Safe Work Procedures

The Manitoba Heavy Construction Association (MHCA) and the Manitoba Heavy Construction Safety Program (MHCSP) have assembled precedent ‘Safe Work Procedures’ for your reference.

Safe Work Procedures are in all cases specific to each employer, its workers, individual worksites & activities and related hazards.

The MHCSP ‘Safe Work Procedures’ are therefore for precedent and educational purposes only. They do not apply to any particular or actual or all work sites and situations and should accordingly be used for structural development purposes only.

Given the obvious uniqueness of each workplace and worksite, we do not guarantee quality, accuracy and completeness of the information.

For assistance or guidance, please feel free to call the MHCSP offices.
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Acetylene

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contents under pressure</td>
<td>Steel toed boots</td>
<td>Eye wash station</td>
</tr>
<tr>
<td>Inhalation</td>
<td>Face shield / safety glasses</td>
<td>MSDS</td>
</tr>
<tr>
<td>Spills</td>
<td>Safety glasses</td>
<td>Manufacturer's recommendations</td>
</tr>
<tr>
<td></td>
<td>leather gloves</td>
<td>First Aid</td>
</tr>
<tr>
<td></td>
<td>Respirator</td>
<td></td>
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</tbody>
</table>

Safe Work Procedure:

1. Use only in well ventilated areas
2. Do not wear contact lens when working with this chemical
3. Respirator selection must be based on the MSDS
4. Do not drag, roll or slide cylinders
5. Do use a suitable hand truck or cart to transport cylinder movement
6. Protect the cylinder from physical damage
7. Store in a cool, dry well ventilated area
8. Transport in a secure position, in a well ventilated vehicle

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
2.1 Safe Work Procedures
6 Personal Protective Equipment
35 W.H.M.I.S.
36 Chemical and Biological Substances

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure
Air Brake Adjustment

Facility:  
Written By:  
Approved By:  
Date Created:  
Date of Last Revision:  

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other workers and equipment</td>
<td>Steel toed boots</td>
<td>Operator Training/Certification</td>
</tr>
<tr>
<td>Machine malfunction</td>
<td>Hard hat</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Safety glasses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gloves</td>
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<td></td>
<td>Safety Vest</td>
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<tr>
<td></td>
<td>Chocks/Blocks</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. PPE should be worn at all times.
2. If unit has auto slack adjuster, do not try to adjust. See supervisor if travel is more than 2".
3. Park on level ground, out of the way of any traffic.
4. Lock out the ignition.
5. Make sure psi will maintain 115 psi for duration of adjustment.
6. Block /chock the wheels.
7. Release the brakes.
8. Check the brake lining thickness (min 3/8")
9. Check for air leaks and repair.
10. Check for damaged brake pot or slack adjuster, worn lining or leaking wheel seals.
11. Ensure lock sleeve is operational.
12. Ensure push rod travel is between 3/4" - 11/2" and within 1/4" of each other.
13. Ensure push rod angle is between 85 and 90 degrees (90 degrees being the best angle).
14. Report any of the above problems to your supervisor.
15. Ensure brakes do not drag.
16. With psi at a minimum of 115 make one full brake application.
17. PSI should not drop more than 12 psi; if so recheck adjustment.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR.

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:

6 Personal Protective Equipment
16 Machines, Tools and Robots

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

Reviewed By Worker Rep/WSH Committee:

Date:
# Safe Work Procedure

## Air Compressor

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
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</table>

### Hazards Present:

<table>
<thead>
<tr>
<th>Noise</th>
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<table>
<thead>
<tr>
<th>Airborne particles</th>
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</table>

<table>
<thead>
<tr>
<th>Slip/Tripping</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Explosion of tank or air line</th>
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</table>

### PPE or Devices Required:

<table>
<thead>
<tr>
<th>Steel toed boots</th>
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</table>

<table>
<thead>
<tr>
<th>Hearing protection</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Safety glasses</th>
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</table>

<table>
<thead>
<tr>
<th>Gloves</th>
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### Additional Training Required:

<table>
<thead>
<tr>
<th>Operator training</th>
</tr>
</thead>
</table>

## Safe Work Procedure:

1. Ensure a clear understanding of how compressor operates.
2. Place out of way of others’ workspace.
3. Handle with care while transporting with the adjusting valve forward.
4. Ensure tail piece is tight, the hose and is clear of debris, gaskets are in place and valves are closed.
5. Check fluids when applicable.
6. Turn tank on.
7. Follow through with task, being sure not to direct air at yourself or others.
8. Shut down when finished.

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure.*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

### Guidance Documents/Standards:

<table>
<thead>
<tr>
<th>MB Workplace Safety &amp; Health Act &amp; Regulations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Safe Work Procedure</td>
</tr>
<tr>
<td>6 Personal Protective Equipment</td>
</tr>
<tr>
<td>12.3 Hearing Protection</td>
</tr>
<tr>
<td>16.4 Machine and Tool Safety</td>
</tr>
<tr>
<td>19.10 Fire and Explosion Hazards</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewed By Worker Rep/WSH Committee:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>
# Safe Work Procedure

**Backfill From Top of a Bank**

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
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</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Hazards Present:</strong></th>
<th><strong>PPE or Devices Required:</strong></th>
<th><strong>Additional Training Required:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Other workers and equipment</td>
<td>Steel toed boots, Hard hat, Safety glasses, Gloves, Safety Vest</td>
<td>Operator Training</td>
</tr>
<tr>
<td>Machine malfunction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working on loose grounding</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Safe Work Procedure:

1. Designate a spotter who will be responsible for directing the driver/operator to the bank and to dump load.
2. Check ground for stability before proceeding to top of bank.
3. Ensure that all other workers and equipment are aware and stay clear of dump.
4. Follow through with dump when spotter signals it is safe to do so.
5. Once load is completely dumped, lower the box and carefully pull away from the bank.

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure.*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

### Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 6 Personal Protective Equipment
  - 14 Fall Protection
  - 16 Machines, Tools and Robots
  - 20 Vehicular and Pedestrian Traffic
  - 26 Excavations and Tunnels

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Backing Up

<table>
<thead>
<tr>
<th>Facility:</th>
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</tr>
</thead>
</table>

**Hazards Present:**

<table>
<thead>
<tr>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backing over objects</td>
<td>Communication Device</td>
</tr>
<tr>
<td>Backing over people</td>
<td>Safety Vest</td>
</tr>
<tr>
<td></td>
<td>ROPS</td>
</tr>
<tr>
<td></td>
<td>Operator Certification</td>
</tr>
</tbody>
</table>

**Safe Work Procedure:**

1. Avoid backing up whenever possible
2. Always park so your first move is forward
3. Check clearances (Front, Back, Side and Overhead)
4. Sound horn frequently (even if equipped with back up alarm)
5. Back slowly (never at a speed faster than a brisk walk)
6. Use a spotter whenever possible
   A. If you lose sight or eye contact with the spotter, STOP immediately and locate that person before proceeding
   B. If parked or stopped always use proper parking procedures
      1. Set brake
      2. Transmission in appropriate gear

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure*

**Guidance Documents/Standards:**

- MB Workplace Safety & Health Act & Regulations:
  - 16 Machines, Tools and Robots
  - 25.1 Work in Vicinity of Overhead Electrical Lines

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Band Saw

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
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</tr>
</thead>
</table>

**Hazards Present:**

<table>
<thead>
<tr>
<th>Hazard</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exposed Blade - cuts amputation</td>
<td>Eye Protection</td>
<td>Operator Training</td>
</tr>
<tr>
<td>Electric shock</td>
<td>Safety glasses</td>
<td></td>
</tr>
<tr>
<td>Noise</td>
<td>Hearing protection</td>
<td></td>
</tr>
<tr>
<td>Saw dust in eyes</td>
<td>Steel toed shoes</td>
<td></td>
</tr>
<tr>
<td>Inhalation of saw dust paricles</td>
<td>Dusk mask</td>
<td></td>
</tr>
</tbody>
</table>

**Safe Work Procedure:**

1. Ensure saw is unplugged or locked out
2. Inspect work area to ensure clean
3. Inspect electrical cords, switches, blade and guards for defects
4. Inspect wood to ensure no defects or nail/screws in wood
5. Place wood on workplatform and measure height of wood
6. Adjust guard to 1/8 inch above height of wood
7. Turn on saw and inspect blade as it runs to ensure no defects
8. Push wood through blade very slowly
9. Shut off saw and wait until blade stops to remove wood from platform
10. Use a push stick if wood is small
11. Unplug or lock B. Hold extinguisher upright
12. If there is a lot of saw dust, wear a dust mask while cleaning

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

**Guidance Documents/Standards:**

- MB Workplace Safety & Health Act & Regulations:
  - 2.1 Safe Work Procedures
  - 6 Personal Protective Equipment
  - 8 Musculoskeletal Injuries
  - 16 Machines, Tools & Robots

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

Reviewed By Worker Rep/WSH Committee:

Date:
# Safe Work Procedure

## Barricade Personnel

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
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<th>Date Created</th>
<th>Date of Last Revision:</th>
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</thead>
</table>

### Hazards Present:

<table>
<thead>
<tr>
<th>Traffic</th>
<th>Lifting</th>
</tr>
</thead>
</table>

### PPE or Devices Required:

- Steel toed boots
- High visibility vest
- Hard Hat
- Communication device

### Additional Training Required:

- Flag person training

### Safe Work Procedure:

1. Load the truck with signs and barricades that are required for the site
2. Proceed to the job site
3. Block off the lane with the Lane Closed or Road closed sign in order to install the proper barricades
4. Barricades and signs installed according to signing procedures dictated by the owner or local government
5. If no set procedure, the area is barricaded to protect the workers and the public from injury
6. When removing the barricades, they are removed in reverse order to allow safety of personnel
7. A flag person may be required to assist and egress from the construction site
8. The barricades are to be inspected daily by the barricade personnel
9. If the barricades are damaged, they are to be repaired or replaced immediately
10. On heavy traffic locations, the barricades are to be inspected after the crew has left for the day

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If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

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### Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 5 First Aid
  - 6 Personal Protective Equipment
  - 8 Musculoskeletal Injuries
  - 9 Working Alone or in Isolation
  - 20 Vehicular & Pedestrian Traffic

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Basic Office Safety

<table>
<thead>
<tr>
<th>Hazards Present</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repetitive Motions</td>
<td>Steel Toed Boots</td>
<td>Company Safety Rules</td>
</tr>
<tr>
<td>MSI Injuries</td>
<td></td>
<td>Company Safety Policies</td>
</tr>
<tr>
<td>Vibration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slips, Trips &amp; Falls</td>
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</tr>
</tbody>
</table>

Safe Work Procedure:

1. Use good lifting techniques. When possible, modify the work areas so routine lifting from high or low levels is not necessary.
2. Plan moves and path of travel when you are going to move something. Clear obstacles away before you begin. Get close to the object you are lifting, squat down to it, and bring the load against your body. Do not twist or jerk when lifting. Lift with your legs, maintaining the 3 natural curves of the spine. Turn corners and change direction by moving your feet, not turning at the waist. Avoid carrying loads that block your view and take care when rounding corners. Get help when lifting heavier objects such as computers or boxes of paper.
3. Sit with good posture, face your work directly and arrange your work area so the most frequently used items are within easy reach.
4. Relax your hands occasionally by dangling them loosely from your wrists and shaking them. Force a yawn to relax tight facial muscles.
5. Look away from paperwork or your monitor periodically to reduce eye strain. Relax your eyes by refocusing them for 15 seconds on a point at least 20 ft away and then closing them for 15 seconds.
6. Position your monitor and document at eye level and about an arm's length away.
7. Move around, vary your work activities, and take frequent rest pauses during your shift.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 4 General Workplace Requirements
  - 8 Musculoskeletal Injuries
  - 16 Machines, Tools & Robots
  - Safe Work Bulletin #246

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

Reviewed By Worker Rep/WSH Committee:

Date:
**Safe Work Procedure**

**Bench or Floor Drill Press**

<table>
<thead>
<tr>
<th>Facility:</th>
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**Hazards Present:**

<table>
<thead>
<tr>
<th>Gloves becoming caught</th>
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<tbody>
<tr>
<td>Loose clothing becoming caught</td>
</tr>
<tr>
<td>Jewelry becoming caught</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PPE or Devices Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steel toed boots</td>
</tr>
<tr>
<td>Face shield</td>
</tr>
<tr>
<td>Safety glasses</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operator training/certification</td>
</tr>
</tbody>
</table>

**Safe Work Procedure:**

1. Read and understand instruction manual before operating drill press
2. If you are not thoroughly familiar with the operation, obtain instruction from supervisor or other competent person
3. Do not operate will under the influence of medications, drugs or alcohol
4. Always wear eye protection
5. Guards and shield should be in place and used at all times
6. Secure the material to be drilled securely with clamps or vise
7. Adjust the speed of the drill as required
8. Remove the chuck key from the chuck before starting the drill
9. Make all adjustments with the power off
10. Securely lock the drill bit into the chuck
11. Shut off the power when you have completed drilling and remove the drill bit from the chuck
12. Clean the table of debris before leaving the machine

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<table>
<thead>
<tr>
<th>Guidance Documents/Standards:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MB Workplace Safety &amp; Health Act &amp; Regulations:</td>
</tr>
<tr>
<td>6 Personal Protective Equipment</td>
</tr>
<tr>
<td>8 Musculoskeletal Injuries</td>
</tr>
<tr>
<td>16 Machine, Tools and Robots</td>
</tr>
</tbody>
</table>

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Blinding

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confined Space</td>
<td>Eye Protection</td>
<td>Confined Space training</td>
</tr>
<tr>
<td>Hazardous material / chemicals</td>
<td>Face Shield</td>
<td></td>
</tr>
<tr>
<td>Confined Space</td>
<td>SCBA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communication Device</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Steel toed boots</td>
<td></td>
</tr>
</tbody>
</table>

1. Blinding before entry to a confined space
2. Piping containing hazardous substances or substances under pressure or so located to allow hazardous substances to enter such space shall be disconnected, blanked or blinded off
3. Where it is impractical to employ blanks or blinds, written procedures shall be developed and implemented to ensure equivalent protection to all workers exposed to the hazard
4. The closing of a valve or any line will not be acceptable as a substitute for blanking or blinding
5. Blanks or blinds shall be of sufficient strength so installed as to provide adequate safety for the particular conditions of anticipated pressure, temperature and service
6. Visual indication that blank or blind has been installed shall be provided at the point of installation
7. Gaskets shall be installed on the pressure side of blanks or blinds and flanges shall be tightened to make the blanks or blinds effective
8. Where threaded lines are used, threaded plugs or caps shall be used to blank the lines

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
- MB Workplace Safety & Health Act & Regulations:
  - 2.1 Safe Work Procedures
  - 6 Personal Protective Equipment
  - 15 Confined Spaces
  - 35 WHMIS
  - 36 Chemical & Biological Substances

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Boosting Batteries

Facility: Written By: Approved By: Date Created Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sulphuric acid</td>
<td>Eye Protection</td>
<td></td>
</tr>
<tr>
<td>Explosive hydrogen gas</td>
<td>Acid resistant gloves</td>
<td></td>
</tr>
<tr>
<td>Awkward location</td>
<td>Steel toed boots</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Check cables for wear, frays, cracks and/or loose clamps
2. Connect booster cables to the uncharged battery first to prevent sparks
3. Connect the cables by attaching positive to positive and negative to negative
4. Make last connection on the motor or frame of the vehicle away from the discharged battery instead of terminal that is grounded.
5. Remove cables once uncharged vehicle is started

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
- Manitoba Workplace Safety & Health Regulation
- 6 Personal Protective Equipment
- 16.10 Machines, Tools and Robots
- 19.3 Fire and Explosive Hazards
- 21 Emergency Washing Stations
- 35 WHIMIS
- 36 Chemical and Biological Substances
- 38 Electrical Safety

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

Reviewed By Worker Rep/WSH Committee:
Date:
Safe Work Procedure

CAT Operator

<table>
<thead>
<tr>
<th>Facility:</th>
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<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

Hazards Present:  
PPE or Devices Required:  
Additional Training Required:

Other workers and equipment  
Equipment malfunction  
Slip and trip  
Pinch points  
Steel toed boots  
Hard hat  
Safety glasses  
Vest  
Operator training

Safe Work Procedure:

1. Use cold start procedure and do pretrip inspection while machine is warming up.
2. Mount and dismount machine using 3 point contact.
3. Proceed to work area checking steering and brakes as you go.
4. Maintain proper distance from other workers and equipment and always look directly behind before backing.
5. Pay constant attention to all gauges.
6. When stopped, check machine over and do not drag winch cable or have hook dangling loosely.
7. Park in safe area and drop the hydraulics.
8. Use hot shut down procedure.
9. Check over machine and clean rad and tracks when finished.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:  
6 Personal Protective Equipment  
16 Machine, Tools and Robots  
22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Catch Basin Installation

<table>
<thead>
<tr>
<th>Facility:</th>
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</table>

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<tr>
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<th>Date of Last Revision:</th>
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<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Hazards Present:**
- Slips/trips
- Equipment malfunction
- Muscle strains
- Pinch points
- Overhead wires
- Buried cables and services

**PPE or Devices Required:**
- Hard Hat
- Steel Toed Boots
- Eye protection
- Hand protection

**Additional Training Required:**
- Equipment operator certification
- First Aid training

---

**Safe Work Procedure:**

1. Appoint a spotter who will be in charge of signalling the operator.
2. Assess and barricade the lift area (Job hazard analysis).
3. Position machine according to the center of gravity of the load.
4. Use approved slings/chains of the proper size and length.
5. Hook up of the load to be done by a competent rigger.
6. Lift when spotter signals safe to do so and the area is clear of personnel.
7. Move slowly to landing area and gently lower.
8. Ensure load is stable on level ground before slackening slings/chains and unhooking.

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure.*

**Guidance Documents/Standards:**

- MB Workplace Safety & Health Act & Regulations:
  - 6 Personal Protection Equipment
  - 4 First Aid
  - 16 Machines, Tools and Robots
  - 12 Hearing Conservation and Noise
  - 23 Cranes and Hoists

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

**Reviewed By Worker Rep/WSH Committee:**

**Date:**
Safe Work Procedure

Chain Saw Bar Maintenance

Facility: Written By: Approved By: Date Created Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinch points</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Face shield</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hand protection</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Ensure appropriate bar is used
2. Inspect for bolt tightness, cracks and defects
3. When tightening nuts on the bar, always hold bar nose up
4. Clean bar groove and oil hose
5. Ensure bar is receiving oil
6. Grease roller and sprocket nose
7. Remove any burred edges on the bar
8. Check bar straightness
9. Check for pinched or uneven bar groove
10. Reverse bar for uneven wear

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure*

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
6 Personal Protective Equipment
16.27 Chain Saw Requirements

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Chain Saw Operation

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amputation</td>
<td>Steel toed Boots</td>
<td>First Aid</td>
</tr>
<tr>
<td>Injury from cuts</td>
<td>Eye Protection</td>
<td>Chainsaw operation</td>
</tr>
<tr>
<td>Projectiles</td>
<td>Face Shield</td>
<td></td>
</tr>
<tr>
<td>Bodily strains</td>
<td>Hard Hat</td>
<td></td>
</tr>
<tr>
<td>Noise levels</td>
<td>Communication Device</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hearing Protection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chainsaw chaps</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Wear all appropriate PPE
2. Do a pre job assessment
3. Pick a tree - look for hazards
4. Brush out tree and plan an escape route
5. Make correct undercut - correct Dutchman if necessary
6. Make side cuts if necessary
7. Start back cut
8. Start the wedge
9. Complete the back cut
10. Drive the wedge
11. Use escape route- Do not turn your back on a falling tree
12. Wait 15 seconds or longer for the tree and branches to fall
13. Limb or go on to the next tree

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
5. First Aid
6. PPE
8. Musculoskeletal Injuries
12. Hearing Conservation & Noise control
16.27. Machines, Tools & Robots
22. Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
## Safe Work Procedure
### Change/Replace Screens

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Hazards Present:</strong></th>
<th><strong>PPE or Devices Required:</strong></th>
<th><strong>Additional Training Required:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall from heights</td>
<td>Steel toed boots</td>
<td>SWP Screener operation</td>
</tr>
<tr>
<td>Hand/Limb Injuries</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hard Hat</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fall Suppression</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Scaffold/Elevated Work Platform</td>
<td></td>
</tr>
</tbody>
</table>

### Safe Work Procedure:

1. Screens must be free and clear of dirt and rocks
2. Power plant must be LOCKED OUT and powered off
3. Wash circuit engine must be LOCKED OUT and powered off
4. Remove large nuts, washers and springs from sides
5. Remove tensioned bolts from the screens (typically 16 pieces)
6. Remove the long tensioner plates (typically 4 ft and 8 pieces)
7. Remove the screen sections through delivery plate at the ends of the screens
8. Reverse the above steps for the installation process
9. All nuts should be tightened 3 full turns from snug
10. Do not try to adjust any of the cables suspending the screen within the carriage assembly

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure*

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

### Guidance Documents/Standards:

<table>
<thead>
<tr>
<th>MB Workplace Safety &amp; Health Act &amp; Regulations:</th>
<th>This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 First Aid</td>
<td>Reviewed By Worker Rep/ WSH Committee:</td>
</tr>
<tr>
<td>6 Personal Protective Equipment</td>
<td>Date:</td>
</tr>
<tr>
<td>15 Confined Spaces</td>
<td></td>
</tr>
<tr>
<td>22.5 Powered Mobile Equipment</td>
<td></td>
</tr>
<tr>
<td>28 Scaffold &amp; Other Elevated Work Platforms</td>
<td></td>
</tr>
</tbody>
</table>
**Safe Work Procedure**

**Changing Auger Teeth**

<table>
<thead>
<tr>
<th>Facility:</th>
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<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

**Hazards Present:**

| Pinch points | Steel toed boots |
| Muscle strain | Eye protection |
| Cutting injury/amputation | Face shield |
|                  | Hand protection |

**Safe Work Procedure:**

1. Wear all applicable PPE
2. Beat out the old tooth with a sledge hammer. A pin or piece of rebar may be required to knock out tooth.
3. Shield yourself while driving in the new tooth.
4. Keep fingers and hands away from Kelly bar and areas where they can get jammed.
5. Maintain periodic eye contact with the operator and make sure they are aware when you have completed task.

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

**Guidance Documents/Standards:**

<table>
<thead>
<tr>
<th>MB Workplace Safety &amp; Health Act &amp; Regulations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Personal Protective Equipment</td>
</tr>
<tr>
<td>8 Musculoskeletal Injury</td>
</tr>
<tr>
<td>16 Machines, Tools and Robots</td>
</tr>
</tbody>
</table>

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

Reviewed By Worker Rep/WSH Committee:

Date:

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR.
## Safe Work Procedure

### Changing Bucket Teeth

<table>
<thead>
<tr>
<th>Facility:</th>
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<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

### Hazards Present:

| Pinch points | Steel toed boots |
| Muscle strain | Safety glasses |
| Crush by machine | Hand protection |

### PPE or Devices Required:

<table>
<thead>
<tr>
<th>Safe Work Procedure:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Park equipment on level ground with brake applied</td>
</tr>
<tr>
<td>2 Raise bucket and place supports</td>
</tr>
<tr>
<td>3 Hammer out pins, using bolts from left to right side</td>
</tr>
<tr>
<td>4 Remove teeth with hammer</td>
</tr>
<tr>
<td>5 Clean shank with wire brush</td>
</tr>
<tr>
<td>6 Install pin lock</td>
</tr>
<tr>
<td>7 Install tooth</td>
</tr>
<tr>
<td>8 Drive pin lock in left to right</td>
</tr>
</tbody>
</table>

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

### Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
6 Personal Protective Equipment
8 Musculoskeletal Injury
16 Machines, Tools and Robots

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure
Changing Equipment Blades

Facility: Written By: Approved By: Date Created Date of Last Revision:

Hazards Present: PPE or Devices Required: Additional Training Required:
Crushed by blade/machine Steel toed boots
Pinch points Safety glasses
Muscle strain Hand protection

Safe Work Procedure:
Two qualified personnel are required for this task
1. Move machine to level ground
2. Make sure all tools and new blades are on hand
3. Lift blade up and drop hydraulics so it can be worked on comfortably and block it under the C frame
4. Using the hot engine shut down procedure, shut the engine off and make sure the brake is on
5. Avoid being under blade at any time
6. Clean the dirt off of the blade
7. Use penetrating oil on all the bolts to be loosened
8. Use the proper sized wrench and socket, loosen all bolts
9. Starting on one side, remove corner bit and continue across the blade - ensure you leave a couple of bolts loosely in the blades so it does not fall
10. With help, remove the corner bits and blades
11. With your assistant, put new blades and corner bits in loosely, then tighten them in place
12. Torque to specification
13. Remove any tools, old blades, etc away from the machine
14. Start the machine, raise the blade and remove blocking
15. Try the blade and recheck the bolts to ensure they are tight

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure
REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
MB Workplace Safety & Health Act & Regulations:
6 Personal Protective Equipment
8 Musculoskeletal Injuries
16 Machines, Tools and Robots

This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years
Reviewed By Worker Rep/WSH Committee:
Date:
Safe Work Procedure

Changing Oxygen/Acetylene Tanks

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explosion</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Muscle strain</td>
<td>Face Shield</td>
<td>Operator training</td>
</tr>
<tr>
<td>Burns</td>
<td>Hard hat</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hand protection</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Close valves on tanks
2. Press torch handle to disperse oxygen and acetylene
3. Disconnect hoses
4. Remove empty cylinders
5. Replace with full cylinders
6. Connect holding strap
7. Reconnect hoses
8. Open valves slowly
9. Check for leaks with soap solution
10. Ensure pressure gauges are set at the proper pressure
11. Ensure oxygen and acetylene flow freely when turned on

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 6 Personal Protective Equipment
  - 8 Musculoskeletal Injury
  - 19.10 Compressed Gas Equipment
  - 35 WHMIS

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Changing Rear Tire

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinch points</td>
<td>Gloves</td>
<td>Use of floor jack</td>
</tr>
<tr>
<td>Crushing</td>
<td>Safety Glasses</td>
<td></td>
</tr>
<tr>
<td>Wrenches slipping</td>
<td>Steel toed Boots</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Bring machine into shop and set the brake
2. Place jack under walking beam and raise the truck and release the park brake
3. Loosen lug nuts but do not remove
4. Take sledge hammer and hit outer ring of tire lugs, break loose
5. Remove nuts
6. Remove flat tire and install new tire
7. Make sure valve stem is 180 degrees away from its mating valve stem
8. Make sure tire is tightened evenly to eliminate run out
9. Run out can be checked by placing a piece of wood approximately 1" from the tire and spin the tire with your hand to make sure the tire is 1" away from the wood all the way around the tire
10. After one trip, check to make sure the lug nuts have not come loose and the tire has not turned
11. Re tighten the lug nuts

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
6 Personal Protective Equipment
8 Musculoskeletal Injuries
15 Confined Spaces
22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Changing Tire

<table>
<thead>
<tr>
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<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinch points</td>
<td>Gloves</td>
<td>Use of floor jack</td>
</tr>
<tr>
<td>Crushing</td>
<td>Safety Glasses</td>
<td></td>
</tr>
<tr>
<td>Wrenches slipping</td>
<td>Steel toed Boots</td>
<td></td>
</tr>
<tr>
<td>Tire explosion</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Deflate tires on multi piece wheels before you remove the wheel
2. Without proper tools it is unsafe to attempt to inflate or mount tires
3. Follow machines manufacturer's recommendations for removing tire, wheel or rim assemblies
4. Regardless of how firm the ground appears, place sound wood blocks under the jack.
5. Erect safety stand under the machine
6. Handle tire and wheel or rim assembly carefully, some may be very heavy. Get assistance when needed
7. Before mounting a tire, lubricate the tire bead, this will allow easier seating with less air pressure
8. When using bead breakers and tire tools, keep fingers and feet clear of pinch points
9. When inflating tires, use tire guage or chain tire on opposite sides
10. Always use clip on chuck and extension hose long enough to allow you to stand to one side and not in front or over the tire

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:

6 Personal Protective Equipment
8 Musculoskeletal Injuries
15 Confined Spaces
22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Cold Start Equipment

1. Check all appropriate fluid levels and record in pretrip book.
2. Visually inspect for leaks and worn belts.
3. Do a walk around to ensure it is safe to start the machine.
4. Proceed to start engine using the three point contact to enter machine.
5. Let machine idle and do another overall check for leaks.
6. Once machine is warm, proceed to task.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
- MB Workplace Safety & Health Act & Regulations
- 4 General Workplace Requirements
- 16 Machines, Tools and Robots
- 22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Computer Use

Facility: Written By: Approved By: Date Created Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>repetitive strain injury</td>
<td></td>
<td></td>
</tr>
<tr>
<td>neck, shoulder and back pain</td>
<td></td>
<td></td>
</tr>
<tr>
<td>eye strain</td>
<td></td>
<td></td>
</tr>
<tr>
<td>headaches</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1 Chair: A Adjust chair, comfort is important
        B Adjust seat height so that your forearms are parallel to the floor or sloping slightly downward
        C Shoulders should be relaxed and not hunched and elbows and upper arms should be close to your body
        D Adjust the backrest angle of your chair to feel comfortable
        E Use a footrest if required so that the thighs are parallel to the floor or sloping slightly downward

2 Monitor: A Should be directly in front of you
           B Screen should be approximately an arm's length away
           C The top of the screen should be at eye height and free of glare and reflections

3 Mouse: A Use a mouse pad close to the keyboard to prevent over reaching
         B Use a straight wrist

4 Laptops: Whenever possible, connect to an external keyboard and mouse and position screen above desk height

5 Breaks: A Have a break to relieve the fixed posture and fixed visual focus.
          B Varying the task throughout the day is best
          C For extended computer work, short frequent breaks for 2-3 minutes every 20-30 minutes is recommended

6 Maintenance: A Keep your equipment in good working order
               B Screen flicker, sticking keys on keyboards and rough running mice should be adjusted/repairsed or replaced

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
2.1 Safe Work Procedures
6 Personal Protective Equipment
8 Musculoskeletal Injuries

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Concrete Pipe Handling/Installation

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

**Hazards Present:**
- Pinch points
- Muscle strain
- Potential death

<table>
<thead>
<tr>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
</table>
- Steel toed boots        |                             |
- Eye protection           |                             |
- Hand protection          |                             |
- Hard hat                 |                             |

**Safe Work Procedure:**
1. Use a machine for the lift that is rated for the proper weight.
2. Attach chain to pipe to be lifted by a competent rigger.
3. Have a spotter signal and guide the operator carefully and properly align the pipe.
4. Use wooden blocking for pipe.
5. Carefully clean all dirt and foreign substances from the jointing surface of the bell or groove end of pipe.
6. Lubricate bell jointing liberally with approved lube using a brush, sponge or gloves.
7. Clean spigot or tongue end of pipe.
8. Lubricate gasket on spigot or tongue end.
9. Fit gasket carefully. Use a smooth, round object (e.g. screwdriver) inserted between gasket and spigot, and run it along the circumference several times.
10. Align bell and spigot to be jointed. Ensure gasket is in contact around entire circumference before homing the joint.

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure.*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

**Guidance Documents/Standards:**
- MB Workplace Safety & Health Act & Regulations:
  - 5 First Aid
  - 6 Personal Protective Equipment
  - 23 Cranes and Hoists
  - 32 Precast Concrete

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Confined Entry Accident

Facility:  
Written By:  
Approved By:  
Date Created:  
Date of Last Revision:  

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claustrophobia</td>
<td>Steel toed boots</td>
<td>Confined Space Training</td>
</tr>
<tr>
<td>Inhalation of chemicals / toxins</td>
<td>Eye protection</td>
<td>First Aid</td>
</tr>
<tr>
<td>Potential death</td>
<td>Hand protection</td>
<td>CPR</td>
</tr>
<tr>
<td>Asphyxiation</td>
<td>Fall arrest and quick retrieval</td>
<td>Rescue Responders</td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Stop and clear all work in vicinity and ensure that no workers enter the confined space.
2. Ensure trained confined space standby team is present or call 911.
3. Secure the site against further danger or injuries.
4. Designate a worker to wait for emergency responders and lead them to accident area.
5. Hoist injured worker to surface.
6. Commence First Aid until relieved of responsibilities.
7. Begin accident investigation.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
5 First Aid
15.8 Confined Spaces

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Confined Space Entry

Facility:  
Written By:  
Approved By:  
Date Created:  
Date of Last Revision:  

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claustrophobia</td>
<td>Detector/ Gas Monitor</td>
<td>Confined Space Training</td>
</tr>
<tr>
<td>Restricted entry/egress</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Flammable gases</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Hazardous chemicals</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td>Pressurized liquids/gases</td>
<td>Communication Device</td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>Fall arrest and quick retrieval</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Respirator</td>
<td></td>
</tr>
<tr>
<td>Atmospheric hazards</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Safe Work Procedure:**

1. Ensure confined space standby team is contacted and on site
2. Inspect the area for hazards and designate a top man
3. Test confined space for following:
   A. Flammable or explosive potential
   B. Combustible gases using a detector
   C. Adequate natural ventilation and/or install explosion proof fans and ducts. If ventilation is still poor, breathing apparatus or air in respiration may be required
4. Check confined space for toxic or corrosive materials. If detected empty confined space and flush with pressurized water. All workers must wear respirator and eye protection if corrosive materials are present
5. Check equipment to be used and general conditions of the space, including:
   A. Disconnect, blind, or lock entry ways that may allow hazardous materials in
   B. Verify alarm devices indicating the presence of gas or oxygen deficiency are working
6. Determine the area is safe, all workers understand the procedures, proper signage and barricades are used, and that all workers are knowledgeable of the rescue plan in the event of an emergency.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

**Guidance Documents/Standards:**

<table>
<thead>
<tr>
<th>MB Workplace Safety &amp; Health Act &amp; Regulations:</th>
<th>This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years</th>
</tr>
</thead>
</table>
Safe Work Procedure

Confined Space Laborer

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
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</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>poisonous fumes/chemicals suffocation</td>
<td>Hard Hat</td>
<td>Confined entry</td>
</tr>
<tr>
<td></td>
<td>Eye Protection</td>
<td>First Aid</td>
</tr>
<tr>
<td></td>
<td>Gloves</td>
<td>Bump calibrations</td>
</tr>
<tr>
<td></td>
<td>Hearing Protection</td>
<td>Air testing/ monitoring</td>
</tr>
<tr>
<td></td>
<td>Steel toed boots/water resistant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Face mask/ air pack/respirator</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gas sniffing meters</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Never enter a confined area or site if alone even for an extremely short period of time.
2. If claustrophobic or uncomfortable notify management before hand.
3. Appropriate gas sniffing meters and equipment must be used to determine the presence & concentration of hazardous gases or liquids.
4. The site must be monitored frequently & documented.
5. Ensure there is an adequate lowering and retrieval system in place and that the watcher and winch operator are both familiar with its function.
6. Know who the First Aid Attendant is on the site and be sure he has been notified of the pending entry.
7. Worker safety harness must be worn at all times and never removed until a safe egress has been accomplished from the confined space.
8. Lanyards and retrieval systems must be maintained in good condition and inspected prior to delivery to site.
9. A ladder must be present in a confined space within a ten foot reach of all workers.
   The length of the ladder must extend at least 2 rungs above the surface of the ground.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR.

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:

2.1 Safe Work Procedure
5 First Aid
6 Personal Protective Equipment
15 Confined Spaces
26 Excavations & Tunnels
35 WHMIS

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Construction Labourers

<table>
<thead>
<tr>
<th>Hazards Present</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slip/trip</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Muscle strain</td>
<td>Safety glasses</td>
<td></td>
</tr>
<tr>
<td>Heavy machinery</td>
<td>Safety gloves</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hard hat</td>
<td></td>
</tr>
<tr>
<td>Construction debris</td>
<td>Reflective vest</td>
<td></td>
</tr>
<tr>
<td>Working alone</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Do an inspection of work area before starting any task.
2. Make eye contact with all equipment operators to ensure they see you.
3. Stay alert and periodically look at surroundings to ensure safety.
4. Request assistance to move all heavy or awkward objects.
5. Practice good housekeeping.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
- 4 General Workplace Requirements
- 6 Personal Protective Equipment
- 8 Musculoskeletal Injuries
- 12 Hearing Conservation and Noise Control
- 13 Entrances, Exits, Stairways and Ladders
- 20 Vehicular and Pedestrian Traffic

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Conveyor Cleaning/Maintenance

<table>
<thead>
<tr>
<th>Facility:</th>
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<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Injury</td>
<td>Safety gloves</td>
<td></td>
</tr>
<tr>
<td>Amputation</td>
<td>Steel toed boots</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Do not wear loose or torn clothing
2. Ensure all materials are off the belt
3. Turn off the conveyor and lock it out
4. Clean around the tail pulley, carrier and return rollers using a straight handled shovel (not "D" handle)
5. Remove materials from underneath and around the conveyor
6. Carry out maintenance / repairs as required
7. Replace and guards or shield removed for cleaning and or maintenance work
8. Never jump or climb onto a conveyor for any reason while it is operating

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:

5.5(1) First Aid
6 Personal Protective Equipment
9 Working Alone or in Isolation
14 Fall Protection
15 Confined Space

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Conveyor Operation

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

Hazards Present: | PPE or Devices Required: | Additional Training Required: |
--- | --- | --- |
Pinch Points | Eye Protection | Crusher Operation |
Falling | Hard Hat | Lock out procedure |
Wrenches slipping | Steel Toe Boots | |

Safe Work Procedure:

1. Stand clear of material discharge and feed areas at all times. Material can be ejected or ricocheted unexpectedly from feed and discharge openings.
2. Shut off and lock out controls before lubricating or performing any maintenance or adjustment.
3. Never apply belt dressing to conveyor or v belts when equipment is operating.
4. Conveyor belts are designed to transport bulk material only. Do not allow personnel to ride or walk on belt.
5. Keep clear of head and tail pulleys and idlers while conveyor is in operation.
6. Do not attempt to align or train the troughing or return rolls while the conveyor is in operation.
7. Keep clear of all moving parts during operation. If belt gets jammed, turn off and lock out the power source.
8. Do not clean up spilled material while the equipment is in operation.
9. Use skirt boards at any point on the conveyor where material spillage occurs.
10. Remove all material from feed devices and chutes before performing maintenance inside.
11. Oversized material may fall off the conveyor belt. Do not exceed maximum lump size requirements for the belt.
12. Maintain proper belt tension to minimize spillage.
13. Excessive conveyor belt tension will damage pulleys and shafts. Do not over tighten.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
- Personal Protective Equipment
- Fall Protection
- Confined Spaces
- Machines, tools and Robots
- Powered Mobile Equipment
- Scaffolds & Other Elevated Work Platforms
- Temporary Structures

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure
Crawler Loader

Facility: Written By: Approved By: Date Created Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other workers and equipment</td>
<td>Steel toed boots</td>
<td>Operator training</td>
</tr>
<tr>
<td>Vehicle damage</td>
<td>Safety glasses</td>
<td></td>
</tr>
<tr>
<td>Slip/Trip</td>
<td>Safety gloves</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hard hat</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hearing protection</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Inspect work area and surroundings
2. Ensure all permits have been acquired
3. Perform pre-trip to machine, including back up alarm
4. Follow through with task carefully. Always be aware of surroundings
5. Park on level ground with bucket to the ground
6. Allow for enough cool down time before shutting off machine
7. Close and lock doors and install window guards
8. Dismount machine using 3 point contact method

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
6 Personal Protective Equipment
16 Machines, Tools and Robots
20 Vehicular and Pedestrian Traffic
22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Crusher General Safety

<table>
<thead>
<tr>
<th>Hazards Present</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinch Points</td>
<td>Fire Extinguisher</td>
<td>Crusher Operation</td>
</tr>
<tr>
<td>Falling</td>
<td>Eye Protection</td>
<td>Lock out procedure</td>
</tr>
<tr>
<td>Wrenches slipping</td>
<td>Hard Hat</td>
<td>Housekeeping practices</td>
</tr>
<tr>
<td></td>
<td>Steel Toe Boots</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Snug fitting clothes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Protective mask or respirator</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hearing Protection</td>
<td>Fire Extinguisher training</td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Document the daily inspection of the equipment in the pre start up book
2. The safety of persons involved in installing, operating or maintaining the equipment can be affected by many factors. Some of the factors that can affect the safety of the workplace are:
   - The location and configuration of the equipment
   - The type of equipment used
   - The attachment of additional or optional equipment
   - Alterations or modifications
   - The type of materials being processed
   - Operation of equipment by unqualified personnel
3. Based on these factors, additional guarding or other precautions may be necessary to comply with the rules and regulations.
4. Mount and dismount the equipment using steps, ladders, handrails and walkways. Use the 3 point contact rule.
5. Do not refuel the equipment with the engine running. All sparks and open flames must be kept a min of 50 ft from the equipment when refueling.
6. Be aware of your actions and the actions of other people & equipment on the job site at all times.
7. Shut down and lock out power source before opening electrical cabinets.
8. Do not use electrical boxes as storage cabinets.
9. Do not disengage power cable quick disconnects while cables are energized.
10. Report defective equipment or unsafe conditions to your supervisor immediately.
11. Keep platforms, steps & walkways and all other job site areas clear of obstructions, tools & other items.
12. Repair fuel leaks immediately, & clean up residual fluid, lubricant or spillage at once.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
- 6 Personal Protective Equipment
- 14 Fall Protection
- 15 Confined Spaces
- 16 Machines, tools and Robots
- 22 Powered Mobile Equipment
- 28 Scaffolds & Other Elevated Work Platforms
- 30 Temporary Structures

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Crusher Lock Out

<table>
<thead>
<tr>
<th>Hazards Present</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinch Points</td>
<td>Fire Extinguisher</td>
<td>Crusher Operation</td>
</tr>
<tr>
<td>Falling</td>
<td>Eye Protection</td>
<td>Lock out procedure</td>
</tr>
<tr>
<td>Wrenches slipping</td>
<td>Hard Hat</td>
<td>Housekeeping practices</td>
</tr>
<tr>
<td>Slips / Trips</td>
<td>Steel Toe Boots</td>
<td>Fire Extinguisher training</td>
</tr>
<tr>
<td>Lifting manually</td>
<td>Snug fitting clothes</td>
<td>Manufacturers specification</td>
</tr>
<tr>
<td></td>
<td>Protective mask or respirator</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hearing Protection</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Install one or more locks to hold the master switch lever in the OFF position
2. Turn the master key to the OFF position and remove the key
3. Disconnect the batteries
4. Place one or more locks on machine control panels, access doors or electrical panels.
5. A lock out is required any time repairs or maintenance is performed:
   1. When cleaning or lubricating the machine
   2. While clearing blocked or jammed mechanism
   3. If several persons will be working on a piece of equipment, each must apply their own lock
6. A lock can be removed when:
   1. All guards are back in place
   2. All work is completed and tools put away
   3. Notify all workers that the lock is being removed
   4. All workers are positioned safely for start up
   5. Controls are positioned correctly for start up
   6. The machine is ready for operation
7. ONLY THE PERSON WHO APPLIED THE LOCK CAN REMOVE IT

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

<table>
<thead>
<tr>
<th>MB Workplace Safety &amp; Health Act &amp; Regulations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Personal Protective Equipment</td>
</tr>
<tr>
<td>14 Fall Protection</td>
</tr>
<tr>
<td>15 Confined Spaces</td>
</tr>
<tr>
<td>16 Machines, tools and Robots</td>
</tr>
<tr>
<td>22 Powered Mobile Equipment</td>
</tr>
<tr>
<td>28 Scaffolds &amp; Other Elevated Work Platforms</td>
</tr>
<tr>
<td>30 Temporary Structures</td>
</tr>
</tbody>
</table>
Safe Work Procedure
Cutting Torch

Facility:  Written By:  Approved By:  Date Created  Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burns  Eye Injuries</td>
<td>Eye Protection  Face Shield  Helmet  Gloves  Coveralls, Fire retardant - not frayed or oily</td>
<td>Fire Extinguisher Training</td>
</tr>
</tbody>
</table>

Safe Work Procedure:
1. Ensure that bottles are secured in the upright position
2. Zero the guages
3. Mount the guages to the bottles - red hose to Acetylene - green hose to oxygen
4. Open valves
5. Set guages by turning regulator dial clockwise - 5 lb acetylene - 40 lb oxygen
6. Turn on acetylene = 1/4 turn at torch handle
7. Light with striker
8. Increase the acetylene until the black smoke decreases
9. Turn the oxygen at the torch handle
10. Increase the oxygen until the desired flame is achieved (blue short tip with no feathers)
11. Cut as required
12. Shut off in the reverse order

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
MB Workplace Safety & Health Act & Regulations:
2.1 Safe Work Procedure  5 First Aid  6 Personal Protective Equipment  17 Welding & Allied Processes

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

Reviewed By Worker Rep/ WSH Committee:
Date:
Safe Work Procedure

Demolition - General Guidelines

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
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<th>Date Created</th>
<th>Date of Last Revision:</th>
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</table>

**Hazards Present:**

<table>
<thead>
<tr>
<th>Hazard</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crushing or asphyxiation</td>
<td>Hearing protection</td>
<td>Eye wash station</td>
</tr>
<tr>
<td>Inhalation of hazardous materials</td>
<td>Steel toed boots</td>
<td>MSDS</td>
</tr>
<tr>
<td>Lacerations</td>
<td>Hard Hat</td>
<td>Manufacturer's recommendations</td>
</tr>
<tr>
<td>Eye injuries</td>
<td>Safety glasses</td>
<td>First Aid</td>
</tr>
<tr>
<td>Noise</td>
<td>leather gloves</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Respirator</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Permits</td>
<td></td>
</tr>
</tbody>
</table>

**Safe Work Procedure:**

1. Do a thorough inspection of the site
2. If possible enter the building with supervisor to look for:
   - People
   - Appliances containing freon
   - Hazardous substance such as asbestos
   - Tanks, wells, flammable or explosive materials
3. Ensure that the proper permits have been obtained
4. Ensure all utilities have been disconnected
5. Notify property owner and adjoining property owners of time and date of demolition
6. Demolitions to bldgs adjoined to another must be properly stabilized
7. Barricade or fence the entire area to keep bystanders and traffic out of area
8. Proceed with demolition
9. Sort and haul away waste and rubble to appropriate facilities
10. Clean up site as per local government regulations
11. Remove barricades

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

**Guidance Documents/Standards:**

MB Workplace Safety & Health Act & Regulations:
- 6 Personal Protective Equipment
- 16 Machines, Tools and Robots
- 20 Vehicular and Pedestrian Traffic
- 22 Powered mobile equipment
- 33 Demolition work

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Dismounting Tires

Hazards Present: Pinch points
Muscle strain

PPE or Devices Required: Steel toed boots
Eye Protection
Hand Protection

Additional Training Required: 

Safe Work Procedure:

1. Remove valve core to completely deflate tire
2. With tire lying flat on floor with wide side of rim up, loosen bead from rim by walking on wells close to rim. If needed use tire bead wedge with a hammer, using caution not to damage rim or tire
3. Flip tire over, loosen beads same as other side
4. Lubricate top bead thoroughly with rim soap
5. Insert spoon end of tire irons about 10” apart.
6. While standing on tire to hold head in gutter, pull one tire iron toward centre of rim
7. Hold tire iron in place with one foot and pull the second tire iron toward centre of rim, progressively working bead off rim. (Additional bites if necessary)
8. Stand tire up, lubricate second bead and rim
9. Insert spoon of tire iron and turn tire iron perpendicular to rim
10. Work your way around until tire is fully dismounted

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
MB Workplace Safety & Health Act & Regulations:
6 Personal Protective Equipment
8 Musculoskeletal Injuries
16 Machines, Tools and Robots
35 Workplace Hazardous Materials Information Systems

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Disposal and Transporting Flammable Liquids

Hazard Present: PPE or Devices Required: Additional Training Required:

Potential fire
Inhalation of chemicals / toxins
Burns
Steel toed boots
Eye protection
Hand protection

Safe Work Procedure:

1. Disposing areas shall be established with adequate ventilation, grounding, bonding, container vents, and trip cans in lieu of disposal at individual work stations whenever possible.
2. When disposing flammables from drums or bulk containers, drip cans, vents, grounding and bonding shall be used.
3. Gravity transfer may be utilized when small amounts of volatile liquids are required.
4. Pumping shall be accomplished with a positive displacement pump.
5. Hydraulic transfer shall be used only when a control system is in place to prevent over pressurization of system.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR.

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
6 Personal Protective Equipment
19 Fire and Explosive Hazards
35 Workplace Hazardous Materials Information Systems
Safe Work Bulletin #178

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Electrical Equipment

Facility:  Written By:  Approved By:  Date Created  Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment damage</td>
<td>Steel toed boots</td>
<td>Manufacturer's manual</td>
</tr>
<tr>
<td>Equipment malfunction</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Electrocution</td>
<td>Hand protection</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. All metal framework on electrically driven machines should be grounded including the motor
2. All electrical equipment must meet applicable standards and codes
3. Every machine must have a stop(kill) switch within reach of the normal operating position
4. Power controls and operating controls shall be located within easy reach and away from any hazards
5. Every operating control shall be protected against unexpected or accidental activation
6. Each machine operated by an electric motor must have a positive means of rendering the controls inoperative
7. Install an electronic motor brake on machines that have excessive coasting time

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
2.1 Safe Work Procedures
4 General Workplace Requirements
16 Machines, Tools and Robots

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Emergency Response

<table>
<thead>
<tr>
<th>Facility:</th>
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<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serious injury</td>
<td>Steel toed boots</td>
<td>Fire Extinguisher Training</td>
</tr>
<tr>
<td>Potential death</td>
<td>Eye protection</td>
<td>First Aid</td>
</tr>
<tr>
<td>Fire/Explosion</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td>Burns</td>
<td>Hard hat</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reflective vest</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Notify supervisor/office
2. Supervisor will:
   A. Coordinate control
   B. Shut down operations if necessary
   C. Alert all workers
   D. Contact emergency workers or designate someone to do so
3. Perform First Aid on persons who may require it
4. Follow evacuation procedure if necessary
5. Stay calm and follow supervisor direction
6. Following emergency, cooperate with any investigation questions and fill out a report

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
4 General Workplace Requirements
5 First Aid
6 Personal Protective Equipment
18 Fire and Explosive Hazards
35 Workplace Hazardous Materials Information Systems
36 Chemical and Biological Substances

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Equipment Daily Maintenance

Facility: Written By: Approved By: Date Created Date of Last Revision:

Hazards Present: PPE or Devices Required: Additional Training Required:

Equipment failure
Collision
Pinch points

Steel toed boots
Eye protection
Hand protection

Safe Work Procedure:

1. Walk around machine to check for tire damage, vandalism, any loose parts, or any other damage
2. Check engine for:
   A. Any frayed or damaged belts
   B. Any damaged or leaking hoses
   C. Engine mounting bolts are in place, tight and not damaged
3. Check all fluid levels (some fluids may require engine to be on, check manufacturer recommendations)
4. Get into vehicle using 3 point contact method. Check for fire extinguisher and turn on engine
5. Check all gauges. Ensure that:
   A. Oil pressure is normal
   B. Temperature is normal
   C. Hydraulic pressure is normal (if gauge is applicable)
6. Put machine in reverse to ensure back up alarm is working
7. Do another walk around to check all lights
8. Check brakes are working when pulling away to drive
9. Proceed to job

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
6 Personal Protective Equipment
22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Equipment Lock Out

Facility: Written By: Approved By: Date Created Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrocution</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Fall injury</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hand protection</td>
<td></td>
</tr>
</tbody>
</table>

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

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
- MB Workplace Safety & Health Act & Regulations:
  6 Personal Protective Equipment
  14 Fall Protection
  16.14 Machines, Tools and Robots
  22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Equipment Washing

<table>
<thead>
<tr>
<th>Hazards Present</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slip/Trip</td>
<td>Steel toed boots (rubber boots)</td>
<td></td>
</tr>
<tr>
<td>Airborne particles</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rain suit may be required</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Bring vehicle or part to be washed in to washing area
2. Shut off and set brake if applicable
3. Turn on water supply to pressure washer
4. Pull out wand and amount of hose needed
5. Turn on power to washer and maintain a firm grip on the wand
6. Keep wand pointed at vehicle or part being washed, do not aim at others or yourself
7. When clean, shut off power first and then water supply
8. Coil up hose and wand and put away

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
4 General Workplace Requirements
6 Personal Protective Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Evacuation

<table>
<thead>
<tr>
<th>Facility:</th>
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<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inhalation of smoke</td>
<td>Steel toed boots</td>
<td>First Aid</td>
</tr>
<tr>
<td>Inhalation of chemicals / toxins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potential death</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

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

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Excavator Demolition

Facility: Written By: Approved By: Date Created Date of Last Revision:

### Hazards Present:

<table>
<thead>
<tr>
<th>Hazard</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crushing or asphyxiation</td>
<td>Hearing protection</td>
<td></td>
</tr>
<tr>
<td>Inhalation of hazardous materials</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Lacerations</td>
<td>Hard Hat</td>
<td>safety vest</td>
</tr>
<tr>
<td>Eye injuries</td>
<td>Safety glasses</td>
<td>baricades</td>
</tr>
<tr>
<td>Noise</td>
<td>Leather gloves</td>
<td>ROPS</td>
</tr>
<tr>
<td></td>
<td>Respirator</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Permits</td>
<td></td>
</tr>
</tbody>
</table>

### Safe Work Procedure:

1. Ensure the proper permits have been obtained.
2. Ensure all applicable utilities / services are disconnected.
3. Perform a thorough inspection of the demolition site with the supervisor.
4. If possible enter the building to check for:
   - People
   - Freon containing appliances
   - Hazardous substances
5. Barricade demolition areas to restrict pedestrian traffic.
6. Begin demolition starting at top of structure and working downward.
7. Keep materials (wood, brick, insulation, etc) separate.
8. When completed demolition ensure if backfill is used it is compacted.
9. Ensure site is cleaned up of all debris.
10. Remove barricades.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR.

### Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
- 6 Personal Protective Equipment
- 16 Machines, Tools and Robots
- 20 Vehicular and Pedestrian Traffic
- 22 Powered mobile equipment
- 33 Demolition work

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

Reviewed By Worker Rep/WSH Committee:

Date:
# Safe Work Procedure

## Excavator

<table>
<thead>
<tr>
<th>Facilitiy:</th>
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<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

### Hazards Present:

<table>
<thead>
<tr>
<th>Hazard</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other workers and equipment</td>
<td>Steel toed boots</td>
<td>Operator training</td>
</tr>
<tr>
<td>Vehicle damage</td>
<td>Safety glasses</td>
<td></td>
</tr>
<tr>
<td>Slip/Trip</td>
<td>Safety gloves</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hard hat</td>
<td></td>
</tr>
</tbody>
</table>

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**Safe Work Procedure:**

1. Inspect work area for sufficient swing room and any hazards that may be present
2. Do pre-trip inspection an machine and start using Cold Start Procedure
3. Ensure bucket and boom are working properly
4. Follow through with task carefully. Always be aware of surroundings
5. Park on level ground with bucket to the ground
6. Allow for enough cool down time before shutting off machine
7. Close and lock doors and install window guards
8. Dismount machine using 3 point contact method

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

### Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 6 Personal Protective Equipment
  - 16 Machines, Tools and Robots
  - 20 Vehicular and Pedestrian Traffic
  - 22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Extension Cords

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slip/Trip</td>
<td>Steel toed boots</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Pull out cord and ensure it is out of the way of walking path or worn workers to watch footing.
2. Check for damage such as frays and proper 3 prong end is on cord.
3. When plugging cord in to outlet, do not force.
4. Roll cord neatly once task is complete.
5. Hang in proper location.
6. Report any damaged cords and take them out of circulation.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR.

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
4 General Workplace Requirements
38 Electrical Safety

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Extension Ladder Climbing

<table>
<thead>
<tr>
<th>Hazards Present</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinch Points</td>
<td>Eye Protection</td>
<td></td>
</tr>
<tr>
<td>Falls</td>
<td>Steel Toed Boots</td>
<td></td>
</tr>
<tr>
<td>Trips, Slips</td>
<td>Hi Visibility Vest</td>
<td></td>
</tr>
<tr>
<td>electrical shocks</td>
<td>Spotter</td>
<td>Support for ladder</td>
</tr>
</tbody>
</table>

**Safe Work Procedure:**

1. Inspect before each use as per inspection procedure
2. Follow proper set up procedure
3. Do not use ladder if you tire easily, are subject to fainting spells, or are using medication that may impair your balance or vision
4. Never leave a ladder set up and unattended
5. Securely engage ladder locks before climbing
6. Ensure that the top and bottom ends of the ladder rails are firmly supported
7. Face the ladder when climbing up or down. Do not over reach. Keep body centered between side rails
8. Maintain a firm grip when climbing and working on a ladder (use 3 point rule)
9. Do not climb into the ladder from the side unless secured against side motion- or from one ladder to the other
10. Do not stand closer to the top than 3 ft from the top. Never climb above the support point
11. Do not walk or shift a ladder while standing on it

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

**Guidance Documents/Standards:**

MB Workplace Safety & Health Act & Regulations:
- 6 PPE
- 13.8 Ladders
- 13.11 Portable Ladders
- 13.14 Extension Ladders
- CSA Standard CAN3-Z11-M81 (R2005)
- 14 Fall protection

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Extension Ladder Inspection

<table>
<thead>
<tr>
<th>Facility:</th>
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<th>Date Created</th>
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</table>

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Pinch Points</td>
<td>Eye Protection</td>
<td></td>
</tr>
<tr>
<td>Falls</td>
<td>Steel Toed Boots</td>
<td></td>
</tr>
<tr>
<td>Trips, Slips</td>
<td>Hi Visibility Vest</td>
<td></td>
</tr>
<tr>
<td>electrical shocks</td>
<td>Spotter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Support for ladder</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Inspect before each use
2. Make sure all rivets and joints, nuts and bolts are tight and rung are secure
3. Ladder extension locks and feet function and if necessary lubricate
4. Rope properly affixed and in good condition
5. Never climb a damaged, bent or broken ladder
6. Ensure the ladder is clean, free from wet paint, mud, sow, oil and any other slippery materials
7. Never make temporary repairs of damaged or missing parts
8. All working parts must be in good working condition

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
6 PPE
13.8 Ladders
13.11 Portable Ladders
13.14 Extension Ladders
CSA Standard CAN3-Z11-M81 (R2005)

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Extension Ladder Set Up

<table>
<thead>
<tr>
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</thead>
</table>

### Hazards Present:

<table>
<thead>
<tr>
<th>Hazard</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinch Points</td>
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</tr>
<tr>
<td>Falls</td>
<td>Steel Toed Boots</td>
<td></td>
</tr>
<tr>
<td>Trips, Slips</td>
<td>Hi Visibility Vest</td>
<td></td>
</tr>
<tr>
<td>electrical shocks</td>
<td>Spotter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Support for ladder</td>
<td></td>
</tr>
</tbody>
</table>

### Safe Work Procedure:

1. Inspect before each use as per inspection procedure
2. Secure base when raising and never set up ladder when it is extended
3. Set extension ladder at proper 75.5 degree angle by placing ladder base a distance equal to 1/4 total working length of ladder away from base of vertical support
4. If the distance is less than 3 ft place base of ladder a minimum of 3 ft from vertical support
5. Set the ladder on firm level ground. Do not lean sideways
6. If on icy or slippery site ensure area is cleared of hazards and ensure non skid devices or securing feet
7. Erect ladder with minimum 3 ft extending above roof line or working surface: tie top at support points
8. Extend top section only from ground, never by bouncing or from the roof
9. Do not over extend, maintain minimum overlap of sections
   - A. Up to and including 32 ft - 3 ft overlap
   - B. 36 ft - 4 ft overlap
   - C. Over 36 ft and including 48 ft - 5 ft overlap
10. Do not place on boxes, unstable bases or on scaffold
11. Do not tie or fasten ladders together to gain additional height
12. Do not place in front of a door that could open into the ladder causing it to fall
13. Do not lean the ladder against an overhead door - beware of automatic operation of the door
14. Whenever possible use a spotter to hold the ladder as added protection & security

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

### Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 6 PPE
  - 13.8 Ladders
  - 13.11 Portable Ladders
  - 13.14 Extension Ladders
- CSA Standard CAN3-Z11-M81 (R2005)

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure
Extinguishing Flame and Dismantling Oxy Acetylene Equipment

Facility: Written By: Approved By: Date Created Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burns</td>
<td>Steel toed boots</td>
<td>Fire Extinguisher Training</td>
</tr>
<tr>
<td>Inhalation of chemicals / toxins</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Fire and explosion hazards</td>
<td>Hand protection</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:
1. Close oxygen needle valve
2. Close acetylene valve at torch end
3. Close acetylene cylinder valve
4. Close oxygen cylinder valve
5. Drain acetylene by opening acetylene torch valve for a moment, then close again
6. Drain oxygen in same manner as acetylene
7. Re-open both torch valves
8. Release pressure adjusting screws on both regulators
9. Regulators and torches cannot be disconnected

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
- MB Workplace Safety & Health Act & Regulations:
  - 4 General Workplace Requirements
  - 6 Personal Protective Equipment
  - 17.9 Welding and Allied Processes

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Fall Arrest Systems

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falls from more than 1.3 m</td>
<td>Hard Hat</td>
<td>Safety Net</td>
</tr>
<tr>
<td>Trips</td>
<td>Steel Toed Boots</td>
<td>Gloves</td>
</tr>
<tr>
<td>Slips</td>
<td>Safety Glasses</td>
<td>Fall Arrest</td>
</tr>
<tr>
<td>Travel Restraint System</td>
<td>Guard Rail</td>
<td>Fall Arrest system</td>
</tr>
</tbody>
</table>

Safe Work Procedure:
1. The supervisor is responsible for ensuring that all workers are trained & understand this procedure.
2. The supervisor shall ensure that all employees under their direction use a complete fall arrest system when a hazard of falling 1.3 meters or more exists.
3. All employees who require a fall arrest system shall be instructed in the inspection, donning and use of all components before the worker uses the system.
4. The employee is responsible for ensuring that a complete fall arrest system is used where there is a hazard of falling 1.3 meters or more & that this procedure is followed as directed by the supervisor.
5. Fall arrest equipment must be used by trained personnel only, & all equipment should be inspected by the user before each use.
6. The fall arrest system consists of an approved full body harness and an approved lanyard.
7. All fall arrest system components shall be CSA approved and readily identified.
8. The length of the lanyard or the location of the anchor shall be so arranged that the worker can fall no farther than 1.2 meters. A retractable harness-mounted lanyard is the most acceptable method.
9. All fall arrest components shall be stored properly and kept in good condition.
10. Safety belts, harnesses, lanyards and lifelines shall not be knotted and shall not be allowed to become knotted or damaged.
11. Never wrap lanyards around sharp or rough anchor points.
12. Fall arrest equipment must not be altered in any way.
13. Any equipment subjected to a fall must not be used again.
14. All synthetic materials must be protected from slag, hot sparks, open flames or other heat sources.
15. Maximum working load is 310 pounds, unless otherwise labeled.
16. The anchor or tie off point must be capable of supporting 5,000 pounds per worker.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR.

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
6 Personal Protection Equipment
14 Fall Protection

Z259.1-05 Z259.1-06 Z259.3-99 Z259.16-04

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Fire Alarm

Facility: | Written By: | Approved By: | Date Created | Date of Last Revision:
---|---|---|---|---

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inhalation of smoke</td>
<td>Steel toed boots</td>
<td>Fire Drill Training</td>
</tr>
<tr>
<td>Inhalation of chemicals / toxins</td>
<td></td>
<td>Fire Extinguisher Training</td>
</tr>
<tr>
<td>Inhalation of carbon monoxide</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burns</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. When you hear the fire alarm cease work immediately.
2. Notify all employees via two way radio or in person.
3. Notify fire department.
4. Where practical, back up any computer work to main and take a copy with you.
5. Where practical, lock any valuable or classified information in the safe.
6. Do not shut off lights.
7. Pick up a cell phone and an employee list from the bulletin board.
8. Evacuate the building in an orderly manner using the nearest fire exit. Walk, do not run.
9. Assemble in muster area.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR.

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
13.5 Emergency Exits
19 Fire and Explosive Hazards

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Fire Extinguisher

<table>
<thead>
<tr>
<th>Hazards Present</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inhalation of smoke</td>
<td>Steel toed boots</td>
<td>Fire Extinguisher Training</td>
</tr>
<tr>
<td>Inhalation of chemicals / toxins</td>
<td>Face Shield</td>
<td></td>
</tr>
<tr>
<td>Inhalation of carbon monoxide</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td>Burns</td>
<td>Respiratory protection</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Remove applicable extinguisher from hanger
2. Carry extinguisher in upright position to fire
3. Pull pin of extinguisher, hold hose or horn in one hand
4. Pull the trigger, aiming at base of fire, squeeze the handle and sweeping motion
5. Report use of extinguisher
6. Take extinguisher out of service and have it re-charged

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
- 6 Personal Protective Equipment
- 19.3 Fire and Explosive Hazards

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Fire Fighting

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

**Hazards Present:**
- Inhalation of smoke
- Inhalation of chemicals / toxins
- Inhalation of carbon monoxide
- Burns

**PPE or Devices Required:**
- Eye Protection
- Face Shield
- SCBA
- Communication Device

**Additional Training Required:**
- Fire Extinguisher Training

**Safe Work Procedure:**
1. Follow the Emergency Procedures practiced during fire drills
2. Approach the fire upwind if hazardous goods could be burning
3. If required use Self Contained Breathing Apparatus
4. Fire Fighting Equipment:
   - Shovels
     - A. Smother fire flame at source
     - B. Use earthen material void of flammable matter
     - C. Dampen area with water or neutralizing agent
   - Fire Extinguishers
     - A. Ensure previously that the extinguisher is rated to extinguish all manner of fires
     - B. Hold extinguisher upright
     - C. Pull security pin handle
     - D. Aim nozzle at base of fire
     - E. Squeeze or press the handle
     - F. Sweep the nozzle from side to side until the fire goes out
     - G. Ensure chemical does not blow into anyone’s face
   - Water Tanks
     - A. Hand pump tanks; apply water at source of flame
     - B. Large Tanks: Ensure motor ignition will not ignite fugitive emissions
     - C. Position tank to enable easy access and removal from fire site
     - D. When fire is under control, dampen immediate area to suppress the potential of flare up

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

**Guidance Documents/Standards:**
- MB Workplace Safety & Health Act & Regulations:
  - 6 Personal Protective Equipment
  - 8 Musculoskeletal Injuries
  - 21 Emergency Washing Facilities

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Fire On The Work Site

1 Clear the area of unauthorized personnel
2 Determine size of fire
   A. SMALL: Attempt to extinguish small fire only if no back up support and you are knowledgeable in fire fighting
   B. LARGE: Company teams should not attempt to put out large fire
3 Notify supervisor, who will notify the head of fire response team to attempt to put out fire
4 Remove one or more of the four elements of fire (oxygen, fuel, heat and chemical chain reaction) to extinguish
5 Determine class of fire so that proper extinguisher is selected
   Class A: occur in combustible materials (paper, wood, straw, cloth)
   Class B: Occur over the surface of flammable liquids (gasoline, oil, grease)
   Class C: occur in electrical equipment
6 Use short bursts on fire
7 If attempt is successful, all procedures may be ended. If unsuccessful, provide the following information:
   A. Exact location of fire
   B. Type of fire
   C. Whether medical assistance is needed

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
MB Workplace Safety & Health Act & Regulations: 19 Fire and Explosive Hazards

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

First Aid Injuries

<table>
<thead>
<tr>
<th>Facility:</th>
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<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infection</td>
<td>Steel toed boots</td>
<td>First Aid</td>
</tr>
<tr>
<td>Soreness</td>
<td>Gloves</td>
<td>Eye wash station</td>
</tr>
<tr>
<td></td>
<td>Eye protection</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. In the event of a minor injury, report the accident to your supervisor and obtain First Aid from qualified personnel.
2. Record injury in the First Aid Record book.
3. Fill out WCB forms.
4. Report any further discomfort following the injury.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
5 First Aid
21 Emergency Washing Facilities

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Fixed Ladders Inspection

Facility:                 Written By:                 Approved By:              Date Created  Date of Last Revision:

Hazards Present:  PPE or Devices Required:  Additional Training Required:
Pinch Points  Eye Protection  
Falls  Steel Toed Boots  
Trips, Slips  Hi Visibility Vest  
electrical shocks  Spotter  
Support for ladder

Safe Work Procedure:

1. Inspect before each use as per inspection procedure
2. Follow proper set up procedure
3. Check for:
   A. Are there any loose or missing bolts or braces
   B. Are there any loose steps or rungs
   C. Are there cracked, split or broken braces, steps or rungs
   D. Is the ladder securely anchored
   E. Is the ladder support structure damaged
   F. Are safety gates installed where required
   G. Are the safety gates in good working order
   H. Are lockout facilities available for the safety gates
   I. Are wooden ladders unpainted and free of large knots
   J. Are rungs evenly spaced at 30 cm on centre
   K. Is there adequate lighting
   L. Are the ladders extended at least 1 m above the landing platform or are strong handrails provided on the platform
   M. Is the ladder securely fastened
   N. Is the ladder properly supported and all safety precautions in place

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
MB Workplace Safety & Health Act & Regulations:
6 PPE
13.8 Ladders
13.11 Portable Ladders
13.14 Extension Ladders
CSA Standard CAN3-Z11-M81 (R2005)
14 Fall protection

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Flag Person

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
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<th>Date Created</th>
<th>Date of Last Revision:</th>
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<tbody>
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</tbody>
</table>

Hazards Present:  
- Slip/Trip
- Vehicle traffic
- Airborne particles
- Muscle strain

PPE or Devices Required:
- Steel toed boots
- Eye protection
- Hand protection
- Hard hat
- Reflective vest
- Communication device

Additional Training Required:
- Flag Person Training
- Set Up Traffic Control Procedure

Safe Work Procedure:
1. Stand at a location approximately 20m from where construction begins on the shoulder or passenger side of vehicle.
2. Hold the sign with the arm closest to the lane of oncoming traffic.
3. Plan your escape route, do not stand between vehicles or other obstructions which may block you if you need to get out of the path of danger.
4. Pay attention to all oncoming traffic, as well as what is going on behind.
5. Be assertive and ensure that you are visible at all times.
6. If an incident does arise, make sure that ALL workers are warned.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
- MB Workplace Safety & Health Act & Regulations:
  - 6 Personal Protective Equipment
  - 20.6 Vehicular and Pedestrian Traffic

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Floor Jack

<table>
<thead>
<tr>
<th>Hazards Present</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slip/Trip</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Fall injury</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Airborne particles</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td>Vehicle malfunction</td>
<td>Fall arrest and tie off</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:
1. Inspect the work area to ensure there are no hazards in the workspace.
2. Inspect the machine and be sure that it is parked on level ground.
3. Ensure that you know how the machine runs.
4. Once on the deck, tie off on rail of floor jack.
5. Constantly be aware of surroundings and hazards that may arise.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
- MB Workplace Safety & Health Act & Regulations:
  - 6 Personal Protective Equipment
  - 8 Musculoskeletal Injuries
  - 14 Fall Protection
  - 16 Machines, Tools and Robots
  - 22 Powered Mobile Equipment
  - 28.37 Scaffolds and Other Elevated Work Platforms

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Forklift Operator - Unload from a Semi Trailer

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
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<td></td>
</tr>
</tbody>
</table>

Hazards Present: | PPE or Devices Required: | Additional Training Required: |
Vehicle/Property damage | Steel toed boots | Forklift Training/Certification |
Other workers and equipment | Eye protection | |
Slip/Trip | Hand protection | |
Pinch points | Hard hat | |
Muscle strain | Backup alarm | |

Safe Work Procedure:
1. Ensure the load does not exceed the forklift maximum weight tolerance.
2. Check that there is adequate unloading space.
3. Pull up to trailer, make sure forks are high enough so they do not hit trailer.
4. Have a spotter to properly guide forks under the load.
5. Slide forks under load gently, only lift one load at a time.
6. Once load is secured on forks, ensure all workers are clear and back up slowly.
7. Carry load to stable, level ground.
8. Gently set load on ground and unhook.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
4 General Workplace Requirements
6 Personal Protective Equipment
8 Musculoskeletal Injuries
16 Machines, Tools and Robots
22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Fueling Vehicles

Facility: | Written By: | Approved By: | Date Created | Date of Last Revision:
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<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye injury</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Fire/Explosion hazards</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Burns</td>
<td>Hand protection</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Bring vehicle to pump
2. Shut off ignition, extinguish any smoking material, leave cell phone in vehicle
3. Remove fill cap
4. Insert nozzle in to tank and flip lever to on position
5. Fill until click is heard or to desired amount then turn lever to off position
6. Place nozzle back on holder and replace the fill cap

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
6 Personal Protective Equipment
19 Fire and Explosive Hazards
35 Workplace Hazardous Materials Information Systems

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Function of Management

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

**Hazards Present:**

<table>
<thead>
<tr>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Safety glasses</td>
<td></td>
</tr>
<tr>
<td>Hard hat</td>
<td></td>
</tr>
<tr>
<td>Hearing protection</td>
<td></td>
</tr>
<tr>
<td>Any other safety equipment as per job site / task performed</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Use all required PPE
2. Employee orientations every year
3. Train all workers through offered programs
4. Provide all safety devices
5. Encourage and participate in safety inspections
6. Support company safety committee
7. Provide safety education through weekly toolbox meetings and documentation of these
8. Investigate accidents, near misses and incidents and implement corrective measures
9. Provide a safe work environment for all employees
10. Do not allow employees to work unsafely to save time or money
11. Do not allow employees to opt out of toolbox meetings
12. Not to ignore any employee concerns regarding safety

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure*

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

**Guidance Documents/Standards:**

- MB Workplace Safety & Health Act & Regulations:
- Workplace Safety & Health Act
- 4 Duties of the employer
- 7.2 Duties of owners

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

General shop equipment

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle or property damage</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Serious injury</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hearing Protection</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

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

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
- 2.1 Safe Work Procedures
- 4 General Workplace Requirements
- 6 Personal Protective Equipment
- 16 Machies, Tools and Robots

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Grader Operator

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other workers and equipment</td>
<td>Steel toed boots</td>
<td>Operator training</td>
</tr>
<tr>
<td>Vehicle damage</td>
<td>Safety glasses</td>
<td></td>
</tr>
<tr>
<td>Slip/Trip</td>
<td>Safety gloves</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hard hat</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:
1. Do pre-trip inspection on machine and start using Cold Start Procedure
2. Check all gauges and ensure blade functions and back up alarm are working properly
3. When proceeding to the work location, check the brakes
4. Turn on beacon light
5. While traveling, allow faster traffic to pass if safe to do so
6. At job site, inspect area for any hazards
7. Avoid grading on sloped ground unless it is safe to do so
8. Stop work if conditions become too muddy
9. Always be aware of other workers and equipment in work area

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
- MB Workplace Safety & Health Act & Regulations:
  - 6 Personal Protective Equipment
  - 16 Machines, Tools and Robots
  - 20 Vehicular and Pedestrian Traffic
  - 22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure
Gravel Checker

Facility: Written By: Approved By: Date Created Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slip/Trip</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Vehicle traffic</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Airborne particles</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td>Muscle strain</td>
<td>Hard hat</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reflective vest</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communication device</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:
1. Receive the ticket from the truck driver
2. Apply water to the work area if it becomes dusty
3. Make sure that you are visible to all truck drivers and equipment operators
4. Riding on the running board, boxes or buckets is prohibited
5. Measure the dump distances
6. The checker should stand at the rear and to one side of the trailer while dumping. Make sure you have eye contact with the truck driver
7. Make sure that the trucks are on level ground and kept in straight alignment

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
MB Workplace Safety & Health Act & Regulations:
6 Personal Protective Equipment
20.6 Vehicular and Pedestrian Traffic

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Greasing a Vehicle

Facility: 
Written By: 
Approved By: 
Date Created: 
Date of Last Revision: 

<table>
<thead>
<tr>
<th>Hazards Present</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye injury</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Burns</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Potential death</td>
<td>Hand protection</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:
1. Shut off machine, remove keys and set parking brake. Use wheel chocks for added safety.
2. Lay on creeper with grease gun and towel, and roll under vehicle.
3. Clean each grease fitting and apply grease.
4. Check for fittings that need to be replaced and for any worn joints.
5. Clean grease gun thoroughly when finished and put all tools used away.
6. Remove wheel chocks.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
- MB Workplace Safety & Health Act & Regulations:
- 4 General Workplace Requirements
- 6 Personal Protective Equipment
- 21 Emergency Washing Facilities
- 35 Workplace Hazardous Materials Information Systems

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Hammers & Bars

Facility: Written By: Approved By: Date Created Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steel toed boots</td>
<td>Safety glasses</td>
<td>Manufacturer’s specifications</td>
</tr>
<tr>
<td>Safety glasses</td>
<td>Hard hat</td>
<td></td>
</tr>
<tr>
<td>Hearing protection</td>
<td>Gloves</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Thoroughly examine the work area to determine how much room there is to work, including side and overhead.
2. Clean up spills in the area, particularly oil or grease, that can cause slippery footing.
3. If the work is to be done in or on power equipment, lock it out according to the established company lockout procedure.
4. Wear gloves and properly fitting safety glasses when using hammers or bars.
5. Use only bars that are in good condition, bars that are not in good condition must be removed from service. Bars must be straight, free of sharp snags, and have ends that are not badly mushroomed.
6. Do not stand on or jerk a bar to increase the force of the leverage. Do not straddle the bar. Keep clear of the bar’s potential path of travel.
7. Do not bar over the top of one object to reach another.
8. Keep hands and other body parts clear of striking points when using a hammer.
9. Do not hammer on any part of the bar except the end intended for that purpose.
10. Do not hammer on any part of another hammer or similar tool. The extreme hardness of these tools can cause them to splinter and send fragments flying at great velocity throughout the vicinity.
11. Use adequate lighting in the working area.
12. Return tools to their proper storage area when the job is completed.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
4. General Workpl.
5. First Aid
6. Personal Protective Equipment
16.4 Machines, Tools and Robots Division 1
16.25 Miscellaneous Machines & Tools

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Hand Held Pipe Cutting

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
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<th>Date of Last Revision:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Hazards Present:**

<table>
<thead>
<tr>
<th>Laceration</th>
<th>Steel toed boots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airborne particles</td>
<td>Face Shield</td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hand protection</td>
</tr>
<tr>
<td>Slip/Trip</td>
<td></td>
</tr>
</tbody>
</table>

**PPE or Devices Required:**

<table>
<thead>
<tr>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Safe Work Procedure:**

1. Inspect work area and be aware of surroundings.
2. Unwind pipe cutter so pipe can be inserted.
3. Ensure pipe end(s) are secured so they do not fall and roll after being cut.
4. Hold pipe securely with one hand, ensuring fingers are out of the way.
5. Begin to wind down the pipe cutter so that the cutting wheel sits on the pipe.
6. Make first revolution around pipe slowly and carefully. Be sure cutting wheel makes a complete cut around the circumference of the pipe. 
7. Continue tightening after each revolution until pipe is cut.

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure.*

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

**Guidance Documents/Standards:**

- MB Workplace Safety & Health Act & Regulations:
  - 4 General Workplace Requirements
  - 5 First Aid
  - 8 Musculoskeletal Injuries
  - 16 Machines, Tools and Robots

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Handling Diesel Fuel

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

### Hazards Present:

- Toxic vapors
- Flammable

<table>
<thead>
<tr>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gloves</td>
<td>Fire Extinguisher Training</td>
</tr>
<tr>
<td>Breathing apparatus</td>
<td>WHMIS</td>
</tr>
<tr>
<td>Steel toed boots</td>
<td>First Aid</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Safe Work Procedure:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Fill tanks in well vented area outside</td>
</tr>
<tr>
<td>2 Store all decanted diesel outdoors</td>
</tr>
<tr>
<td>3 Label all decanted containers as per WHMIS</td>
</tr>
<tr>
<td>4 Extinguish all flames, sparks and cigarettes while using it</td>
</tr>
<tr>
<td>5 Turn off engine before filling equipment or slip tanks</td>
</tr>
<tr>
<td>6 Use genuine spill proof gas containers if necessary to transport fuel to a site</td>
</tr>
<tr>
<td>7 Wash hands thoroughly after handling</td>
</tr>
<tr>
<td>8 Avoid inhaling fumes</td>
</tr>
<tr>
<td>9 Clean up spills immediately using a spill kit</td>
</tr>
<tr>
<td>10 Berm around bulk storage facilities</td>
</tr>
</tbody>
</table>

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

### Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 4 General Workplace Requirements
  - 5 First Aid
  - 6 Personal Protective Equipment
  - 35 W.H.M.I.S - Requirement, Labelling, MSDS
  - 36 Chemical & Biological Substances

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

Reviewed By Worker Rep/WSH Committee:

Date:
# Safe Work Procedure

## Handling Gasoline

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
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<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

### Hazards Present:

<table>
<thead>
<tr>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toxic vapors</td>
<td>Fire Extinguisher Training</td>
</tr>
<tr>
<td>Flammable</td>
<td>WHMIS</td>
</tr>
<tr>
<td>Gloves</td>
<td>First Aid</td>
</tr>
<tr>
<td>Breathing apparatus</td>
<td></td>
</tr>
<tr>
<td>Steel toed boots</td>
<td></td>
</tr>
</tbody>
</table>

### Guidance Documents/Standards:

- **MB Workplace Safety & Health Act & Regulations:**
  - 4 General Workplace Requirements
  - 5 First Aid
  - 6 Personal Protective Equipment
  - 35 W.H.M.I.S - Requirement, Labelling, MSDS
  - 36 Chemical & Biological Substances

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

Reviewed By Worker Rep/WSH Committee:

Date:

---

1. Fill tanks in well vented area or outside
2. Store all decanted gasoline outdoors
3. Label all decanted containers as per WHMIS
4. Extinguish all flames, sparks and cigarettes while using it
5. Turn off engine before filling equipment or slip tanks
6. Use genuine spill proof gas containers if necessary to transport fuel to a site
7. Wash hands thoroughly after handling
8. Avoid inhaling fumes
9. Clean up spills immediately using a spill kit
10. Berm around bulk storage facilities

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR.
Safe Work Procedure

Oil Handling

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slips Trips Fires</td>
<td>Gloves Breathing apparatus Steel toed boots</td>
<td>Fire Extinguisher Training WHMIS First Aid</td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Fill tanks in well vented area outside
2. Store all decanted oil in cool, clean dry area
3. Label all decanted containers as per WHMIS
4. Extinguish all flames, sparks and cigarettes while using it
5. Turn off engine before filling equipment or slip tanks
6. Decant into plastic or metal drip proof containers - (never glass containers)
7. Wash hands thoroughly after handling
8. Wipe up small spills immediately with a clean rag and for large spills use absorbent material on floor
9. Put oily rags and waste in a covered metal container
10. Berm around bulk storage facilities
11. Practice good housekeeping

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  4 General Workplace Requirements
  5 First Aid
  6 Personal Protective Equipment
  35 W.H.M.I.S - Requirement, Labelling, MSDS
  36 Chemical & Biological Substances

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Handling Propane

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muscle strain</td>
<td>Steel toed boots</td>
<td>Fire Extinguisher Training</td>
</tr>
<tr>
<td>Fire hazard</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Explosion</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td>Burns</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:
1. Ensure that tank valves and regulators are not removed before moving tank.
2. Attach nylon sling in a “choker” fashion for loading, unloading, or moving tank.
3. Make sure tank is stored at an upright position on level ground at proper temperature.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
6 Personal Protective Equipment
8 Musculoskeletal Injuries
19.10 Compressed Gas Equipment
35 Workplace Hazardous Materials Information Systems

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Handling and Storage of Batteries

Facility: Written By: Approved By: Date Created Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire/Explosion</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Inhalation of chemicals / toxins</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Blindness</td>
<td>Neoprene gloves</td>
<td></td>
</tr>
<tr>
<td>Burns</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:
1. Batteries must be stored at room temperature, out of direct sunlight, and in a well ventilated area.
2. Batteries must be kept away from any and all ignition or spark sources.
3. Handle batteries with care and ensure they are never dropped or bumped.
4. Check fluid levels of batteries on a weekly basis.
5. Check battery cables for wear and fraying.
6. Ensure there are no leaks or corrosion.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
MB Workplace Safety & Health Act & Regulations:
4 General Workplace Requirements
19 Fire and Explosive Hazards

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Hauling Granular in Truck

<table>
<thead>
<tr>
<th>Hazards Present</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle damage</td>
<td>Steel toed boots</td>
<td>Unloading Granular Procedure</td>
</tr>
<tr>
<td>Vehicle malfunction</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Other workers and equipment</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td>Airborne particles</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Pull up to loading location. Avoid backing in if possible.
2. Put truck in park.
3. Stay in truck while loader is loading, keep an eye on load in rearview.
4. Wait for signal from loader before moving from loading area.
5. Ensure truck is not overloaded.
6. Tarp load.
7. Drive carefully with load to dump site.
8. Dump according to Unloading Granular Procedure.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
- 6 Personal Protective Equipment
- 16 Machines, Tools and Robots
- 22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Heavy Equipment Operators

Facility: Written By: Approved By: Date Created Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other workers and equipment</td>
<td>Steel toed boots</td>
<td>Operator training</td>
</tr>
<tr>
<td>Vehicle damage</td>
<td>Safety glasses</td>
<td></td>
</tr>
<tr>
<td>Slip/Trip</td>
<td>Safety gloves</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hard hat</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Do pre-trip inspection on machine and start using Cold Start Procedure
2. Check all gauges and ensure back up alarm are working properly
3. When proceeding to the work location, check the brakes
4. Turn on beacon light
5. While traveling, allow faster traffic to pass if safe to do so
6. At job site, inspect area for any hazards
7. Always be aware of other workers and equipment in work area
8. When parking, park out of way and rest buckets/blades on ground where applicable

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
- 6 Personal Protective Equipment
- 16 Machines, Tools and Robots
- 20 Vehicular and Pedestrian Traffic
- 22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Hoisting

Facility:  
Written By:  
Approved By:  
Date Created:  
Date of Last Revision:  

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slip/Trip</td>
<td>Steel toed boots</td>
<td>Operator training</td>
</tr>
<tr>
<td>Equipment malfunction</td>
<td>Eye protection</td>
<td>Flagman Procedure</td>
</tr>
<tr>
<td>Muscle strain</td>
<td>Hand protection</td>
<td>Rigger Procedure</td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hard hat</td>
<td></td>
</tr>
<tr>
<td>Overhead wires</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent structures</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Assign a spotter who will be in charge of signaling operator safely.
2. Assess area, barricade the lift area, and determine landing spot.
3. Position machine according to the center of gravity of the load.
4. Use slings/chains of proper length and size.
5. Hook up of load to be done by a competent rigger.
6. Lift when spotter signals safe to do so.
7. Slowly move load to landing area and gently lower.
8. Ensure load is stable before slackening slings and unhooking.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR.

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
4 First Aid
6 Personal Protective Equipment
16 Machines, Tools and Robots
23 Cranes and Hoists

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Hot Asphalt Oil Handling

Facility:  Written By:  Approved By:  Date Created  Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burns</td>
<td>Steel toed boots</td>
<td>operator training</td>
</tr>
<tr>
<td></td>
<td>Face Shield/eye protection</td>
<td>WHMIS</td>
</tr>
<tr>
<td></td>
<td>Hard hat</td>
<td>First Aid</td>
</tr>
<tr>
<td></td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hearing Protection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hi Visibility vest</td>
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</tr>
</tbody>
</table>

Safe Work Procedure:

1. Wear all applicable PPE
2. Check the temperature and valves before starting to unload
3. The oil unloader connects the transfer hose from the tanker to the asphalt unloading pump
4. The driver climbs on top of the tanker (using three point contact) and opens the hatch and top valve to allow the hot oil to flow through the asphalt pump into the plant storage facility
5. The bottom valve on the tanker is then opened by the driver
6. The plant storage tank valves are then opened to direct the flow to the proper storage tank
7. The asphalt unloading pump is then started by the operator
8. The oil unloader moves away from the pump and transfer hose
9. When the tanker is empty the driver closes the top valve and then the bottom valve
10. The oil unloader disconnects the transfer hose and the hose is cleaned by using (drawing) 5 gallons of diesel
11. If applicable the inlet valve is closed on the plant storage tank
12. The asphalt unloading pump is turned off

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:

2.1 Safe Work Procedures
6 Personal Protective Equipment
22 Powered Mobile Equipment
35 WHMIS
36 Chemical & Biological Substances
41 Oil and Gas

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

Reviewed By Worker Rep/WSH Committee:

Date:
**Safe Work Procedure**

**Hot Engine Stopping**

<table>
<thead>
<tr>
<th>Facility:</th>
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<th>Date Created</th>
<th>Date of Last Revision:</th>
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</thead>
</table>

**Hazards Present:**

<table>
<thead>
<tr>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle or property damage</td>
<td>Steel toed boots</td>
</tr>
<tr>
<td>Serious injury</td>
<td>Eye protection</td>
</tr>
<tr>
<td>Engine failure</td>
<td></td>
</tr>
</tbody>
</table>

**Safe Work Procedure:**

1. Park the machine on stable level ground
2. Place machine in neutral or park and set parking brake
3. Slow motor to idle
4. Dismount machine using three point contact method
5. Do walk around inspection to check for leaks and repairs
6. Do not idle for longer than 15 minutes
7. Mount machine using 3 point contact and turn engine off
8. Dismount using 3 point contact and perform post trip inspection and record in daily log

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

**Guidance Documents/Standards:**

- MB Workplace Safety & Health Act & Regulations:
  - 2.1 Safe Work Procedures
  - 4 General Workplace Requirements
  - 6 Personal Protective Equipment
  - 16 Machies, Tools and Robots

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Housekeeping

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
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<tbody>
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</tbody>
</table>

**Hazards Present:**
- Slip/Trip
- Chemical exposure
- Muscle strain

**PPE or Devices Required:**
- Steel toed boots
- Eye protection
- Hand protection

**Additional Training Required:**

---

**Safe Work Procedure:**

1. Work areas should be cleaned before, after, and during a task.
2. Make sure all cords and hoses are properly wound and out of walking path.
3. Pick up all hand tools when finished using them.
4. Clean any spills immediately.
5. Dispose of any unused oil, cleaning supply, or any other chemical properly.
6. Ask for help for lifting any object that is too heavy for one person.

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure.*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

---

**Guidance Documents/Standards:**
- MB Workplace Safety & Health Act & Regulations:
  - 4 General Workplace Requirements
  - 6 Personal Protective Equipment
  - 8 Musculoskeletal Injuries
  - 35 Workplace Hazardous Materials Information Systems

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Hydraulic Backhoe Operator

Facility:  
Written By:  
Approved By:  
Date Created:  
Date of Last Revision:  

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
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<tr>
<td>Other workers and equipment</td>
<td>Steel toed boots</td>
<td>Operator training</td>
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<tr>
<td>Vehicle damage</td>
<td>Safety glasses</td>
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<tr>
<td>Slip/Trip</td>
<td>Safety gloves</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hard hat</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Inspect work area for sufficient swing room and any hazards that may be present.
2. Do pre-trip inspection an machine and start using Cold Start Procedure.
3. Ensure bucket and boom are working properly.
4. Follow through with task carefully. Always be aware of surroundings.
5. Park on level ground with bucket to the ground.
6. Allow for enough cool down time before shutting off machine.
7. Close and lock doors and install window guards.
8. Dismount machine using 3 point contact method.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
- 6 Personal Protective Equipment
- 16 Machines, Tools and Robots
- 20 Vehicular and Pedestrian Traffic
- 22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Hydrovac Excavation

Facility: Written By: Approved By: Date Created Date of Last Revision:

<table>
<thead>
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<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
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<tr>
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<tr>
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<td>Face Shield</td>
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<tr>
<td>Muscle strain/Repetitive motions</td>
<td>Hand protection</td>
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<tr>
<td>Other workers and equipment</td>
<td>Long sleeves and pants (rain suit)</td>
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<tr>
<td>Noise pollution</td>
<td>Hearing protection</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Do a pre job assessment of work to be done
2. Designate wand operator and remote control operator.
3. With wand, start cutting ground in small sections, always keeping wand moving
4. Use vacuum hose to suck out excess water and mud being broken away
5. Pay constant attention to what is being exposed.
6. If damaged electrical wires become exposed, stop immediately and assess the hazards
7. Ensure that wand end is clear of debris and mud when job is finished
8. Clean off vacuum hose

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 6 Personal Protective Equipment
  - 8 Musculoskeletal Injuries
  - 12.3 Hearing Conservation and Noise Control
  - 16 Machines, Tools and Robots
  - 22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Impact Crusher Operation

**Hazards Present:**
- Pinch Points
- Falling
- Wrenches slipping

**PPE or Devices Required:**
- Eye Protection
- Hard Hat
- Steel Toe Boots

**Additional Training Required:**
- Crusher Operation
- Lock out procedure

**Safe Work Procedure:**

1. Shut down equipment if excessive vibration occurs
2. Failure to follow proper lockout and tag out procedures will result in serious injury or death
3. Stand clear of material discharge and feed areas at all times. Material can be ejected or ricochet unexpectedly from feed and discharge openings
4. Do not feed any uncrushable material into the unit
5. Tramp iron will damage machine
6. Shut off and lockout controls before lubricating or performing any maintenance or adjustment
7. Do not use explosives to dislodge material from the crushee
8. Single and double impeller impact breaker overload protector:
   - Stay clear of safety release assembly during operation
9. Block rotor and impeller inside crushee with a wedge to prevent rotation during maintenance
   - Rotor can move unexpectedly
10. Retighten all rotor components when replacing any rotor wear items
11. Do not reach behind breaker plate when performing maintenance
   - Make sure that no foreign material is holding the breaker plate back
   - Lodged material may fall out causing the breaker plate to unexpectedly drop
12. Remove all material from feed devices and chutes before performing maintenance inside the crushee
13. Stand clear when lifting heavy objects
14. Stand clear when opening and closing split housing on hammer mill units
15. After adjusting the crushee, slowly rotate the flywheel at least one full revolution to check for interference

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure*

**Guidance Documents/Standards:**

- MB Workplace Safety & Health Act & Regulations:
  - 6 Personal Protective Equipment
  - 14 Fall Protection
  - 15 Confined Spaces
  - 16 Machines, tools and Robots
  - 22 Powered Mobile Equipment
  - 28 Scaffolds & Other Elevated Work Platforms
  - 30 Temporary Structures

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Impact Wrench Tire Removal

Facility:  
Written By:  
Approved By:  
Date Created:  
Date of Last Revision:  

<table>
<thead>
<tr>
<th>Hazards Present:</th>
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<th>Additional Training Required:</th>
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<tbody>
<tr>
<td>Airborne particles</td>
<td>Steel toed boots</td>
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<tr>
<td>Muscle strain</td>
<td>Safety glasses</td>
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<tr>
<td>Abrasions and Lacerations</td>
<td>Safety gloves</td>
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<tr>
<td>Pinch points</td>
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<tr>
<td>Slip/Trip</td>
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</tbody>
</table>

Safe Work Procedure:

1. Inspect work area to ensure area is clear of potential hazards
2. Inspect impact wrench components
   A. Ensure socket is properly secured
   B. Uncoil air hose and check for holes and tangles
3. Supply air to impact wrench
4. Place socket over wheel nut, ensuring tight fit
5. Supply steady even pressure
6. Remove first bolt, then cross over to bolt across, keeping this pattern until all bolts are removed
7. Stop impact wrench
8. Remove tire from vehicle using proper lifting technique

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
4 General Workplace Requirements
6 Personal Protective Equipment
16 Machines, Tools and Robots

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Incident/Accident Response

Facility: Written By: Approved By: Date Created Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
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</thead>
<tbody>
<tr>
<td>Potential death</td>
<td>Steel toed boots</td>
<td>First Aid</td>
</tr>
<tr>
<td>Potential Injury</td>
<td>Eye protection</td>
<td></td>
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<td></td>
<td>Hand protection</td>
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<td></td>
<td>Hard hat</td>
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<td></td>
<td>Reflective vest</td>
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</tr>
</tbody>
</table>

Safe Work Procedure:

1. Stop everything.
2. Call safety rep/supervisor or foreman
3. Safety rep, supervisor or foreman to initiate response procedure and call 911
4. Ensure that equipment involved is not moved and incident/accident scene is not disturbed
5. In case of an injury, allow personnel trained in First Aid to take care of casualty victim as soon as possible
6. Ensure the casualty is not moved unless a greater and imminent danger will arise by leaving them in original position and location
7. If the site is remote or hard to locate, have someone go out to the street or roadway to flag in the ambulance
8. Upon ambulance arrival, inform and assist medical personnel as required
9. After assessment and statements have been taken, follow instructions from your supervisor
10. All dangerous occurrences, even those that do not involve injury or property damage must be reported to the Workplace Safety and Health

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
5 First Aid
6 Personal Protective Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Indoor Storage and Usage of Flammable Liquids

Facility: xxx
Written By: xxx
Approved By: xxx
Date Created: xxx
Date of Last Revision: xxx

<table>
<thead>
<tr>
<th>Hazards Present</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potential fire</td>
<td>Steel toed boots</td>
<td>Fire Extinguisher Training</td>
</tr>
<tr>
<td>Inhalation of chemicals / toxins</td>
<td>Eye protection</td>
<td>WHMIS</td>
</tr>
<tr>
<td>Burns</td>
<td>Hand protection</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:
1. Safety containers shall be used at all times and provide content identification and hazard warnings.
2. Flammable liquids are to be stored in a steel locker.
3. Water reactive materials are prohibited in flammable liquid storage rooms.
4. Warning signs alerting emergency personnel to the presence of flammable liquids must be posted at all entrances and storage areas.
5. Supervisors are to inspect storage rooms quarterly to ensure compliance.
6. Smoking, open flames, arcs, and spark-producing equipment are prohibited in the area.
7. Ventilation shall be provided in sufficient quantities to keep the concentration of vapors below 10% of their lower explosive limit.
8. Frequent tests shall be made by a competent person to ascertain the concentration.
9. Scraping and rags soaked with flammable materials shall be kept in a covered metal container.
10. Suitable fire extinguishing equipment shall be immediately available in the work area and shall be maintained in a state of readiness for instant use.
11. No more than three storage cabinets of flammable liquids shall be in a single workplace.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
- 6 Personal Protective Equipment
- 19 Fire and Explosive Hazards
- 35 Workplace Hazardous Materials Information Systems

Safe Work Bulletin #178

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Inflating Tires

Facility: Written By: Approved By: Date Created Date of Last Revision:

Hazard Present: | PPE or Devices Required: | Additional Training Required:
---|---|---
Pinch points | Steel toed boots | 
Eye injury | Eye protection | 
Muscle strain | Hand protection | 

Safe Work Procedure:
1. Place tire in tire cage or chain tire on two opposite sides.
2. If beads do not contact both rim seats enough to retain air, spread the beads by using mounting band.
3. If necessary, use tire mounting soap between bead and rim seat to take up space.
4. Use clip-on style air chuck to start inflating.
5. Inflate tire just enough to contact bead seats on rim. Then, for safety, remove mounting band if used.
6. Increase air pressure to seat tire beads on rim. DO NOT EXCEED MAXIMUM PSI ON TIRE.
7. If beads do not seat, deflate and lubricate again.
8. Adjust air pressure to recommended pressure, check for leaks.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
MB Workplace Safety & Health Act & Regulations:
4 General Workplace Requirements
5 First Aid
6 Personal Protective Equipment
16.26 Miscellaneous Machines and Tools

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Install Catch Basins

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<tr>
<th>Facility:</th>
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### Hazards Present: | PPE or Devices Required: | Additional Training Required: |
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<tbody>
<tr>
<td>Slip/Trip</td>
<td>Steel toed boots</td>
<td>Operator training</td>
</tr>
<tr>
<td>Equipment malfunction</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Muscle strain</td>
<td>Hand protection</td>
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</tr>
<tr>
<td>Pinch points</td>
<td>Hard hat</td>
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</tr>
<tr>
<td>Overhead wires</td>
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<tr>
<td>Permanent structures</td>
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</tbody>
</table>

**Safe Work Procedure:**

1. Assign a spotter who will be in charge of signaling operator safely
2. Assess and barricade the lift area
3. Position machine according to the center of gravity of the load
4. Use slings/chains of proper length and size
5. Hook up of load to be done by a competent rigger
6. Lift when spotter signals safe to do so
7. Slowly move load to landing area and gently lower
8. Ensure load is stable and on level ground before slackening slings and unhooking

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure*

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

**Guidance Documents/Standards:**

- MB Workplace Safety & Health Act & Regulations:
  4 First Aid
  6 Personal Protective Equipment
  16 Machines, Tools and Robots
  12 Hearing Conservation and Noise Control
  23 Cranes and Hoists

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

Reviewed By Worker Rep/WSH Committee:

Date:
# Safe Work Procedure

## Install Fire Hydrants

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<th>Hazard</th>
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</thead>
<tbody>
<tr>
<td>Slip/Trip</td>
<td>Steel toed boots</td>
<td>Operator training</td>
</tr>
<tr>
<td>Equipment malfunction</td>
<td>Eye protection</td>
<td>Confined space</td>
</tr>
<tr>
<td>Muscle strain</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hard hat</td>
<td></td>
</tr>
<tr>
<td>Overhead wires</td>
<td>High visibility vest</td>
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<tr>
<td>Permanent structures</td>
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</tbody>
</table>

### Safe Work Procedure:

1. Use hydrant ears to lower in the trench
2. Ensure that end caps are secure on the hydrant ears
3. Use an 80 grade chain or approved sling to lower/lift (pre inspection)
4. Use a push bar to push the hydrant pipe
5. Ensure that egress is within 10 ft (3m) of the working area
6. Ensure the thrust block is poured before backfilling
7. Ensure the hydrant block is installed
8. Turn the fire hydrant valve off
9. Manually pump out hydrant if not self draining
10. Flush the hydrant after backfilling

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

### Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 5 First Aid
  - 6 Personal Protective Equipment
  - 16 Machines, Tools and Robots
  - 12 Hearing Conservation and Noise Control
  - 23 Cranes and Hoists
  - 26.14 Excavations & Tunnels

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Install Gate Valves

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<thead>
<tr>
<th>Facility:</th>
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<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

**Hazards Present:**
- Slip/Trip
- Equipment malfunction
- Muscle strain
- Pinch points
- Overhead wires
- Permanent structures

**PPE or Devices Required:**
- Steel toed boots
- Eye protection
- Hand protection
- Hard hat
- High visibility vest

**Additional Training Required:**
- Operator training
- Confined space

**Safe Work Procedure:**
1. Assign a spotter who will be in charge of signaling operator safely.
2. Inspect pipe and valve for defects.
3. Use equipment when possible to move valve.
4. Have the hydrant block installed.
5. Use a 80 grade chain or slings to move the valve - ensure they are inspected prior to use.
6. Use a push bar to install the pipe.
7. Use soap on the pipe to push on.
8. Ensure the pipe and valve is clean before installation.
9. Ensure that egress is available in the trench at all times.

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure.*

**Guidance Documents/Standards:**

MB Workplace Safety & Health Act & Regulations:
- 4 First Aid
- 6 Personal Protective Equipment
- 16 Machines, Tools and Robots
- 12 Hearing Conservation and Noise Control
- 23 Cranes and Hoists
- 26.14 Excavations & Tunnels

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

Reviewed By Worker Rep/WSH Committee: [Date]

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**
Safe Work Procedure

Install Manholes

<table>
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<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
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Hazards Present:  

<table>
<thead>
<tr>
<th>Hazard</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slip/Trip</td>
<td>Steel toed boots</td>
<td>Operator training</td>
</tr>
<tr>
<td>Equipment malfunction</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Muscle strain</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
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<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>Permanent structures</td>
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</tr>
</tbody>
</table>

Safe Work Procedure:

1. Assign a spotter who will be in charge of signaling operator safely.
2. Assess and barricade the lift area.
3. Position machine according to the center of gravity of the load.
4. Use slings/chains of proper length and size.
5. Hook up of load to be done by a competent rigger.
6. Lift when spotter signals safe to do so.
7. Slowly move load to landing area and gently lower.
8. Ensure manhole is stable and in proper position before slackening slings and unhooking.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 4 First Aid
  - 6 Personal Protective Equipment
  - 16 Machines, Tools and Robots
  - 12 Hearing Conservation and Noise Control
  - 23 Cranes and Hoists

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Install Catch Basins

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</tr>
</thead>
</table>

### Hazards Present:
- Slip/Trip
- Equipment malfunction
- Muscle strain
- Pinch points
- Overhead wires
- Permanent structures

### PPE or Devices Required:
- Steel toed boots
- Eye protection
- Hand protection
- Hard hat

### Additional Training Required:
- Operator training

---

**Safe Work Procedure:**

1. Assign a spotter who will be in charge of signaling operator safely
2. Assess and barricade the lift area
3. Position machine according to the center of gravity of the load
4. Use slings/chains of proper length and size
5. Hook up of load to be done by a compliant rigger
6. Lift when spotter signals safe to do so
7. Slowly move load to landing area and gently lower
8. Ensure load is stable and on level ground before slackening slings and unhooking

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

---

**Guidance Documents/Standards:**

- MB Workplace Safety & Health Act & Regulations:
  - 4 First Aid
  - 6 Personal Protective Equipment
  - 16 Machines, Tools and Robots
  - 12 Hearing Conservation and Noise Control
  - 23 Cranes and Hoists

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Investigating On The Job Accidents

Facility:  | Written By: | Approved By: | Date Created | Date of Last Revision:
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<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Steel toed boots</td>
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</tbody>
</table>

Safe Work Procedure:
1. Take control of the scene
2. Ensure that injured persons are cared for and that no further injury or damage occur
3. Report all injuries or damages immediately
4. Examine equipment or materials involved, and collect and safeguard any physical evidence
5. Take pictures of the scene
6. Interview people involved and obtain written statements
7. Analyze all available information to determine causes
8. Look for causes where the system failed the worker and not where the worker failed the system
9. Determine what corrective action will prevent recurrence
10. Complete an incident report

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
MB Workplace Safety & Health Act & Regulations:
2.6 - 2.9 General Duties of Regulation
40(1) - 41.3(2) of the Act

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

Reviewed By Worker Rep/WSH Committee:
Date:
Safe Work Procedure

Jacking Vehicle With Pneumatic Bottle Jack

Facility: Written By: Approved By: Date Created Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failing vehicle</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Airborne particles</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td>Potential crushing hazard</td>
<td>Bump hat</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Inspect work area and ensure all hazards are clear
2. Inspect air jack
3. Place blocks or wheel chocks to prevent vehicle from rolling
4. Set jack on firm, level grounding on top of metal blocks
5. Place wooden block on top of each jack to protect undercarriage and prevent jack from slipping
6. Hook up air hose to the jacks
7. Press down lever to raise jacks
8. Secure each jack with bolt, perform required maintenance to vehicle, and lower jack
9. Remove wooden blocks, metal blocks and put away
10. Remove wheel chocks from vehicle

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
4 General Workplace Requirements
6 Personal Protective Equipment
16 Machines, Tools and Robots

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure
Jumping Jack Inspection

<table>
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<tr>
<th>Hazards Present:</th>
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<th>Additional Training Required:</th>
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<tr>
<td>Eye injuries</td>
<td>Steel toed boots</td>
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<td>Hand injuries</td>
<td>Eye protection</td>
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<tr>
<td>Noise pollution</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hearing protection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hard hat</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Check On/Off switch is functioning properly
2. Check rip cord for frays
3. Check air filter
4. Check gas levels
5. Check spark plug
6. Ensure that machine has not been altered in any way before starting
7. Report to supervisor if machine does not meet requirements

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
- 4 General Workplace Requirements
- 5 First Aid
- 6 Personal Protective Equipment
- 16 Machines, Tools and Robots
- 16.15 Miscellaneous Machines and Tools

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Lighting Oxy Acetylene Torch

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
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</thead>
</table>

<table>
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<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inhalation of smoke</td>
<td>Steel toed boots</td>
<td>Fire Extinguisher Training</td>
</tr>
<tr>
<td>Inhalation of chemicals / toxins</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Fire/Explosion</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td>Burns</td>
<td></td>
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</tr>
</tbody>
</table>

Safe Work Procedure:

1. Purge the line of any air or explosive mixture by opening the torch needle valves one at a time.
2. Open acetylene needle valve about half turn.
3. Do not open oxygen needle valve yet.
4. Using striker, ignite the acetylene ensuring the flame will not cause physical or property damage.
5. Open oxygen needle valve and balance mixtures to the desired combination.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 4 General Workplace Requirements
  - 16 Machines, Tools and Robots
  - 17 Welding and Allied Processes
  - 19 Fire and Explosive Hazards

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Load Crawler Loader

Facility: 
Written By: 
Approved By: 
Date Created: 
Date of Last Revision: 

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slip/Trip hazard</td>
<td>Steel toed boots</td>
<td>Operator training</td>
</tr>
<tr>
<td>Fall injury</td>
<td>Safety glasses</td>
<td></td>
</tr>
<tr>
<td>Vehicle/Machine damage</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hard hat</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Enter crawling loader using 3 point contact method
2. Drive up to back of trailer, making sure you are straight and properly aligned.
3. Raise bucket on to deck and use bucket to raise the loader
4. Move ahead slowly until front of tracks are on the trailer
5. Proceed to the front of the trailer carefully
6. Lower bucket and set parking brake
7. Exit cab using 3 point contact method
8. Dismount trailer by sitting on deck and pushing off. Jumping off trailers is prohibited
9. Secure loader with two chains using 4 point contact
10. Inspect load and proceed to job

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
4 General Workplace Requirements
6 Personal Protective Equipment
16 Machines, Tools and Robots
22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure
Load Excavator

Facility: Written By: Approved By: Date Created Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present:</th>
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<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slip/Trip hazard</td>
<td>Steel toed boots</td>
<td>Operator training/certification</td>
</tr>
<tr>
<td>Fall injury</td>
<td>Safety glasses</td>
<td></td>
</tr>
<tr>
<td>Vehicle/Machine damage</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hard hat</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:
1. Enter backhoe using the 3 point contact method
2. Drive up to back of trailer, making sure you are straight and properly aligned.
3. Use backhoe bucket to lower trailer until you are able to drive the front tires/front of tracks on to trailer and proceed until back tires/tracks are on the trailer
4. Continue using bucket to move backhoe further on trailer until proper position is reached at front of trailer. Do this slowly, as the trailer will be leveling out
5. Position bucket and lower then secure hoe arm
6. Exit backhoe using 3 point contact method
7. Dismount trailer by sitting on deck and pushing off. Jumping off trailer is prohibited
8. Secure excavator with two chains using 4 point contact

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
MB Workplace Safety & Health Act & Regulations:
4 General Workplace Requirements
6 Personal Protective Equipment
16 Machines, Tools and Robots
22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Load Loader

Facility:  
Written By:  
Approved By:  
Date Created:  
Date of Last Revision:  

Hazards Present: | PPE or Devices Required: | Additional Training Required: |
--- | --- | --- |
Slip/Trip hazard | Steel toed boots | Operator training |
Fall injury | Safety glasses | |
Vehicle/Machine damage | Hand protection | |
Pinch points | Hard hat | |

Safe Work Procedure:

1. Enter loader using 3 point contact method
2. Drive up to back of trailer, making sure you are straight and properly aligned.
3. Using the bucket, gently push down on back of trailer until it is low enough to drive the front wheels on.
4. Proceed to drive on to trailer until bucket is at front of trailer. Keep bucket no more than 6” from deck.
5. Lower bucket and set parking brake.
6. Exit loader using 3 point contact method.
7. Dismount trailer by sitting on deck and pushing off. Jumping off trailer is prohibited.
8. Secure loader with two chains using 4 point contact.
9. Inspect load and proceed to job.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
4 General Workplace Requirements
6 Personal Protective Equipment
16 Machines, Tools and Robots
22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure
Load Skidsteer

Hazard Present: PPE or Devices Required: Additional Training Required:
Slip/Trip hazard Steel toed boots Operator training
Fall injury Safety glasses
Vehicle/Machine damage Hand protection
Pinch points Hard hat

Safe Work Procedure:
1. Set ramp down on trailer
2. Enter skidsteer using 3 point contact
3. Drive up to ramp, make sure machine is properly aligned, and slowly drive on to trailer
4. Engage brakes and ensure bobcat is in neutral
5. Exit skidsteer using 3 point contact method. Dismount trailer with caution. Jumping off is prohibited
6. Secure skidsteer with two chains using 4 point contact
7. Load ramps

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
MB Workplace Safety & Health Act & Regulations:
4 General Workplace Requirements
6 Personal Protective Equipment
16 Machines, Tools and Robots
22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Loader Operator

<table>
<thead>
<tr>
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<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other workers and equipment</td>
<td>Steel toed boots</td>
<td>Operator training</td>
</tr>
<tr>
<td>Vehicle damage</td>
<td>Safety glasses</td>
<td></td>
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<tr>
<td>Slip/Trip</td>
<td>Safety gloves</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hard hat</td>
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<tr>
<td></td>
<td>ROPS</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Ensure operator has received company orientation and trained in the safe operation of the equipment
2. Do pre-trip inspection and record in pretrip book on machine
3. Enter and exit the cab by grasping the handhold or handrail and step or stairs provided. Maintain 3 point contact
4. Use extra caution whenever entering or exiting the cab on sloped ground or in windy conditions. The door is heavy. Serious injury may result if gravity or wind causes door to slam shut and pinch hand or arm
5. Prior to starting the engine, adjust seat and fasten seatbelt, adjust mirrors and ensure good visibility for operation
6. Start using cold start procedure, observe all gauges and warning lights for normal operation
7. Conduct operational checks, testing the functions associated with pedals, levers and switches
8. Secure the door in either the open or closed position, ensuring the latch is fastened
9. Move to work area ensuring to carry the bucket low and tilted slightly back
10. While traveling, allow faster traffic to pass if safe to do so
11. At job site, inspect area for any hazards
12. Operation on sloped or inclined surfaces increase tipping and rollover hazard.
13. Never allow anyone to remain downhill of the loader on a sloped surface
14. Park on level ground with the bucket resting on the ground and apply the brake.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
6 Personal Protective Equipment
16 Machines, Tools and Robots
20 Vehicular and Pedestrian Traffic
22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:  
Date:
Safe Work Procedure
Loading Excavator

Hazard Present:  
- Slip/Trip hazard
- Fall injury
- Vehicle/Machine damage
- Pinch points

PPE or Devices Required:  
- Steel toed boots
- Safety glasses
- Hand protection
- Hard hat

Additional Training Required:  
- Operator training

Safe Work Procedure:
1. Enter excavator using the 3 point contact method
2. Drive up to back of trailer, making sure you are straight and properly aligned.
3. Set bucket on trailer to lift front of tracks. Creep the excavator up the beaver tail.
4. Before the excavator counter balances, turn it around and use the boom to raise the back end on to the trailer.
5. Crawl to front of trailer and fold up excavator to its lowest position.
6. Make sure safety switch is engaged and exit machine using 3 point contact method.
7. Secure excavator with two chains using 4 point contact.
8. Ensure all buckets etc. are securely fastened to deck.
9. Proceed to job.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:  
- MB Workplace Safety & Health Act & Regulations
- 4 General Workplace Requirements
- 6 Personal Protective Equipment
- 16 Machines, Tools and Robots
- 22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Loading Granular With Loader

Facility:  
Written By:  
Approved By:  
Date Created:  
Date of Last Revision:  

<table>
<thead>
<tr>
<th>Hazards Present</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle damage</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Vehicle malfunction</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Other workers and equipment</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td>Airborne particles</td>
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</tbody>
</table>

Safe Work Procedure:
1. Try to have a roadway for drivers in a way that will prevent them from having to back up.
2. Scoop up bucket water level full of granular.
3. Be sure that truck is stopped before loading.
4. Pull up to side of truck box and dump load.
5. Repeat, and fill box to desired amount. Do not over load and ensure load is spread evenly throughout box.
6. Signal driver to proceed.
7. Clean up any granular that was spilled.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
- 6 Personal Protective Equipment
- 16 Machines, Tools and Robots
- 22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Maintenance of Ride On Packer

Hazards Present: PPE or Devices Required: Additional Training Required:

Vehicle malfunction
Vehicle damage

Steel toed boots
Eye protection
Hand protection
First Aid Kit
Fire Extinguisher

Operator Training Certification

Safe Work Procedure:

1. Complete pre trip inspection before use, including complete fluid check
2. Ensure horn or other audible warning device is in working order
3. Ensure machine is equipped with a portable fire extinguisher and first aid kit
4. Check that all guards are in place
5. Check braking systems carefully
6. Be sure parking brake/device is working
7. Fill out inspection report

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
16 Machines, Tools and Robots
22 Powered Mobile Equipment

CSA B352.0-95(R2006), B352.1C95(R2006)
SAE Standard J1194 (1999)
ISO Standard 3471:1994

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

Reviewed By Worker Rep/WSH Committee:

Date:
## Safe Work Procedure

### Maintenance of Road Grader

<table>
<thead>
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<th>Facility:</th>
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### Hazards Present:

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<th>PPE or Devices Required:</th>
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</thead>
<tbody>
<tr>
<td>Steel toed boots</td>
<td>Operator training/certification</td>
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<tr>
<td>Eye protection</td>
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<tr>
<td>Hand protection</td>
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</tr>
<tr>
<td>Fire Extinguisher</td>
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<tr>
<td>First Aid Kit</td>
<td></td>
</tr>
<tr>
<td>Flares</td>
<td></td>
</tr>
<tr>
<td>Vehicle malfunction</td>
<td></td>
</tr>
<tr>
<td>Vehicle damage</td>
<td></td>
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</tbody>
</table>

### Safe Work Procedure:

1. Complete pre trip inspection before use, including complete fluid check
2. Ensure horn or other audible warning device is in working order
3. Ensure machine is equipped with flares, portable fire extinguisher and first aid kit
4. Check that all guards are in place
5. Check braking systems carefully
6. Be sure parking brake/device is working
7. Check that cutting blade is working properly
8. Check all tires
9. Fill out inspection report

### Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations: 16 Machines, Tools and Robots
- 22 Powered Mobile Equipment
- CSA B352.0-95(R2006), B352.1C95(R2006)
- SAE Standard J1194 (1999)
- ISO Standard 3471:1994

**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

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

Reviewed By Worker Rep/WSH Committee

Date:
Safe Work Procedure

Maintenance of Scraper

Facility: 
Written By: 
Approved By: 
Date Created: 
Date of Last Revision: 

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle malfunction</td>
<td>Steel toed boots, Eye protection, Hand protection, First Aid Kit, Fire Extinguisher</td>
<td>Operator training/certification</td>
</tr>
<tr>
<td>Vehicle damage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Complete pre trip inspection before use, including complete fluid check
2. Ensure horn or other audible warning device is in working order
3. Ensure machine is equipped with a portable fire extinguisher and first aid kit
4. Grease machine
5. Check that all guards are in place
6. Check braking systems carefully
7. Be sure parking brake/device is working
8. Fill out inspection report

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
16 Machines, Tools and Robots
22 Powered Mobile Equipment

CSA B352.0-95(R2006), B352.1C95(R2006)
SAE Standard J1194 (1999)
ISO Standard 3471:1994

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

Reviewed By Worker Rep/WSH Committee:
Date:
Safe Work Procedure

Maintenance of Semi Truck

<table>
<thead>
<tr>
<th>Facility:</th>
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<tbody>
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</tbody>
</table>

**Hazards Present:**

- Vehicle malfunction
- Vehicle damage

**PPE or Devices Required:**

- First Aid Kit
- Steel toed boots
- Eye protection
- Hand protection
- Fire Extinguisher

**Additional Training Required:**

- Operator training/certification

**Safe Work Procedure:**

1. Complete pre trip inspection before use, including complete fluid check
2. Ensure horn and back up alarm are working
3. Ensure truck is equipped with flares, portable fire extinguisher and first aid kit
4. Raise and lower box to ensure it is working properly
5. Check braking systems carefully
6. Be sure parking brake/device is working
7. Fill out inspection report

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

**Guidance Documents/Standards:**

- MB Workplace Safety & Health Act & Regulations: 16 Machines, Tools and Robots
- 22 Powered Mobile Equipment
- CSA B352.0-95(R2006), B352.1C95(R2006)
- SAE Standard J1194 (1999)
- ISO Standard 3471:1994

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Maintenance of Tandem Truck

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle malfunction</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Vehicle damage</td>
<td>Eye protection</td>
<td>Operator training/certification</td>
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<tr>
<td></td>
<td>Hand protection</td>
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<tr>
<td></td>
<td>Fire Extinguisher</td>
<td></td>
</tr>
<tr>
<td></td>
<td>First Aid Kit</td>
<td></td>
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</tbody>
</table>

Safe Work Procedure:
1. Complete pre trip inspection before use, including complete fluid check
2. Ensure horn and back up alarm are working
3. Ensure truck is equipped with flares, portable fire extinguisher and first aid kit
4. Raise and lower box to ensure it is working properly
5. Check braking systems carefully
6. Be sure parking brake/device is working
7. Fill out inspection report

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
- MB Workplace Safety & Health Act & Regulations: 16 Machines, Tools and Robots
- 22 Powered Mobile Equipment
- CSA B352.0-95(R2006), B352.1C95(R2006)
- SAE Standard J1194 (1999)
- ISO Standard 3471:1994

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Maintenance of Track Type Excavator

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle malfunction</td>
<td>Steel toed boots</td>
<td>Operator training / certification</td>
</tr>
<tr>
<td>Vehicle damage</td>
<td>Eye protection</td>
<td></td>
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<td></td>
<td>Hand protection</td>
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<tr>
<td></td>
<td>Fire Extinguisher</td>
<td></td>
</tr>
<tr>
<td></td>
<td>First Aid kit</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Complete pre trip inspection before use, including complete fluid check
2. Ensure horn or other audible warning device is in working order
3. Ensure machine is equipped with a portable fire extinguisher and first aid kit
4. Grease machine
5. Check that all guards are in place
6. Check braking systems carefully
7. Be sure parking brake/device is working
8. Thoroughly inspect tracks
9. Fill out inspection report

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
16 Machines, Tools and Robots
22 Powered Mobile Equipment

CSA B352.0-95(R2006), B352.1C95(R2006)
SAE Standard J1194 (1999)
ISO Standard 3471:1994

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

Reviewed By Woker Rep/WSH Committee:

Date:
Safe Work Procedure

Maintenance of Track Type Loader

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Vehicle damage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steel toed boots</td>
<td></td>
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<tr>
<td>Hand protection</td>
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<tr>
<td>Fire Extinguisher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid Kit</td>
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</tr>
</tbody>
</table>

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

<table>
<thead>
<tr>
<th>MB Workplace Safety &amp; Health Act &amp; Regulations:</th>
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</thead>
<tbody>
<tr>
<td>16 Machines, Tools and Robots</td>
</tr>
<tr>
<td>22 Powered Mobile Equipment</td>
</tr>
<tr>
<td>CSA B352.0-95(R2006), B352.1C95(R2006)</td>
</tr>
<tr>
<td>SAE Standard J1194 (1999)</td>
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</tbody>
</table>

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Maintenance of Wheel Type Excavator

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

**Hazards Present:**

Vehicle malfunction  
Vehicle damage

**PPE or Devices Required:**

- Steel toed boots  
- Eye protection  
- Hand protection  
- Fire Extinguisher  
- First Aid Kit

**Additional Training Required:**

Operator training / certification

**Safe Work Procedure:**

1. Complete pre trip inspection including complete fluid check before use.
2. Ensure horn or other audible warning device is in working order.
3. Ensure machine is equipped with a portable fire extinguisher and first aid kit.
5. Check that all guards are in place.
6. Check braking systems carefully.
7. Be sure parking brake/device is working.
8. Fill out inspection report.

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure.*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

**Guidance Documents/Standards:**

- MB Workplace Safety & Health Act & Regulations:  
  - 16 Machines, Tools and Robots  
  - 22 Powered Mobile Equipment
- CSA B352.0-95(R2006), B352.1C95(R2006)
- SAE Standard J1194 (1999)
- ISO Standard 3471:1994

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Maintenance of Wheel Type Loader

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<tr>
<th>Hazards Present:</th>
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<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle malfunction</td>
<td>Steel toed boots</td>
<td>Operator training/certification</td>
</tr>
<tr>
<td>Vehicle damage</td>
<td>Eye protection</td>
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<td></td>
<td>Hand protection</td>
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<tr>
<td></td>
<td>Fire Extinguisher</td>
<td></td>
</tr>
<tr>
<td></td>
<td>First Aid Kit</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Complete pre trip inspection before use, including complete fluid check
2. Ensure horn or other audible warning device is in working order
3. Ensure machine is equipped with a portable fire extinguisher
4. Grease machine
5. Check that all guards are in place
6. Check braking systems carefully
7. Be sure parking brake/device is working
8. Ensure bucket is working properly
9. Fill out inspection report

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  16 Machines, Tools and Robots
  22 Powered Mobile Equipment
- CSA B352.0-95(R2006), B352.1C95(R2006)
- SAE Standard J1194 (1999)
- ISO Standard 3471:1994

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Major Site Emergencies

<table>
<thead>
<tr>
<th>Hazards Present</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serious injury</td>
<td>Steel toed boots</td>
<td>Fire Extinguisher Training</td>
</tr>
<tr>
<td>Potential death</td>
<td>Safety glasses</td>
<td>First Aid</td>
</tr>
<tr>
<td>Inhalation of chemicals/toxins</td>
<td>Safety gloves</td>
<td>Emergency Response</td>
</tr>
<tr>
<td>Burns</td>
<td>Hard hat</td>
<td>Evacuation Procedure</td>
</tr>
<tr>
<td></td>
<td>Reflective vest</td>
<td>WHMIS training</td>
</tr>
<tr>
<td></td>
<td>Communication device</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Supervisor/foreman to activate emergency procedure
2. Emergency Response Coordinator is responsible for:
   A. Receiving initial assessment of incident by person who discovered the problem
   B. Determine emergency procedures which need to be activated
   C. Designate a person responsible for placing emergency calls if necessary
3. Emergency Response Coordinator will notify:
   A. Prime contractor/Subcontractor or management
   B. Required emergency responders
4. Apply Evacuation Procedure if emergency cannot be controlled
5. Remain at muster areas until all clear given

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
4 General Workplace Requirements
5 First Aid

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Manual Lifting

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</table>

**Hazards Present:**

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<thead>
<tr>
<th>Muscle strain</th>
<th>PPE or Devices Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slip/Trip</td>
<td>Steel toed boots</td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hand protection</td>
</tr>
</tbody>
</table>

**Safe Work Procedure:**

1. Check to see if object is too heavy by tipping it slightly. Never attempt to lift alone if it is too heavy or awkward.
2. Take a good stance with feet planted firmly, legs shoulder width apart. Ensure you are on level ground.
3. Get a firm grip with your hands rather than just fingers.
4. Keep back straight, almost vertical. Bend at the hips.
5. Hold load close to your body, keeping weight of your body over your feet for good balance.
6. Use large leg muscles to lift. Push up with the foot positioned in the rear as you start to lift.
7. Lift steadily and smoothly, avoid quick, jerky movements.
8. Avoid twisting motions, turn the forward foot and point it in the direction of the eventual movement.
9. Never try to lift more than you are accustomed to.
10. Always get help when lifting bulky loads.

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

**Guidance Documents/Standards:**

- MB Workplace Safety & Health Act & Regulations:
  - 2.1 Safe Work Procedures
  - 6 Personal Protective Equipment
  - 8 Musculoskeletal Injuries

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

Reviewed By Worker Rep/WSH Committee:

Date:
# Metal Inert Gas Welding

**Hazards Present:**
- Burns
- Flash
- Electrical shock
- Inhalation of gases

**PPE or Devices Required:**
- Steel toed boots
- Leather and Gauntlet gloves
- Welder's mask
- Long sleeves
- Flameproof apron

**Additional Training Required:**
- Fire Extinguisher Training
- Welder Training
- WHMIS

---

**Safe Work Procedure:**

1. Inspect work area, welding unit, and welding mask.
2. Carefully clean off object to be welded.
3. Open gas until pressure reaches 25 psi on flow meter.
4. Hook grounding clamp onto object to be welded.
5. Spray weld primer onto anything to be welded.
6. Plug in and turn on welding machine.
7. Conduct several test welds on scrap metal to achieve the proper wire feed speed.
8. Adjust wire and begin actual welding task.
9. Chip away the slag using a hammer.
10. Turn off gas, pull trigger to let out excess gas, turn off and unplug machine.
11. Unhook grounding.

---

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure.*

**Guidance Documents/Standards:**

- MB Workplace Safety & Health Act & Regulations:
  - 5 First Aid
  - 6 Personal Protective Equipment
  - 17 Welding and allied Processes

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Move a Disabled Machine

Hazards Present:
- Slip/Trip hazard
- Fall injury
- Vehicle/Machine damage
- Pinch points

PPE or Devices Required:
- Steel toed boots
- Safety glasses
- Hand protection
- Hard hat

Additional Training Required:

Safe Work Procedure:
1. Use a rigid type coupler
2. Put transaxle in neutral and put machine in the transport position and raise loader as required
3. Make sure truck and machine are equipped with correct safety equipment and that there is a block at the front and rear of each trailer wheel
4. Move machine slowly onto trailer
5. Lower the bucket onto trailer
6. Put machine in the transport position or lower the bucket to the floor of the trailer
7. Stop engine and set brake, put into neutral as well as place chocks at rear of each trailer
8. Tie down machine with two chains using 4 point contact
9. Put a cover over the exhaust pipe
10. If required, ensure you have attached the wide load signs

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
- MB Workplace Safety & Health Act & Regulations:
  - 4 General Workplace Requirements
  - 6 Personal Protective Equipment
  - 16 Machines, Tools and Robots
  - 22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Moving Equipment In or Out of Shop Area

Hazards Present:          PPE or Devices Required:          Additional Training Required:

Other workers and equipment
Vehicle damage

Steel toed boots

Safe Work Procedure:

1 Open overhead door fully
2 Mount machine using 3 point contact
3 Start machine and raise accessories
4 Release brake
5 Drive machine in or out of shop following direction of a spotter
6 Lower all raised attachments
7 Set brake and shut off engine
8 Dismount using 3 point contact

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
4 General Workplace Requirements
16 Machines, Tools and Robots

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Musculoskeletal Injury Prevention

<table>
<thead>
<tr>
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<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

**Hazards Present:**

- Forceful Exertion
- Repetitive stress
- Muscle strain
- Limited mobility
- Akward Position
- Vibration
- Mechanical Compression

<table>
<thead>
<tr>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steel toed boots</td>
<td>MSI training</td>
</tr>
<tr>
<td>Face Shield</td>
<td>PPE training</td>
</tr>
<tr>
<td>Hard hat</td>
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<tr>
<td>Hand protection</td>
<td></td>
</tr>
</tbody>
</table>

**Safe Work Procedure:**

1. Identify the hazards that may put the worker at risk of injury
2. Assess the risks to determine how likely the risk factors are to cause injury
   - Physical demands of the task
   - Characteristics of the load
   - Work environment
   - Work organization
3. Consider the significance of the risk with one or more of the following criteria:
   - Magnitude - How great
   - Frequency - How often
   - Duration - How often
4. Control the risks
   - Eliminate the risks first
   - Minimize the risks
     * Can this activity be eliminated
     * Are materials delivered as close as possible
     * Can carrying distances be reduced
     * Can extra workers help alleviate injury
     * Are handling tasks organized to eliminate or minimize Double handling
     * Are routes kept clear for access
     * Are rest periods implemented into the job procedure

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

**Guidance Documents/Standards:**

- MB Workplace Safety & Health Act & Regulations: 6 Personal Protective Equipment 8 Musculoskeletal Injury

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Oil Changing

Facility: Written By: Approved By: Date Created Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinch points</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Injury by machine rolling</td>
<td>Eye protection</td>
<td></td>
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<tr>
<td>Burns</td>
<td>Hand protection</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Park vehicle, turn off the engine, set the brake and place wheel chocks
2. Place oil pail under the oil pan
3. Remove plug and let drain. Take a clean sample of oil
4. Loosen oil filter and remove. Dump contents of the filter into the pail
5. Clean and check threaded insert and filter base
6. Lubricate sealing ring with clean oil, spin the filter until sealing ring contacts base then turn it once more
7. Clean oil plug and replace it in the oil pan
8. Open the hood, remove oil fill cap, place funnel in hole and fill with proper amount of oil as per specifications then remove funnel and replace the cap
9. Check oil dipstick and ensure it is at the proper level, if not add more, if so start engine and let run for several minutes
10. Turn engine off, look under the hood to be sure there are no leaks

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
6 Personal Protective Equipment
16 Machines, Tools and Robots
35 WHMIS

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure
Oil - Hydraulic

Facility: | Written By: | Approved By: | Date Created | Date of Last Revision:
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<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical burn</td>
<td>Steel toed boots</td>
<td>WHMIS</td>
</tr>
<tr>
<td>Inhalation of chemicals/toxins</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Eye injury</td>
<td>Chemical resistant gloves</td>
<td></td>
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<tr>
<td></td>
<td>Chemical resistant apron</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Respirator</td>
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</tr>
</tbody>
</table>

Safe Work Procedure:
1. Know the location of nearest emergency wash station
2. Use oil carefully with funnel
3. Only use what is needed
4. Clean up any spills immediately
5. If skin comes in contact, wash immediately
6. When finished with the oil, store in proper storage unit

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
MB Workplace Safety & Health Act & Regulations:
5 First Aid
6 Personal Protective Equipment
21 Emergency Washing Facilities
35 WHMIS
36 Chemical and Biological Substances

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Operating Vehicles in Shop

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**Hazards Present:**

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<tr>
<th>Other workers and equipment</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle damage</td>
<td>Steel toed boots</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Inspect work area and be aware and make others aware
2. Inspect vehicle components for safe operation
3. Enter vehicle using 3 point contact method
4. Start vehicle
5. Drive vehicle from current location to desired location
6. Park and set brake

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 4 General Workplace Requirements
  - 16 Machines, Tools and Robots

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Perimeter Fencing

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</tr>
</thead>
<tbody>
<tr>
<td>Vehicle or property damage</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Serious injury</td>
<td>Eye protection</td>
<td></td>
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<tr>
<td>Vehicular and Foot traffic</td>
<td>Hand protection</td>
<td></td>
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<tr>
<td></td>
<td>Hard Hat</td>
<td></td>
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<td></td>
<td>High visibility vest</td>
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</table>

Safe Work Procedure:

1. Inspect the work area to determine the type and size of fencing to use (barricades, tape, snow fence, etc.)
2. Take into consideration traffic control and work equipment travel patterns
3. Erect perimeter fencing according to local regulations
4. Proper signage is to be posted on fencing on each side of the fence
5. The sign must include reasons for fencing, company name and contact number, name and contact number of supervisor
6. Check fencing at minimum of daily to ensure it hasn't been removed or damaged
7. Fencing and signage to be removed immediately upon completion of work

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - WSH Act 2.4 and 2.18
  - 20.4 Vehicular & Pedestrian Traffic
  - 26.12 Guarding Excavations

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Pneumatic Ratchet

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<th>Hazards Present:</th>
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</tr>
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<tbody>
<tr>
<td>pinch points</td>
<td>Steel toed boots</td>
<td>Operator training</td>
</tr>
<tr>
<td>flying debris</td>
<td>Face shield / safety glasses</td>
<td>Eye wash station</td>
</tr>
<tr>
<td>excessive noise</td>
<td>leather gloves</td>
<td>First Aid</td>
</tr>
<tr>
<td></td>
<td>Hearing protection</td>
<td>Emergency shower</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fire extinguisher</td>
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</tbody>
</table>

Safe Work Procedure:

1. Inspect all tools for wear or damage
2. Choose proper size sockets that are for impact usage only
3. Ensure the tool is in the off position before connecting the air source
4. To remove nuts
   A. Place the socket squarely over nut applying appropriate pressure against nut and socket
   B. Pull trigger to supply power to the impact gun keeping constant eye contact with the joints between the gun and fasteners to ensure they are snug
   C. Release trigger to disengage power from the impact gun once the nut is off the bolt
   D. Remove the nut from the socket by pointing the socket towards the ground and allowing the nut to fall into your other hand
5. Tightening Nuts
   A. Place the socket squarely over nut applying appropriate pressure against nut and socket
   B. Pull trigger to supply power to the impact gun keeping constant eye contact with the joints between the gun and fasteners to ensure they are snug
   C. Release trigger to disengage power from the impact gun once the nut is tightened on the bolt
   D. Remove socket from the nut ensuring your fingers are away from trigger
   E. Remove socket from gun and place all tools in their appropriate storage place
   F. Remove air hose from gun
   G. Transport the gun with a firm grip with fingers wrapped around the handle

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
2.1 Safe Work Procedures
6. Personal Protective Equipment
16 Machines. Tools and Robots

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Portable Generator

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<tbody>
<tr>
<td>Inhalation of carbon monoxide</td>
<td>Steel toed boots</td>
<td>Manufacturer's manual</td>
</tr>
<tr>
<td>Fire/Explosion</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Burns</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td>Electrocution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slip/Trip</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Safe Work Procedure:**

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

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure.*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

**Guidance Documents/Standards:**

- MB Workplace Safety & Health Act & Regulations:
- 6 Personal Protective Equipment
- 16 Machines, Tools and Robots

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

Reviewed By Worker Rep/WSH Committee:

Date:
# Safe Work Procedure

## High Pressure Air

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

### Hazards Present: PPE or Devices Required: Additional Training Required:

<table>
<thead>
<tr>
<th>Hazard</th>
<th>PPE Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noise</td>
<td>Steel toed boots</td>
</tr>
<tr>
<td>Airborne particles</td>
<td>Hearing protection</td>
</tr>
<tr>
<td>Tripping</td>
<td>Safety glasses</td>
</tr>
<tr>
<td>Explosion of tank or air line</td>
<td>Gloves</td>
</tr>
</tbody>
</table>

## Safe Work Procedure:

1. Stay clear of others’ work space when working with high pressure air.
2. Ensure that hose attachments are properly fastened before turning air source on.
3. Turn air supply on, be sure not to aim at yourself or any other person.
4. Follow through with task, being sure not to direct air at yourself or others.
5. Shut down air supply when finished.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

### Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 6 Personal Protective Equipment
  - 12.3 Hearing Protection
  - 16.4 Machine and Tool Safety
  - 19.10 Fire and Explosion Hazards

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Portable Light Strings

Facility: Written By: Approved By: Date Created Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrocution</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Slip/Trip</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hand protection</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Inspect wiring, fixtures, insulation, and plug in ends
2. Ensure light-string is grounded
3. Check that guards are in place around bulbs
4. String lighting
5. Plug in
6. Once lighting is no longer needed, turn off, unplug, and put away properly

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
6 Personal Protective Equipment
38.10 Electrical Safety

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

Reviewed By Worker Rep/WSH Committee:

Date:
# Safe Work Procedure

## Power Tool Inspection

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

### Hazards Present:

| Eye injuries | Steel toed boots |
| Hand injuries | Eye protection |
| Airborne particles | Hand protection |
| Noise pollution | Hearing protection |
| Electricution | Hard hat |

### Safe Work Procedure:

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

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

### Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 4 General Workplace Requirements
  - 5 First Aid
  - 6 Personal Protective Equipment
  - 16 Machines, Tools and Robots
  - 16.25 Miscellaneous Machines and Tools

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

Reviewed By Worker Rep/WSH Committee:

Date:
# Safe Work Procedure

## Power Tools

<table>
<thead>
<tr>
<th>Facility</th>
<th>Written By</th>
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<th>Date of Last Revision</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

### Hazards Present: PPE or Devices Required: Additional Training Required:

| Steel toed boots | Safety glasses | Hard hat | Hearing protection | Any other safety equipment as per job site / task performed | Manufacturer's specifications |

### Safe Work Procedure:

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

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

### Guidance Documents/Standards:

| MB Workplace Safety & Health Act & Regulations: | 4 General Workpl. |
| 5 First Aid | 6 Personal Protective Equipment |
| 16 Machines, Tools and Robots Division 1 | 16.22-16.28 Miscellaneous Machines & Tools |

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Powered Equipment Inspections

Facility:  Written By:  Approved By:  Date Created  Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slips, Trips and Falls</td>
<td>First Aid Kit</td>
<td>Fire Extinguisher Training</td>
</tr>
<tr>
<td>Traffic</td>
<td>Eye Protection</td>
<td>Equipment Specific training</td>
</tr>
<tr>
<td></td>
<td>Steel Toed Boots</td>
<td>Competent operator</td>
</tr>
<tr>
<td></td>
<td>Hearing Protection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communication Device</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pretrip inspection forms</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fire Extinguisher</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Wear all applicable PPE
2. Review previous inspections to ensure corrections have been made to deficiencies
3. To be completed at a minimum of daily or more often as conditions or the job changes
4. Ensure you date and record your findings in the pretrip book
5. Ensure copy is turned into mechanics on a daily basis
6. Ensure that all applicable permits and documentation are in place
7. All deficiencies to be identified and documented

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations: 1.2  The Workplace Safety & Health Act W210 2.4  Inspections of Workplace 5  Duties of Workers 6 Personal Protective Equipment 12 Hearing Conservation & Noise Control Cumming & Dobbie Inspection Policy

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

PPE - Eye Protection

Safe Work Procedure:

1. Management will supply a clean, up to date, proper fitting and effective eye protection
2. Management will ensure adequate training for the maintenance, use and care
3. All employees are required to wear the approved eye protection when working or walking through any work site. The only exception is operators while seated in the cab of the equipment & office staff
4. All employees are responsible for ensuring that it is appropriate for the hazards, worn properly and in good condition and not to be altered in any way
5. All workers are responsible for ensuring that the safety glasses are with them all day each day.
6. It is the responsibility of the worker to turn in old and worn out glasses for new ones as needed
7. Full face shields or goggles will be used when the work at hand requires maximum eye protection
8. Workers engaged in welding are required to use a full welder's face shield
9. Workers who are cutting or burning metals are required to wear goggles with the appropriate darkened lens

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
6.13 Personal Protective Equipment
CSA Standard Z94.3-02
CSA Standard Z94.3.1-02

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

PPE - Foot Protection

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

**Hazards Present:**

<table>
<thead>
<tr>
<th>Foot injury</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ankle injury</td>
</tr>
<tr>
<td>Corrosive chemicals</td>
</tr>
</tbody>
</table>

**PPE or Devices Required:**

| Steel toed Boots |

**Additional Training Required:**

| Care of Use of |

**Safe Work Procedure:**

1. It is the responsibility of the employee to supply steel toed work boots that cover the ankle bone and gives support to the ankle as per CSA Standards.
2. It is the responsibility of the employee to wear these steel toed boots each and every day.
3. All footwear is to be kept tied as to not pose a tripping hazard.
4. A requirement for specialized footwear as dictated by the hazards will be supplied by the employer.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

**Guidance Documents/Standards:**

<table>
<thead>
<tr>
<th>MB Workplace Safety &amp; Health Act &amp; Regulations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.12 Footwear - PPE</td>
</tr>
<tr>
<td>CSA Standard Z195.1-02</td>
</tr>
<tr>
<td>CSA Standard Z195-02</td>
</tr>
</tbody>
</table>

This Safe Work Procedure will be reviewed anytime the task, equipment or materials change and at a minimum of every three years.

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

PPE - Head Protection

Facility: Written By: Approved By: Date Created Date of Last Revision: 

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hard Hat</td>
<td>Care of Use of</td>
</tr>
</tbody>
</table>

Safe Work Procedure:

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

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:

6.10 Personal Protective Equipment
CSA Standard Z94.1-05
ANSI Z89.1-2003

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

PPE - Hearing Protection

<table>
<thead>
<tr>
<th>Facility</th>
<th>Written By</th>
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<th>Date of Last Revision</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazards Present</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ear Plugs</td>
<td>Ear Muffs</td>
<td>Care of Use of</td>
</tr>
</tbody>
</table>

Safe Work Procedure:

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

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 12 Hearing Conservation & Noise Control
- CSA Standard Z94.2-02

This Safe Work Procedure will be reviewed anytime the task, equipment or materials change and at a minimum of every three years.

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

PPE - High Visibility Vest

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Steel toed boots</td>
<td>Care of</td>
</tr>
<tr>
<td></td>
<td>High Visibility Vest</td>
<td>Use of</td>
</tr>
</tbody>
</table>

**Safe Work Procedure:**

1. Supervisor/Management will supply a clean, up to date, proper fitting and effective high visibility vest
2. Supervisor/Management will ensure adequate training for the maintenance, use and care
3. All employees are required to wear the safety vest when working or walking through any work site.
4. All employees are responsible for ensuring that it is appropriate for the hazards, worn properly and in good condition and not to be altered in any way
5. All workers are responsible for ensuring that the high visibility vest is with them all day every day.

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure*

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

**Guidance Documents/Standards:**

- MB Workplace Safety & Health Act & Regulations:
- 6.7 Personal Protective Equipment
- CSA Standard Z96-02

This Safe Work Procedure will be reviewed anytime the task, equipment or materials change and at a minimum of every three years

Reviewed By Worker Rep/WSH Committee: [Signature]

Date: [Date]
# Safe Work Procedure

## PPE - Protective Clothing

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

### Hazards Present:
- Radiant heat
- Sharp objects
- Jagged objects
- Punctures
- Abrade the skin

<table>
<thead>
<tr>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
</table>
- Steel toed boots        | Care of use of               |
- Protective clothing     |                              |

### Safe Work Procedure:

1. Supervisor will supply personal protective equipment that is appropriate for the risk of injury to a worker skin.

2. Management /Supervisor will ensure adequate training for the maintenance, use and care.

3. If a process creates a risk to the safety or health of a worker the employer will provide the worker with:
   - * clothing that is appropriate for the risk
   - * as needed launder or dispose of the protective clothing

**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure.**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

### Guidance Documents/Standards:
- MB Workplace Safety & Health Act & Regulations:
  - 6.8 Protective clothing
  - 6.9 Protective Clothing
  - CSA-W117.2-01 (R2006)
- This Safe Work Procedure will be reviewed anytime the task, equipment or materials change and at a minimum of every three years

**Reviewed By Worker Rep/WSH Committee:**

Date:
## Safe Work Procedure

### PPE - Respiratory Protection

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poisonous gases/Chemicals</td>
<td>Respirators</td>
<td>Care of Use of Selection of</td>
</tr>
<tr>
<td>Lack of Oxygen</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Safe Work Procedure:

1. All employees are required to use approved respirators when working in or traveling through a work site that contains airborne contaminates or when handling products that may become airborne contaminates.

2. Ensure that respiratory equipment is provided to a worker is:
   * Is appropriate for the risk to which the worker is or may be exposed
   * Is selected, used and maintained in accordance with CSA standards
   * Proper size and makes an effective seal to the facial skin of the worker where a tight fit is essential to proper functioning
   * Kept in a convenient and sanitary location when not in use
   * Not shared by workers unless it is cleaned before different workers use it

3. Ensure that a worker using the respiratory equipment is adequately trained by a competent person in the proper fit, testing, maintaining, use and cleaning of the equipment.

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

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

### Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations: 6.15 Personal Protective Equipment
- CSA Standard Z94.4-02
- CSA Standard Z180.1-00
- 35 Workplace Hazardous Materials Information System

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Preparing Tire Rims before Mounting

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

Hazards Present: | PPE or Devices Required: | Additional Training Required: |
---|---|---|
Pinch points | Gloves | |
Crushing | Safety Glasses | |
Wrenches slipping | Steel toed Boots | |
Tire explosion | | |

Safe Work Procedure:

1. Rim flange and bead seats must be clean and dust off foreign material. Remove with a wire brush or emery cloth.
2. Any visible dent in rim flanges should be straightened with a hammer.
3. Any hammer dents should be smoothed out with a file.
4. Inspect weld of rim. Grooves or high spots in bead area must be filed flat and smooth or the tire assembly may lose air.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 6 Personal Protective Equipment
  - 8 Musculoskeletal Injuries
  - 15 Confined Spaces
  - 22 Powered Mobile Equipment

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

Reviewed By Worker RepWSH Committee: [Date]
Safe Work Procedure

Propane Heaters

Facility: Written By: Approved By: Date Created Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fumes/Exhaust</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Flammable materials</td>
<td>Hearing Protection</td>
<td></td>
</tr>
<tr>
<td>Tripping hazard</td>
<td>Hard hat</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Eye Protection</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

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

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:

2.1 Safe Work Procedures
4 General Workplace Requirements
6 Personal Protective Equipment
35 WHMIS
36 Chemical and Biological Substances

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Proper Installment/Removal of Shoring

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

**Hazards Present:**
- Asphyxiation
- Fall Injuries
- Muscle strain
- Loose grounding

**PPE or Devices Required:**
- Steel toed boots
- Eye protection
- Hard hat
- Hand protection
- Hearing protection

**Additional Training Required:**
- Rigging
- Operator training

**Safe Work Procedure:**

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

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure*

**Guidance Documents/Standards:**
- MB Workplace Safety & Health Act & Regulations:
  - 6 Personal Protective Equipment
  - 12 Hearing Conservation and Noise Control
  - 26.15-26.32 Excavations and Tunnels
- Work Safe Bulletin No. 142

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Proper Installment of Trench Box

**Facility:**
**Written By:**
**Approved By:**
**Date Created:**
**Date of Last Revision:**

**Hazards Present:**

<table>
<thead>
<tr>
<th>Asphyxiation</th>
<th>Steel toed boots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Injuries</td>
<td>Eye protection</td>
</tr>
<tr>
<td>Muscle strain</td>
<td>Hard hat</td>
</tr>
<tr>
<td>Loose grounding</td>
<td>Hand protection</td>
</tr>
<tr>
<td></td>
<td>Hearing protection</td>
</tr>
</tbody>
</table>

**PPE or Devices Required:**

| Rigging |

**Additional Training Required:**

| Operator training |

**Safe Work Procedure:**

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

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure.*

**Guidance Documents/Standards:**

- MB Workplace Safety & Health Act & Regulations:
  - 6 Personal Protective Equipment
  - 12 Hearing Conservation and Noise Control
  - 26.15-26.32 Excavations and Tunnels

- Work Safe Bulletin No. 142

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

- Reviewed By Worker Rep/WSH Committee:

- Date:
Safe Work Procedure

Pumping Water

<table>
<thead>
<tr>
<th>Facility:</th>
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<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

**Hazards Present:**
- Slip/Trip
- Tool damage

**PPE or Devices Required:**
- Steel toed boots
- Eye protection
- Hand protection

**Safe Work Procedure:**
1. Place pump on level ground
2. String out hoses for discharge - make sure all bends and knots are out
3. Hook hose to pump and attach suction - make sure end of hose screen is in deep water
4. Service pump and prime the pump
5. Use cold start procedure and run the pump (do not run pump when it is empty)
6. Check on pump periodically to ensure it is not plugged or running out of water
7. After job is finished, roll up discharge hose, making sure it is completely empty
8. Remove suction line and put all hoses on to truck - empty pump of water and load
9. Make sure load is secured

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure*

**Guidance Documents/Standards:**
- MB Workplace Safety & Health Act & Regulations:
  - 4 General Workplace Requirements
  - 16 Machines, Tools and Robots

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Quick Cut Saw Inspection

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<thead>
<tr>
<th>Facility:</th>
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<table>
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<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye injuries</td>
<td>Steel toed boots</td>
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<tr>
<td>Hand injuries</td>
<td>Eye protection</td>
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<tr>
<td>Airborne particles</td>
<td>Hand protection</td>
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<tr>
<td>Noise pollution</td>
<td>Hearing protection</td>
<td></td>
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<tr>
<td>Hard hat</td>
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</tr>
</tbody>
</table>

Safe Work Procedure:

1. Check On/Off switch is functioning properly
2. Check rip cord for frays
3. Check air filter
4. Check gas levels
5. Check spark plug
6. Ensure guards are in place and secure
7. Check cutting blades
8. Do check cut ensuring to cut away from body

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
4 General Workplace Requirements
5 First Aid
6 Personal Protective Equipment
16 Machines, Tools and Robots
16.15 Miscellaneous Machines and Tools

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Repairing Equipment

Facility:  
Written By:  
Approved By:  
Date Created:  
Date of Last Revision:  

Hazards Present:  
PPE or Devices Required:  
Additional Training Required:  

<table>
<thead>
<tr>
<th>Hazards Present</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slip/Trip</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Safety glasses</td>
<td></td>
</tr>
<tr>
<td>Lacerations</td>
<td>Safety gloves</td>
<td></td>
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<tr>
<td>Burns</td>
<td>Hard hat</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Be sure of instructions
2. Use proper tools and have them at hand
3. Carry through with repair
4. Clean all tools and any other mess immediately after task is complete
5. Dispose of any damaged parts and oil properly
6. Test drive equipment that was repaired
7. Fill out maintenance record
8. Return machine to line up

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
4 General Workplace Requirements
16 Machines, Tools and Robots
22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
# Safe Work Procedure

## Repairs and Servicing

<table>
<thead>
<tr>
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</thead>
</table>

### Hazards Present: | PPE or Devices Required: | Additional Training Required: |
<table>
<thead>
<tr>
<th></th>
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</tr>
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<tbody>
<tr>
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<td>Steel toed boots</td>
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</tr>
<tr>
<td>Collision</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hand protection</td>
<td></td>
</tr>
</tbody>
</table>

### Safe Work Procedure:

1. Walk around machine to check for tire damage, vandalism, any loose parts, or any other damage.
2. Check engine for:
   - Any frayed or damaged belts
   - Any damaged or leaking hoses
   - Engine mounting bolts are in place, tight and not damaged
3. Check all fluid levels (some fluids may require engine to be on, check manufacturer recommendations)
4. Get into vehicle using 3 point contact method. Check for fire extinguisher and turn on engine.
5. Check all gauges. Ensure that:
   - Oil pressure is normal
   - Temperature is normal
   - Hydraulic pressure is normal (if gauge is applicable)
6. Put machine in reverse to ensure back up alarm is working.
7. Do another walk around to check all lights
8. Check brakes
9. Fill out inspection report

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

### Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 6 Personal Protective Equipment
  - 16 Machines, Tools and Robots
  - 22 Powered Mobile Equipment
  - 35 Workplace Hazardous Materials Information Systems

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

Reviewed By Worker Rep/WSH Committee:

Date:
# Safe Work Procedure

## Road Packer Operator

<table>
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<tr>
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</tbody>
</table>

### Hazards Present:

<table>
<thead>
<tr>
<th>Other workers and equipment</th>
<th>Vehicle damage</th>
<th>Slip/Trip</th>
<th>Pinch points</th>
<th>Noise pollution</th>
</tr>
</thead>
</table>

### PPE or Devices Required:

<table>
<thead>
<tr>
<th>Steel toed boots</th>
<th>Safety glasses</th>
<th>Safety gloves</th>
<th>Hard hat</th>
<th>Ear plugs</th>
</tr>
</thead>
</table>

### Additional Training Required:

- Operator training

---

### Safe Work Procedure:

1. Do pre-trip inspection on machine and start using Cold Start Procedure
2. Check back up alarm and all gauges
3. Turn on beacon light
4. Turn vibrator on only at area to be packed, and if machine starts slipping turn vibrator off
5. Use a spotter in tight areas
6. Park on level ground and set brake
7. Turn off using hot engine method

---

**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

### Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 6 Personal Protective Equipment
  - 16 Machines, Tools and Robots
  - 20 Vehicular and Pedestrian Traffic
  - 22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Rock Truck Operator

Facility: 
Written By: 
Approved By: 
Date Created: 
Date of Last Revision: 

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinch points</td>
<td>Steel toed</td>
<td>Operator Certification</td>
</tr>
<tr>
<td>Slip/Trip</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Vehicle damage/malfunction</td>
<td>Hand protection</td>
<td></td>
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<tr>
<td></td>
<td>Hard hat</td>
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</tbody>
</table>

Safe Work Procedure:

1. Perform pre trip inspection on rock truck
2. Inspect work area for any potential hazards
3. Pull up as close as possible to loading area, if backing up use a spotter
4. Wait for signal that truck is full then proceed to dump area
5. Dump slowly and cautiously

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
4 General Workplace Requirements
16 Machines, Tools and Robots
22 Powered Mobile Equipment

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Roll Crusher Operation

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<thead>
<tr>
<th>Facility:</th>
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</thead>
<tbody>
<tr>
<td>Pinch Points</td>
<td>Eye Protection</td>
<td>Crusher Operation</td>
</tr>
<tr>
<td>Falling</td>
<td>Hard Hat</td>
<td>Lock out procedure</td>
</tr>
<tr>
<td>Wrenches slipping</td>
<td>Steel Toe Boots</td>
<td></td>
</tr>
</tbody>
</table>

**Safe Work Procedure:**

1. Shut off the crusher and lockout the controls before lubricating or performing any maintenance.
2. Do not clean up spilled material while the equipment is in operation.
3. If the crusher becomes jammed, stop the unit, lockout the crusher, and manually remove the jammed material.
4. Do not force oversized material farther into crushing chamber. If the roll crusher cannot crush a piece of oversized material, stop the crusher and follow the lockout procedure and break up or remove.
5. Do not stand on or above the crusher during operation.
6. Keep all personnel and objects clear of the area between the shear plate and the backup block during operation. If uncrushable material enters the crusher role, the shear washer could break causing the shear plate to hit the backup block.

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

**Guidance Documents/Standards:**

- MB Workplace Safety & Health Act & Regulations:
  - 6 Personal Protective Equipment
  - 14 Fall Protection
  - 15 Confined Spaces
  - 16 Machines, tools and Robots
  - 22 Powered Mobile Equipment
  - 28 Scaffolds & Other Elevated Work Platforms
  - 30 Temporary Structures

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

Reviewed By Worker Rep/WSH Committee: [Date]
Safe Work Procedure

Roll Crusher Operation

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<thead>
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<tr>
<td>Pinch Points</td>
<td>Eye Protection</td>
<td>Crusher Operation</td>
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<tr>
<td>Falling</td>
<td>Hard Hat</td>
<td>Lock out procedure</td>
</tr>
<tr>
<td>Wrenches slipping</td>
<td>Steel Toe Boots</td>
<td></td>
</tr>
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Safe Work Procedure:

1. Shut off the crusher and lockout the controls before lubricating or performing any maintenance.
2. Do not clean up spilled material while the equipment is in operation.
3. If the crusher becomes jammed, stop the unit, lockout the crusher and manually remove the jammed material.
4. Do not force oversized material farther into crushing chamber. If the roll crusher cannot crush a piece of oversized material, stop the crusher and follow the lockout procedure and break up or remove.
5. Do not stand on or above the crusher during operation.
6. Keep all personnel and objects clear of the area between the shear plate and the backup block during operation. If uncrushable material enters the crusher rolls, the shear washer could break causing the shear plate to hit the backup block.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:
- MB Workplace Safety & Health Act & Regulations:
  - 6 Personal Protective Equipment
  - 14 Fall Protection
  - 15 Confined Spaces
  - 16 Machines, tools and Robots
  - 22 Powered Mobile Equipment
  - 28 Scaffolds & Other Elevated Work Platforms
  - 30 Temporary Structures

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

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Safe Work Procedure:
1. Must be developed and implemented for the work carried out at your workplace.
2. Use positive language such as “ensure” or “always” instead of “don’t” or “never”.
3. Summarize the information gathered in the Job Hazard Analysis step.
4. Identify the specific job that the procedure applies to.
5. Identify who wrote and approved the Safe Work Procedure.
6. The original date it was produced and latest revision date to be identified.
7. Identify the specific hazards that may be encountered while performing the task/job.
8. Identify PPE or other safety devices required to perform the task/job.
9. Identify any special equipment or controls that are required (i.e., emergency stops, lock-out procedures).
10. Describe the step by step procedures to perform the task/job safely.
11. Describe or refer to the steps to follow in an emergency or during an equipment malfunction.
12. Refer to guidance documents, standards, or legislation that applies to the specific task.
13. If you have more than 20 workers at your workplace, you are required to have a Safety and Health Program and your Safe Work Procedures must be referenced in the section of your Safety and Health Program that relates to hazard identification and control.

**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock-out procedure.**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

**Guidance Documents/Standards:**
- MB Workplace Safety & Health Act & Regulations:
  - WSH Act W210 Section 7.4(5)(b)
  - WSH Regulation M.R. 217/2006 Section 2.1
- Safe Work Bulletin 249 1 of 3
- Safe Work Bulletin 249 2 of 3
- Safe Work Bulletin 249 3 of 3

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

Reviewed By Worker Rep/ WSH Committee:

Date:
## Safe Work Procedure

### Safeguards

<table>
<thead>
<tr>
<th>Facility:</th>
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**Hazards Present:**

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<tr>
<th></th>
<th><strong>PPE or Devices Required:</strong></th>
<th><strong>Additional Training Required:</strong></th>
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<tbody>
<tr>
<td>Lacerations</td>
<td>Eye Protection</td>
<td>Manufacturer's specifications</td>
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<tr>
<td>Amputation</td>
<td>Hand Protection</td>
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</tr>
<tr>
<td>Pinching</td>
<td>Hard Hat</td>
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</tbody>
</table>

**Safe Work Procedure:**

1. They should prevent contact: the safeguard must prevent hands, arms or any other part of a worker's body from making contact with dangerous moving parts.
2. A guard should not only prevent accidental contact but should prevent workers from intentionally going around or bypassing the guard.
3. They should be secure: If the guard is easily removable, this means it will be ineffective. The guard should be of durable material and should be bolted or screwed on so that they require tools for removal.
4. They should create no new hazard: the guard itself should not create a new hazard. The guards should be affixed in a manner that eliminates sharp edges.
5. They should create no interference: A good guard should allow the employee to work comfortably and effectively -- since otherwise it may be removed.
6. They should allow safe maintenance: If possible, guards should be designed so as to allow minor maintenance on the machines without either removing the safeguards or being exposed to the hazard. If the guard must be removed or deactivated, then lock out procedures should be followed before any maintenance is performed.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

**Guidance Documents/Standards:**

<table>
<thead>
<tr>
<th>MB Workplace Safety &amp; Health Act &amp; Regulations:</th>
</tr>
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<tbody>
<tr>
<td>16.5 Safeguard Requirements</td>
</tr>
<tr>
<td>16.7 Removing a safeguard</td>
</tr>
<tr>
<td>22.5 Guarding Moving Parts</td>
</tr>
<tr>
<td>16.19 Additional Safeguards for conveyors</td>
</tr>
</tbody>
</table>

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Scaffold

Hazards Present:  PPE or Devices Required:  Additional Training Required:

Fall injuries  Steel toed boots  Scaffold training
Slip/Trip  Eye protection  Fall Training
Pinch points  Hand protection  First Aid
Workers overhead/below  Safety harness and tie off
Hard hat

Safe Work Procedure:

1. Inspect all tubing and clamps thoroughly
2. Tape off or barricade any unsafe areas to warn others that there is overhead work
3. Ensure you are properly tied off at all times
4. Assemble scaffold according to manufacturer’s instruction
5. When working high, raise and lower all tools etc using a pull line. Ensure a proper bag is used for any clamps or tools
6. Ensure work platform is clear from tripping hazards at all times
7. Immediately descend if any bad weather forms

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations: 5 First Aid 6 Personal Protective Equipment 28 Scaffolds and Other Elevated Work Platforms

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Screener Angle Adjustment

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</table>

### Hazards Present:
- Slip/Trip
- Pinch points
- Loss of limb

### PPE or Devices Required:
- Steel toed boots
- Eye protection
- Hand protection
- Hard hat
- Reflective vest

### Additional Training Required:

**Safe Work Procedure:**

1. Ensure that the power to the unit has been turned off
2. The loader operator positions the loader bucket square with the screener unit so that the lower end of the screener sits inside the bucket
3. The ground worker attaches a safety chain from the loader bucket to the lower portion of the screener frame
4. The ground worker moves to a safe area and signals loader operator to raise or lower unit to reduce strain on side support chains
5. Ground worker removes side chains to change angle by
   - A. Walking up the conveyor belt to the top of screener
   - B. Reaching side chains from ground
   - C. Using ladder if available
6. Once in proper position, reattach side chains
7. Signal loader operator to lower bucket so the unit is suspended from the side chains
8. Remove safety chain allowing loader to back away cautiously from the unit

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

**Guidance Documents/Standards:**
- MB Workplace Safety & Health Act & Regulations:
  - 6 Personal Protective Equipment
  - 16 Machines, Tools and Robots
  - 22 Powered Mobile Equipment

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Screener Angle Adjustment

Facility: Written By: Approved By: Date Created Date of Last Revision:

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<th>Additional Training Required:</th>
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</thead>
<tbody>
<tr>
<td>Slip/Trip Pinch points</td>
<td>Steel toed boots Eye protection Hand protection Hard hat Reflective vest</td>
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</tbody>
</table>

Safe Work Procedure:

1. Ensure that the power to the unit has been turned off
2. Secure and stabilize shaker deck with overhead hoist chain
3. Release tension on pulley belts and chains
4. Remove pulley chains and belts
5. Undo 2 pulley bolts and remove drive pulley
6. Remove the 3 bolts holding collar
7. Remove collar
8. Pull out old bearing
9. Insert new bearing
10. Reverse procedure to reassemble screener shaker

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
6 Personal Protective Equipment
16 Machines, Tools and Robots
22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Securing Equipment on Trailer for Transportation

1. Ensure that machine (load) is on trailer properly and that brake is set.
2. Secure machine starting at front.
3. Front chains will be pulled forward, rear will be pulled towards back.
4. Use two chains and secure them at 4 separate contact points.
5. Once chains are tightened, do an inspection to ensure none came undone.
6. Check load over.
7. When pulling load, periodically check it in rear view.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
6 Personal Protective Equipment
16 Machines, Tools and Robots

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Semi and Tandem Truck Drivers

Facility: Written By: Approved By: Date Created Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other workers and equipment</td>
<td>Steel toed boots</td>
<td>Operator Certification</td>
</tr>
<tr>
<td>Vehicle damage</td>
<td>Safety glasses</td>
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</tr>
<tr>
<td>Slip/Trip</td>
<td>Safety gloves</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hard hat</td>
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</tbody>
</table>

Safe Work Procedure:
1. Do pre-trip inspection on machine and start using Cold Start Procedure
2. Check backup alarm, all gauges, hydraulics
3. When proceeding to the work location, check the brakes
4. Tarp load
5. Make use of spotter when backing and driving in tight areas
6. Park on secure, level ground
7. Set parking brake

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
16 Machines, Tools and Robots
20 Vehicular and Pedestrian Traffic
22.32 Powered Mobile Equipment

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

Reviewed By Worker Rep/ WSH Committee:

Date:
**Safe Work Procedure**

**Serious Injury**

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<thead>
<tr>
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<tr>
<th><strong>Hazards Present:</strong></th>
<th><strong>PPE or Devices Required:</strong></th>
<th><strong>Additional Training Required:</strong></th>
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<tbody>
<tr>
<td>Potential death</td>
<td>Steel toed boots</td>
<td>First Aid</td>
</tr>
<tr>
<td>Loss of limb</td>
<td>Gloves</td>
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<tr>
<td>Infection</td>
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</table>

**Safe Work Procedure:**

1. Shut down all machinery in area of injured person
2. Ensure that further hazards are controlled. This may require reference to Fire or Spill procedures by Fire or Spill teams
3. Call in the First Aid team to provide aid to the injured person. (Do not move the patient if there is suspected spinal injury unless the persons’ life is in danger due to an imminent hazard)
4. Notify supervisory staff who will call for outside medical help
5. Send a member of the first aid team to hospital to determine victim's condition and/or provide information for the hospital
6. When it is possible to do so, the patient will obtain a doctor report form to be filled out by doctor and be returned to employer within 3 working days
7. Once able to, the injured person will check in with supervisor regularly by telephone incase information is needed regarding the accident

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

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<td>5 First Aid</td>
<td>Date:</td>
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## Safe Work Procedure

### Set Clutch

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</table>

### Hazards Present:

| Vehicle or property damage | Steel toed boots |
| Serious injury             | Eye protection   |
| Pinch points               | Hand protection  |

### Safe Work Procedure:

1. Chock or block vehicle
2. Remove inspection plate at front of transmission bell housing on the bottom
3. Bar engine over manually until internal adjusting ring lock tab and bolt are visible, then remove
4. Tie or hold down clutch pedal
5. Use screwdriver or pry bar to turn adjusting ring
6. Turn clockwise for more play and counterclockwise for less
7. Three notches varies the adjustment by 1/16".
8. Once adjustment is made release the clutch pedal
9. Reinstall lock tab, bolt and inspection cover
10. Recheck for free play
11. Remove chocks /blocks

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure*

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

### Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 2.1 Safe Work Procedures
  - 4 General Workplace Requirements
  - 6 Personal Protective Equipment
  - 16 Machines, Tools and Robots

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Set up Conveyor

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<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

### Hazards Present:
- Pinch Points
- Falling
- Wrenches slipping

### PPE or Devices Required:
- Eye Protection
- Hard Hat
- Steel Toe Boots

### Additional Training Required:
- Crusher Operation
- Lock out procedure

### Safe Work Procedure:
1. Ensure that all cable clamps & fasteners are tightened to proper torque specs
2. Do not operate the crusher unless all guards are properly installed
3. All foundations and supports must be designed to local specs
4. Failure to follow proper lock out tag out procedure will result in serious injury or death
5. Install and secure all walkways, handrails, guards and ladders prior to operation
6. Visually verify that all personnel and objects are clear of equipment prior to operation
7. Ensure sufficient clearance is maintained between units to prevent contact between components during operation
8. Wheel stops must be provided at ends of travel path
9. All wheels must be chocked when not in use
10. Before cutting bands on rolled conveyor belt, make sure personnel are clear of the roll
11. Verify the correct rotation and backstop function before installing conveyor belt
12. Ensure the pulling plate is securely fastened to conveyor belt before installing conveyor belt
13. Verify that all conveyor belt fasteners are flush with belt covers before operating the conveyor

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

### Guidance Documents/Standards:
- MB Workplace Safety & Health Act & Regulations:
  - 6 Personal Protective Equipment
  - 14 Fall Protection
  - 15 Confined Spaces
  - 16 Machines, tools and Robots
  - 22 Powered Mobile Equipment
  - 28 Scaffolds & Other Elevated Work Platforms
  - 30 Temporary Structures

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

Reviewed By Worker Rep/ WSH Committee:

Date:
# Safe Work Procedure

## Set up - Crusher

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<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
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<tr>
<td>Pinch Points</td>
<td>Fire Extinguisher</td>
<td>Crusher Operation</td>
</tr>
<tr>
<td>Falling</td>
<td>Eye Protection</td>
<td>Lock out procedure</td>
</tr>
<tr>
<td>Wrenches slipping</td>
<td>Hard Hat</td>
<td>Housekeeping practices</td>
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<tr>
<td>Slips / Trips</td>
<td>Steel Toe Boots</td>
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<tr>
<td>Lifting manually</td>
<td>Snug fitting clothes</td>
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<td></td>
<td>Protective mask or respirator</td>
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<td></td>
<td>Hearing Protection</td>
<td>Fire Extinguisher training</td>
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</tbody>
</table>

### Safe Work Procedure:

1. When lifting equipment with a crane or excavator:
   - A. Lift from the designated lift points
   - B. Do not exceed crane lift capacity
   - C. Use proper slings and lifting devices
   - D. Do not walk or stand under loads hanging from a crane
   - E. Use caution when operating a crane near power lines
2. Changing the configuration or adding equipment may create hazards which require additional guards
3. Install and secure all walkways, handrails, guards and ladders prior to operation
4. Prepare the site properly for set up. Ensuring the site is level and spacious and is a stable foundation
5. Securely chock tires any time the equipment is to remain stationary for extended periods of time
6. Ground all electrical components in accordance with electrical codes
7. Properly insulate all electrical cables to prevent electrical shocks
8. Entrench or encase electrical power cables
9. Protect electrical cables and fuel line from traffic
10. Familiarize all equipment operators with safety and operation instructions before starting
11. Understand and follow the procedures for confined spaces

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

### Guidance Documents/Standards:

<table>
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<tr>
<td>14    Fall Protection</td>
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<tr>
<td>15    Confined Spaces</td>
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<tr>
<td>16    Machines, tools and Robots</td>
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<tr>
<td>22    Powered Mobile Equipment</td>
</tr>
<tr>
<td>28    Scaffolds &amp; Other Elevated Work Platforms</td>
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<td>30    Temporary Structures</td>
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</tbody>
</table>

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

Reviewed By Worker Rep/WSH Committee: Date:
Safe Work Procedure

Set Up Traffic Signs

Facility: Written By: Approved By: Date Created Date of Last Revision:

Hazards Present: PPE or Devices Required: Additional Training Required:

Slips/trips  Steel toed boots  Flaggerperson training
Vehicular traffic  Eye protection
Muscle strains  Hand protection

High visibility vest

Safe Work Procedure:

1. Signs to be set up 200 metres from where work is being done, and each sign should be 50 metres apart
2. Park on shoulder of road with hazard signals on
3. Exit vehicle with caution and unload sign from passenger side or rear
4. Set up stand and then attach sign, ensuring it is angled towards the traffic
5. Place a sandbag on the base of the stand
6. Safely enter the vehicle and proceed to the next location

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MWB Workplace Safety & Health Act & Regulations:
2.1 Safe Work Procedures
6 Personal Protective Equipment
20 Vehicular and Pedestrian Traffic

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Setting Brake

Facility:  
Written By:  
Approved By:  
Date Created:  
Date of Last Revision:  

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
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<tbody>
<tr>
<td>Vehicle/property damage</td>
<td>Steel toed boots</td>
<td>S endorsement on license</td>
</tr>
<tr>
<td>Serious injury</td>
<td>Eye Protection</td>
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<tr>
<td>Pinch points</td>
<td>Hand Protection</td>
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<tr>
<td></td>
<td>Chocks/Blocks</td>
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</tbody>
</table>

Safe Work Procedure:

1. Block/chock vehicle
2. Release maxi brakes
3. Grasp the end of the slack adjuster where it is attached to the pushrod and pull back
4. The pushrod will only move so far then the brake shoes will contact the drum internally
5. Allowable travel is normally 1 -11/2 inches
6. Place 9/16 wrench on adjusting screw and push toward slack adjuster to free locking collar
7. Adjust screw until the shoes are tight to the drum, then back off a half turn
8. Ensure the locking collar comes up when done
9. Tap the drum with the wrench, if a dull thud then the shoes are still in contact with the drum. If a ring the shoes are clear
10. When finished have coworker apply brakes and make sure the slack adjuster is at no more than 90 degrees to the brake chamber
11. Remove chocks and blocks

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations: Review this Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years

4 General Workplace Requirements
16 Machines, Tools and Robots

Reviewed ByWorker Rep/ WSH Committee:

Date:

2008Procedure/Backfill From Top of Bank
Safe Work Procedure

Shoveling Granular

Hazards Present:  
- Muscle Cramps  
- Heart attack  
- Stroke  
- Dehydration

PPE or Devices Required:  
- Steel toed boots  
- Eye protection  
- Hand protection

Additional Training Required:  
- Lifting  
- Body Posture

Safe Work Procedure:
1. Warm up muscles for 10 minutes with stretching
2. It is better to push the granular than lifting it
3. Keep the shovel close to your body
4. Space your hands on the shovel to increase leverage
5. Use a shovel that feels comfortable for your height and strength
6. Squat with your legs apart, knees bent and back straight
7. Lift with your legs and do not bend at the waist
8. Pace yourself and take frequent breaks and replenish fluids to prevent dehydration
9. Try not to hold a shovelful of granular with your arms outstretched
10. Throw granular ahead of yourself and not to the side or behind

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:  
MB Workplace Safety & Health Act & Regulations:  
2.1 Safe Work Procedures  
8 Musculoskeletal Injuries

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

Reviewed By Worker Rep/ WSH Committee:  
Date:
Safe Work Procedure

Shoveling Snow

Facility:  
Written By:  
Approved By:  
Date Created:  
Date of Last Revision:  

<table>
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<tr>
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<tbody>
<tr>
<td>Muscle Cramps</td>
<td>Steel toed boots</td>
<td>Lifting</td>
</tr>
<tr>
<td>Heart attack</td>
<td>Eye protection</td>
<td>Body Posture</td>
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<tr>
<td>Stroke</td>
<td>Hand protection</td>
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<tr>
<td>Dehydration</td>
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<tr>
<td>Frost Bite</td>
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</tbody>
</table>

Safe Work Procedure:

1. Warm up muscles for 10 minutes with stretching

2. Early and often - newly fallen snow is lighter than heavily packed or partially melted snow

3. Push the snow
   - A. It is better to push the snow rather than lifting it
   - B. Keep the shovel close to your body
   - C. Space your hands on the shovel to increase leverage
   - D. Shovel an inch or two off the top of the snow
   - E. Use a shovel that feels comfortable for your height and strength

4. Lifting the snow
   - A. Squat with your legs apart, knees bent and back straight
   - B. Lift with your legs and do not bend at the waist
   - C. Scoop small amounts of snow into the shovel and walk where you want to put it

5. Pace yourself - Take frequent breaks and replenish fluids to prevent dehydration

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
2.1 Safe Work Procedures
8 Musculoskeletal Injuries

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Site Inspections

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<thead>
<tr>
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<th>Hazards Present:</th>
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<tbody>
<tr>
<td>Slips/Trips/Falls</td>
<td>Hard Hat</td>
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<td>Serious injury</td>
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<td>Traffic</td>
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<td></td>
<td>Hearing Protection</td>
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<td>High visibility vest</td>
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</table>

Safe Work Procedure:

1. Wear all applicable PPE
2. Review previous inspection reports to ensure previous deficiencies have been corrected
3. To be completed at a minimum as per the Site Inspection policy states or more often as required
4. Ensure you record and date your findings in the inspection book (pictures are excellent resource)
5. Record all staff (subcontractors also) at the location
6. Check that all pertinent permits and documents are in place
7. Record and identify all deficiencies
8. A copy of the inspection report to be discussed with the staff and supervisor on site
9. Copy of inspection to be submitted to WSH Committee/Worker Representative and Management

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 2.4 Inspections of Workplace
  - 5 Duties of Workers
  - 6 Personal Protective Equipment
  - 12 Hearing Conservation & Noise Control

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Skidsteer Operation

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<tr>
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<td>Other workers</td>
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<td>Other equipment</td>
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<td>Slips/Trips</td>
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<td>Hard Hat</td>
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<th>Additional Training Required:</th>
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<tr>
<td>Operator training/certification</td>
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<td>20 Vehicular and Pedestrian Traffic</td>
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REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Snow Blower

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<tr>
<td>Vehicle or property damage</td>
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<td>Operator Training/Certification</td>
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<td>Serious injury</td>
<td>Eye protection</td>
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<td>Eye Injury</td>
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<td>Trauma</td>
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<tr>
<td>Foot Injury</td>
<td>Protective Winter Clothing</td>
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<tr>
<td>Noise</td>
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</tbody>
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Safe Work Procedure:

1. Use to people to lift
2. Take breaks to avoid injury from cold, vibration and repetitive motion
3. Be aware of the discharge direction and distance to avoid injury or property damage
4. Clothing worn in layer and vented to avoid overheating or injury
5. Ensure that bare skin does not touch metal surfaces
6. Be cautious on slippery/icy surfaces
7. Stop the engine and disconnect the spark plug before performing maintenance or refueling
8. Block/chock the snow blower
9. Always operate in a well ventilated area
10. Keep all guards and shields in place
11. Proceed in a forward gear and only use reverse when necessary
12. Keep others away from the flying debris area
13. Allow machine to cool off before shutting off

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
2.1 Safe Work Procedures
4 General Workplace Requirements
6 Personal Protective Equipment
16 Machies, Tools and Robots

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

Reviewed By Worker Rep/ WSH Committee:

Date:
### Safe Work Procedure

**Solvent Recycling**

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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Hazards Present:</strong></th>
<th><strong>PPE or Devices Required:</strong></th>
<th><strong>Additional Training Required:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>pinch points</td>
<td>anti vapor mask</td>
<td>Operator training/certification</td>
</tr>
<tr>
<td>fire</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>explosions</td>
<td>Face shield / safety glasses</td>
<td></td>
</tr>
<tr>
<td>splashing</td>
<td>solvent proof gloves</td>
<td>First Aid</td>
</tr>
<tr>
<td></td>
<td>emergency shower/eyewash station</td>
<td></td>
</tr>
<tr>
<td></td>
<td>fire extinguisher</td>
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</tbody>
</table>

#### Safe Work Procedure:

1. Inspect the solvent recycling unit to make sure it has been thoroughly cleaned from the last use.
2. Visually inspect the unit for an efficient grounding pole.
3. Visually inspect the unit to ensure it is at least 24” away from other objects including the wall.
4. Remove solvent containment unit lid ensuring fingers and hands are on outside of clamps.
5. Install the holding ring from solvent containment unit.
6. Insert the plastic liner into the solvent containment unit, making sure there are no air bubbles between boiler and liner.
7. Replace the holding ring into solvent containment unit.
8. Replace the holding ring into solvent containment unit.
9. Cut plastic liner to allow venting of liquids and vapors.
10. Inspect and put on anti vapor mask and solvent proof gloves.
11. Slowly pour used solvent into the solvent containment unit.
12. Replace solvent containment lid, ensuring not to overtighten the clamps and inspect for a proper seal.
13. Remove anti vapor mask and solvent proof gloves and start recycling machine.
14. Wait at least 1 hour after the process has finished to allow the machine to cool down before removing the lid.
15. Carefully remove recycled liquid container so not to spill liquid.
16. Inspect the gun wash storage container for proper grounding.
17. Slowly pour contents of recycled liquid into the gun wash storage container.
18. Remove holding ring from inside solvent containment unit.
19. Slowly pull plastic edges towards the middle of the container.
20. Store solid materials where they can be safely stored until a certified waste disposal team removes them.

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure.*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

**Guidance Documents/Standards:**

- MB Workplace Safety & Health Act & Regulations:
  - 2.1 Safe Work Procedures
  - 6 Personal Protective Equipment
  - 16 Machines, Tools and Robots
  - 35 WHMIS
  - 36 Chemical and Biological Substances

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Spill Containment

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

**Hazards Present:**
- Chemical Inhalation
- Serious injury
- Chemical Burns

**PPE or Devices Required:**
- Steel toed boots
- Eye protection
- Hand protection
- Respirator
- Chemical Resistant suit
- Spill Kit

**Additional Training Required:**
- Spill Containment Training
- WHMIS

**Safe Work Procedure:**

1. Stop the spill at the source if possible
2. Cover drains and other escape routes if possible
3. Using patch kit, valve plug, or whatever is needed to patch the hole(s)
4. Contain the spill using the best method
   - A. Build Dyke
   - B. Replace or repair leak proof container
   - C. Channel spill to a contained area or container
   - D. Place an empty container under the leak
   - E. Shift or rotate the leaking container to stop the leak
5. Using absorbent materials (soaker pads) to soak up the spill or solidify it
6. Push absorbent liquid mixture into approved container for proper disposal
7. Decontaminate any tools etc that came into contact with the spill (clothing, brooms, shovels)
8. Report and record the spill

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure*

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

**Guidance Documents/Standards:**

<table>
<thead>
<tr>
<th>MB Workplace Safety &amp; Health Act &amp; Regulations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Safe Work Procedures</td>
</tr>
<tr>
<td>4 General Workplace Requirements</td>
</tr>
<tr>
<td>6 Personal Protective Equipment</td>
</tr>
<tr>
<td>35 Workplace Hazardous Materials Information System</td>
</tr>
<tr>
<td>36 Chemical and Biological Substances</td>
</tr>
</tbody>
</table>

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure
Starting Chainsaw

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amputation</td>
<td>Steel toed boots</td>
<td>First Aid</td>
</tr>
<tr>
<td>Personal Injury</td>
<td>Eye protection</td>
<td>Chainsaw Training/ Certification</td>
</tr>
<tr>
<td>Projectiles</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td>Bodily strains</td>
<td>Hearing Protection</td>
<td></td>
</tr>
<tr>
<td>Noise</td>
<td>Chainsaw Chaps</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Wear all applicable PPE
2. Inspect the chainsaw thoroughly as per the chainsaw inspection procedure
3. Check and oil while the chainsaw id cold
4. Hold the saw firmly in the ground (one foot on foot plate and one hand on top handle) with the chain away from the body and clear of obstructions
5. Use a quick sharp pull motion on the rip cord
6. Make sure the choke is turned off once idling without the chain turning
7. Run saw at top speed and kick in chain break to ensure it is working properly
8. Stop the saw and adjust or repair if needed

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

| MB Workplace Safety & Health Act & Regulations: | 2.1 Safe Work Procedures |
| 4 General Workplace Requirements | 5 First Aid |
| 6 Personal Protective Equipment | 8 Musculoskeletal Injuries |
| 12 Hearing Conservation and Noise Control | 16.27 Machines, Tools and Robots |
| 22 Powered Mobile Equipment | This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years |

Reviewed By Worker Rep/ WSH Committee: __________________________ |
Date: __________________________
Safe Work Procedure

Sun Protection

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
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</thead>
<tbody>
<tr>
<td>Sun burn</td>
<td>Long sleeves</td>
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<tr>
<td>Skin cancer</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Inflammation - cornea cataracts</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Blindness</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hard Hat</td>
<td>SPF</td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Be aware of UV warnings
2. Wear long sleeved loose fitting clothing to ensure no exposed skin
3. Apply sunscreen with minimum SPF 15 liberally to all exposed skin at least 15 minutes before sun exposure
4. Wear proper sunglasses that allow less than 1% UVB radiation
5. Drink plenty of liquids (not alcohol)
6. If sun burn occurs, make sure it is covered as to not get burned further
7. Seek shelter from the sun if possible

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
- 4 General Workplace Requirements
- 6 Personal Protective Equipment

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

Reviewed By Worker Rep/ WSH Committee:

Date:
# Support Dump Boxes

**Safe Work Procedure**

<table>
<thead>
<tr>
<th>Hazards Present</th>
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<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serious injury/potential death</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Eye protection</td>
<td></td>
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<tr>
<td></td>
<td>Hand protection</td>
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<tr>
<td></td>
<td>Hard Hat</td>
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</tr>
</tbody>
</table>

**Safe Work Procedure:**

1. Park and block truck in neutral with the PTO and pump engaged.
2. Raise truck box to desired level.
3. A Stiff leg is a permanently attached pivot and rest, and is the preferred method of support.
4. If not available use the following:
   - A 6"x6"x6' long timberblock across the truck frame between the box and subframe as close as possible to the box hinge.
   - B 2 pieces of 4"x4"x6' timber placed vertically between tandem tire and the box.
   - C Pin locks provided by the manufacturer to secure the box in the elevated position.
5. Only keep the box lifted for as long as possible.

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

**Guidance Documents/Standards:**

- MB Workplace Safety & Health Act & Regulations:
- 4 General Workplace Requirements
- 6 Personal Protective Equipment
- 16 Machies, Tools and Robots
- 22 Powered Mobile Equipment
- Safe Work Bulletin #148

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

**Reviewed By Worker Rep/ WSH Committee:**

Date:
Safe Work Procedure

Tilt Trailer Loading/Unloading

<table>
<thead>
<tr>
<th>Facility:</th>
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<th>Date of Last Revision:</th>
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</table>

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slip/Trip hazard</td>
<td>Steel toed boots</td>
<td>Operator training/certification</td>
</tr>
<tr>
<td>Fall injury</td>
<td>Safety glasses</td>
<td></td>
</tr>
<tr>
<td>Vehicle/Machine damage</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hard hat</td>
<td></td>
</tr>
<tr>
<td>Hi Visibility Vest</td>
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</tbody>
</table>

Safe Work Procedure:

1. Reverse this procedure for loading
2. Block between all trailer wheels
3. Ensure the parking brake is always used when loading and unloading to stop movement of the unit
4. Back the unit up until the trailer touches the ground
5. Shut the truck off and leave in gear so it does not roll
6. Take boomers and chains off.
7. Drive the equipment off the trailer
8. If unloading more than one piece of equipment, they must come off at the same time

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 4 General Workplace Requirements
  - 6 Personal Protective Equipment
  - 16 Machines, Tools and Robots
  - 22 Powered Mobile Equipment

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Time Management

1. Hurrying to make a deadline and taking short cuts can lead to accidents.
2. Be responsible for safety. When you see a hazard, stop and eliminate it on the spot.
3. Report any hazards that cannot be easily fixed to your supervisor.
4. Use the right tool for the job and use whatever safeguards are available.
5. Know where emergency equipment is stored and how to use it.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
Safe Work Bulletin #246
4 General Workplace Requirements
8 Musculoskeletal Injuries
16 Machies, Tools and Robots

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Tracked Loader Demolition

Facility: | Written By: | Approved By: | Date Created | Date of Last Revision:
---|---|---|---|---

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crushing or asphyxiation</td>
<td>Hearing protection</td>
<td>Fire Extinguisher</td>
</tr>
<tr>
<td>Inhalation of hazardous materials</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Lacerations</td>
<td>Hard Hat</td>
<td>safety vest</td>
</tr>
<tr>
<td>Eye injuries</td>
<td>Safety glasses</td>
<td>baricades</td>
</tr>
<tr>
<td>Noise</td>
<td>leather gloves</td>
<td>ROPS</td>
</tr>
<tr>
<td></td>
<td>Respirator</td>
<td>First Aid</td>
</tr>
<tr>
<td></td>
<td>Permits</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Ensure the proper permits have been obtained
2. Ensure all applicable utilities / services are disconnected
3. Perform a thorough inspection of the demolition site with the supervisor
4. If possible enter the building to check for:
   - people
   - freon containing appliances
   - hazardous substances
5. Barricade demolition areas to restrict pedestrian traffic
6. Begin demolition starting at top of structure and working downward
7. Begin demolition - if pushing the force is applied at least 2/3 up from the base of the structure or the point specified by professional engineer
8. If pulling - the horizontal distance from the machine to the face of the part being pulled is at least 20% greater than the height of that part
9. Keep materials (wood, brick, insulation, etc.) separate
10. When completed demolition ensure if backfill is used it is compacted
11. Ensure site is cleaned up of all debris
12. Remove barricades

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
- 6 Personal Protective Equipment
- 16 Machines, Tools and Robots
- 20 Vehicular and Pedestrian Traffic
- 22 Powered mobile equipment
- 33 Demolition work

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

Reviewed By Worker Rep/ WSH Committee: [Signature]

Date:
Safe Work Procedure
Tube Flaring

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<thead>
<tr>
<th>Facility:</th>
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<th>Date Created</th>
<th>Date of Last Revision:</th>
</tr>
</thead>
</table>

**Hazards Present:**
- pinch points
- lacerations

**PPE or Devices Required:**
- Steel toed boots
- Face shield / safety glasses
- leather gloves

**Additional Training Required:**
- Operator training
- First Aid

---

**Safe Work Procedure:**

1. Inspect the work area and be aware of surroundings to prevent injury.
2. Cutting the desired length of pipe.
3. Unwind the pipe cutter so pipe can be inserted.
4. Hold the pipe being cut securely with one hand, keeping fingers clear of cutting wheel, and begin to wind down the pipe cutter so the cutting wheel sits on the pipe being cut.
5. Make first revolution around pipe slowly and carefully ensuring cutting wheel makes a complete cut around the circumference of the pipe. Continue tightening after each turn until pipe is cut.
6. Flaring the pipe:
   7. Keeping fingers clear of blade, insert reamer tool into freshly cut pipe.
   8. Turn the reamer tool blade in the pipe until there is an inside diameter approximately half way through the tube wall.
   9. Insert pipe into flaring bar, the tubing is extended beyond surface of flaring bar to proper distance by placing the wrench over the extended end of tubing into the notch of the wrench.
10. With the wrench down against the flaring bar, and the tube end up against the top of the notch, tighten the flaring with wing nuts, starting with the wing nut nearest the tubing. Be sure the flaring bar is tight enough that it won’t slip.
11. Thread the proper adapter into thread hole that is provided in the center screw with the wrench.
12. Place assembly with the attached adapter over the flaring bar so that the adapter pilot is in the tubing end to be flared.
13. With one hand securely on the sliding handle, turn and force the adapter down over the tube end until the adapter rests flat against the flaring bar.
14. Back off the adapter and remove.

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure.*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

**Guidance Documents/Standards:**

MB Workplace Safety & Health Act & Regulations:
- 2.1 Safe Work Procedures
- 6 Personal Protective Equipment
- 16 Machines, Tools and Robots

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Unloading Crawler Loader

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</tr>
</thead>
</table>

**Hazards Present:**

- Vehicle or property damage
- Slip/Trip Hazards
- Pinch points

<table>
<thead>
<tr>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steel toed boots</td>
<td>Equipment training/certification</td>
</tr>
<tr>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td>Hard Hat ROPS</td>
<td></td>
</tr>
</tbody>
</table>

**Safe Work Procedure:**

1. Park truck and trailer on level ground and set parking brakes.
2. Exit vehicle using three point contact.
4. Remove chains/binders from machine and unplug exhaust.
5. Mount trailer using caution and enter machine using 3 point contact method.
6. Release brake and raise bucket or attachments just above the deck so as to not flip backwards.
7. Slowly back off of the trailer and park in secure level area.
8. Load ramps onto the trailer.

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

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

**Guidance Documents/Standards:**

- MB Workplace Safety & Health Act & Regulations:
  - 4 General Workplace Requirements
  - 6 Personal Protective Equipment
  - 16 Machines, Tools and Robots
  - 22 Powered Mobile Equipment

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Unloading Excavator

Facility:  
Written By:  
Approved By:  
Date Created:  
Date of Last Revision:  

<table>
<thead>
<tr>
<th>Hazards Present</th>
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<tbody>
<tr>
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<td>Steel toed boots</td>
<td>Equipment training/certification</td>
</tr>
<tr>
<td>Slip/Trip Hazards</td>
<td>Eye protection</td>
<td></td>
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<tr>
<td>Pinch points</td>
<td>Hand protection</td>
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<tr>
<td></td>
<td>Hard Hat</td>
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<td></td>
<td>ROPS</td>
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</tbody>
</table>

Safe Work Procedure:

1. Park truck and trailer on level ground and set parking brakes.
2. Exit vehicle using three point contact
3. Set ramps
4. Remove chains/binders from machine and unplug exhaust
5. Mount trailer using caution and enter machine using 3 point contact method
6. Disengage safety switch
7. With excavator arm at rear of trailer slowly back up
8. Set arm on the ground and continue backing off the trailer until the tracks reach the ground
9. Swing the arm to the front of the machine to lower the deck and use the pressure to raise the front of the tracks and slowly creep down
10. Park on level ground

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
4 General Workplace Requirements
6 Personal Protective Equipment
16 Machines, Tools and Robots
22 Powered Mobile Equipment

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Unloading Granular from Wobbly

Facility:  Written By:  Approved By:  Date Created  Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present:</th>
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</thead>
<tbody>
<tr>
<td>Vehicle or property damage</td>
<td>Steel toed boots</td>
<td>Operator training/certification</td>
</tr>
<tr>
<td>Serious injury</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hand protection</td>
<td></td>
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<tr>
<td>Reflective vest</td>
<td>ROPS</td>
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<tr>
<td>ROPS</td>
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</table>

Safe Work Procedure:

1. Proper training and supervision is needed when operating.
2. Pick a level area with enough room to perform the job.
3. Block the wheels from either the back or the side.
   - When approaching from the front, block the back wheels.
   - When approaching from the side, block from the side of the wheels.
4. Approach the wobbly from the front with a loader, use a load rated lifting chain with safety hooks and fasten the chain through hole in the top of bucket and into the hitch.
5. Approach the wobbly from the side with a loader, use a load rated lifting chain with safety hooks and fasten chain through the lift rings.
6. Ensure the proper length of chain before lifting.
7. Lift the wobbly with the loader and move ahead so the back wheels don't roll out of position.
8. Lift the wobbly with the loader from the side until safely rested on pile. Disconnect the chain from the front and attach to the opposite lifting ring in the back.
9. Once the wobbly is vertical and the gravel is out, back the loader up and let the bucket down to lower the wobbly onto the wheels.
10. If excess gravel is left in the wobbly it should be shoveled out, only when the wobbly is safely lowered to the ground.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 2.1 Safe Work Procedures
  - 4 General Workplace Requirements
  - 16 Machies, Tools and Robots
  - 22 Powered Mobile Equipment

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Unloading Granular

<table>
<thead>
<tr>
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</thead>
<tbody>
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<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Serious injury</td>
<td>Eye protection</td>
<td></td>
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<tr>
<td>Pinch points</td>
<td>Hand protection</td>
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<tr>
<td></td>
<td>Reflective vest</td>
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<tr>
<td></td>
<td>ROPS</td>
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</tbody>
</table>

Safe Work Procedure:

1. Back up to the dumping location with the use of a spotter
2. Park and ensure brake is applied
3. Exit cab using three point contact and inspect the ground to ensure it is level and firm
4. Roll up tarp
5. Enter cab using three point contact
6. Engage PTO and pump
7. When hoist is lifting, trip the end gate
8. Hoist box to the final stage
9. When load is dumped slowly drive ahead a few feet and lower hoist
10. Disengage pump and PTO and close end gate.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
2.1 Safe Work Procedures
4 General Workplace Requirements
16 Machines, Tools and Robots
22 Powered Mobile Equipment

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Unloading Loader

Facility: 
Written By: 
Approved By: 
Date Created: 
Date of Last Revision: 

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle or property damage</td>
<td>Steel toed boots</td>
<td>Operator training/certification</td>
</tr>
<tr>
<td>Serious injury</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td>Slip/Trips</td>
<td>ROPS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hard Hat</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Park truck and trailer on level ground and set brake
2. Exit cab using three point contact
3. Remove chains from load
4. Set up ramps
5. Mount trailer using three point contact
6. Mount cab of loader using three point contact
7. Release brake and raise bucket or attachment 6" above the deck
8. Back up slowly and cautiously until loader is on the ground

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
2.1 Safe Work Procedures
4 General Workplace Requirements
6 Personal Protective Equipment
16 Machies, Tools and Robots
22 Powered Mobile Equipment

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

Reviewed By Worker Rep/ WSH Committee:

Date:
# Safe Work Procedure

## Unloading Skidsteer

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle or property damage</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Slip/Trip Hazards</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hard Hat</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ROPS</td>
<td>Equipment training/certification</td>
</tr>
</tbody>
</table>

### Safe Work Procedure:

1. Park truck and trailer on level ground and set parking brakes.
2. Exit vehicle using three point contact.
4. Remove chains/binders from skidsteer.
5. Mount trailer using caution and enter skidsteer using three point contact method.
6. Release brake and raise bucket or attachments.
7. Slowly back off of the trailer and park in secure level area.
8. Load ramps onto the trailer.

*If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure.*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

### Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
- 4 General Workplace Requirements
- 6 Personal Protective Equipment
- 16 Machines, Tools and Robots
- 22 Powered Mobile Equipment

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Used Oil Transfer

Facility:  Written By:  Approved By:  Date Created  Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinch points</td>
<td>Steel toed boots</td>
<td>Spill containment training</td>
</tr>
<tr>
<td>Chemical fumes</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hand protection/ rubber gloves</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spill kit</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Park the mobile tank on even ground
2. Use dipstick to ensure enough room in storage tank for the transfer
3. Don rubber gloves
4. Connect the hose from the mobile tank to the storage tank
5. Turn on the pump at the mobile tank
6. Stay with the pump until the storage tank is full or the mobile tank is empty
7. Shut off the pump on the mobile tank
8. Put hoses away
9. Clean up any spilled oils with appropriate spill containment procedure
10. Store the gloves in the spill kit for next use or dispose of properly
11. Move mobile tank to appropriate storage area

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
6 Personal Protective Equipment
16 Machines, Tools and Robots
35 WHMIS

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

Reviewed By Worker Rep/WSH Committee:

Date:
Safe Work Procedure

Utility Locations/Clearances

Facility: Written By: Approved By: Date Created Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present:</th>
<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle or property damage Serious injury/death</td>
<td>Steel toed boots Eye protection Hand protection Hi Visibilty Reflective Vest</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. The appropriate supervisor requiring/requesting locates is to meet the utility owner's representative on site in order to discuss and review the entire work area for which locates are being requested.

2. The supervisor in charge of the work will obtain a copy of all locates for the entire work location.

3. The supervisor/foreman will review with the equipment operator all locates for the work site. A physical inspection (walk around) the entire site with the operator in order to specify all located utilities or services.

4. Any specified requirements of the utility owner with respect to hydro excavation, all underground utilities/services that have been located and marked will be hydro excavated perpendicular to the utility service at a point of crossing to be a minimum of 1 meter from either side of the utility/service markigs.

5. After the supervisor has completed the site inspection with the operator, a copy of the locates is to be provided to the operator and kept in the equipment at all times.

6. Once any excavation or soil disturbance begins, the operator must not be left alone. A spotter must be present at all times.

7. Hand digging (soft exposure) will occur to expose the utilities/services when nearing the expected depth of the hydro excavated utility/service.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
2.1 Safe Work Procedures
4 General Workplace Requirements
6 Personal Protective Equipment
16 Machies, Tools and Robots

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Utility Locations/Clearances

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<th>Date of Last Revision:</th>
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</thead>
</table>

# Hazards Present:

<table>
<thead>
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<th>PPE or Devices Required:</th>
<th>Additional Training Required:</th>
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</thead>
</table>

Vehicle or property damage  
Serious injury/death  

Steel toed boots  
Eye protection  
Hand protection  
Hi Visibility Reflective Vest

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## Safe Work Procedure:

1. The appropriate supervisor requiring/requesting locates is to meet the utility owner’s representative on site in order to discuss and review the entire work area for which locates are being requested.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

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**Guidance Documents/Standards:**

MB Workplace Safety & Health Act & Regulations:

2.1 Safe Work Procedures  
4 General Workplace Requirements  
6 Personal Protective Equipment  
16 Machines, Tools and Robots

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Welding

Facility:  Written By:  Approved By:  Date Created  Date of Last Revision:

<table>
<thead>
<tr>
<th>Hazards Present</th>
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<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burns</td>
<td>Steel toed boots</td>
<td>Fire extinguisher training</td>
</tr>
<tr>
<td>Flash</td>
<td>Welders mask</td>
<td>Welder training/certification</td>
</tr>
<tr>
<td>Inhalation of gases</td>
<td>Leather gauntlet goves</td>
<td></td>
</tr>
<tr>
<td>Electrical shock</td>
<td>Long sleeves</td>
<td></td>
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<tr>
<td></td>
<td>Welding curtain</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fire Extinguisher</td>
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</tr>
</tbody>
</table>

Safe Work Procedure:

1. Only qualified personnel may perform welding activities.
2. Always work with a spotter to ensure that a spark or fire is eliminated.
3. Ensure the work area is well ventilated.
4. Check the work area for combustible material and possible flammable vapours before starting work.
5. Check all cables and hoses to protect from slag, heat, fire and sparks. Check cables and hoses for damage before starting.
6. Welding drums, tanks, etc. that have been in service without making sure that all precautions have been carried out and permits obtained if required.
7. Ensure that the ground cable is applied to the frame of the object being welded.
8. Avoid looking directly at the arc unless protected with an appropriate mask or goggles.

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
2.1 Safe Work Procedures
6. Personal Protective Equipment
17. Welding and Allied Processes

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Working Alone

Facility: Written By: Approved By: Date Created Date of Last Revision:

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<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Slips or Trips</td>
<td>Steel toed boots</td>
<td>First Aid</td>
</tr>
<tr>
<td>Serious injury</td>
<td>Eye protection</td>
<td>Equipment Training/Certification</td>
</tr>
<tr>
<td>Pinch points</td>
<td>Hand protection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hard Hat</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reflective Vest</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communication Device</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Get clear instruction of the task and the scope of work to be done
2. Ensure all required PPE and emergency contact information is available
3. Set up a check in schedule with your supervisor/management
4. Analyze the work site before starting and perform a Pre Job Hazard Assessment
5. Entering any trench or confined space is prohibited while working alone
6. Notify supervisor/management of any risks or hazards that cannot be controlled

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

MB Workplace Safety & Health Act & Regulations:
2.1 Safe Work Procedures
6. Personal Protective Equipment
9. Working Alone or in Isolation

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

Reviewed By Worker Rep/ WSH Committee:

Date:
Safe Work Procedure

Working Under Vehicles

<table>
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</table>

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<thead>
<tr>
<th>Hazards Present</th>
<th>PPE or Devices Required</th>
<th>Additional Training Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muscle strains</td>
<td>Steel toed boots</td>
<td></td>
</tr>
<tr>
<td>Serious injury</td>
<td>Eye protection</td>
<td></td>
</tr>
<tr>
<td>Pinch points/Crushing</td>
<td>Hand protection</td>
<td></td>
</tr>
</tbody>
</table>

Safe Work Procedure:

1. Park vehicle /machine on level ground free of debris
2. Lock out machine/vehicle
3. Ensure all tools are on hand
4. Hoist vehicle using proper method
5. Place supports such as:
   - A. Vehicle Support Stands
   - B. Wood Fabricated Stands
   - C. Automotive Hoists
6. Cautiously proceed under the vehicle using a creeper if applicable
7. Perform work
8. Clean up area when finished
9. Remove supports and lower vehicle/machine

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:

- MB Workplace Safety & Health Act & Regulations:
  - 2.1 Safe Work Procedures
  - 4 General Workplace Requirements
  - 6 Personal Protective Equipment
  - 16 Machies, Tools and Robots
  - ??? Lock out

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Reviewed By Worker Rep/ WSH Committee:

Date: