the bucket or the work tool on a level surface.
2. Ensure that the pins are in the bucket or the work tool. Ensure that the pin keepers are installed correctly.
3. In order to prevent the blocking bar from jamming, the quick coupler must be curled past a vertical position before you move the switch from the LOCK position to UNLOCK position. Extend the stick cylinder until the quick coupler is curled past a vertical position.
4. Pull the switch outward and move the switch to the UNLOCK position. A buzzer will sound.
5. Hold the control lever for the bucket cylinder in the EXTEND position for 5 seconds after the electric switch has been unlocked. The switch must remain in the UNLOCK position until the work tool is attached in order to prevent the blocking bar from jamming. The buzzer will continue to sound until the switch is moved to the LOCK position.
6. Align the quick coupler with the work tool.
7. Rotate the quick coupler with the work tool.
8. Rotate the quick coupler downward in order to grab the bottom pin.
9. Extend the stick cylinder and extend the bucket cylinder until the work tool is curled past a vertical position. This must be performed before you move the switch from the UNLOCK position to the LOCK position.

	<p>10. Move the switch to the LOCK position. The buzzer will no longer sound. Hold the control lever for the bucket cylinder in the EXTEND position for 5 seconds in order to lock the hook.</p> <p>11. Verify that the quick coupler and the work tool are locked together.</p> <ol style="list-style-type: none"> a. Retract the bucket cylinder and place the work tool on the ground. b. Apply pressure to the work tool against the ground. c. Drag the work tool backward. <p>Uncoupling the Work Tool:</p> <ol style="list-style-type: none"> 1. Extend the stick cylinder and extend the bucket cylinder until the work tool is curled past a vertical position. This must be performed before you move the switch from the LOCK position to the UNLOCK position. 2. Pull the switch outward and move the switch to the UNLOCK position. 3. Hold the control lever for the bucket cylinder in the EXTEND position for 5 seconds in order to unlock the hook. A buzzer will sound until the switch is moved to the LOCK position. 4. Move the book and the stick until the tool or the bucket is in the storage position. Keep the tool close to the ground. 5. Rotate the quick coupler upward in order to release the bottom pin. 6. Continue to rotate the quick coupler upward in order to release the work tool from the quick coupler. 7. Move the stick to a position that is clear of the work tool. 8. * Store the bucket – work tool within a 90° radius of either side of the centerline of the trench or excavation for safe storage.
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SAFE JOB PROCEDURE		
Job:	Recognizing Workplace Violence	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Bucket – Work Tool	Material Required:	Personal Protective Equipment:

Job Steps:	<p>You must remember that it can be very difficult to know when a person is going to be violent. While not all people will the following signs, these types of behaviors and physical signs can serve as warning signs that a situation could turn violent. Always take these behaviors “in context”. Look for multiple warning signs of escalation (the behaviors are getting worse). If you are concerned about an employee who shows some or all of the identified characteristics, take action. Report your concern to your Supervisor.</p>
Warning signs of a troubled employee:	<ol style="list-style-type: none"> 1. Workplace violence can start as small incidents involving negative remarks and inappropriate behavior. It may escalate to physical or psychological violence. 2. It is much easier to prevent violence by stopping small incidents than trying to deal with the aftermath of a major crisis. 3. It is extremely important to understand that the following behaviors do not mean an employee will become violent, but they may indicate that the person is experiencing high levels of stress. Each situation is unique and professional judgment or outside assistance may be necessary to determine if intervention is necessary.
Always take particular note if:	<ol style="list-style-type: none"> 1. There is a change in their behavior patterns. 2. The frequency and intensity of the behaviors are disruptive to the work environment. 3. The person is exhibiting many of these behaviors, rather than just a few.
Warning Signs Include:	<ol style="list-style-type: none"> 1. Crying, sulking or temper tantrums 2. Excessive absenteeism or lateness 3. Disregard for the health and safety of others 4. Disrespect for authority 5. Increases mistakes or errors, or unsatisfactory work quality 6. Refusal to acknowledge job performances problems 7. Faulty decision making 8. Testing the limits to see what they can get away with 9. Swearing or emotional language 10. Overreacting to criticism 11. Making inappropriate statements 12. Forgetfulness, confusion and/or distraction 13. Inability to focus 14. Blaming others for mistakes 15. Complaints of unfair treatment 16. Talking about the same problems repeatedly without resolving them

	<ul style="list-style-type: none"> 17. Insistence that he or she is always right 18. Misinterpretation of communications from supervisors or co-workers 19. Social isolation 20. Personal hygiene is poor or ignored 21. Sudden and/or unpredictable change in energy level 22. Complaints of unusual and/or non-specific illnesses
Physical signs that an employee may be becoming violent:	<p>Sometimes it is not what a person says, but what their body is “doing”. Use caution if you see someone who shows one or more of the following “non-verbal” signs or body language.</p> <ul style="list-style-type: none"> 1. Red-faced or white-faced 2. Sweating 3. Pacing, restless, or repetitive movements 4. Trembling or shaking 5. Clenched jaws or fists Exaggerated or violent gestures 6. Change in voice 7. Loud talking or chanting 8. Shallow, rapid breathing 9. Scowling, sneering or use of abusive language 10. Glaring or avoiding eye contact 11. Violating your personal space (they get too close)
Other warning signs of a potentially violent person:	In some cases, there has been a clear pattern of warning signs before a violent incident. When you can, take note of:
History of violence:	<ul style="list-style-type: none"> 1. Fascination with weapons, acts of violence, or both 2. Demonstrated violence towards inanimate objects 3. Evidence of earlier violent behavior
Threatening behavior:	<ul style="list-style-type: none"> 1. States intention to hurt someone (can be verbal or written) 2. Holds grudges 3. Excessive behavior (e.g. phone calls, gift giving) 4. Escalating threats that appears well-planned 5. Preoccupation with violence
Intimidating behavior:	<ul style="list-style-type: none"> 1. Argumentative 2. Displays unwarranted anger 3. Uncooperative, impulsive, easily frustrated 4. Challenges peers and authority figures

Increase in personal stress:	<ol style="list-style-type: none"> 1. An unreciprocated romantic obsession 2. Serious family or financial problems 3. Recent job loss
Negative personality characteristics:	<ol style="list-style-type: none"> 1. Suspicious of others 2. Believes he/she is entitled to something 3. Cannot take criticism 4. Feels victimized 5. Shows a lack of concern for the safety or well-being of others 6. Blames others for his problems or mistakes 7. Low self-esteem
Marked changes in mood or behavior:	<ol style="list-style-type: none"> 1. Extreme or bizarre behavior 2. Irrational beliefs and ideas 3. Appears depressed or expresses hopelessness or heightened anxiety 4. Marked decline in work performance
Socially isolated:	<ol style="list-style-type: none"> 1. History of negative interpersonal relationships 2. Few family or friends 3. Sees the company as a "family" 4. Has an obsessive involvement with his or her job
Abuses drugs or alcohol:	<ul style="list-style-type: none"> ▪ Take action

SAFE JOB PROCEDURE		
Job:	Removing and Replacing Manhole Covers	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required: Manhole Cover hook (pick)	Personal Protective Equipment:

	Two workers	Hard Hat 6" CSA Boots Visibility Vest Gloves
Job Steps:	<p>Covers may be removed by two men, using manhole hooks as described. Where the cover is in the street or highway use the hook holes on the side away from traffic. If this is not possible, move the cover in line with the direction of traffic. In moving the cover in the direction of traffic, should a manhole hook slip, the cover will tend to fall away from traffic rather than toward it.</p> <p>Removing Manhole Covers</p> <p>Round Covers:</p> <ol style="list-style-type: none"> 1. Insert the tip of the manhole hook through the hole so that it passes the outer reinforcing rib of the cover. The hook can then be turned and raised to engage the rib. 2. If the hook holes are too small to allow the manhole hooks to enter far enough to engage the reinforcing rib, use the point of one hook to pry the cover at the hook hole and raise it while the second hook is entered far enough to engage the rib. Hold the cover with this hook while the first hook is being engaged. Be sure that both hooks are engaged before starting to pull. 3. The cover should then be unseated approximately four inches by pulling on the manhole hook. 4. The men then assume safe positions so that the cover can be skidded clear of the frame. Both men then pull the cover to a location that will not interfere with work operations or be a hazard to equipment, vehicles, workers, or pedestrians. 5. Some round covers have lifting holes in the surface of the covers instead of notched holes in the rims. To remove this type of cover, insert the manhole hooks in the holes and lift to unseat the cover about four inches. One hook is then engaged under the reinforcing rib on the underside of the cover to hold it unseated. <p>Rectangular Covers:</p> <ol style="list-style-type: none"> 1. In removing rectangular covers, the two workmen should insert their hooks in the vent holes located along the narrow edge of the cover, on the side toward which they wish to pull the cover. 2. Both workmen then lift and pull slightly towards themselves to unseat the cover. Having unseated the cover they then pull from the narrow side and remove the cover they then pull from the narrow side and remove the cover from the frame. 3. In removing a rectangular cover, care should be taken to keep the edges of the cover parallel to the sides of the frame as the 	

cover slides along the frame seat. Otherwise the cover may drop in the manhole.

Replacing Manhole Covers

Round Covers:

1. Remove all loose material from the frame seat, and from the sides and seat of the cover so that the cover will rest evenly on the frame.
2. Stand slightly over the cover while facing approximately at right angles to the direction the cover is to be moved with the feet spread well apart.
3. Place the point of the manhole hook under the rim of the cover, lift slightly and swing the cover towards the manhole while the cover pivots on its opposite edge.
4. Change to the opposite side and repeat the procedure until the cover rests practically over the opening at the manhole.
5. Place the hook under the rim of the cover at the point farthest from the opening and lift until the cover slides into place. If the cover has to be moved several feet, it can be skidded along the opening.

Rectangular Covers:

1. Place manhole hooks in the vent holes along the narrow edge of the cover, on the side in the direction in which the cover is to be moved.
2. Pull the cover to the edge of the opening with the long sides of the cover approximately in line with the long sides of the frame.
3. The workmen should take positions, one on each side of the frame, and carefully work the forward end of the cover into the frame seat. Slide the cover along the frame seat while keeping the cover parallel to the sides of the frame.
4. Both men must pull evenly on the cover until it is properly seated. Note: Extreme care should be exercised in replacing a rectangular cover so that it does not twist, as it can easily fall into the manhole.

SAFE JOB PROCEDURE		
Job: Refusal of Unsafe Work		
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required: Refusal to unsafe work form	Personal Protective Equipment: Hard Hat 6" CSA Boots Visibility Vest Gloves
Job Steps:	<ol style="list-style-type: none"> 1. STAGE 1 – Employee has reason to believe work or task is unsafe. 2. The refusal of unsafe work form shall be made out to the Supervisor, and should outline the employee’s reason(s) for believing the work to be unsafe. 3. The employee shall remain at a safe place this would preferably be the site trailer. 4. The Forman shall forthwith investigate the presence of the employee. 5. The Supervisor shall respond to the employee in writing, outlining remediation timelines, if applicable. If there will not be a remediation plan, there shall be a reasoning behind it in writing. <p>STAGE 2 –</p> <ol style="list-style-type: none"> 1. Following the investigation, should the employee have reasonable grounds to believe that the work or task continues to be unsafe, they must remain in a safe place and the Supervisor will be notified. 2. Other employees shall also be advised of the other employee’s refusal and their reasoning’s for refusal. 3. The Supervisor shall investigate in consultation with Management, and the employee that refused. 4. The Supervisor shall give their decision, in writing, as soon as practicable to the employee including any applicable changes made in order to return the employee to their duties. 	

SAFE JOB PROCEDURE		
Job:	Shoveling & Digging	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Spade Shovel	Material Required:	Personal Protective Equipment: CSA Approved Boots Safety Glasses, Hard Hat Required Gloves High Visibility Vest
<p>The most efficient shoveling rate is about 18-21 scoops per minute. However, fatigue builds up over a short time at this rate. Therefore, the recommended rate for continuous shoveling tasks is usually considered to be around 15 scoops per minute. Tasks involving continuous shoveling should not be carried on longer than fifteen minutes at a time. The shoveling rate will also depend on how easily the shovel can be inserted into the material being moved (e.g., snow, gravel and compacted earth).</p> <p>The length of the rest break depends on many factors. Since most shoveling is done outdoors, consideration for the prevailing conditions is very important. In the more extreme conditions such as very hot and humid, or very cold and windy, 15 minutes of shoveling should be followed by 15 minutes of rest.</p>		
Guidelines for Shoveling:	<ol style="list-style-type: none"> 1. Keep feet wide apart. 2. Place front foot close to the shovel. 3. Use your leg to push the shovel. 4. Shift your weight to your rear foot. Keep the load close to your body. 5. Turn feet in direction of the throw. 	
Guidelines for Digging:	<ol style="list-style-type: none"> 1. Push the spade down using your leg muscles. 2. Side load close to your body. 3. Ensure the load is loose from the ground before lifting. 	

SAFE JOB PROCEDURE		
Job:	Skid Steer	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Skid Steer Loader Bucket & Fork Attachments	Material Required:	Personal Protective Equipment:
Job Steps:	<p>Pre-Starting Inspection</p> <ol style="list-style-type: none"> 1. Before starting the loader complete the following inspection: <ol style="list-style-type: none"> a. Check the hydraulic oil level, engine oil level, and engine coolant level and fuel supply. b. Check for fuel, oil, and hydraulic leaks. c. Check lights, battery level and cables. d. Check tire pressure: 40 – 45 PSI e. Check wheel nut torque 100 – 110 ft. lbs. f. Lubricate all grease fittings. g. Check the condition and operation of all safety decals and equipment – ensure all shields and safety screens are in place. If necessary repair or replace before starting. <p>Starting Procedure - Diesel:</p> <ol style="list-style-type: none"> 1. Ensure the seat bar is in the UP position, the steering controls are centered and the foot pedals are locked. 2. Adjust and fasten seat belt securely around you. 3. Place the throttle control in idle position. 4. Turn the ignition key counter clockwise to activate the glow plugs. Hold approximately 15 seconds. Both the alternator and engine oil pressure warning lights should be on. 5. Turn the key clockwise to start position to engage the starter. Do not crank the starter for more than 15 seconds. If the engine fails to start turn the key counter clockwise and pre-heat again. 6. When the engine has started the engine oil pressure and alternator warning lights should go out. If they don't, shut –off the engine immediately and determine cause. (Tell your Supervisor, the Supervisor will call a mechanic) 	

	<p>Allow the engine to warm up for five minutes before operating. When ready to operate, lower the seat bar and advance the throttle to full on position. Shut-Off Procedure:</p> <ol style="list-style-type: none"> 1. Select level ground whenever possible. If you must park on a slope or incline, position the machine at right angles to the slope. Lower the attachment to the ground, engage the parking brake and block the wheels. 2. Lower the lift arms and ground the attachment. 3. Return auxiliary hydraulics to neutral or OFF position. 4. Return the throttle control to idle position. If the engine is hot, allow it to idle until normal. At least 2 minutes. 5. Never enter or exit the loader when the engine is running. 6. Raise the seat bar to apply the park brake. Turn the ignition switch to OFF position, remove the key, unfasten the seat belt, and ensure the hydraulic controls are locked by rocking them.
<p>Operating Procedure:</p>	<p>Filling from a Pile:</p> <ol style="list-style-type: none"> 1. Push down on the toe of the lift arm pedal and lower the lift arms completely down. Push the toe of the bucket pedal and place the cutting edge of the bucket on the ground. For hand control units, move the L.H. control lever towards you and lower the lift arms completely down. Move the R.H. control lever away from you and place the cutting edge of the bucket on the ground. 2. Drive the loader forward slowly. As the bucket begins to fill push on the heel of the bucket pedal to raise the front of the bucket and push on the heel of the lift arm pedal to raise the lift arms. When the bucket is full back away from the pile. For hand control units, move the R.H. control lever towards you to raise the front of the bucket, and move the L.H. control lever away from you to raise the lift arms. When the bucket is full back away from the pile. 3. To dump the bucket push down on the heel of the lift arm pedal to raise the lift arms. Push down on the toe of the bucket pedal small amounts as the lift arms are raising to stop material from falling off the back of the bucket. When the bucket is at the correct height for dumping, push on the toe of the bucket pedal to empty the bucket. <p>For hand control units, move the L.H. control lever away from you to raise the lift arms. Move the R.H. control lever away from you in small amounts as the lift arms are raising to stop material from falling from the back of the bucket. When the bucket is at the correct height for dumping, move the R.H. lever away from you to empty the bucket. * Hand controls are not available on all machines. Digging with a Bucket:</p> <ol style="list-style-type: none"> 1. Push on the toe of the lift arm pedal and lower the lift arms completely down. Push on the toe of the bucket on the ground.

Drive the loader forward at a slow rate and continue to tilt the bucket down until it enters the ground.

2. Push down on the heel of the bucket pedal to increase traction and keep an even digging depth.
3. Continue to drive forward until the bucket is full. When digging in hard ground, it is easier to raise and lower the bucket cutting edge with the tilt pedal while slowly driving forward. When the bucket is full, push down on the heel of the bucket pedal to raise the top of the bucket.

For hand control units, move the L.H. control lever towards you to lower the lift arms completely down. Move the R.H. control lever away from you and place the cutting edge of the bucket on the ground. Drive the loader forward at a slow rate and continue to tilt the bucket down until it enters the ground. Move the R.H. control lever towards you to increase traction and keep an even digging depth. Continue to drive forward until the bucket is full. When the bucket is full, move the R.H. control lever towards you to raise the tip of the bucket. **Leveling and**

Backfilling:

1. Spread dirt on uneven ground by pushing on the heel of the lift arm pedal to raise the lift arms and push on the toe of the bucket pedal to tilt the bucket down as you drive forward.
2. For hand control units, spread dirt on uneven ground by moving the L.H. control lever away from you. To raise the lift arms and move the right hand control lever away from you to tilt the bucket down as you drive forward.
3. To level the ground; raise the lift arms and tilt the bucket down by pressing on the toe of the bucket pedal. Push firmly on the toe of the lift arm pedal to lock the lift arms in the float position. The weight of the lift arms and bucket will hold the bucket on the ground. Drive backward to level material.
4. To level the ground with a hand control unit, raise the lift arms and tilt the bucket down by moving the R.H. lever away from you. Move the L.H. control lever all the way towards you to place the lift arms in the float position. The weight of the lift arms and the bucket will hold the bucket on the ground. Drive backwards to level material.
5. To fill a hole drive the loader slowly with the bucket low, up to the hole. As the bucket passes the edge of the hole, push on the toe of the bucket pedal to dump the bucket. When necessary raise the lift arms to empty the bucket.

On hand control units, as the bucket passes the edge of the hole, move the R.H. control lever away from you to dump the bucket. When necessary, raise the lift arms to empty the bucket. **Auxiliary Hydraulics:**

1. To operate an attachment such as a grapple fork the L.H. controller will be used. Push right of neutral on the Auxiliary Hydraulic Control Switch to open the grapple.

2. To close the grapple, push left of neutral on the Auxiliary Hydraulic Control Switch, or push down on the toe of the auxiliary pedal if so equipped. The lift arm and the bucket pedals can be used to raise and tilt the grapple as with a bucket.
3. To operate an attachment which requires a constant flow of oil, a toggle switch on the L.H. instrument panel should be placed in the ON position.

When the auxiliary circuit is not in use switch to the OFF position otherwise starting the loader may be difficult or impossible and damage to the starter may occur. **Lifting:**

1. The loader may be equipped with features to use in lifting, for securing, and for extraction. To facilitate this requires the optional lifting lugs.
2. To lift using a crane, first follow the shut-off procedure.

Once this is done, attach properly rated cables, chains or straps to the lift points. To prevent marking the operator guard or chafing of the lifting cable, a lifting frame should be used. **Towing:**

1. When winching or towing a stuck loader from the rear, always lower the lift arms until the attachment is resting on the ground and then follow the shut-off procedure.
2. When winching or towing a stuck loader from the front, lower the attachment so that the front attachment points are accessible and have an assistant block the attachment, then follow the shut-off procedure.
3. Attach a properly rated chain, cable or towing strap to the towing points provided.
4. Deactivate the brake system for towing. To release the park brake, turn the release button on the brake valve counter clockwise. Pressurize the brake release quick coupler to 218 PSI. This will release the motor brakes for towing.

The attachment point on the towing or winching equipment should be kept as low as possible and in as direct a line as possible with the stuck loader. A steep tow line angle or side pull could result in upsetting the stuck loader. **Securing and Transporting:**

1. There are three tie down points provided for securing the skid steer while transporting. One at the lower front and two at the rear.
2. Be sure the trailer and/or truck is of adequate size and capacity to safely transport the skid steer.
3. Measure the clearance height of the machine and trailer or truck, and post it in the cab of the truck.
4. Before loading the skid steer make sure the ramps and parking surface are free of oil, grease, ice, etc. and of sufficient strength to support the load.

	<ol style="list-style-type: none"> 5. Know the local rules and regulations, and ensure your truck and trailer is equipped with the correct safety equipment. 6. When loading a skid steer with an attachment, always load the heavy end first. 7. Once the skid steer had been loaded, lower the attachment to the floor, and stop the engine and engage the park brake. <p>Install chains at the front and rear tie down locations, and securely attach to the transport vehicle. NOTE: Minimum 3/8" grade 40 chain is required. Safe Shutdown Procedures:</p> <ol style="list-style-type: none"> 1. Stop the machine 2. Lower the bucket and other attachments flat on the ground. 3. Position controls in neutral 4. Raise operator seat bar to engage parking brake. 5. Idle engine for short cool-down period. 6. Stop engine. 7. Cycle all controls to ensure they are locked in neutral. 8. Unbuckle seat belt. 9. Remove ignition key and lock covers and closures.
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SAFE JOB PROCEDURE		
Job:	Sledgehammer	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required: Sledge Hammer	Personal Protective Equipment: Faceshield Hard Hat 6" CSA Boots Gloves
Job Steps:	<ol style="list-style-type: none"> 1. Put on your gloves and faceshield. 2. Grasp the sledgehammer handle with both hands while the sledgehammer head is sitting on the ground and the handle is sticking up. 	

	<ol style="list-style-type: none"> 3. Save your back and make it easy by bending your knees and bringing the weight close to your body to lift it. 4. Raise the sledgehammer up toward your shoulder. Straighten your knees a little at the top of the swing. 5. Bring the hammer down in one sharp, quick movement, using its own weight. Check the hammer head often for looseness.
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SAFE JOB PROCEDURE		
Job:	Setting up an Ergonomically Correct Workstation	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Computer Monitor	Material Required: Chair Desk Mouse pad	Personal Protective Equipment:
Job Steps:	<ol style="list-style-type: none"> 1. Adjust chair height properly. Adjust your chair height so that your feet are flat on the floor, with your thighs parallel to the ground and knees at a 90° angle. An approximation of the correct height can found by standing facing your chair, and rising the seat pan to just below your kneecap. If you are too short to have your feet flat on the floor, you should place a footrest under your feet and adjust the chair properly form there. 2. Set chair depth. The back of your knees should fall 2 inches (5 cm) from the end of the seat pan, giving room for three fingers between the back of your leg and the chair. 3. Align backrest. It should press comfortably against your back and follow the curves of your back. If your chair will not adjust to the proper setting, you can use a towel to make it fit better. 4. Set armrests. Allow your elbows to form a 90° angle with your hands on your keyboard. Take care that your elbows are not winged out, but are at a comfortable, fairly vertical alignment. Your arms should be parallel to the ground and your wrists in a neutral position. If you have a wrist rest, do not use it while typing. It is fine to rest your wrists there when not typing, but 	

	<p>when your typing your hands should be floating over the keyboard.</p> <ol style="list-style-type: none"><li data-bbox="597 247 1382 317">5. Flatten keyboard on the desk. If there is a setting that lifts the back of the keyboard, do not extend it.<li data-bbox="597 321 1382 422">6. Place mouse near keyboard. Do not use a wrist rest on a mouse pad. Although it may seem like a good idea, it has been shown to increase a person’s risk of Carpal Tunnel syndrome.<li data-bbox="597 426 1382 600">7. Adjust height of monitor. Place the monitor so that the entire screen sits below eye level. The average computer is designed for someone the size of the typical 25 year old man. It is likely that you are not this exact, “ideal” size, so make any necessary adjustments.<li data-bbox="597 604 1382 743">8. Arrange items within reach. Place your phone, writing equipment, books and other frequently-used items within easy reach from where you sit. You should not need to stretch to reach frequently used objects.
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SAFE JOB PROCEDURE		
Job:	Snow Shoveling	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required: Shovel	Personal Protective Equipment:
Job Steps:	<p>Before you begin</p> <ol style="list-style-type: none"> 1. Warm up your muscles for 10 minutes with light exercise or stretching. 2. Check with your doctor before shoveling if you have a medical condition or do not exercise regularly. 3. Dress appropriately. <p>Shovel Early and Often</p> <p>Newly fallen snow is lighter than heavily packed or partially melted snow. Pushing the Snow</p> <ol style="list-style-type: none"> 1. Keep the shovel close to your body. 2. Space your hands on the shovel to increase leverage. 3. Shovel and inch or two off the top of the snow. 4. Use a shovel that feels comfortable for your height and strength. 5. It is better to push the snow rather than lifting it – but, if you must lift the snow, lift it properly. 6. Do not hold a shovelful of snow with your arms outstretched – it puts too much weight on your spine. <p>Lifting the Snow</p> <ol style="list-style-type: none"> 1. Squat with your legs apart, knees bent and back straight 2. Lift with your legs, do not bend at the waist. 3. Scoop small amounts of snow into the shovel and walk to where you want to dump it. 4. Do not throw the snow over your shoulder or to the side – this requires a twisting motion that stresses your back. <p>Pace yourself</p> <ol style="list-style-type: none"> 1. Take frequent breaks and replenish fluids to prevent dehydration, which affects muscle movement – shoveling snow is an aerobic activity. 	

SAFE JOB PROCEDURE		
Job:	Spill Control and Clean-Up	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required: Material Safety Data Sheets Spill Kit Spark Proof tools	Personal Protective Equipment: Recommended by MSDS
When encountering a spill you must first determine:	<ol style="list-style-type: none"> 1. What is the contaminant? 2. Can I enter the area? 3. Can I safely accomplish a useful purpose? 4. Do I have the necessary product information? (Material Safety Data Sheet) 5. Do I have the required safety equipment and knowledge of appropriate procedures? 	
Job Steps:	<ol style="list-style-type: none"> 1. Get Away – If a hazardous spill is discovered employees should move a safe distance away. Turn off ignition sources and equipment if possible. 2. Identify what you saw – Accurately describe what you have just seen. What was it? Was it a solid, liquid or gas? Where was it? Was it raining? Did it have a familiar order? 3. Get Help – Notify the Supervisor/Supervisor immediately and report the detail of the spill. 4. Hazard assessment – Determine the hazards by obtaining the Material Safety Data Sheets, read labels, identifying signs or Transportation of Dangerous Goods placards. If this becomes necessary responders should assume the worst and use the highest level of personal protection equipment. 5. Alert others and evacuate unnecessary personnel 6. Secure the area and establish spill boundary 7. Prepare a plan of action – After the hazard has been identified, you should prepare a plan of action. You should consider environmental conditions such as wind direction, potential for rain, what might happen on site. 	

	<p>8. Secure proper equipment and materials – Establish levels of personal protection equipment required by determining potential hazards. Choose equipment such as spark proof tools if flammable liquids are involved.</p> <p>9. Establish decontamination and first aid stations – Establish decontamination procedures in the event that someone is injured. Arrange for medical assistance and support if necessary. Material Safety Data Sheets will provide health and medical data for the hazardous material.</p> <p>10. Contain the spill – The goal is to limit the spread of contaminant and thus maximize safety and minimize liability costs.</p> <p>11. Clean up the spill – The goal here is to limit the spread of contamination, remove contamination from protective clothing before removal, and clean equipment. Sorbents used to clean up the spill are often classified as hazardous waste. Absorbed materials have the same properties as the spill material. Sorbents must be properly packaged for disposal according to municipal, provincial and federal regulations.</p> <p>12. Investigate and evaluate – The cause of the accident needs to be investigated and evaluated to prevent further occurrences. Evaluate you plan to determine if improvements are necessary. Replenish all supplies immediately.</p>
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SAFE JOB PROCEDURE		
Job:	Tapping Watermains ¾" to 1"	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Tapping Machine	Material Required: Blow-up Blanket Pipe Wrenches	Personal Protective Equipment: Hard Hat Safety Glasses 6" CSA Boots
Job Steps:	1. Inspect tapping machine to make sure it is clean and all parts are there.	

	<ol style="list-style-type: none"> 2. Inspect cutter and threader. If either is damaged, repair or replace them. Make sure they are clean before use. 3. Make sure the Supervisor has the main water valves throttled down to reduce flow in case of pipe failure. Note: if the pipe is 10" (250 mm) or over, turn main valves off completely. Crack main valves on and off every five to six taps to maintain some line pressure. 4. Clean pipe in "Tap" area. Ensure there are no large, deep grooves or scratches in this area. If there is excessive damage, report immediately. 5. Do not tap within 2 feet of any joint. 6. Place gasket and saddle on top of the pipe. Put cylinder body on and hand tighten chain clamp. 7. Turn boot to the angle of the desire tap. This should be 5 to 10 degrees above the spring line. 8. Attach boring bar to body and tighten. 9. Put blow-up blanket over the tapping machine and around the pipe. Put on safety glasses. 10. Begin drilling and tapping slowly until you have achieved your desired depth. 11. Pull the drill back, close the gate flap and close the bypass. Disconnect the coring bar. 12. Disconnect the cutter and bit. Place the screw plug in the boring bar. 13. Put four or five wraps of pipe thread sealant around the inlet thread of the main cock. 14. Place bore bar back into the body, open bypass and gate flap. Proceed with threading main cock into watermain and tighten. 15. Disconnect bore bar, disassemble tapping machine and re-tighten main cock with a pipe wrench to within three threads. 16. Remove tapping blanket. 17. Clean out the tapping machine from any pipe shavings prior to the next use.
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SAFE JOB PROCEDURE		
Job:	Tapping Watermains 1" to 2"	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: 2" Tapping Machine	Material Required: Blow-up Blanket	Personal Protective Equipment:

	Adjustable Wrench Metal Saddle & Main Valve Pipe Sealer	Hard Hat Safety Glasses 6" CSA Boots High Visibility Vest
Job Steps:	<ol style="list-style-type: none"> 1. Inspect tapping machine to make sure it is clean and all parts are there. 2. Shovel gravel from underneath the pipe. 3. Slide the saddle under the pipe, line it up just above spring line. 4. Tighten the saddle to recommended torque specifications. 5. Install the 2" main valve using the pipe sealer. 6. With an adjustable wrench open the valve. 7. Remove the big nut and install the tapping machine. 8. Install the blow-up blanket and start tapping slowly. 9. Once you're through start unscrewing the tapping machine back through the outer tube. 10. Close the main valve and completely remove the tapping machine. 	

SAFE JOB PROCEDURE		
Job:	Trench Box – Working in	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Excavator	Material Required: Trench Box(s) Pulling cables Sling Ladder	Personal Protective Equipment: Hard Hat 6" CSA Boots High Visibility Vest Gloves
Job Steps: NEVER stand outside of the trench box.	<ol style="list-style-type: none"> 1. After the trench has been dug, and the trench box is safely in place it is ready to enter. 2. Place a ladder at the end of the cage and secure it. 3. Placing gravel involves a smaller bucket to fit in between the trench box walls. 4. Lowering pipe down the trench box is performed without the bucket on with a long sling. The operator is to follow the pipe layers hand signals only. 	

	<ol style="list-style-type: none"> 5. Any personal working in the trench box should stand clear on either end of the cage where visible 6. Pulling the trench box involves a 2 way cable rated for the weight attached securely. 7. All hand tools must be at the front of the trench box to avoid losing them when the trench box is being pulled.
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SAFE JOB PROCEDURE		
Job: Theft and Vandalism		
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required:	Personal Protective Equipment: Hard Hat Safety Glasses 6" CSA Boots High Visibility Vest
<p>Construction theft is big business. Industry experts estimate that one to two percent of construction cost is a result of theft. That amounts to billions of dollars each year. Everyone from the potential owner, contractors, equipment dealers, insurance companies, equipment manufactures all suffer when job sites are vandalized or equipment and materials are stolen. Theft and vandalism of construction sites is not new. This is a national problem that will not go away. It does require everyone to take an active role in reducing the opportunity for theft and vandalism.</p>		
Sites are most vulnerable on weekends and overnight:	<ol style="list-style-type: none"> 1. Heavy equipment most likely to stay intact 2. Tools are most popular 3. Scrap metal/copper prices are high so theft increases 	
Owners must be committed to stopping theft and vandalism on their sites:	<ol style="list-style-type: none"> 1. Build partnerships with local suppliers in the area 2. Talk to the community and neighborhood associations we are working around for support 3. Work along side with the RCMP – Calgary Police 	

	<p>4. Contractors should keep excellent records, have after hour contacts and be willing to prosecute</p>
Post Signs:	<p>1. "Private Property" 2. "No Trespassing"</p>
Equipment Security:	<p>Mark it!</p> <p>1. Mark the equipment and moveable property i.e. weld business name on property 2. Paint larger equipment a distinctive color and include the company name and logo.</p> <p>Paint tools all the same color, electric engravers can also be used.</p> <p>Record it!</p> <p>1. Inventory equipment frequently and store it so it is obvious if something is missing.</p> <p>Keep record. Record serial numbers and numbers you applied. Take color photos. Protect it!</p> <p>1. Re-key your equipment – most construction equipment is commonly keyed. 2. Don't leave equipment in remote areas. 3. Keep equipment and tools locked up 4. Use locking gas caps and oil caps on equipment and vehicles. Lock cabs 5. Cluster equipment. Plan to end the day with near empty tanks 6. Remove the keys from large equipment and vehicles 7. Install GPS in equipment left on site</p>
Communicate:	<p>▪ Talk to the neighbors. They could be potential witnesses of future crimes.</p>
<p>There is zero tolerance on internal theft and allowing theft to occur.</p>	

SAFE JOB PROCEDURE	
Job:	Towing Stuck Heavy Equipment & Trucks
Developed by: 1. Carrie McLachlan	

Approved by: Fernando Nogueira Position: President Date: November 20 th , 2014 Review Date: March 20, 2024		
Equipment Required: Tow Cable Equipment or Truck	Material Required: Rag	Personal Protective Equipment: Hard Hat Safety Glasses 6" CSA Boots High Visibility Vest
Job Steps:	<ol style="list-style-type: none"> 1. When stuck ensure you use the certified tow cable placed in your site trailer for use. It is still certified to use if the metal tag is still on the cable and it is stamped annually stating it has been inspected and pull tested. 2. Hook the cable to tow hooks of stuck equipment or vehicle and the pulley equipment or vehicle. 3. Ensure the vehicle pulling tightens slack out of the cable at a slow steady pace. 4. A spotter is needed, utilize by standing a safe distance away from the equipment or vehicles, while still maintaining eye contact with the operators. 5. Once the cable is taught, increase power to the pulling equipment or vehicle ensuring an even pull. 6. For best results when pulling, ensure the pulling equipment or vehicle is as heavy as or heavier than the stuck vehicle. 7. If this procedure does not remove the vehicle from the stuck position, cease procedure and call the shop Supervisor for further instruction. <p>Note: Always tie a rag to the center of the tow cable to safeguard it from whipping out of control, should a break ever occur.</p>	

SAFE JOB PROCEDURE	
Job:	Towing Trailers, Portable Generators and Portable Air Compressors
Developed by: 1. Carrie McLachlan Approved by: Fernando Nogueira Position: President Date: November 20 th , 2014 Review Date: March 20, 2024	

Equipment Required:	Material Required:	Personal Protective Equipment: Hard Hat Safety Glasses 6" CSA Boots High Visibility Vest
Towing can be done safely and successfully if you know and follow basic trailer towing rules. Not following these rules can result in serious incidents and sever property damage.		
Towing Vehicle:	<ol style="list-style-type: none"> 1. Before hooking up to a trailer, ensure the towing vehicle is rated to tow the combined weight of the trailer, portable generator or portable air compressor and its load. Follow the weight and rating information which comes from the factory and is usually stamped or tagged onto the frame, usually the tongue. 2. Tow capacities, such as Gross Combination Weight Rating, is specified by the manufacturer and is found in the vehicles owner's manual of the towing vehicle. If this information is not available in the manual or is confusing, the driver should seek assistance from the shop Supervisor. 3. Ensure the vehicle pulling tightens slack out of the cable at a slow steady pace. 4. If the GCWR plus gross trailer weight rating is greater than 10,001 pounds, you may be subject to the Department of Transportation. Contact the shop Supervisor. <p>DO NOT exceed the capacity of the towing vehicle.</p> <p>Below are key areas of the towing vehicle and trailer, portable generator or portable air compressor to inspect prior to towing:</p> <ol style="list-style-type: none"> 1. Braking system – do they work? 2. Presence or need of optional transmission cooling system? 3. Light connection – does it work and is it compatible with the trailer? 4. Is the ball or trailer hitch secure? 5. Is the ball the right size for the hitch and are they compatible? 6. Check tire pressure and account for any extra pressure according to the owner's or manufacturer's recommendations. 	
Trailer/Portable Generator/Portable Air Compressor:	An inspection should target the following items: <ol style="list-style-type: none"> 1. Brakes – if a unit is equipped with electric or surge brakes, these shall be inspected and in operable condition before 	

leaving the work location. Manual override systems may be tested by activating the brakes while your vehicle is moving slowly forward. The brakes on the unit should stop the vehicle.

2. **Tires** – Check pressure according to the ratings of the tire and according to expected weight of the trailer contents. Check frequently while towing. A flat or low tire can easily hide behind a front tire of a tandem axle unit. A physical inspection of the back tires is required. A low tire will feel hotter to the touch than the other tires.
3. **Electrical Connections** – If a unit is equipped with lights, these must be in working condition. The connectors corrode easily and need frequent attention. Some units may not be required to maintain electrical lights; rather they may have reflective tape or other conspicuous markings. Ensure the trailer meets all Department of Transportation requirements for lighting and any special reflectors or markings.

Wheel and Lug Nuts – Trailers, portable generators and portable air compressors have higher wheel loading than passenger car or trucks. Tandem axles do not steer and wheels are subjected to high twisting side loads in tight, slow turns. This flexing of the tire and wheel can loosen wheel lug nuts over time. Wheel lug nut torque is usually much higher than specified for passenger cars. **Wheel Bearings**

1. Axle wheel bearings occasionally need cleaning, inspecting and repacking. A hot bearing required immediate attention.

Feel with your hand at the hub to check for one that may be running hotter than the rest. Use caution when touching. If there is little grease or the bearing is adjusted too tightly, the bearing can be VERY hot! **Tires**

Ensure that correct tire size and type are compatible with the recommendations of the trailer, portable generator or portable air compressor manufacturer. For example, using a car radial tire on a unit which is supposed to have regular bias ply trailer tires can create significant towing safety problems. Radial tires tend not to track behind a towing vehicle like a regular bias ply trailer tire. Inspect each tire prior to use for deterioration caused from sitting for long periods of time. **Safety Chains**

Typical tongue set-ups include two separate chains hooked or welded to each side of the tongue with hooks for connecting to the towing vehicle. Inspect safety chains for wear and damage. Hooks or links which are damaged or worn should be replaced. Chains dragging on concrete or pavement can be compromised easily. Safety chains should be of sufficient strength to support the tongue and keep the trailer connected to the towing vehicle in case of incidental unhooking of the unit. They should be crossed underneath

the tongue to prevent the tongue from contacting the ground during an incidental unhooking during towing. **Classes of Hitches**

Hitches come in various classes. They are as follows:

- 1. Class 1 hitch:** This is a light/regular duty trailer-hitch suitable for most sizes of vehicles smaller and compact cars. Towing capacity for this class of hitch is up to 909 kg (2,000 lbs.) Maximum tongue weight is 90 kg (200 lbs). This class of hitch should be restricted to use with smaller trailers such as a cargo carrier or less than six feet in length, or a boat trailer of no more than 12 feet long. **(1 7/8" ball)**
- 2. Class 2 hitch:** This a medium to heavy-duty hitch suitable for midsize and larger vehicles, including minivans and is not recommended for use with compact cars. These hitches can safely pull a cargo trailer up to 12 feet in length or a boat trailer up to 20 feet long. Towing capacity for this class is up to 1,588 kg (3,500 lbs.). Maximum tongue weight is 136 to 227 kg (300 to 500 lbs). **(1 7/8" ball)**
- 3. Class 3 hitch:** This is a heavy-duty hitch suitable for trucks, vans, SUVs, and minivans. They incorporate heavier mounting hardware and utilize an under-car receiver attachment to the vehicles frame. These hitches can safely pull an automobile-transport or a boat trailer up to 24 feet in length. Towing capacity ranges from 1,588 to 2,268 kg (3,500 to 5,000 lbs.). Tongue weight ranges between 136 to 227 kg (300 and 500 lbs). The towing capacity as well as the tongue weight can be increased even beyond these limits if the hitch incorporates a weight distribution system – a mounting arrangement that distributes weight directly to the frame and transfers the weight to all of the wheels. A weight distribution system is safer and better for heavy-duty towing because it improves handling in the tow vehicle and allows the vehicle to handle heavier loads without sagging in the rear. **(2" ball)**

Class 4 hitch: This is a hitch that can tow up to 4,536 kg (10,000 lbs.). These hitches utilize weight-distributing mounting brackets to transfer the weight to all of the vehicle's wheels. They are designed to handle large loads of more than 24 feet in length, large campers, etc. If you plan to tow and handle extremely heavy loads, consider using a gooseneck trailer or fifth wheel. These setups offer better control. **(2" ball)** **Ensure the gross weight of the trailer, portable generator or portable air compressor and material being transported does not exceed the class of vehicle on the towing vehicle. Check with the shop Supervisor, he should be able to answer questions concerning hit class and trailer compatibility. DO NOT exceed the towing vehicle hitch and ball ratings.**

Hitches

There are four basic types of hitches:

1. A Weight Carrying Hitch (dead weight hitch) consists of a hitch ball mounted to a step bumper or draw bar. It is the most common type of hitch used for towing trailers with light and medium loads.
2. A Receiver Hitch is most often used for towing heavier loads or equipment. This hitch type distributes the pulling forces on the towing vehicle more evenly since the hitch is attached to the frame of the vehicle. This type of hitch uses a receiver hitch as part of the connecting parts.
3. **Fifth-Wheel and Gooseneck Hitches** are specifically designed for heavy towing. These hitches are located in the bed of the truck and position the trailer's kingpin weight over or slightly in front of the truck's rear axle.

Pintle Hitch types are also used for heavy towing and are often found on utility trucks and trailers towing pole trailer and other heavy equipment. This hitch design incorporates a "C" clamping device which mates up with a loop styled tongue. Once the connection is made, a safety pin is inserted to prevent accidental opening of the hitch. **Note: Vehicle operator manuals quite often list tow capacities in the maximum and most often will require a Weight Distributing Hitch (WDH). Some companies typically do not equip vehicles with WDHs, so ensure you reference the correct tow vehicle capacities in the owner's manual.**

How to Hook Up

1. Raise your trailer tongue ball socket or coupler to a height to clear the ball.
2. Line up the center of your vehicle with the center of your trailer.
3. Stop the vehicle once the tongue coupler is over the ball.
4. Lower the tongue coupler socket onto the trailer hitch ball until the full weight of the trailer is on the ball.
5. Close the coupler clamp securing the ball in the coupler.
6. Lock the coupler on the ball using a hitch pin or hitch coupler lock.
7. Run the safety chains under the tongue so they cross one another. This keeps the trailer tongue from hitting the ground if it incidentally comes loose from the hitch while moving.
8. Plug in the electrical connections for the trailer lights and plug in the electrical brake on the trailer to the tow vehicle.
9. You shall check to ensure the hitch ball and coupler are firmly attached. Use the tongue jack to rise on the tongue to ensure the tongue coupler does not come off the ball.
10. Retract the tongue jack extension and swinging it up and out of the way, securing or removing it so it will not fall down while moving.
11. Pull your tow vehicle forward a few feet.

	<p>12. Stop the vehicle, put it in park, set the emergency brake, and turn on the vehicle lights.</p> <p>Check and ensure the lights and the spotlights are working on the trailer and nothing has worked loose at the hitch. Towing and Parking a Trailer, Portable Generator or Portable Air Compressor</p> <ol style="list-style-type: none"> 1. Reduce speed. Be aware of posted speed limits. Generally whether loaded or unloaded, 50-60 mph is considered a maximum highway speed for hard surfaced improved roads. Some manufactures recommend no faster than 45 mph. Road, traffic, unit, and tow vehicle conditions are the primary factors when considering safe speeds. 2. Avoid sudden braking and swerving. Doing so can put the towing vehicle in an uncontrollable and dangerous predicament. 3. If “fish tailing” occurs, slow down gradually until the vehicle and unit are out of the situation and safely under control. 4. When parking on grade: <ol style="list-style-type: none"> a. Chock at least one tire on each side of the trailer on the downhill side. b. When the unit is on level ground and detached from a tow vehicle, a chock is placed in front of and behind at least one trailer tire because wind currents have been known to blow trailers into other vehicles and other property resulting in damage. c. If the trailer is occupied for work activities, it should have one chock placed in front of and behind at least one trailer tire. 5. Stop after the first 5 miles of your trip and ensure the trailer and contents are secure. Make periodic safety checks of the trailer, contents, and lights during any extended trip. 6. Do not tow a trailer which does not have the regulatory required lights, brakes, and hitching requirements.
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SAFE JOB PROCEDURE	
Job:	Track Loader
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p>	

Review Date: March 20, 2024		
Equipment Required: Track Loader	Material Required: Attachments	Personal Protective Equipment: Hearing Protection
Job Steps:	<ol style="list-style-type: none"> 1. Inspect machine daily before starting and perform periodic service checks. 2. Check Instruments before starting, turn the key switch to ON position. All indicator lights will stay on for approximately 3 seconds, The indicator light will also stay on for approximately 3 seconds when the key switch is turned to the start position. 3. Mounting and Dismounting: Face the machine whenever you get on the machine and whenever you get off the machine. Only mount and dismount where there is hand holds and steps. Maintain a three point contact at all times. Do not mount or dismount from a moving machine ever. Do not use controls for hand holds when you enter the operator compartment or when you exit the operator compartment. Alternate Exit: Machines that are equipped with cabs have two cab doors. If a cab door is blocked the operator may exit the other cab door. <ol style="list-style-type: none"> a. Adjust the operator seat. b. Fasten your seat belt. c. Raise all lower attachments in order to pass over any obstacle. d. Move the governor control switch to the desired engine speed. e. Place the parking brake switch in the off position. f. Move the transmission control to the desired direction and the appropriate speed. For all turns on level ground or side hill operations, use the right steer pedal for right turns and the left for left turns. Do not make quick directional shifts or prompt stops with a raise bucket that is loaded. The bucket should be carried low to the ground while the machine is moving. For prompt stops, quickly depress the center brake pedal or quickly move the transmission lever to the park position. Either movement causes an immediate stop. The brakes are applied while the center pedal is fully depressed. The brakes are applied when the transmission lever is in the park position. The switch for the parking brake is in the on position. <ol style="list-style-type: none"> 1. Changing Direction and Speed: 2. Move the transmission control lever to neutral. Then pull the transmission control lever to the opposite direction. For a smooth directional change, move the transmission control 	

	<p>lever smoothly toward neutral and move the transmission control lever smoothly away from neutral. The machine moves if the governor switch is above the desired engine RPM for proper transmission operation is set at high idle.</p> <ol style="list-style-type: none"> 3. Changing Speed with Neutral: 4. Slowing and stopping of the machine should be accomplished by movement of the transmission control lever toward neutral. Moving the transmission control lever quickly to park causes an abrupt stop. Quick movement of the transmission control lever to park from either forward or reverse should ONLY be performed when an IMMEDIATE STOP is required. The service brake pedal should be used for panic stops. The machine moved when the brake pedal is released. 5. Engine Starting: <ol style="list-style-type: none"> a. Turn the battery disconnect switch to the on position. The battery disconnect switch is located on the right hand side of the machine in the engine compartment. b. Move the transmission direction control lever to the park position. c. Move the governor control switch to the low idle position. d. Place the switch for the parking brake in the park position e. Move the control lever to the hold position. Turn the key start switch to the start position crank the engine. Release the key switch when the engine starts. 6. Engine and Machine Warm-up: <ol style="list-style-type: none"> a. When the engine is cold, operate the engine at low idle before cycling the implements. When the temperature is above 0°C and -18°C operate the engine at low idle for at least 15 minutes before cycling implements. When the temperature is below -18°C operate the engine at low idle for at least 30 minutes before cycling the implements. b. During machine operation, frequently look at the alert indicators and the gauges.
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SAFE JOB PROCEDURE	
Job:	Valve Boots and Extensions Installation
<p>Developed by: 1. Carrie McLachlan Approved by: Fernando Nogueira Position: President Date: November 20th, 2014</p>	

Review Date: March 20, 2024		
Equipment Required: Shovel	Material Required: Valve Boot Extension Pipe	Personal Protective Equipment: High Visibility Vest 6" CSA Steel Toed Boots Hard Hat
Job Steps:	<ol style="list-style-type: none"> 1. Bring gravel up to grade and then put the rock guard required according to valve casing. 2. Place the valve boot over the valve and then bury it with a few shovels of dirt and cover it so no dirt falls in when the excavator dumps around it. 3. Compact the ground around the boot. 4. Install the pipe casing according to height. 	

SAFE JOB PROCEDURE		
Job:	Vibratory Compactors CS 563C & CP 563C	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Vibratory Compactor	Material Required:	Personal Protective Equipment: Hearing Defenders
Job Steps:	<ol style="list-style-type: none"> 1. Inspect machine daily before starting and performing periodic service checks. 2. Check instruments before starting; turn the key switch to the ON position. All indicator lights will stay on for approximately 3 seconds. The indicator light will also stay on for approximately 3 seconds when the key switch is turned to the start position. 3. Before Starting the Engine: Ensure the steering frame lock link, located near the center of the machine, is disconnected and pinned to the front frame. Start the engine only from the operator's station. Never short across the starter terminals or 	

across the batteries, as this could bypass the engine neutral start system as well as damage the electrical system. Inspect the condition of the seat belt and mounting hardware. Replace any damaged or worn parts. Replace the seat belt regardless of appearance, after three years of use. Do not use a seat belt extension on a retractable seat belt. Adjust the seat so that full pedal travel can be obtained with the operator' back against the seat. Ensure the machine is equipped with a lighting system as required by conditions. Ensure all light is working properly. Ensure no one is working on, underneath or close to the machine before starting the engine or beginning to move the machine. Ensure the area is free of personnel.

- 4. Engine Starting:** Do not crank the engine for more than 30 seconds. Allow the starter to cool for two minutes before cranking again. Turbocharger damage can result, if the engine is not kept low until the engine oil light/gauge verified the oil pressure is sufficient.
 - a. Move the propel control to the STOP position.
 - b. Move the switch for vibratory amplitude control to the middle OFF position in order to turn off the vibration system.
 - c. Push the parking brake knob downward.
 - d. Push the throttle control downward to the LOW RPM position.
- 5. Engine and Machine Warm-Up:**
 - a. Allow a cold engine to warm up at LOW IDLE for at least five minutes.
 - b. Cycle all controls in order to allow warm oil to circulate through all of the lines and the cylinders.
- 6. Parking – Stopping the Machine:**
 - a. Move propels control to the STOP position.
 - b. Push the parking brake downward.
 - c. Move the throttle control downward to the LOW position.
 - d. Turn the vibratory amplitude control switch to the OFF position. This will ensure that vibration does not start if the vibratory On/Off switch is accidentally pressed.
- 7. Stopping the Engine:**
 - a. Before stopping the engine, allow the engine to run at low idle with no load for five minutes. This procedure allows the hot areas of the engine to cool gradually and the procedure will extend the life of the engine.
 - b. Turn the engine start switch to the OFF position. Be sure that all of the controls are in the proper position for parking the machine.
- 8. Leaving the Machine:**
 - a. Use the steps and the handholds in order to dismount the machine. Face the machine in order to dismount the machine.

	<ul style="list-style-type: none"> b. If the machine is being parked for an extended period of time, turn the disconnected switch for the battery to the OFF position. c. Close all access covers and doors. If your machine is equipped with a vandalism guard, install the guard before leaving. <p>9. Transporting the Machine:</p> <ul style="list-style-type: none"> a. Before you load the machine, chock the trailer wheels. b. Move the machine into position. c. Turn the engine start switch key to the OFF position. Remove the key. d. Install the steering frame lock pin. The pin will hold the front frame and the rear frame rigid. e. Block the machine, and tie down the machine. f. Lock the doors and access covers. Install the cover on the console. Cover the operator’s seat. g. To protect the cooling systems, mix a solution of antifreeze and water. The solution should provide protection to the lowest expected outside temperature. Drain the excess coolant into a suitable container. h. Perform a walk-around inspection and measure the fluid levels in the various compartments.
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SAFE JOB PROCEDURE		
Job:	Walk Around Inspections	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Equipment Vehicles	Material Required: Inspection checklist	Personal Protective Equipment: Hard Hat 6” CSA Boots
<p>Walk-around inspections take only a few minutes at the beginning and end of each shift – yet they are one of the best ways to prevent mechanical problems and safety hazards. When you find a fluid leak, a loose hose fitting, or some other problem before a failure, you help avoid injuries and minimize repair time.</p>		

Job Steps:	<ol style="list-style-type: none"> 1. Overall Condition: As you approach the vehicle or equipment for the inspection, notice its general condition. Look for the following: <ol style="list-style-type: none"> a. Obvious damage or anything that could cause problems when you are on the road, including an appearance that the vehicle is leaning to one side. b. Signs of fresh oil, coolant, grease, or fuel leaks underneath the vehicle 2. Condition and location of placards. Before continuing the inspection, always check the previous day's inspection. If problems were noted on the report, make sure that all necessary repairs have been made before driving the vehicle or operating the equipment. Engine Compartment: Before inspecting the engine compartment, make sure the parking brake is on and the wheels are chocked. Open the hood and check the following: <ol style="list-style-type: none"> a. Engine oil level b. Coolant level in radiator and condition of hoses c. Power steering fluid level and condition of hoses and pumps d. Windshield wiper fluid level e. Battery fluid level, connections, and tie downs f. Automatic transmission fluid level g. Alternator, water pump, air compressor belts, air conditioner belts h. Fuel, Coolant, oil or other fluid leaks i. Cracked or worn electrical wiring insulation j. Wet and dry reservoirs (open petcocks; be sure to close them) k. All primary and secondary latches. 3. Inside the Cab: Get in the cab of your vehicle and make sure the parking brake is on. Put the gearshift in neutral or park (if automatic). Start the engine and listen for any unusual noises. Check the following: <ol style="list-style-type: none"> a. Gauges: Oil pressure should come up to normal within seconds after the engine is started
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SAFE JOB PROCEDURE	
Job:	Welding and Cutting
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p>	

Review Date: March 20, 2024		
Equipment Required:	Material Required:	Personal Protective Equipment: Hard Hat 6" CSA Boots Safety Glasses, First Aid Kit Gloves, Coveralls, Fire Extinguisher
Job Steps:	<ol style="list-style-type: none"> 1. When welding is being done near other employees, they must be protected from the arc rays by noncombustible screens or they must wear proper eye protection. 2. The frames of all welding machines must be grounded. 3. Welding or cutting torches must be disconnected from any cylinders and the cylinder caps reinstalled when stored in any enclosure or building. If this equipment is to be unattended for more than 45 minutes, all cylinder valves must be closed and hoses depressurized. 4. Regulators must be equipped with flashback arresters and check valves. 5. If a cylinder cannot be extinguished properly, a stream of water should be sprayed on it to keep the cylinder cool to prevent rupturing while the fuel is burning out. 	
Before You Start:	<ol style="list-style-type: none"> 1. Before starting to weld or cut inspect the work area around and below to ensure that sparks or molten metal will not fall on workers or combustible materials. 2. Check to see that suitable fire extinguishing equipment is available in work area. 3. Each employee is responsible for maintaining the welding or cutting equipment that they use to ensure good operation condition. 4. When welding or cutting, approved goggles or hoods must be worn with suitable filter lenses. Sunglasses or tinted safety glasses are not acceptable. 5. Keep all welding leads and cutting hoses up off the floors, walkways and stairways. Each employee is responsible for ensuring that equipment they are using complies with all applicable safety requirements. 6. Never weld or cut on barrels, tanks, piping or other systems which may have contained either combustible or unknown products. 	
Cutting Torches:	<ol style="list-style-type: none"> 1. Do not use matches to light torches. Arc igniters must be used. 	

	<ol style="list-style-type: none"> 2. A torch should only be used for its intended purpose and not to be used for other practices such as lighting cigarettes. 3. Appropriate gloves must be worn. 4. When a crescent or special wrench is required to operate the acetylene valve, the wrench must be kept in position on the valve.
Storage and Handling of Cylinders (Compressed Gas):	<ol style="list-style-type: none"> 1. The valve protective caps must be kept on all cylinders not in actual use. 2. All cylinders must be stored and transported in an upright position and adequately secured to prevent tipping. 3. Cylinders must not be taken into confined spaces.
Ventilation and Protection:	<ol style="list-style-type: none"> 1. Welding, cutting and heating performed in confined spaces require general mechanical or local exhaust ventilation to reduce the concentrations of smoke and fumes to acceptable levels. 2. If adequate ventilation cannot be provided, employees must be provided with and required to use air supplied breathing apparatus. 3. When welding, cutting or heating metals having toxic significance, such as zinc, lead cadmium or chromium-bearing metals in open-air, an approved respirator must be worn. 4. All manholes must be mechanically ventilated prior to and during work inside. The ventilator hose must extend to the floor of the manhole. The ventilator intake above ground must be at least three feet from the manhole entrance and at least of equal distance from any exhaust from and internal combustion engine.

SAFE JOB PROCEDURE		
Job:	Welding a Support Ramp for Backfill	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Stick Welder & Rods, Angle Grinder Cutting Torch, Tandem	Material Required: 8" Beam Fire Extinguisher First Aid Kit	Personal Protective Equipment: 6" CSA Boots, High Visibility Vest Welding Jacket, Hard Hat Safety Glasses & Welding Helmet

Mini Excavator, and Excavator Zoom Boom	Rated Rigging	Hearing Defenders, Harness & Lanyard
Job Steps:	<ol style="list-style-type: none"> 1. Prior to work starting, conduct a hazard assessment and inform all employees of the task being performed. 2. Cut the beam on ground level with a cutting torch (follow cutting torch procedure attached). Have the fire extinguisher readably available when working with hot work. The tower crane cable is powered – ensure caution when cutting the I-Beam that you do not cut near it. Place the cable inside of the beam. 3. Weld an 18” beam to the building beam supporting the retaining wall. Follow welding procedures attached (This is for support, and for backing up tandems – so it’s not an opening) use a spotter when backing up. 4. Lift an employee with a zoom boom as they are tied off with a lanyard and harness to weld a 4 x 12” plate to the beam at a 45° angle to take weight off of the crossing. 5. Another employee will lift the plate with the hoe, to hold the plate up while the employee is welding. 6. Place the hand tamper and mini hoe using the tower crane into the excavation (manhole two) area. Ensure rigging is tagged and rated for the weight prior to hoisting. 7. Dumping of dirt off tandem down the plate into the excavation, ensure all operators are kept clear. Move all equipment into the west corner of the excavation. 8. Push the dirt into the excavation with the mini excavator and hand tamp it. 	

SAFE JOB PROCEDURE		
Job:	Wheel Loader (950G) Caterpillar	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Wheel Loader	Material Required:	Personal Protective Equipment:
Job Steps:	<p>Machine Operation:</p> <ol style="list-style-type: none"> 1. Inspect machine daily before starting and perform periodic service checks. 	

2. Adjust the operator's seat.
3. Fasten the seat belt.
4. Raise all lowered attachments in order to negotiate any obstacles.
5. Push the service brake pedal downward in order to prevent the machine from moving.
6. Push the parking brake knob inward in order to release the parking brake.
7. Move the transmission direction control lever to the desired travel direction. Rotate the control lever to the desired speed.
8. Release the service brake pedal.
9. Push the throttle pedal downward in order to achieve the desired engine speed.

Drive the machine forward for best visibility and for best control.

Changing Direction and Speed:

Changing from a low speed to high speed at full engine speed is possible. Directional changes at full engine speed are possible. However, if you are changing direction, reducing the machine speed and/or braking the machine is recommended. This will provide operator comfort and the maximum service life of the power train components. Keep a loaded bucket low to the ground in order to increase machine stability.

1. Lower the engine speed by releasing the accelerator pedal.
2. Push brake pedal downward in order to slow the machine.
3. Move the transmission direction selector into the desired direction. Set the desired transmission speed.
4. Release the brake pedal.

Increase the engine speed by depressing the accelerator pedal. **Parking Brake:**

1. If the brake loses oil pressure, the alert indicator for the brakes will flash and the action alarm will sound. The alert indicator for the brakes is on the operator panel. Loss of oil pressure will cause the parking brake to automatically engage. This will stop the machine. Anticipate a sudden stop. Correct the cause of the loss of oil pressure. Do not operate the machine without normal brake oil pressure. The action light will also flash when the lights on the monitoring system flash. Moving the machine with the parking brake engaged can cause excessive wear or damage to the brake. If necessary, have the brake repaired before operating the machine.
2. The primary steering alert indicator indicates that the primary steering has failed. The alert indicator for the secondary steering indicates that the secondary steering system is active. When the alert indicators come on and the action alert sounds, steer the machine immediately to a convenient location and stop the machine. Stop the engine and investigate the cause.

Do not operate the machine until the cause had been corrected.
Operating Techniques:

1. **Dozing:** Do not doze with the bucket in the tilt forward position to avoid bucket damage. Keep the bottom of the bucket parallel to the ground when you are dozing.

Dumping: To control dumping, move the tilt control lever to the DUMP position. Then, return the tilt control lever to the HOLD position. Repeat this procedure until the bucket is empty. Dump the bucket when the wind is moving toward the front of the machine. This will help to keep dust away from the engine. This will also help maintain visibility. To achieve the maximum angle for dumping, use the stops for the bucket. Notice: Striking the stops unnecessarily and repetitively can result in accelerated wear and high maintenance cost of the loader linkage.

Excavating with Bucket:

1. Lower the bucket to the ground. Position the bucket for a slight digging angle.
2. Apply downward pressure to the bucket as the loader starts forward. Return the lift lever to HOLD when sufficient penetration is obtained.
3. Maintain level cuts while you move forward by raising the bucket and lowering the bucket.

When the bucket is loaded, tilt the bucket backward against the stops. Carry the loaded bucket for approximately 40 cm (15 inch) above the ground when you move to the dump area. **Bucket Loading from a Stockpile:**

1. Position the bucket parallel to the ground. The bucket should barely skim the ground. Drive the bucket straight into the pile.
2. Move the bucket lift lever to the detented RAISE position as the forward movement slows. Return the bucket lift lever to the HOLD position for additional crowding power.
3. To load a heaped load, operate the bucket tilt lever back and forth. This action is called pumping.
4. When the bucket is loaded, move the bucket tilt lever to the TILT BACK position.
5. When the bucket tilt lever is released to the HOLD position, the bucket will rise.
6. Raise the bucket high in order to pass over the material that is being loaded. Shift the transmission into REVERSE.
7. Carry the loaded bucket approximately 40 cm (15 inches) above the ground level.

When you reach the dump area, move the bucket lift lever to the detented RAISE position. The lift kick out will automatically return the bucket lift lever to the HOLD position. **Bucket Loading Hauling Units:**

1. To reduce the loader turning and the travel distance, position the hauling unit at an angle to the material that is being loaded.
2. The travel distance should be long enough so that the bucket can reach the lift height without slowing the movement of the loader.

3. Position the loader in order to dump the load in the center of the

hauling unit body. If the length of the hauling unit body is two times the length of the bucket, load the material into the hauling unit body from the front to the rear.

4. Push the bucket tilt lever forward in order to dump the load from the bucket.
5. Shake the bucket in order to loosen sticky material. Move the bucket tilt lever back and forth in quick motions. Allow the tilt arms to strike the stops. Notice: Striking the stops unnecessarily and repetitively can result in accelerated wear and high maintenance cost of the loader linkage.
6. Move the bucket tilt lever to the TILT BACK detent position.
7. Before you lower the bucket, make sure that the hauling unit is not under the bucket.

Lower the bucket while you position the loader for the next load. **Bucket Loading from a Bank:**

1. Start at the base of the bank in order to load the bucket and follow the face upward.

Raise the bucket slightly and move away from the bank. **Stopping the Engine:**

Stopping the engine immediately after it has been working under load, can result in overheating and accelerated wear of the engine components.

1. While the machine is stopped, run the engine for five minutes at LOW IDLE.

Turn the engine start switch key to the OFF position. Remove the key. **Equipment Lowering with Engine Stopped:**

Before you lower the attachment, make sure that the area around the machine is clear of all persons.

1. Turn the engine start switch key to the ON position.
2. Move the hydraulic lever lock control to the UNLOCKED position.
3. Push the lift control lever to the LOWER position in order to lower the bucket. Release the lift control lever. The lift control lever will return to the HOLD position.

Move the hydraulic lever lock control to the LOCKED position. Turn the engine start switch key to the OFF position. **Leaving the Machine:**

1. Use the steps and the handholds you dismount the machine. Use both hands and face the machine when you dismount the machine.
2. Inspect the engine compartment for debris. Clean any debris and any paper from the engine compartment in order to avoid a fire.
3. Remove all flammable debris from the bottom guard that is positioned on the front of the machine. Removing this debris through the access doors.

4. Turn the battery disconnect switch to the OFF position and

remove the key when the machine will not be used for an extended period of time (a month). This will prevent the battery from being drained. Drainage of the battery can be caused by a short circuit, by a current draw from some of the components, or by vandalism.

5. Install all the vandalism covers. Install all the locks.

SAFE JOB PROCEDURE		
Job:	Winch Limitation, Inspection & Use	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Winch	Material Required:	Personal Protective Equipment: 6" CSA Boots, Hard Hat High Visibility Vest Gloves Safety Glasses
Job Steps:	<p>Limitations</p> <p>The following application limitations must be considered before using this product. Failure to observe the product limitations could result in serious injury or death.</p> <ol style="list-style-type: none"> 1. Installation: The winch must be installed in accordance with all requirements. 2. Capacity: The maximum working load for a tripod is 350 lbs. (160 kg). 3. Personal Fall Arrest Systems: Personal fall arrest systems used in combination with the tripod must meet applicable OH&S regulations and the requirements from the manufacture. 4. Physical and Environmental Hazards: Use of this equipment in areas containing physical or environmental hazards may require that additional precautions be taken to reduce the possibility of damage to this equipment or injury to the user. Hazards may include, but are not limited to; high heat (welding metal cutting); strong or caustic chemicals; corrosive environments (seawater); high voltage power lines; explosive or toxic gases; moving machinery; or sharp edges. Contact DBI/SALA if you have any questions about the application of this equipment in areas where physical or environmental hazards are present. <p>Training: This equipment is to be installed and used by persons who have been trained in its correct application and use.System Requirements</p> <ol style="list-style-type: none"> 1. Compatibility of Components: DBI/SALA equipment is designed for use with DBI/SALA approved components and subsystems only. Substitutions or replacements made with no approved components or subsystems may jeopardize compatibility of equipment and may affect the safety and reliability of the complete system. 2. Compatibility of Connectors: Connectors are considered to be compatible with connecting elements when they have been designed to work together in such a way that their sizes and shapes do not cause their gate 	

mechanisms to inadvertently open regardless of how they become oriented. Contact DBI/SALA if you have any questions about compatibility. Connectors (hooks, carabiners, and D-rings) must be capable of supporting at least 5,000 lbs. (22kN). Connectors must be compatible with the anchorage or other system components. Do not use equipment that is not compatible. Non-compatible connectors may unintentionally disengage. Connectors must be compatible in size, shape, and strength. Self-locking snap hooks and carabiners are required.

3. Making Connections: Only use self-locking snap hooks and carabiners with this equipment. Only use connectors that are suitable to each application. Ensure all connections are compatible in size, shape and strength. Do not use equipment that is not compatible. Ensure all connectors are fully closed and locked. DBI/SALA connectors (snap hooks and carabiners) are designed to be used only as specified in each product's user's instructions. DBI/SALA snap hooks and carabiners should not be connected:

- a. To a D-ring to which another connector is attached.
- b. In a manner that would result in a load on the gate.
- c. In a false engagement, where features that protrude from the snap hook or carabiner catch on the anchor and without visual confirmation seems to be fully engaged to the anchor point.
- d. To each other.
- e. Directly to webbing or rope lanyard or tie-back (unless the manufacturer's instructions for both the lanyard and connector specifically allows such a connection).

To any object which is shaped or dimensioned such that the snap hook or carabiner will not close and lock, or that roll-out could occur.**Support Structural Strength**

The support structure to which the winch is installed must meet minimum strength requirements. **Operation and Use**

Before Each Use: Before each use of this equipment carefully inspect it to ensure it is in good working condition. Check for worn or damaged parts. Ensure all parts are present and secure. Check operation of winch; ensure that it will lift, lower, and hold the load under normal operation. Check winch and entire system for damage and corrosion. Do not use if inspection reveals an unsafe condition.

1. Planning: Plan your system and how it will function before starting your work. Consider all factors that affect your safety during use. Some important points to consider when planning your system are: **A. Hazard Evaluation:** Evaluate job site hazards prior to starting work. Consult applicable OSHA and industry standards for guidelines and regulatory requirements on issues such as confined space entry, personal fall arrest systems (PFAS), and single point adjustable suspended scaffolds.

2. **Work Site Geometry:** The installation and use of the support structure (tripod, davit arm and base) must be consistent with the geometric requirements stated in the associated manufacturer's instruction manuals. When suspending working lines from the support structure, check for obstructions or sharp edges in the work path. Avoid working where the

user may swing and hit an object, or where lines may cross or tangle with that of another worker.

- 3. Secondary or Back-up Fall Arrest System:** When using the Salalift winch (8101000 series) as a support for work positioning, a secondary or back-up fall arrest system is required. The DBI/SALA tripod and davit arm has provisions for connection of a secondary or back-up PFAS.

Rescue: A means of dealing with an incident or emergency must be planned in advance. Response time can play an important role in the survival of an injured worker. Users of this equipment must be trained in emergency procedures.**Requirements for Personal Fall Arrest Systems**

PFAS used with the Salalift or Salalift II winch and support structure must meet applicable OSHA requirements.

- 1.** The PFAS should be rigged to minimize any potential free fall and never allow a free fall greater than 6 feet. It is recommended that the PFAS used with this equipment include a full body harness as the body support component. PFAS's that incorporate full body harnesses must maintain fall arrest forces below 1,800 lbs. and arrest the fall within 42 inches. Body belts, unless incorporated into a full body harness, are not recommended for use with this equipment. A typical PFAS includes a full body harness, connecting subsystem or component (self-retracting lifeline or lifeline and rope grab), and the necessary connectors to couple the system together.

Anchorage selected for PFAS must sustain static loads, applied in the directions permitted by the PFAS, of at least; (A) 3,600 lbs.11 (16kN) when certification exists (see ANSI Z359.1 for certification definition), or (B) 5,000 lbs. (22kN) in the absence of certification. When more than one PFAS is attached to an anchorage, the anchorage strengths set forth in (A) and (B) must be multiplied by the number of PFAS attached to the anchorage. Per OSHA 1926.500 and 1910.66: Anchorages used for attachment of a PFAS shall be independent of any anchorage being used to support or suspend platforms, and must support at least 5,000 lbs. (22kN) per user attached, or be designed, installed, and used as part of a complete PFAS which maintains a safety factor of at least two, and is supervised by a qualified person.**Installation of Winch to Support Structure**

- 1. Mounting Bracket:** These winches incorporate a “quick-mount” style bracket for attachment to the support structure. DBI/SALA tripods, davit arms, and other support structures supplied by DBI/SALA, include a bracket that mates with the winch quick-mount bracket. All DBI/SALA winches include the quick-mount bracket. When using the 8102001 series winch with the 8004176 Wall Mount Bracket, a mounting adapter kit is required. Contact DBI/SALA for more information.
- 2. Load Requirements:** The mounting bracket must support the loads. Geometric Requirements: Refer to the support structure manufacturer's instructions for geometric requirements.

Installations of the winch to support structures other than those provided by DBI/SALA must meet the geometric requirements.

Position the support structure so the load and the lifeline of the winch can be directed over the work area when installed. For personnel use, do not position the support structure where

the worker will have to swing under the support structure to reach the work area. Avoid positioning the support structure where the working line may abrade against sharp edges.

3. Quick-Mount Installation: Mount the winch using the quick-mount bracket as follows:

Step 1. Pull out the locking detent pin by depressing the button on end of the pin. Lift the winch into place and position the slot in the bracket over the fixed pin on the support structure bracket.

Step 2. Push the top of winch in toward the support structure while the bottom rotates on the fixed pin. Align the holes and push the detent pin through until it stops. Ensure the pin locks in place.

Step 3. Slowly pull out the winch line. Route the line over the support structure pulley system.

Welded Installations: If welding the mounting bracket to a support structure it is recommended that the welding be done by a certified welder. Portions of the mounting bracket that have been exposed due to welding should be painted or otherwise protected from corrosion.**Operation of the Winch**

- 1. Connecting Winch Line to Load:** For applications that do not require a secondary PFAS, the winch line should be connected to the worker's harness back D-ring. For applications requiring a secondary PFAS, the winch line should be connected to a Y-type lanyard and this lanyard should be attached to the worker's harness shoulder D-rings. The secondary lifeline should be connected to the worker's harness back D-ring. For material handling applications, connect the winch line to the load using a tie off adapter or other anchoring device.

SALALIFT Winch (8101000 Series): Attach the winch to the support structure as described in section 3.4 (D). Install the winch crank handle onto the high or low speed shaft by aligning the handle with the shaft and pushing firmly inward until the handle snaps in place. To release the handle from the shaft, depress the handle release and pull the handle off the shaft. Pull the ratchet lever downward and feed the line off the drum by rotating the crank handle in the "lower" direction. Route the line over the support structure pulley system.**To Raise a Load**

Rotate the winch crank handle clockwise when using the low speed shaft and counterclockwise when using the high speed shaft. For worker safety, the crank handle incorporates an overload clutch which limits the winch lifting force on the high speed shaft to approximately 250 lbs. and 500 lbs. on the low speed shaft, thus reducing the possibility of injury should a worker become entangled during retrieval. Do not exceed the rated capacity of 350 lbs.

IMPACT INDICATOR AND CABLE RESERVE: The Salalift II winch is supplied with a connecting swiveling hook that incorporates a load indicator. This indicator functions if the winch is severely impact loaded or if the lifting capacity is exceeded by a preset amount. The Salalift II incorporates a reserve cable retention feature on the cable drum. With the drum near empty (single layer of cable remaining), the shear pin is visible. The reserve cable ensures that the shock absorbing feature is available throughout the working range of the winch. If the winch is shock loaded at the reserve point of cable payout, the shear pin will

shear, allowing the shock absorber to function normally. If the shear pin has been sheared, the unit must be returned for inspection and repair. **To Lower a Load**

Rotate the winch crank handle in the “raise” direction until the ratchet brake lever can be pulled down, then rotate the crank handle in the “lower” direction. When a load is suspended from the winch, use caution when the ratchet brake lever is pulled down since the load will be transferred to the winch crank handle. To prevent loss of control of the load, do not block or restrict the ratchet lever from engaging the teeth on the drum, except by normal manual operation. If the operator fatigues, or for any reason desires to “hold” the load, allow the ratchet brake to engage and support the load. The Salalift® I winch is designed and typically used for manual operation. Certain situations where the speed of the rescue, coupled with fatigue experienced by operator during long lifts, may necessitate the need for a powered drive operation.

SALALIFT II Winch (8102001 Series): Attach the winch to the support structure. Install winch crank handle onto the input shaft by aligning the hub of the crank handle with the square drive marked "winch shaft" and pushing firmly inward until handle snaps in place (the grip on the handle should face outward). To release the crank handle from the shaft, pull the handle off the shaft. Feed the line off the winch drum by rotating the crank handle in the lowering direction (counterclockwise). Apply slight tension to the line while feeding it off the drum. Free-wheel mode may also be used. Route the line over the support structure pulley system.**Training**

It is the responsibility of the user to assure they are familiar with these instructions, and are trained in the correct care and use of this equipment. User must also be aware of the operating characteristics, application limits, and the consequences of improper use of this equipment.**Inspection**

Before Each Use: Visually inspect

1. **Monthly:** A formal inspection of the winch should be done by a competent person other than the user. Record results in the inspection and maintenance log.
2. **Annual:** It is recommended that the winch be serviced by a factory authorized service center or the manufacturer. Extreme working conditions may require increasing the frequency of inspections. Annual servicing shall include, but not be limited to, an intensive inspection and cleaning of all internal and external components. Failure to provide proper service may shorten product life and could endanger performance.

After An Impact: Inspect entire winch.General Inspection Steps

Step 1. Inspect all screws, bolts and nuts. Ensure they are securely attached and tight. Check to see if any bolts, nuts or other parts are missing, or have been substituted or altered in any way. Inspect covers, housings, guards, etc. Ensure they are free of cracks, dents, or other damage.

Step 2. Crank handle must lock positively onto the shaft and be free of cracks, bends, or other damage. **Step 3.** Connecting hook must not be damaged, broken, distorted, or have any sharp edges, burrs, cracks, worn parts, or corrosion. Ensure

the connecting hook works properly. Hook gate must move freely and lock upon closing. Hook must swivel freely.

Step 4. Wire Rope: Inspect entire length of wire rope assembly starting at the hook. Always wear protective gloves when inspecting wire rope.

1. Inspect for broken wires by passing the wire rope through gloved hands, flexing it every few inches to expose breaks. Broken wires can be removed by bending the wire back and forth parallel to the rope length. Do not attempt to pull wires out of rope. Inspect for kinks, cuts, crushed burned areas, or other damage. Wire rope with serious damage must be removed from service.
2. The wire rope assembly must be replaced by an authorized service center if there are six or more randomly distributed broken wires in one lay, or three or more broken wires in one strand in one lay. Note: A “lay” of wire rope is the length of wire rope that it takes for a strand (the larger groups of wires) to complete one revolution or twist along the rope.
3. The wire rope assembly must be replaced by an authorized service center if there are any broken wires within one inch of the metal compression sleeves at either end of the assembly. Note: To inspect wire rope area near compression sleeves on hook end, remove counterweight (8101000 series) or slide rubber hook bumper up on wire rope (8102001 series).
4. Inspect entire length of wire rope for signs of corrosion. Severely corroded wire rope must be replaced.

Synthetic Rope: Inspect for the following if the winch uses synthetic rope:

1. Inspect for concentrated wear, frayed strands, broken yarns, cuts, and abrasions. The line must be free of knots, excessive soiling, heavy paint buildup, and rust staining throughout its length.
2. The line must be free of chemical or heat damage, indicated by brown, discolored, or brittle areas.
3. The line must be free of ultraviolet damage, indicated by discoloration and the presence of splinters and slivers on the rope surface.
4. All of the above factors are known to reduce rope strength. As a rule of thumb, rope strength is reduced proportional to the cross sectional area of the rope damaged. Damaged or questionable rope should be replaced by an authorized service center.

Step 5. Inspect all identification and warning labels, ensuring that they are legible and securely attached.

Step 6. Inspect each system component (support structure, back-up fall arrest system, body support, connectors, etc.) according to manufacturer's instructions.

Step 7. See additional inspection steps for the winch. **Maintenance, Servicing & Storage**

Periodically clean the exterior of the winch using water and a mild detergent solution. Clean labels as required. At least twice a year, clean and lubricate the wire rope. Do not use solvents to clean the wire rope as they will remove internal lubrication. Lubricate wire rope using a cloth (wearing gloves) and a light machine oil.

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SAFE JOB PROCEDURE		
Job:	Working Alone	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required:	Material Required:	Personal Protective Equipment: Hard Hat, Communication Device CSA 6" CSA Boots Safety Glasses, High visibility Vest
Job Steps:	<ol style="list-style-type: none"> 1. Conduct a hazard assessment prior to starting work to ensure all hazards have been identified and controlled. If a hazard cannot be controlled contact your supervisor immediately. DO NOT START WORK UNTIL IT HAS BEEN CONTROLLED. 2. Ensure you receive clear instructions of the task and the scope of work to be completed. 3. Ensure all required PPE (Personal Protective Equipment) and emergency contact information is available. 4. Set-up and check in following your supervisor's instruction for call ins. <ol style="list-style-type: none"> a. Upon arrival, morning break, lunch, afternoon break and departure. b. Or at a specified intervals of time (i.e. hourly) 5. A worker must have a helper if the work being done is determined to be high risk: <ol style="list-style-type: none"> a. Working from heights b. Working in confined spaces (under the current OH&S Regulations, a worker is not permitted to work alone in a confined space) c. Working in isolation from first aid services or immediate/emergency assistance d. Working with hazardous substances or materials e. Working with electricity f. Working with material under high pressure 	

	<ol style="list-style-type: none"> 6. If an employee is working in an area where there is a lack of communication due to cell phone or radio coverage, the employee must take a helper with them to the job for support. 7. If the job site has a crew present and the task will stretch into the after-hours of normal work, arrangements with the Supervisor must be made to have someone from the crew stay with the employee until the task is completed or work is done for the day.
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SAFE JOB PROCEDURE		
Job:	Working in Manholes	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
Equipment Required: Tripod, and Harness	Material Required: (Entrant and Topside Observer) Lifting Rope Pails	Personal Protective Equipment: Respirator Hard Hat Safety Harness Gloves, 6" CSA Boots
Job Steps:	<ol style="list-style-type: none"> 1. Ensure that the atmosphere is acceptable to enter. 2. There are to be two men present at all times when entering manholes. 3. Entrant must be hooked up to tripod at all times. 4. Any tools needed in the manhole are lowered by rope in the pail, do not drop or throw them down. 5. When lowering and raising pails, the entrant must move the opposite side until the pail is lowered or raised out of the manhole. 6. Always ensure that all manhole covers are put back on the manholes when finished to prevent anyone from falling in. 	

SAFE JOB PROCEDURE

Job:	Working Safely with Mobile Equipment	
<p>Developed by: 1. Carrie McLachlan</p> <p>Approved by: Fernando Nogueira Position: President</p> <p>Date: November 20th, 2014</p> <p>Review Date: March 20, 2024</p>		
<p>Equipment Required:</p> <p>Mobile Equipment</p>	<p>Material Required:</p> <p>Back-up Horn</p>	<p>Personal Protective Equipment:</p> <p>Gloves</p> <p>6" CSA Boots</p> <p>Hard Hat</p>
Job Steps:	<ol style="list-style-type: none"> 1. Inspect equipment for safety defects. 2. Fasten seat belts whenever the equipment is in motion. 3. Always operate equipment at a prudent speed. Do not endanger personnel through careless handling of the machine. Slow down for curves and during abnormal weather or operating conditions. 4. Before leaving any equipment unattended, make sure that attachments are fully lowered to the ground and that parking brakes are set. 5. Be certain that all persons and equipment are at a safe distance before starting or moving mobile equipment. Sound the horn before starting or moving equipment. The horn signals are applied: <ol style="list-style-type: none"> a. Once prior to stopping. b. Twice prior to starting forward. c. Three times prior to starting in reverse. 6. Know all emergency shutdown and start-up procedures associated with the equipment. 7. Keep the equipment and cab clean and free of extraneous material. 8. When entering an intersection, always sound the horn to notify pedestrians and other operators in the vicinity. 9. If equipped, ensure that the backup horn is working. 	

SAFE JOB PROCEDURE	
Job:	Write a Safe Job Procedure

Developed by: 1. Carrie McLachlan

Approved by: Fernando Nogueira **Position:** President

Date: November 20th, 2014

Review Date: March 20, 2024

Equipment

Required: Pen or
Computer

Material

Required:
Paper

Personal Protective Equipment:

Gloves, Safety Glasses

6" CSA Boots

Hard Hat, High Visibility Vest

Any Specialized PPE to Observe the Job

Job Steps:

1. **Observe the job:** Although the employee's developing the procedure might have knowledge/understanding of the job it is important to observe the job being performed the preferred way to ensure the safest method is documented.
2. **Review associated legislative requirements:** Some jobs are governed by legislative requirements. These must be considered when developing a safe job procedure to ensure any legal requirements are included. If the job uses any hazardous substance/s or dangerous good/s the safe job procedure must reference the MSDS for each hazardous substance or dangerous good.
3. **Record the sequence of basic job steps:** Assemble those involved in the job and then write down the steps that make up the task/activity. The development should be in consultation with employees or their supervisors.
4. **Record potential hazards of each step:** Next to each step identify what may have potential to cause injury or disease (to those doing the work or to anyone else nearby), damage to the environment, property, or equipment.
5. **Identify ways of eliminating and controlling the hazards:** For each identified hazard, list the measures that need to be put in place to eliminate or control any likely risk occurring.
6. **Test the procedure:** Observe employees following the safe job procedure and adjust the procedure as necessary.
7. **Obtain approval:** Before the safe job procedure can be used it must be approved by the president of the company.
8. **Monitor and review:** Make sure the job is supervised to ensure the documented process is being followed. The safe job procedure should be reviewed whenever:
 - a. the task/activity changes;
 - b. when a new hazard is identified;
 - c. after an associated near miss, injury or illness occurs with the task/activity;
 - d. there is a change to legislation, standards or codes of practice;
9. **Approval:** Once completed the safe job procedure requires approval from the president of the company.
10. **Implementation:** Once the safe job procedure has been approved it is then implemented on the job.
11. **Accessibility and Display:** Safe job procedures should be displayed prominently in a safe and accessible location including the date when they are to be used.