



## **HEALTH AND SAFETY MANUAL**

**January 15, 2014**

## Blackstone Contracting - Company Safety Manual

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## 1.0 Company Safety Policy

The safety and health of the employees of **Blackstone Contracting** is of vital importance. Safety is a condition of employment with our company and shall not be sacrificed for the sake of expediency.

It is our belief that all incidents can be prevented and every effort shall be made to:

- Identify and Assess hazards;
- Tell others about them;
- Control or reduce the risk of those hazards.

As outlined in our company manual, safety is a shared responsibility by all employees and shall be an integral component of work activities – together we can create a positive safety culture and ensure a safe workplace.

All employees will be expected to fulfill their safety responsibilities and to follow our company safety manual.


### Employees Legislated Rights

- Right to Refuse – work that is unsafe
- Right to Know – about hazards you may encounter in the course of doing work
- Right to Participate – in your own safety and health

Management, Safety and Health Representatives, and Employees will abide by our company safety manual, the Workplace Safety and Health Act and its Regulations.

Name \_\_\_\_\_

Date \_\_\_\_\_

  
Jan 15/14



## 1.2 Assignment of Responsibility and Accountability for Safety

### MANAGERS

- |                                        |                                        |
|----------------------------------------|----------------------------------------|
| 1. Establish a safety policy           | 7. Correct unsafe conditions           |
| 2. Provide a safe workplace            | 8. Provide first aid                   |
| 3. Maintain a safety program           | 9. Investigate all accidents           |
| 4. Ensure proper training of workers   | 10. Report injuries to W.C.B.          |
| 5. Ensure PPE are available            | 11. Ensure compliance with regulations |
| 6. Ensure regular inspections are done | 12. Set a good example                 |

### SUPERVISOR / FOREMAN

- |                                   |                               |
|-----------------------------------|-------------------------------|
| 1. Promote safety awareness       | 7. Enforce safety rules       |
| 2. Establish safe work procedures | 8. Inspect for hazards        |
| 3. Instruct workers               | 9. Investigate all accidents  |
| 4. Correct unsafe practices       | 10. Ensure proper maintenance |
| 5. Recognize troubled employees   | 11. Comply with regulations   |
| 6. Correct unsafe conditions      | 12. Set a good example        |

### WORKER / EMPLOYEE

- |                              |                                      |
|------------------------------|--------------------------------------|
| 1. Use safe work procedures  | 5. Report any injury                 |
| 2. Report unsafe conditions  | 6. Comply with rules and regulations |
| 3. Correct unsafe conditions | 7. Make safety suggestions           |
| 4. Report unsafe acts        | 8. Set a good example                |

Signed \_\_\_\_\_

Date \_\_\_\_\_

*Jan 14/15*

## **2.0 HAZARD ASSESSMENT (RECOGNITION AND CONTROL)**

A Hazard is defined as any circumstance or condition which poses the risk of an accident or injury (incident). Health hazards, occupational factors or illness, arising in and from the workplace must be identified, monitored, and controlled.

### **2.1 HAZARD IDENTIFICATION POLICY**

A hazard assessment shall be conducted prior to the start of a job/project by a joint effort of a representative of management (Supervisor) and a representative of the workers (Worker Safety Representative).

The people involved in the hazard assessment shall examine the project site and determine possible hazards pertaining to the work environment, materials to be utilized on the project, the equipment that will be used to complete the project, and the people that will be involved both directly and indirectly. All potential hazards shall be identified and ranked utilizing the H.I.T. list forms and control measures shall be put in place to take corrective actions to ensure the safety of all personnel involved in the project. The overall hazard assessment is comprised of the following elements:

- Recognize hazards and potential hazards (always consider "What if?")
- Identify existing and potential hazards
- Evaluate and rank the hazards
- Establish actions or methods for controlling the hazard(s).

### **2.2 HAZARD ASSESSMENT COMPONENTS**

The hazard assessment must bear in mind the four major components of any workplace to properly assess what risks are present:

- People (any person connected with the project including the public)
- Environment that you work in
- Materials pertaining to the workplace
- Equipment and Tools used at the workplace

## 2.3 HAZARD CONTROL

Once hazards have been recognized and evaluated, steps must be taken to control these potential hazards and shall begin by first looking at controlling the hazard directly, secondly by examining the path of the hazard to the worker, and lastly by controlling the hazard at the point of the worker himself.

Strategies for controlling hazards should be implemented in the following order:

- Elimination of the hazard (this is the best option where possible)
- Substitution (Utilizing less hazardous options where possible)
- Engineering Controls to control the hazard(s)
- Administrative Controls
- PPE (the last line of defence pertaining to a hazard)


## 2.4 SUMMARY (HAZARD ASSESSMENT)

All members of **Blackstone Contracting** play a vital role in ensuring the health and safety of all members of the workplace. Through recognition of hazards within the workplace, assessment of hazards that may be present or potential, and implementation of controls we can all play a part in reducing injuries and illnesses within the workplace.

Utilization of the H.I.T. lists to properly assess and deal with hazards present in the workplace is a fundamental safety concept and should be conducted and practiced by everyone.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

  
Jan 15/14



### 3.0 Safe Work Practices & Procedures Policy

The purpose of this policy is to protect the safety of all members associated with the workplace by establishing safe work practices and procedures. By performing operations in the same manner, we are able to prevent losses related to incident, injury, property damage, damage to equipment or the environment.

*Note: These practices and procedures may also be called or referenced as "Operating Procedures", "Safe Job Practices", etc.*

#### Policy and Responsibilities:

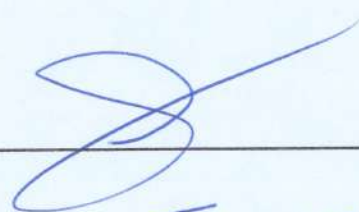
1. The policy of **Blackstone Contracting** is to have safe work practices developed for the jobs and tasks identified as having the potential for worker injury. Workers will be trained to properly understand and use the practices that apply to them.
2. Workers are not only encouraged, but expected to participate in the development and review of safe work practices at any company work site.
3. Our company will endeavour to establish, through the implementation of safe work practices, overall continual improvement of the safety program, and methods for work site hazard controls.
4. Copies of practices and procedures shall be made available to all employees at all times.

#### Violations:

1. Any employee who violates this policy shall be subject to the appropriate disciplinary action.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

  
Jan 15/14

### **3.1 Table of Contents – Safe Work Practices**

Air Compressor  
Backfilling  
Battery Boosting and Charging  
Cellular Phones  
Confined Space Entry  
Driving  
Excavating and Trenching  
Fire Extinguishers  
Heavy Equipment  
Housekeeping  
Load Securement  
Lock Out – Tag Out  
Manual Material Lifting and Carrying  
Mechanical Vibration Tools  
Mobile Equipment  
Noise Levels (Hearing conservation)  
Other Workers  
Power and Hand Tools  
PPE (Personal Protective Equipment)  
Preliminary Site Assessment  
Road Works  
Refueling Equipment  
Snow Removal  
Tarps and Tarping  
Trailer Hook up  
Trailers  
Vehicles  
Working Alone

- Use all of the following Safe Work Practices in conjunction with all applicable Federal, Provincial, and Municipal Legislation

## SAFE WORK PRACTICE

	<b>Air Compressor</b>
<b>General</b>	To educate & train employees involved with compressed air
<b>Application</b>	To establish and maintain precautions and safe work practices for compressed air, as it relates to operations
<b>Guidelines</b>	<ol style="list-style-type: none"> <li>1. All pipes, hoses, and fittings must have a rating of the maximum pressure of the compressor. Compressed air pipelines should be identified (psi) as to maximum working pressure.</li> <li>2. Locate air supply shutoff valve as near to point-of-operation as possible</li> <li>3. Keep air hoses free of grease &amp; oil to reduce the possibility of deterioration</li> <li>4. Hoses should not be strung across floors where they are liable to cause personnel to trip and fall. When possible, hoses should be suspended overhead, or otherwise located to afford efficient access and protection against damage</li> <li>5. Secure hose ends to prevent whipping if an accident cut or break occurs</li> <li>6. Pneumatic impact tools should never be pointed at a person</li> <li>7. Before a pneumatic tool is disconnected, the air supply must be turned off at the control valve and the tool bled</li> <li>8. Compressed air must not be used under any circumstances to clean dirt and dust from clothing or off a person's skin</li> <li>9. Goggles and eye protection must be worn by personnel using the compressed air for cleaning equipment</li> <li>10. The air intake should be from a clean, outside, fresh air source.</li> <li>11. Air compressors should never be operated at speeds faster than the manufacturer's recommendation</li> </ol>

Signed:



Dated:

Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation



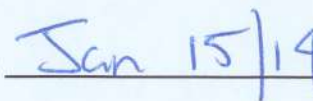
## SAFE WORK PRACTICE

	<b>Backfilling</b>
<b>General</b>	Protecting workers from injuries associated in backfilling operations
<b>Application</b>	As per job requirement
<b>Guidelines</b>	1. No backfilling shall commence until all workers are clear of working areas 2. The operators of any equipment being used in backfilling operations must keep their labourers in sight at all times 3. Operators/Labourers to be conversant in hand signals for their work site 4. All workers shall wear all appropriate PPE ( including high visibility vest)

Signed:



Dated:

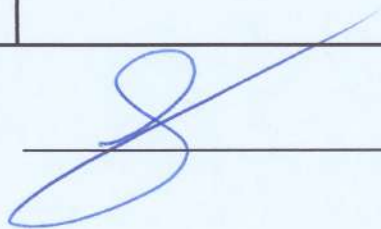


\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation

## SAFE WORK PRACTICE

	Batteries, Boosting & Charging
<b>General</b>	To provide an energy source to enliven one engine from the power of another
<b>Application</b>	Recharge dead batteries
<b>Guidelines</b>	<ol style="list-style-type: none"> <li>1. Do not allow vehicles to touch</li> <li>2. Be sure to use the proper booster cables and chargers</li> <li>3. Always have engines off when connecting cables</li> <li>4. Always check with the manufacturer's manual before charging batteries</li> <li>5. Never charge a frozen battery</li> <li>6. Never apply negative end of charging cable to bad battery negative terminal. Apply always to the frame of the vehicle</li> <li>7. Never apply the negative end of the charging cables to a carburetor, fuel line, or tubing of any kind, or any moving parts</li> </ol>

Signed:



Dated:

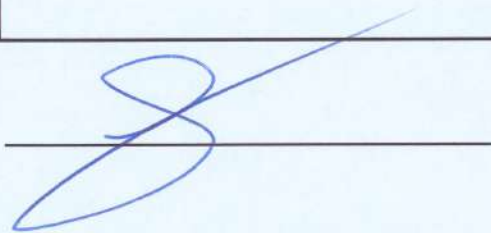
Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation

## SAFE WORK PRACTICE

	Cell Phones - Electronic Devices
General	Protecting workers from injuries associated with the IMPROPER use of electronic devices while operating a motor vehicle or equipment
Application	Using a cell phone/electronic device improperly while operating a vehicle or equipment may be hazardous to the worker and general public
Guidelines	<ol style="list-style-type: none"><li>1. When vehicle/equipment is in motion, calls may not be answered by the driver and must be directed to voicemail or a passenger</li><li>2. Calls may be answered while wearing a bluetooth or other hands free device, but the conversation should be kept brief</li><li>3. If an employee must take/make a call, the vehicle/equipment must be parked and in a safe location</li><li>4. If making an emergency call (911) the vehicle/equipment must be safely parked before making the call</li></ol>

Signed: \_\_\_\_\_



Dated: \_\_\_\_\_

Jan 15/14

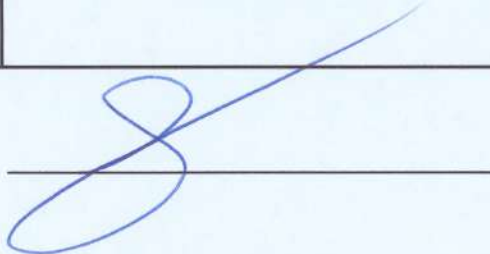
\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation



## SAFE WORK PRACTICE

	<b>Confined/Restricted Space Entry</b>
<b>General</b>	To establish and maintain precautions and safe work practices when entering confined/restricted spaces
<b>Application</b>	To educate and train employees involved with confined/restricted space entry
<b>Guidelines</b>	<ol style="list-style-type: none"> <li>1. All workers entering confined spaces must be formally trained and certified</li> <li>2. A preliminary hazard assessment must be performed before work starts</li> <li>3. Additional hazard assessment and toolbox meetings are conducted before and at regular intervals</li> <li>4. An entry permit must be pulled and approved before beginning any work and a copy kept at the worksite</li> <li>5. Inspect all PPE, two way radio communication and emergency equipment before entering</li> <li>6. Always ventilate hazardous atmosphere when possible</li> <li>7. An emergency response plan must be developed and tested before entering space</li> <li>8. All confined spaces must have a monitor while workers are inside</li> <li>9. All exits and entrances to a confined space must be without hazards</li> <li>10. Always use the most direct route of exit and entry</li> </ol>

Signed:



Dated:


Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation

## SAFE WORK PRACTICE

	<b>Driving</b>
<b>General</b>	To protect employees and public from accidents
<b>Application</b>	Operation of motor vehicles/equipment must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines
<b>Guidelines</b>	<ol style="list-style-type: none"> <li>1. Ensure you have a valid operator's license for class of vehicle/equipment</li> <li>2. Be knowledgeable with traffic laws and applicable regulations</li> <li>3. Drive defensively and always be aware of your surroundings</li> <li>4. Ensure the vehicle has an emergency road kit</li> <li>5. Ensure you are not under the influence of drugs or alcohol</li> <li>6. Avoid driving when fatigued and seat belts are worn at all times</li> <li>7. Perform a pre trip inspection prior to travelling</li> <li>8. Do not use electronic devices while operating vehicle/equipment</li> <li>9. Be aware of your vehicle/equipment size - leave adequate room when changing lanes or parking</li> <li>10. Know the weight of load and stopping distance required</li> </ol>

Signed:



Dated:

Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation

## SAFE WORK PRACTICE

	<b>Excavating &amp; Trenching</b>
<b>General</b>	Protecting workers from injuries associated with excavating and trenching
<b>Application</b>	No worker shall enter any trench or excavation until the walls have been adequately cut back or temporary structures have been installed unless said trench or excavation is shallower than the legal minimums and soil is stable
<b>Guidelines</b>	<ol style="list-style-type: none"><li>1. Prior to commencement of any excavation ensure that all underground and/or overhead lines have been identified, exposed and well marked/flagged</li><li>2. Control traffic near roads or busy access ways</li><li>3. If required, use traffic controllers/flaggers</li><li>4. Set up barricades</li><li>5. Provide ladder in immediate area for access/egress of trenches/excavations</li><li>6. Where the cut back method is not possible, provide timber shoring, trench jacks, sheet piling, cage or other approved method</li></ol>

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation



## SAFE WORK PRACTICE

	<b>Fire Extinguishers</b>
<b>General</b>	Protecting workers from injuries associated with IMPROPER use of fire extinguishers
<b>Application</b>	Portable fire extinguishers must be installed, inspected and maintained on a regular basis to ensure proper operation in an emergency
<b>Guidelines</b>	<ol style="list-style-type: none"> <li>1. Ensure you are fully trained with operation and maintenance of fire extinguishers</li> <li>2. Check cylinder</li> <li>3. Inspect cartridge puncture cap</li> <li>4. Weigh cartridge</li> <li>5. With cartridge removed, check action of puncture lever</li> <li>6. Check hose and nozzle for obstruction</li> <li>7. Check date of manufacture</li> <li>8. Check level and condition of powder</li> <li>9. Check pressure gauge</li> <li>10. Have regular certified technician inspect and replace as needed</li> </ol>

Signed:



Dated:

Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation

## SAFE WORK PRACTICE

	Heavy Equipment
<b>General</b>	Special care must be taken to ensure safety of team members, equipment and the public from the hazards associated with operating heavy equipment
<b>Application</b>	Always follow all safety rules and regulations when operating heavy equipment
<b>Guidelines</b>	<ol style="list-style-type: none"><li>1. Always inspect areas for hazards</li><li>2. Complete pre-operation inspection of equipment</li><li>3. Only certified/licensed operators must operate equipment</li><li>4. Wear appropriate PPE when operating equipment</li><li>5. Always read the manual before operation</li><li>6. Know your load capacities and NEVER exceed them</li><li>7. Know the location of all workers and public at all times, be aware of blind spots</li><li>8. Always know where obstacles/ overhead power lines are</li><li>9. Always wear seatbelt and practice road safety</li><li>10. Always be aware, heavy equipment is not a toy</li></ol>

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation

## SAFE WORK PRACTICE

	Housekeeping
<b>General</b>	Protecting workers from potential hazards associated with poor housekeeping
<b>Application</b>	The following rules and procedures apply to safe workplace housekeeping
<b>Guidelines</b>	<ol style="list-style-type: none"><li>1. Clean up everything that is out of place</li><li>2. Keep slippery substances off the floor. Should there be a spill, clean it right away. Paints, oils, fluids should be kept in an organized manner, and stored properly</li><li>3. Store all hand tools in toolbox or tool room - keep off the floor of the work area</li><li>4. Keep walkways, stairs and doorways well lit and clear of materials</li><li>5. Do not overload racking/shelving</li><li>6. Report any unsafe or potentially hazardous conditions to your supervisor immediately</li><li>7. Make sure that all electrical cords/air lines are put away when not in use, this will ensure that we eliminate any type of slip/trip hazard</li><li>8. Make all efforts to reduce, reuse and recycle all materials that we can throughout the Company</li></ol>

Signed: \_\_\_\_\_



Dated: \_\_\_\_\_

Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation



## SAFE WORK PRACTICE

	<b>Load Securement</b>
<b>General</b>	Cargo being transported on roadways must remain secured on or within the transporting vehicle/trailer. An improperly secured load can result in loss of life, loss of load, damage to cargo, damage to vehicle/equipment, an accident, fines or the vehicle removed from service
<b>Application</b>	Under all conditions that could be reasonable to expect to occur in normal driving and when a driver is responding in all emergency situations, the cargo must remain secured
<b>Guidelines</b>	<ol style="list-style-type: none"> <li>1. Adequately secure and distribute load</li> <li>2. Always use tailgate, doors, tarps, chains and strap according to load</li> <li>3. Do not obscure drivers' view</li> <li>4. Do not block emergency exit</li> <li>5. Do not block vehicle/equipment exit</li> <li>6. check vehicle structure for obvious damage, distress, weakened parts and weakened sections prior to use</li> <li>7. Tiedown must be designed, constructed, and maintained so that the driver can tighten it</li> <li>8. Do not use knots</li> <li>9. Attach and secure tiedowns to prevent objects from coming loose or unfastened or released during transport</li> <li>10. Use a minimum of one tiedown for every five feet or for every 500 kg of load</li> <li>11. The steeper the tiedown angle, the less shifting</li> <li>12. Ensure parking brake is engaged on heavy equipment before securing</li> <li>13. Chain heavy equipment at the front and rear using the mounting points of the equipment used for this purpose</li> </ol>

Signed:



Dated:

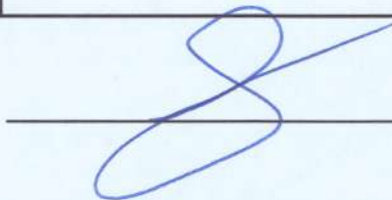
Jan 15/14

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## SAFE WORK PRACTICE

	<b>Lock Out/Tag Out</b>
<b>General</b>	To immobilize vehicles, machinery, equipment, or tools so they can not be a hazard to the worker or the public
<b>Application</b>	To identify vehicles, machinery, equipment, or tools that are in need of repair and are a safety hazard to use under current conditions
<b>Guidelines</b>	<ol style="list-style-type: none"> <li>1. Always apply lock out tag in a visible area such as the steering wheel or ignition</li> <li>2. Fill out work orders to have the equipment repaired</li> <li>3. Remove keys from lock box and store them in a safe place until the vehicle, machinery, equipment or tool is repaired or replaced</li> <li>4. Never operate a vehicle, machine, equipment or tool with a lock out tag in place</li> <li>5. Communicate with the Maintenance team to coordinate the lock out process and coordinate the repair</li> </ol>

Signed:



Dated:

Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation

## SAFE WORK PRACTICE

	Manual Material Handling
<b>General</b>	Protecting workers from the hazards associated with manual material handling
<b>Application</b>	The following rules apply as it pertains to manual material handling
<b>Guidelines</b>	<ol style="list-style-type: none"> <li>1. Gloves should be worn when handling material with sharp edges to prevent cuts/abrasions. Always know what you are lifting and if it doubt ask for help.</li> <li>2. Take a moment to stretch muscles prior to lifting</li> <li>3. When lifting heavy objects, position your feet for balance - placing one foot slightly ahead of the other, about hip width apart</li> <li>4. Bend at your knees, keep your back as straight as possible</li> <li>5. Make sure you have a firm grip on the object</li> <li>6. Use your legs and arms muscles to lift - NOT your lower back</li> <li>7. Keep your arms and the object close to your body at waist level</li> <li>8. Pivot with the feet to turn rather than twist at the waist</li> <li>9. If you have any questions about what you are lifting or require assistance, ask</li> </ol>

Signed:



Dated:

Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation



## SAFE WORK PRACTICE

	<b>Mechanical Vibration Tools</b>
<b>General</b>	Protecting workers from injuries associated with the use of mechanical vibrations tools
<b>Application</b>	Mechanical vibrations tools are common in road work and general construction Jackhammers, Tampers, Impact drills
<b>Guidelines</b>	<ol style="list-style-type: none"> <li>1. Ensure vibration suppression material is applicable</li> <li>2. Ensure work site has barricades and warning signs in place</li> <li>3. Know the limits associated with equipment, including levels of sensitivity, numbness or stiffness</li> <li>4. Ensure proper PPE is utilized for task including hearing protection</li> </ol>

Signed:



Dated:

Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation

## SAFE WORK PRACTICE

	Mobile Equipment
<b>General</b>	To prevent incident and injury while using or working around mobile equipment
<b>Application</b>	It is crucial that everyone involved learn about safety procedures, hazards, the use of all controls, especially in areas as critical emergency shut downs
<b>Guidelines</b>	<ol style="list-style-type: none"> <li>1. Read the operators manual before operating</li> <li>2. Receive training from a representative or trainer</li> <li>3. Know the start up and shut down procedures</li> <li>4. Check the guards are in place and secure</li> <li>5. Identify all energy sources on equipment, such as electrical, pneumatic, or hydraulic</li> <li>6. Know lockout procedures associated with equipment</li> <li>7. Know maintenance procedures, schedule and how to maintain maintenance records</li> <li>8. Know the signs which might indicate problems with the machine/equipment</li> <li>9. Conduct pre and post trip inspection</li> </ol>

Signed:



Dated:

Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation

## SAFE WORK PRACTICE

	Noise Levels
<b>General</b>	Moderate to loud constant noises can damage hearing just as much as extremely loud short noises
<b>Application</b>	Protect the hearing while working under higher noise level conditions in accordance with WHS Act and Regulations
<b>Guidelines</b>	<ol style="list-style-type: none"> <li>1. Always use approved PPE - hearing protection</li> <li>2. Replace disposable hearing protection on a regular basis</li> <li>3. See Health and Safety Manual for hearing protection selection and usage</li> </ol>

Signed:



Dated:

Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation



## SAFE WORK PRACTICE

	Other Workers
<b>General</b>	Other workers working in the same areas can be a hazard at the same time being of great help
<b>Application</b>	Be aware of all workers and their locations at all times
<b>Guidelines</b>	<ol style="list-style-type: none"> <li>1. Know all the workers on your worksite</li> <li>2. Know where they are at all times</li> <li>3. Always wear bright and reflective clothing for easy visibility</li> <li>4. Sound the horn when backing up to forewarn others in the area</li> <li>5. Always communicate effectively with other workers</li> <li>6. Test for competency after training</li> </ol>

Signed:



Dated:

Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation

## SAFE WORK PRACTICE

	Power and Hand Tool Use
<b>General</b>	Protecting workers from injury associated with the use of power and hand tools
<b>Application</b>	Power tools and hand tools to be used and maintained in compliance with manufacturer's guidelines
<b>Guidelines</b>	<ol style="list-style-type: none"><li>1. Electrical tools must have 3 wire (grounding) cord and plug, excluding double insulated tools</li><li>2. On/off switches must be functional and positioned so operator has access</li><li>3. Cracked and/or splintered handles to be replaced</li><li>4. All tools must be cleaned after use and repairs made before being properly stored</li><li>5. Tools to be used for designed purpose only</li><li>6. Always refer to manufacturer operating and specification guide</li><li>7. Follow tool safe work procedure</li></ol>

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation

## SAFE WORK PRACTICE

	Personal Protective Equipment (PPE)
<b>General</b>	Many practices require PPE to be used to be ensure that workers are protected as best as possible form injuries, illness,and incidents
<b>Application</b>	To keep all workers safe while doing specific jobs
<b>Guidelines</b>	<ol style="list-style-type: none"> <li>1. Wear hearing protection in accordance with decibel chart</li> <li>2. Always wear CSA standard approved steel toed footwear</li> <li>3. Wear CSA standard approved eye protection</li> <li>4. Make sure guards are in place when working with power tools</li> <li>5. Wear appropriate clothing according for weather conditions - dress in layers</li> <li>6. Wear Hi Vis vest in high traffic areas, on or in equipment and when working on job site</li> <li>7. Follow the direction for the proper care, use, and selection of equipment</li> </ol>

Signed:



Dated:

Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation



## SAFE WORK PRACTICE

	Preliminary Site Assessment
<b>General</b>	Get to know and become familiar with the work site, in order to be aware of what is not normal to prevent incidents and clear area of hazards
<b>Application</b>	To check worksite for hazards
<b>Guidelines</b>	<ol style="list-style-type: none"> <li>1. Walk entire site</li> <li>2. Know the worksite boundaries</li> <li>3. Always pick up and rid worksite of any garbage or obstacles</li> <li>4. Always clear area of owners' property if in the work pathway</li> <li>5. Document the preliminary assessment</li> <li>6. Distribute preliminary assessment to all parties who perform tasks on the worksite</li> <li>7. Draft corrective action plan and discuss with all workers</li> <li>8. Implement corrective action in job plan</li> </ol>

Signed:



Dated:

Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation

## SAFE WORK PRACTICE

	Refueling Equipment
<b>General</b>	Protecting workers from injuries associated with refueling operations
<b>Application</b>	Refueling of equipment is a daily task which may be hazardous if not carried out properly
<b>Guidelines</b>	<ol style="list-style-type: none"> <li>1. Ensure you are conversant with regulations</li> <li>2. Refueling area is ventilated</li> <li>3. Ensure equipment is shut off prior to refueling</li> <li>4. Ensure there is no smoking or open flames within vicinity</li> <li>5. Avoid spillage on equipment or ground</li> <li>6. Ensure cellular phones are turned off</li> </ol>

Signed:



Dated:

Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation

## SAFE WORK PRACTICE

	<b>Road Works</b>
<b>General</b>	To work around roads and sidewalks in a manner to reduce the risk of injury or illness
<b>Application</b>	To enhance to driving and walking experience for the public
<b>Guidelines</b>	<ol style="list-style-type: none"> <li>1. Short term work, erect "Men Working" signs at the end of the road</li> <li>2. Working on a collector or arterial road, erect warning signs on each end and at intersections</li> <li>3. Long term work, use advance warning signs to a minimum of a block from the worksite, use approach signs to warn drivers, and use barricades and devices to divert traffic as needed</li> <li>4. Increase sign distance with increase traffic speed</li> <li>5. Use only certified flag persons</li> <li>6. All work to be performed within Legislation guidelines</li> </ol>

Signed:



Dated:

Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation



## SAFE WORK PRACTICE

	<b>Snow Removal</b>
<b>General</b>	To reduce incidents due to snowy and icy areas
<b>Application</b>	To remove snow from public areas or areas of risk to the employees
<b>Guidelines</b>	<ol style="list-style-type: none"> <li>1. Always dress according to weather conditions/bring extra items</li> <li>2. Wear appropriate PPE - work boots, gloves, hi visibility vest</li> <li>3. Always inspect equipment and tools before starting work</li> <li>4. Follow back injury prevention when shoveling snow</li> <li>5. Avoid twisting motions</li> <li>6. Always have 3 point contact when entering and exiting equipment</li> <li>7. Walk in a manner to be sure footed to prevent slipping</li> <li>8. When operating equipment drive to road conditions</li> <li>9. Position yourself to be seen at all times</li> </ol>

Signed:



Dated:

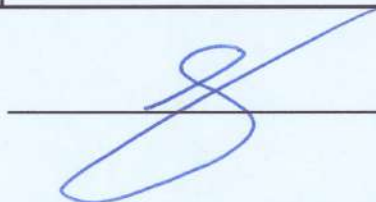
Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation

## SAFE WORK PRACTICE

	<b>Tarp Covers on Trucks/Trailers</b>
<b>General</b>	To prevent material or debris from leaving the back of a truck or trailer during transport
<b>Application</b>	To prevent damage to other vehicles or property while transporting goods from one destination to another
<b>Guidelines</b>	<ol style="list-style-type: none"> <li>1. Keep tarps covers free of garbage and debris at all times</li> <li>2. Inspect tarps on a regular basis for wear and tear which may lead to leakage of material during transport</li> <li>3. Keep the crank chain lubricated</li> <li>4. Repair small rips or tears promptly</li> <li>5. Keep the cover under slight, but firm tension</li> <li>6. Keep tarp as clean and dry as possible</li> </ol>

Signed:



Dated:

Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation

## SAFE WORK PRACTICE

	Trailer Hookup
<b>General</b>	Proper trailer hookup and connections
<b>Application</b>	To ensure trailers are attached safely in order to avoid incidents and property loss damage
<b>Guidelines</b>	<ol style="list-style-type: none"> <li>1. Have proper hitch for designated trailer</li> <li>2. Inspect chains for weak/damaged links</li> <li>3. Ensure you have all locking pins</li> <li>4. Breakaway cable in good condition and working properly</li> <li>5. Light cable/plug in good condition</li> <li>6. Inspect all lights and brakes working properly</li> <li>7. Secure loads</li> <li>8. Do pretrip inspection prior to leaving</li> <li>9. Report any damage/repairs/problems</li> </ol>

Signed:



Dated:

Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation



## SAFE WORK PRACTICE

	Trailers
<b>General</b>	Trailers are used regularly to transport tools, equipment and material. Special care must be taken to protect team members and public from hazards.
<b>Application</b>	The following rules and procedures apply when using trailers
<b>Guidelines</b>	<ol style="list-style-type: none"> <li>1. Always inspect general condition of trailer prior to use ( tires, hitch, frame)</li> <li>2. Inspect truck mounted hitch and ensure it is fitted with the correct size ball for the trailer you are attaching</li> <li>3. When mounting trailer to truck, ensure the hitch is locked in place and secured with hitch pin. Attach electrical connections, breakaway chains, and trailer brakes as required</li> <li>4. Ensure all signal and brake lights are in proper working order</li> <li>5. Ensure that all mirrors on the towing vehicle offer optimum visibility for driver</li> <li>6. Ensure loads are secure to eliminate shifting or overweight loads</li> <li>7. Be aware of size and length of trailer when proceeding through traffic</li> <li>8. Do not speed</li> </ol>

Signed:



Dated:

Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation

## SAFE WORK PRACTICE

	<b>Working Alone</b>
<b>General</b>	Special care must be taken to protect the safety of the employee
<b>Application</b>	The following rules and procedures apply when working alone
<b>Guidelines</b>	<ol style="list-style-type: none"> <li>1. Working alone should only be done as a last resort</li> <li>2. Two way communication device must be taken to ensure constant contact</li> <li>3. Assigned tasks must be appropriate for a single person</li> <li>4. Employee must check in with supervisor every hour</li> <li>5. Be aware of your surroundings</li> <li>6. Always follow safe practices and procedures</li> <li>7. If it doesn't feel right, contact supervisor immediately</li> </ol>

Signed:



Dated:

Jan 15/14

\* Use this guideline in conjunction with all applicable Federal, Provincial and Municipal Legislation

## 4.0 Safe Work Practices & Procedures Policy

The purpose of this policy is to protect the safety of all members associated with the workplace by establishing safe work practices and procedures. By performing operations in the same manner, we are able to prevent losses related to incident, injury, property damage, damage to equipment or the environment.

*Note: These practices and procedures may also be called or referenced as "Operating Procedures", "Safe Job Practices", etc.*

### Policy and Responsibilities:


1. The policy of **Blackstone Contracting** is to have safe work practices developed for the jobs and tasks identified as having the potential for worker injury. Workers will be trained to properly understand and use the practices that apply to them.
2. Workers are not only encouraged, but expected to participate in the development and review of safe work practices at any company work site.
3. Our company will endeavour to establish, through the implementation of safe work practices, overall continual improvement of the safety program, and methods for work site hazard controls.
4. Copies of practices and procedures shall be made available to all employees at all times (located in sections 3 and 4 of this manual).
5. **Workers: WHEN IN DOUBT – ASK !**

### Violations:

1. Any employee who violates this policy shall be subject to the appropriate disciplinary action.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

  
Jan 15/14



## **4.1 Table of Contents – Safe Work Procedures**

Boosting Batteries  
Changing Bucket Teeth  
Changing Equipment Blades  
Cold Start Equipment  
Concrete Forming  
Construction Labourers  
Crawlspace Entry  
Emergency Response  
Equipment Daily Maintenance  
Equipment Lock Out  
Evacuation  
Excavation  
Excavator  
Extension Cords  
Fire Extinguisher  
Fire Fighting  
First Aid Injuries  
Fueling Vehicles  
Function of Management  
General Shop Equipment  
Gravel Checker  
Greasing a Vehicle  
Handling & Storage of Batteries  
Handling Diesel/Gas Fuel  
Hauling Granular in Truck  
Heavy Equipment Operator  
High Pressure Air  
Housekeeping  
Incident/Accident Response  
Indoor Storage of Flammable Liquids  
Inflating Tires  
Installment of Shoring  
Investigating on the Job Accidents  
Load Excavator  
Load Skidsteer  
Loader Operator  
Loading Granular  
Loading Snow  
Maintenance of Tandem Truck  
Maintenance of Semi Truck

## 4.1 Table of Contents – Safe Work Procedures

Maintenance of Track Type Excavator  
Maintenance of Wheel Type Loader  
Moving Equipment in/out of Shop  
Musculoskeletal Injury Prevention  
Oil Changing  
Oil Handling  
Portable Generator  
Power Tools  
PPE- Protective Clothing  
PPE – Eye Protection  
PPE – Foot Protection  
PPE – Head Protection  
PPE – Hearing Protection  
PPE – High Vis Vest  
Quick Cut Saw Inspection  
Repairs and Servicing  
Safeguards  
Sander Truck  
Securing Equipment on Trailer for Transport  
Semi and Tandem Truck Drivers  
Serious Injury  
Set up Traffic Signs  
Shoveling Granular  
Shoveling Snow  
Site Inspections  
Skidsteer Operations  
Snow Blower  
Snow Plow  
Support Dump Boxes  
Tilt Trailer Loading/Unloading  
Unloading Excavator  
Unloading Granular  
Unloading Skidsteer  
Working Alone

- Use all of the following Safe Work Practices in conjunction with all applicable Federal, Provincial, and Municipal Legislation

## Safe Work Procedure

### Boosting Batteries

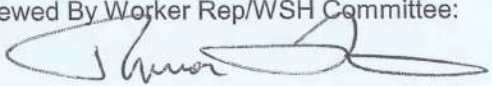
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>JAN. 15 /14</i>
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<b>Hazards Present:</b>  Sulphuric acid Explosive hydrogen gas Awkward location	<b>PPE or Devices Required:</b>  Eye Protection Acid resistant gloves Steel toed boots	<b>Additional Training Required:</b>
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<p style="text-align: center;"><b>Safe Work Procedure:</b></p> <ol style="list-style-type: none"> <li>1 Check cables for wear, frays, cracks and/or loose clamps</li> <li>2 Connect booster cables to the uncharged battery first to prevent sparks</li> <li>3 Connect the cables by attaching positive to positive and negative to negative</li> <li>4 Make last connection on the motor or frame of the vehicle away from the discharged battery instead of terminal that is grounded.</li> <li>5 Remove cables once uncharged vehicle is started</li> </ol>
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**If an emergency situation occurs while conducting this task, or there is an equipment malfunction 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  <hr/> Reviewed By Worker Rep/WSH Committee:   Date: <i>JAN. 15/14</i>
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 *JAN 15/14*



## Safe Work Procedure

### Changing Bucket Teeth

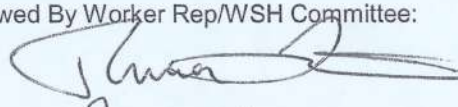
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>JAN. 15 / 14</i>
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<b>Hazards Present:</b>  Pinch points Muscle strain Crush by machine	<b>PPE or Devices Required:</b>  Steel toed boots Safety glasses Hand protection	<b>Additional Training Required:</b>
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<p style="text-align: center;"><b>Safe Work Procedure:</b></p> <ol style="list-style-type: none"> <li>1 Park equipment on level ground with brake applied</li> <li>2 Raise bucket and place supports</li> <li>3 Hammer out pins, using bolts from left to right side</li> <li>4 Remove teeth with hammer</li> <li>5 Clean shank with wire brush</li> <li>6 Install pin lock</li> <li>7 Install tooth</li> <li>8 Drive pin lock in left to right</li> </ol>
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**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, e  
the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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  <hr/> Reviewed By Worker Rep/WSH Committee:   Date: <i>Jan. 15/14</i>
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*Jan 15/14*

## Safe Work Procedure

### Changing Equipment Blades


<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> Jan 15/14
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<b>Hazards Present:</b>	<b>PPE or Devices Required:</b>	<b>Additional Training Required:</b>
Crushed by blade/machine Pinch points Muscle strain	Steel toed boots Safety glasses Hand protection	

<b>Safe Work Procedure:</b>
<p>Two qualified personnel are required for this task</p> <ol style="list-style-type: none"> <li>1 Move machine to level ground</li> <li>2 Make sure all tools and new blades are on hand</li> <li>3 Lift blade up and drop hydraulics so it can be worked on comfortably and block it under the C frame</li> <li>4 Using the hot engine shut down procedure, shut the engine off and make sure the brake is on</li> <li>5 Avoid being under blade at any time</li> <li>6 Clean the dirt off of the blade</li> <li>7 Use penetrating oil on all the bolts to be loosened</li> <li>8 Use the proper sized wrench and socket, loosen all bolts</li> <li>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</li> <li>10 With help, remove the corner bits and blades</li> <li>11 With your assistant, put new blades and corner bits in loosely, then tighten them in place</li> <li>12 Torque to specification</li> <li>13 Remove any tools, old blades, etc away from the machine</li> <li>14 Start the machine, raise the blade and remove blocking</li> <li>15 Try the blade and recheck the bolts to ensure they are tight</li> </ol>

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

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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: January 15/14
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 Jan 15/14

## Safe Work Procedure

### Cold Start Equipment

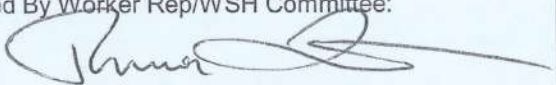
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>Jan. 15/14</i>
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<b>Hazards Present:</b>  Equipment failure	<b>PPE or Devices Required:</b>  Steel toed boots	<b>Additional Training Required:</b>  Fire Extinguisher Training
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<p style="text-align: center;"><b>Safe Work Procedure:</b></p> <ol style="list-style-type: none"> <li>1 Check all appropriate fluid levels and record in pretrip book</li> <li>2 Visually inspect for leaks and worn belts</li> <li>3 Do a walk around to ensure it is safe to start machine</li> <li>4 Proceed to start engine using the three point contact to enter machine</li> <li>5 Let machine idle and do another overall check for leaks</li> <li>6 Once machine is warm, proceed to task</li> </ol>
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**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, e  
the emergency stop and follow the lock out procedure**

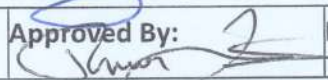
**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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  <hr/> Reviewed By Worker Rep/WSH Committee:   Date: <i>Jan. 15/14</i>
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 *Jan 15/14*



## SAFE WORK PROCEDURE CONCRETE FORMING

Written By:	Approved By: 	Date Created:	Date of Last Revision: <span style="color: blue;">Jan 15/14</span> <span style="color: blue;">Jan. 15/14</span>
<i>This task may only be performed by trained personnel.</i>			
<b>Hazards Present:</b>  MSI Strains Open Excavation	<b>Personal Protective Equipment (PPE) or Devices Required:</b>  CSA Approved Hard Hat CSA Approved Footwear Gloves CSA Approved Eyewear	<b>Additional Training Requirements:</b>  Manual Lifting	
<b>Safe Work Procedure:</b> <ol style="list-style-type: none"> <li>1. Layout area and setup barricades/guarding to keep by-passers out of working area.</li> <li>2. Formwork requires repeated handling and re-use of materials and equipment. A well-organized storage area can prevent accidents and reduces material waste.</li> <li>3. Stockpile materials in an orderly manner to prevent piles from toppling.</li> <li>4. Keep storage area and walkways clean to eliminate tripping and pull used nails from lumber to avoid painful puncture wounds.</li> <li>5. Ensure all required PPE is worn properly.</li> <li>6. Before lifting materials, ensure you're able to do so. If you need help, ask a co-worker for assistance.</li> <li>7. Make sure path is clear, watch where you step.</li> <li>8. Watch for overhead obstructions when handling materials.</li> <li>9. When dropping forms into excavations, be sure the area below is clear of people and other objects.</li> <li>10. Be cautious of where your fingers and feet are when placing forms together.</li> <li>11. Erect only one side of the form to allow still to be tied. Use adequate temporary bracing to assure formwork is stabilized against wind and other external forces.</li> <li>12. After still has been tied, start closing the forms. Make sure the wall ties are not forced or bent (it could reduce their strength).</li> <li>13. After forms are closed, make sure all wailers and cam-locks are properly secured in place.</li> <li>14. Prior to pouring concrete, ensure walls are plumb, straight and all braces well spaced and secured.</li> <li>15. To ensure no materials have been removed or omitted, always check the entire form system prior to concrete placement. (Keep in mind that mechanical vibration can increase concrete pressure by approximately 35% and <u>loosen or disengage forming hardware</u>).</li> </ol> <p><i>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage emergency procedures and/or follow the lock-out procedure.</i></p> <p style="text-align: center;"><b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b></p>			
<b>Guidance Documents / Standards / Applicable Legislation / Other:</b>		<b>EMERGENCY PROCEDURES</b> <i>(if incident occurs, follow these procedures)</i> If injury occurs...contact 911 Administer First Aid/CPR as required	

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

## Safe Work Procedure

### Construction Labourers

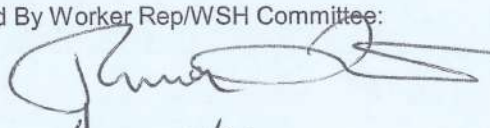
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>JAN. 15/14</i>
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<b>Hazards Present:</b>  Slip/trip Muscle strain Heavy machinery Pinch points Construction debris Working alone	<b>PPE or Devices Required:</b>  Steel toed boots Safety glasses Safety gloves Hard hat Reflective vest	<b>Additional Training Required:</b>
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<p style="text-align: center;"><b>Safe Work Procedure:</b></p> <ol style="list-style-type: none"> <li>1 Do an inspection of work area before starting any task</li> <li>2 Make eye contact with all equipment operators to ensure they see you</li> <li>3 Stay alert and periodically look at surroundings to ensure safety</li> <li>4 Request assistance to move all heavy or awkward objects</li> <li>5 Practice good housekeeping</li> </ol>
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**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, e  
the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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 <u>minimum of every three years</u>  Reviewed By Worker Rep/WSH Committee:  Date: <i>Jan 15/14</i>
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 *Jan 15/14*



## Confined Space – Crawl Spaces

### SAFE WORK PROCEDURE

<b>Job Name:</b> Crawl space Entry	<b>Date Written:</b> Reviewed JAN 15/14 Jan 15/14	<b>Analysis By:</b> 
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**General Notes:** All crawlspaces in the school division have been assessed and categorized according to the level of risk. It is important to consider that the level of risk may increase due to the task being performed in the crawlspace. For example a "level 2" crawlspace may become a confined space due to fugitive emissions from welding or the displacement of oxygen. A confined space may be entered only by qualified and authorized personnel. THIS JHA DOES NOT ADDRESS CONFINED SPACE ENTRY. IF IN DOUBT DO NOT ENTER.

### Personal Protective Equipment

Hard Hat, Safety footwear, Respiratory protection (see control column), Communication equipment
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### Hazards Present

The ceiling of the crawlspace may have nails protruding. There may be hot pipes overhead. There may be small amounts of mould and dust may be disturbed as you walk through the area.
Work alone hazards
You may be trapped inside the crawlspace. A hazardous atmosphere may have developed recently.
Lights may be shut off or a power failure may occur.
All level one hazards exists. In addition egress is restricted.
All level two hazards exist. In addition, mould, other contaminants, or damp soil may exist.


### Safe Work Procedure

1	LEVEL ONE	
2	Level one crawlspaces pose the lowest risk. You are able to walk (rather than crawl), egress is not restricted and there are no known contaminants.	Bumper cap, N-95 mask (dust mask), safety footwear
3	Before entering the crawlspace be sure to inform someone (secretary, caretaker) that you will be in the crawlspace.	Arrange to "check out" with someone
4	Print your name and the time on the "Crawlspace Entry Safety Check" form that is posted on the crawlspace entry hatch.	



5	Enter the crawlspace	Ensure the crawlspace hatch cannot be closed while you are in the crawlspace. Place a lockout on the hasp so that it cannot be locked shut. Do not enter crawlspaces that have standing (black) water as the water may release hydrogen sulfide gas when disturbed. If standing water is present contact the maintenance shop. The plumber will test the air and pump out the water.
6	Perform task	Never enter a crawlspace without a flashlight.
7	LEVEL TWO	
8	Level two crawlspaces pose all the same risks as level one crawlspaces. However, egress is restricted due to a low ceiling, low pipes, or a smaller hatch opening.	All level one controls must be implemented. In addition, radio contact must be maintained with someone nearby at all times. If radio contact cannot be maintained due to a poor signal then a "buddy" must be stationed at the hatch opening within hearing distance at all times.
9	LEVEL THREE	
10	Level three crawlspaces pose all the same risks as level two crawlspaces. However, the crawlspace may contain mould, damp soil, or other contaminants	All level two controls must be implemented. In addition, PPE includes a P-100 respirator or better and a Tyvec suit.

### END OF SAFE WORK PROCEDURE

  
 Jan. 15/14

## Safe Work Procedure

### Emergency Response

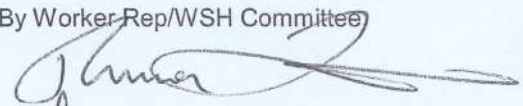
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>Jan. 15/14</i>
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<b>Hazards Present:</b>  Serious injury Potential death Fire/Explosion Burns	<b>PPE or Devices Required:</b>  Steel toed boots Eye protection Hand protection Hard hat Reflective vest	<b>Additional Training Required:</b>  Fire Extinguisher Training First Aid
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<b>Safe Work Procedure:</b>
<p>1 Notify supervisor/office</p> <p>2 Supervisor will:</p> <ul style="list-style-type: none"> <li>A. Coordinate control</li> <li>B. Shut down operations if necessary</li> <li>C. Alert all workers</li> <li>D. Contact emergency workers or designate someone to do so</li> </ul> <p>3 Perform First Aid on persons who may require it</p> <p>4 Follow evacuation procedure if necessary</p> <p>5 Stay calm and follow supervisor direction</p> <p>6 Following emergency, cooperate with any investigation questions and fill out a report</p>

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

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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  <hr/> Reviewed By Worker Rep/WSH Committee  Date: <i>Jan. 15/14</i>
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*Jan 15/14*

## Safe Work Procedure

### Equipment Daily Maintenance

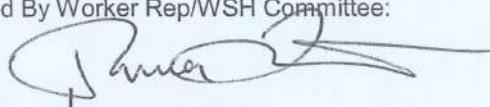
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> Jan. 15/14
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<b>Hazards Present:</b>	<b>PPE or Devices Required:</b>	<b>Additional Training Required:</b>
Equipment failure Collision Pinch points	Steel toed boots Eye protection Hand protection	

<b>Safe Work Procedure:</b>
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, e  
the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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 <u>minimum of every three years</u>  Reviewed By Worker Rep/WSH Committee:  Date: Jan. 15/14
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 Jan 15/14



## Safe Work Procedure

### Equipment Lock Out

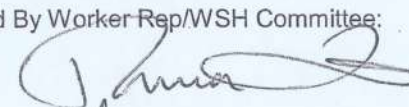
Facility:	Written By:	Approved By:	Date Created	Date of Last Revision: <i>Jan. 15/14</i>
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Hazards Present:	PPE or Devices Required:	Additional Training Required:
Electrocutation Fall injury Pinch points	Steel toed boots Eye protection Hand protection	

<p style="text-align: center;"><b>Safe Work Procedure:</b></p> <ol style="list-style-type: none"> <li>1 Inspect the piece of mobile equipment needing repair to ascertain what repair is needed</li> <li>2 Turn the machine ignition off and remove key, or if machine has push start button remove the battery ground cable</li> <li>3 Close and lock console if it has a cover and place the key in your pocket</li> <li>4 Place a lock out tag on the door handle or ignition</li> <li>5 If more than one person is working on the equipment, both people must place a lock out on the machine</li> <li>6 If it a mobile piece of equipment, use the chocks to ensure non movement by others</li> <li>7 Repair the machine</li> <li>8 After repair unlock the cover and replace the key</li> <li>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</li> </ol>
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**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, e the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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 <u>minimum of every three years</u>  Reviewed By Worker Rep/WSH Committee: <div style="text-align: center;"></div> Date: <i>Jan. 15/14</i>
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 *Jan 15/14*

## Safe Work Procedure

### Evacuation

<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>Jan. 15/14</i>
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<b>Hazards Present:</b>  Inhalation of smoke Inhalation of chemicals / toxins Potential death	<b>PPE or Devices Required:</b>  Steel toed boots	<b>Additional Training Required:</b>  First Aid
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<p style="text-align: center;"><b>Safe Work Procedure:</b></p> <ol style="list-style-type: none"> <li>1. Sound alarm and notify all persons in the area of the emergency</li> <li>2. Appoint someone to call 911 and/or appropriate responders</li> <li>3. Evacuate by the nearest safe exit</li> <li>4. Ensure any and all injured persons and visitors are escorted to the muster area or off site</li> <li>5. Check wind direction and proceed to the evacuation station upwind of the hazard.</li> <li>6. A head count and roll call will be conducted by designated person</li> <li>6. Stay at the evacuation muster area until all clear has been given</li> </ol>
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**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, e  
the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regulations:	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a <u>minimum of every three years</u>  Reviewed By: <i>[Signature]</i> Date: <i>Jan. 15/14</i>
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*[Signature]* Jan 15/14



## Safe Work Procedure

### Excavator

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision: <i>JAN. 15/14</i>
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Hazards Present:	PPE or Devices Required:	Additional Training Required:
Other workers and equipment Vehicle damage Slip/Trip Pinch points	Steel toed boots Safety glasses Safety gloves Hard hat	Operator training

**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, e  
the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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  <hr/> Reviewed By Worker Rep/WSH Committee:   Date: <i>Jan. 15/14</i>
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## SAFE WORK PROCEDURE

### Excavation

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

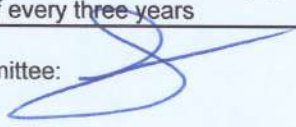
Hazards Present	PPE or Devices Required		Additional Training Required
Cave ins/collapse Underground facilities Slips/falls/trips	Steel Toed Boots Hearing Protection Hard Hat	Safety Glasses Safety Gloves Extension Ladder	Excavation Guidelines Shoring Guidelines

### Safe Work Procedure

1. Prior to commencement of any excavation ensure that all underground and/or overhead lines have been indentified, exposed and well marked/flagged
2. Facility clearances must be on site at all times
3. Supervisor to be on site at all times when excavation work is being done
4. Set up barricades
5. Ensure tools and equipment used on the site are placed so they cannot fall into the excavation site
6. A safe distance must be maintained from moving equipment at all times. Operators must be aware of all workers/obstacles
7. Provide shoring, install and remove per shoring guidelines
8. A ladder must be in place for entering/exiting any excavation more than five feet deep. Ladders must extend more than three feet from top of excavation and not located more than ten feet from the worker inside the excavation
9. Workers must use both hands on ladder
10. Tools or equipment should not be carried up or down the ladder
11. Excavation materials must be placed a minimum of one meter from the edge of the excavation
12. Excavations must be covered prior to leaving the excavation site

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

### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs 6. Personal Protective Equipment 4. Safe work procedures	This Safe Work Procedure will be revied any time the task, equipment or materials change and at a minimum of every <del>three</del> years
	Reviewed by Worker Rep/WSH Committee:   Date: <u>Jan 15/14</u>

## SAFE WORK PROCEDURE

### Extension Cords

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

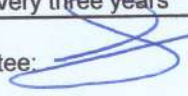
Hazards Present	PPE or Devices Required	Additional Training Required
Slip/Trip	Steel Toed Boots	

### Safe Work Procedure

1. Pull out cord and ensure it is out of the way of walking path or warn workers to watch footing
2. Check for damage such as frays and proper 3 prong end is on cord
3. When plugging cord into outlet, do not force
4. Roll cord neatly once task is complete
5. Hang cord 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 emerge stop and follow the lock out procedure***

### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs 4 General Workplace Requirements Electrical Safety	This Safe Work Procedure will be revied any time the task, equipment or materials change and at a minimum of every <u>three</u> years  Reviewed by Worker Rep/WSH Committee:   Date: <u>Jan 15/14</u>
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## Safe Work Procedure

### Fire Extinguisher

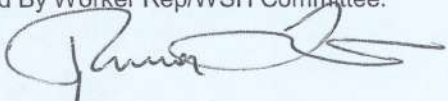
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>Jan. 15/14</i>
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<b>Hazards Present:</b>  Inhalation of smoke Inhalation of chemicals / toxins Inhalation of carbon monoxide Burns	<b>PPE or Devices Required:</b>  Steel toed boots Face Shield Hand protection Respiratory protection	<b>Additional Training Required:</b>  Fire Extinguisher Training
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<p style="text-align: center;"><b>Safe Work Procedure:</b></p> <ol style="list-style-type: none"> <li>1 Remove applicable extinguisher from hanger</li> <li>2 Carry extinguisher in upright position to fire</li> <li>3 Pull pin of extinguisher, hold hose or horn in one hand</li> <li>4 Pull the trigger, aiming at base of fire, squeeze the handle and sweeping motion</li> <li>5 Report use of extinguisher</li> <li>6 Take extinguisher out of service and have it re-charged</li> </ol>
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**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, e the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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  <hr/> Reviewed By Worker Rep/WSH Committee: <div style="text-align: center;">           Date: <i>Jan. 15/14</i> </div>
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 *Jan 15/14*



## Safe Work Procedure

### Fire Fighting

<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>Jan. 15/14</i>
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<b>Hazards Present:</b>  Inhalation of smoke Inhalation of chemicals / toxins Inhalation of carbon monoxide Burns	<b>PPE or Devices Required:</b>  Eye Protection Face Shield SCBA Communication Device	<b>Additional Training Required:</b>  Fire Extinguisher Training
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<b>Safe Work Procedure:</b>
<ol style="list-style-type: none"> <li>1 Follow the Emergency Procedures practised during fire drills</li> <li>2 Approach the fire upwind if hazardous goods could be burning</li> <li>3 If required use Self Contained Breathing Apparatus</li> <li>4 Fire Fighting Equipment:               <ul style="list-style-type: none"> <li>Shovels                   <ul style="list-style-type: none"> <li>A. Smother fire flame at source</li> <li>B Use earthen material void of flammable matter</li> <li>C Dampen area with water or neutralizing agent</li> </ul> </li> <li>Fire Extinguishers                   <ul style="list-style-type: none"> <li>A. Ensure previously that the extinguisher is rated to extinguish all manner of fires</li> <li>B Hold extinguisher upright</li> <li>C Pull security pin handle</li> <li>D Aim nozzle at base of fire</li> <li>E Squeeze or press the handle</li> <li>F Sweep the nozzle from side to side until the fire goes out</li> <li>G Ensure chemical does not blow into anyone's face</li> </ul> </li> <li>Water Tanks                   <ul style="list-style-type: none"> <li>A Hand pump tanks; apply water at source of flame</li> <li>B Large Tanks: Ensure motor ignition will not ignite fugitive emissions</li> <li>C Position tank to enable easy access and removal from fire site</li> <li>D When fire is under control, dampen immediate area to suppress the potential of flare up</li> </ul> </li> </ul> </li> </ol>

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

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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  <hr/> Reviewed By Worker Rep/WSH Committee: <div style="text-align: center;">           Date: <i>Jan 15/2014</i> </div>
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8 Jan 15/14

## Safe Work Procedure

### First Aid Injuries

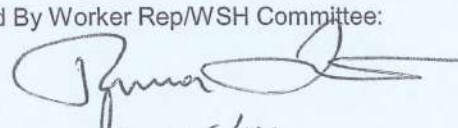
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>Jan. 15/14</i>
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<b>Hazards Present:</b>  Infection Soreness	<b>PPE or Devices Required:</b>  Steel toed boots Gloves Eye protection	<b>Additional Training Required:</b>  First Aid Eye wash station
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<p style="text-align: center;"><b>Safe Work Procedure:</b></p> <ol style="list-style-type: none"> <li>1 In the event of a minor injury, report the accident to your supervisor and obtain First Aid from qualified personnel</li> <li>2 Record injury in the First Air Record book</li> <li>3 Fill out WCB forms</li> <li>4 Report any further discomfort following the injury</li> </ol>
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**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, e the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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 <u>minimum of every three years</u>  Reviewed By Worker Rep/WSH Committee: <div style="text-align: center;">             Date: <i>Jan. 15/14</i> </div>
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## Safe Work Procedure

### Fueling Vehicles

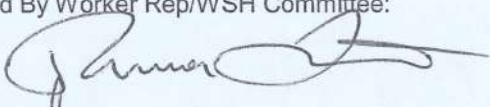
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>Jan. 15/14</i>
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<b>Hazards Present:</b>  Eye injury Fire/Explosion hazards Burns	<b>PPE or Devices Required:</b>  Steel toed boots Eye protection Hand protection	<b>Additional Training Required:</b>
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<p style="text-align: center;"><b>Safe Work Procedure:</b></p> <ol style="list-style-type: none"> <li>1 Bring vehicle to pump</li> <li>2 Shut off ignition, extinguish any smoking material, leave cell phone in vehicle</li> <li>3 Remove fill cap</li> <li>4 Insert nozzle in to tank and flip lever to on position</li> <li>5 Fill until click is heard or to desired amount then turn lever to off position</li> <li>6 Place nozzle back on holder and replace the fill cap</li> </ol>
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**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, e  
the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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  <hr/> Reviewed By Worker Rep/WSH Committee: <div style="text-align: center;"></div> Date: <i>Jan. 15/14</i>
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## SAFE WORK PROCEDURE

### Function of Management

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

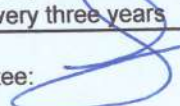
Hazards Present	PPE or Devices Required	Additional Training Required
	Steel Toed Boots      Safety Glasses Hard Hat              Hearing Protection  Any other safety equipment as per job site/task	

### 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
8. Investigate accidents, near misses and incidents and implement corrective measures
9. Provide a safe work environment for all
10. Do not allow employees to work unsafely to save time or money
11. Do not allow employees to opt out of toolbox meetings
12. Do not ignore any employees concerns regarding safety

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

### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs Workplace Safety & Health Act 4 Duties of the employer	This Safe Work Procedure will be revied any time the task, equipment or materials change and at a minimum of every three years  Reviewed by Worker Rep/WSH Committee:   Date: <u>Jan 15/14</u>
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## Safe Work Procedure

### General shop equipment

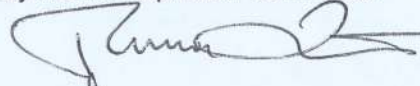
Facility:	Written By:	Approved By:	Date Created	Date of Last Revision:
				Jan 15/14


Hazards Present:	PPE or Devices Required:	Additional Training Required:
Vehicle or property damage Serious injury Pinch points	Steel toed boots Eye protection Hearing Protection	

<b>Safe Work Procedure:</b>
<ol style="list-style-type: none"> <li>1 The workplace must be provided with equipment that meets the requirements of the standards and regulations</li> <li>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</li> <li>3 All machines except mobile or portable ones should be levelled and if necessary vibration dampened</li> <li>4 All machines should be securely fastened to the floor or other suitable foundation to eliminate movement/walking</li> <li>5 Small units should be secured to benches or stands of adequate strength and design</li> <li>6 Arbors and mandrels should be constructed to ensure a firm and secure bearing and free from slip or play</li> <li>7 Loose clothing, long hair and jewelry should not be worn around rotating parts and nip points</li> <li>8 Adjustments should not be made if at all possible while the machine is running</li> </ol>

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

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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 <u>minimum of every three years</u>  Reviewed By Worker Rep/ WSH Committee: <div style="text-align: center;">             Date: <span style="font-size: 1.2em;">Jan 15/2014</span> </div>
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## SAFE WORK PROCEDURE

### Gravel Checker

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

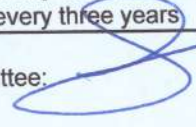
Hazards Present	PPE or Devices Required	Additional Training Required
Slip/Trip Vehicle Traffic Airborne Particules Muscle Strain	Steel Toed Boots      Safety Glasses Hard Hat                Hearing Protection Reflective Vest Communication device	

### 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 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. Stand at the rear and to one side of the trailer while dumping
7. Make sure you have eye contact with the truck driver
8. Make sure that all trucks are on level ground and kept in straight alignments

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

### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs  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: <u>Jan 15/14</u>
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## Safe Work Procedure

### Greasing a Vehicle

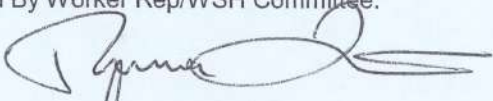
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>JAN. 15/14</i>
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<b>Hazards Present:</b>  Eye injury Burns Potential death	<b>PPE or Devices Required:</b>  Steel toed boots Eye protection Hand protection	<b>Additional Training Required:</b>
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<p style="text-align: center;"><b>Safe Work Procedure:</b></p> <ol style="list-style-type: none"> <li>1 Shut off machine, remove keys and set parking brake. Place Lockout tag to ensure vehicle cannot be started.</li> <li>2 Lay on creeper with grease gun and towel, and roll under vehicle</li> <li>3 Clean each grease fitting and apply grease.</li> <li>4 Check for fittings that need to be replaced and for any worn joints</li> <li>5 Clean grease gun thoroughly when finished and put all tools used away</li> <li>6 Remove wheel chocks</li> </ol>
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**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, e the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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  <hr/> Reviewed By Worker Rep/WSH Committee: <div style="text-align: center;">           Date: <i>Jan. 15/14</i> </div>
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 *Jan 15/14*

## Safe Work Procedure

### Handling and Storage of Batteries

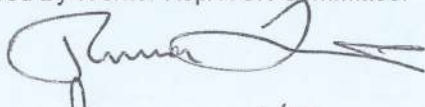
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>Jan 15/14</i>
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<b>Hazards Present:</b>	<b>PPE or Devices Required:</b>	<b>Additional Training Required:</b>
Fire/Explosion Inhalation of chemicals / toxins Blindness Burns	Steel toed boots Eye protection Neoprene gloves	

<p style="text-align: center;"><b>Safe Work Procedure:</b></p> <ol style="list-style-type: none"> <li>1 Batteries must be stored at room temperature, out of direct sunlight, and in a well ventilated area</li> <li>2 Batteries must be kept away from any and all ignition or spark sources</li> <li>3 Handle batteries with care and ensure they are never dropped or bumped</li> <li>4 Check fluid levels of batteries on a weekly basis</li> <li>5 Check battery cables for wear and fraying</li> <li>6 Ensure there are no leaks or corrosion</li> </ol>
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**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, e  
the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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 <u>minimum of every three years</u>  Reviewed By Worker Rep/WSH Committee: <div style="text-align: center;">             Date: <i>January 15/14</i> </div>
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 *Jan 15/14*

## Safe Work Procedure

### Handling Diesel/Gas Fuel

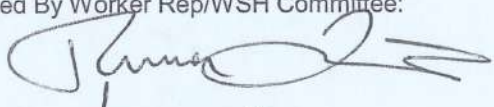
Facility:	Written By:	Approved By:	Date Created	Date of Last Revision: <u>JAN. 15/14</u>
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Hazards Present:	PPE or Devices Required:	Additional Training Required:
Toxic vapors Flammable	Gloves Breathing apparatus Steel toed boots	Fire Extinguisher Training WHMIS First Aid

<p style="text-align: center;"><b>Safe Work Procedure:</b></p> <ol style="list-style-type: none"> <li>1 Fill tanks in well vented area outside</li> <li>2 Store all decanted diesel outdoors</li> <li>3 Label all decanted containers as per WHMIS</li> <li>4 Extinguish all flames, sparks and cigarettes while using it</li> <li>5 Turn off engine before filling equipment or slip tanks</li> <li>6 Use genuine spill proof gas containers if necessary to transport fuel to a site</li> <li>7 Wash hands thoroughly after handling</li> <li>8 Avoid inhaling fumes</li> <li>9 Clean up spills using a spill kit</li> <li>10 Berm around bulk storage facilities</li> </ol>
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**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, e the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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  <hr/> Reviewed By Worker Rep/WSH Committee: <div style="text-align: center;">             Date: <u>Jan. 15/14</u> </div>
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## Safe Work Procedure

### Hauling Granular in Truck

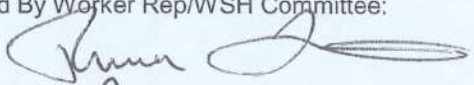
Facility:	Written By:	Approved By:	Date Created	Date of Last Revision:
				Jan 15/14

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Vehicle damage Vehicle malfunction Other workers and equipment Airborne particles	Steel toed boots Eye protection Hand protection	Unloading Granular Procedure

<p style="text-align: center;"><b>Safe Work Procedure:</b></p> <ol style="list-style-type: none"> <li>1 Pull up to loading location. Avoid backing in if possible</li> <li>2 Put truck in park</li> <li>3 Stay in truck while loader is loading, keep an eye on load in rear view</li> <li>4 Wait for signal from loader before moving from loading area</li> <li>5 Ensure truck is not overloaded</li> <li>6 Tarp load</li> <li>7 Drive carefully with load to dump site</li> <li>8 Dump according to Unloading Granular Procedure</li> </ol>
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**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, e the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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  <hr/> Reviewed By Worker Rep/WSH Committee: <div style="text-align: center;">             Date: Jan 15/14         </div>
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## SAFE WORK PROCEDURE

### Heavy Equipment Operator

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

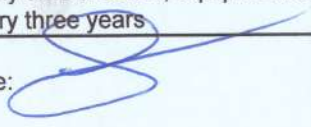
Hazards Present	PPE or Devices Required	Additional Training Required
Other Workers/Equipment Vehicle Damage Slip/Trip Pinch Points Traffic	Steel Toed Boots Hard Hat Reflective Vest Communication device	Safety Glasses Hearing Protection Safety Gloves  Operator Training

### Safe Work Procedure

1. Do pre-trip inspection on machine and start using cold start procedure
2. Check all guages and ensure back up alarm is working properly
3. Check brakes
4. Turn on becon light
5. While travelling, allow slower 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 the way and rest bucket/blade on ground

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

### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs  6 Personal Protective Equipment	This Safe Work Procedure will be revied any time the task, equipment or materials change and at a minimum of every three years
	Reviewed by Worker Rep/WSH Committee:   Date: <u>Jan 15/14</u>

## Safe Work Procedure

### High Pressure Air

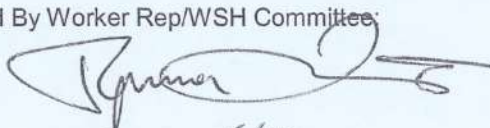
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>Jan. 15/14</i>
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<b>Hazards Present:</b>	<b>PPE or Devices Required:</b>	<b>Additional Training Required:</b>
Noise Airborne particles Tripping Explosion of tank or air line	Steel toed boots Hearing protection Safety glasses Gloves	

<b>Safe Work Procedure:</b>
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 5 Follow through with task, being sure not to direct air at yourself or others 6 Shut down air supply when finished

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

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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 <u>minimum of every three years</u>  Reviewed By Worker Rep/WSH Committee:  Date: <i>Jan. 15/14</i>
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## Safe Work Procedure

### Housekeeping

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision: <i>Jan. 15/14</i>
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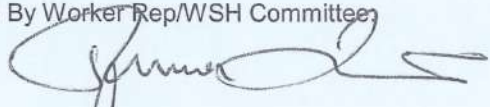
Hazards Present:	PPE or Devices Required:	Additional Training Required:
Slip/Trip Chemical exposure Muscle strain	Steel toed boots Eye protection Hand protection	


**Safe Work Procedure:**

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

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

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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  <hr/> Reviewed By Worker Rep/WSH Committee  Date: <i>Jan. 15/14</i>
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## Safe Work Procedure

### Incident/Accident Response

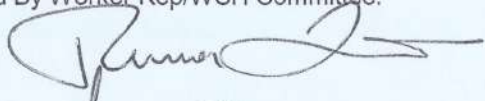
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b>
				JAN 15/14


<b>Hazards Present:</b>	<b>PPE or Devices Required:</b>	<b>Additional Training Required:</b>
Potential death Potential Injury	Steel toed boots Eye protection Hand protection Hard hat Reflective vest	First Aid

<b>Safe Work Procedure:</b>
<ol style="list-style-type: none"> <li>1 Stop everything.</li> <li>2 Call safety rep/supervisor or foreman</li> <li>3 Safety rep, supervisor or foreman to initiate response procedure and call 911</li> <li>4 Ensure that equipment involved is not moved and incident/accident scene is not disturbed</li> <li>5 In case of an injury, allow personnel trained in First Aid to take care of casualty victim as soon as possible</li> <li>6 Ensure the casualty is not moved unless a greater and imminent danger will arise by leaving them in original position and location</li> <li>7 If the site is remote or hard to locate, have someone go out to the street or roadway to flag in the ambulance</li> <li>8 Upon ambulance arrival, inform and assist medical personnel as required</li> <li>9 After assessment and statements have been taken, follow instructions from your supervisor</li> <li>10 All dangerous occurrences, even those that do not involve injury or property damage must be reported to the Workplace Safety and Health</li> </ol>

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

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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  <hr/> Reviewed By Worker Rep/WSH Committee: <div style="text-align: center;">           Date: Jan 15/14       </div>
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## Safe Work Procedure

### Indoor Storage and Usage of Flammable Liquids

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision:
				Jan. 15/14

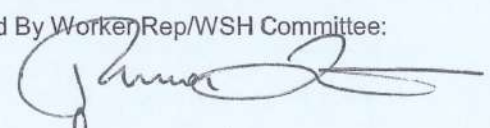
Hazards Present:	PPE or Devices Required:	Additional Training Required:
Potential fire Inhalation of chemicals / toxins Burns	Steel toed boots Eye protection Hand protection	Fire Extinguisher Training  WHMIS


#### 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, the emergency stop and follow the lock out procedure**

#### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  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: Jan. 15/14

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## Safe Work Procedure

### Inflating Tires

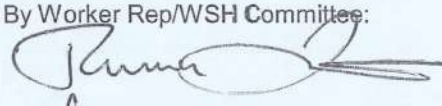
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>Jan 15/14</i>
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<b>Hazards Present:</b>  Pinch points Eye injury Muscle strain	<b>PPE or Devices Required:</b>  Steel toed boots Eye protection Hand protection	<b>Additional Training Required:</b>
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<p style="text-align: center;"><b>Safe Work Procedure:</b></p> <ol style="list-style-type: none"> <li>1 Place tire in tire cage or chain tire on two opposite sides</li> <li>2 If beads do not contact both rim seats enough to retain air, spread the beads by using mounting band</li> <li>3 If necessary, use tire mounting soap between bead and rim seat to take up space</li> <li>4 Use clip-on style air chuck to start inflating</li> <li>5 Inflate tire just enough to contact bead seats on rim. Then, for safety, remove mounting band if used</li> <li>6 Increase air pressure to seat tire beads on rim. DO NOT EXCEED MAXIMUM PSI ON TIRE</li> <li>7 If beads do not seat, deflate and lubricate again</li> <li>8 Adjust air pressure to recommended pressure, check for leaks</li> </ol>
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**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, e  
the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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  <hr/> Reviewed By Worker Rep/WSH Committee: <div style="text-align: center;"></div> Date: <i>January 15/2014</i>
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## Safe Work Procedure

### Proper Installment/Removal of Shoring

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision:
				Jan 15/14

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Asphyxiation Fall Injuries Muscle strain Loose grounding	Steel toed boots Eye protection Hard hat Hand protection Hearing protection	Rigging Operator training

<b>Safe Work Procedure:</b>
<ol style="list-style-type: none"> <li>1. While shoring is in progress the bucket of the excavator should be placed in the trench directly in front of shoring being installed</li> <li>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</li> <li>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</li> <li>4 Once a minimum of 2 struts/jacks are placed on each set of uprights, the installation of the bottom jacks can be done</li> <li>5 This method allows the worker to be protected by the bucket of the excavator and the already installed shoring</li> <li>6. When removing shoring use the above in the reverse order.</li> <li>7 The bottom struts/jacks are removed first</li> </ol>

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

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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  <hr/> Reviewed By Worker Rep/WSH Committee: <div style="text-align: center;">           Date: Jan 15/14       </div>
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Jan 15/14



## Safe Work Procedure

### Investigating On The Job Accidents

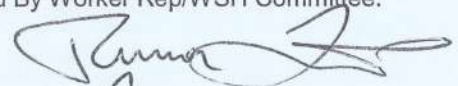
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>Jan-15/14</i>
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<b>Hazards Present:</b>	<b>PPE or Devices Required:</b>  Steel toed boots	<b>Additional Training Required:</b>
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<p style="text-align: center;"><b>Safe Work Procedure:</b></p> <ol style="list-style-type: none"> <li>1 Take control of the scene</li> <li>2 Ensure that injured persons are cared for and that no further injury or damage occur</li> <li>3 Report all injuries or damages immediately</li> <li>4 Examine equipment or materials involved, and collect and safeguard any physical evidence</li> <li>5 Take pictures of the scene</li> <li>6 Interview people involved and obtain written statements</li> <li>7 Analyze all available information to determine causes</li> <li>8 Look for causes where the system failed the worker and not where the worker failed the system</li> <li>9 Determine what corrective action will prevent recurrence</li> <li>10 Complete an incident report</li> </ol>
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**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, e  
the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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 <u>minimum of every three years</u>  Reviewed By Worker Rep/WSH Committee: <div style="text-align: center;"></div> Date: <i>Jan 15/14</i>
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## SAFE WORK PROCEDURE

### Loading Excavator

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

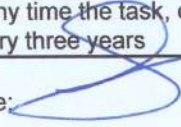
Hazards Present	PPE or Devices Required		Additional Training Required
Slip/Trip Fall injury Vehicle/machine damage Pinch points	Steel Toed Boots Hard Hat Reflective Vest	Safety Glasses Hearing Protection Safety Gloves	Operator Training

### Safe Work Procedure

1. Enter excavator using 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 fasted to deck
9. Proceed to job

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

### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs 4. General Workplace Requirements 6. Personal Protective Equipment	This Safe Work Procedure will be revied any time the task, equipment or materials change and at a minimum of every three years
	Reviewed by Worker Rep/WSH Committee:   Date: <u>Jan 15/14</u>

## Safe Work Procedure

### Load Skidsteer

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision: <i>Jan. 15/14</i>
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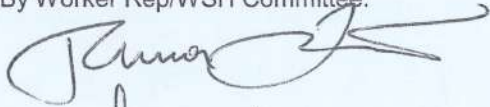
Hazards Present:	PPE or Devices Required:	Additional Training Required:
Slip/Trip hazard Fall injury Vehicle/Machine damage Pinch points	Steel toed boots Safety glasses Hand protection Hard hat	Operator training

#### 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, e  
the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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: <i>Jan. 15/14</i>

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## Safe Work Procedure

### Loader Operator

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision: <i>Jan 15/14</i>
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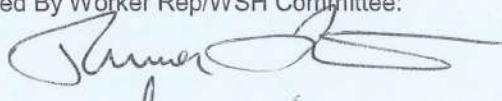
Hazards Present:	PPE or Devices Required:	Additional Training Required:
Other workers and equipment Vehicle damage Slip/Trip Pinch points	Steel toed boots Safety glasses Safety gloves Hard hat ROPS	Operator training

#### 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 travelling, 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, e  
the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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: <i>Jan. 15/14</i>
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 *Jan 15/14*



## SAFE WORK PROCEDURE

### Loading Granular with Loader

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

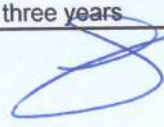
Hazards Present	PPE or Devices Required		Additional Training Required
Vehicle damage Vehicle malfunction Other workers/equipment Airborne particles	Steel Toed Boots Hard Hat Reflective Vest	Safety Glasses  Safety Gloves	

#### Safe Work Procedure

1. Try to have a clear path for drivers in a way that will prevent them from having to back up
2. Scoop up bucket at water level full of granular
3. Be sure that truck is stopped before loading
4. Pull up to side of truck box- check for clearance and dump load
5. Repeat, and fill box to desired amount. Do not overload and ensure that 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 emerge stop and follow the lock out procedure***

#### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs  6. Personal Protective Equipment	This Safe Work Procedure will be revied any time the task, equipment or materials change and at a minimum of every three years <hr/> Reviewed by Worker Rep/WSH Committee:  <hr/> Date: <u>Jan 15/14</u>
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## SAFE WORK PROCEDURE

### Loading Snow with Loader

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

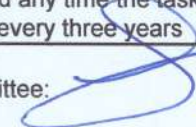
Hazards Present	PPE or Devices Required		Additional Training Required
Vehicle damage Vehicle malfunction Other workers/equipment	Steel Toed Boots Hard Hat Reflective Vest	Safety Glasses  Safety Gloves	

### Safe Work Procedure

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

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

### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs  6. Personal Protective Equipment	This Safe Work Procedure will be revied any time the task, equipment or materials change and at a minimum of every three years
	Reviewed by Worker Rep/WSH Committee:   Date: <u>Jan 15/14</u>

## SAFE WORK PROCEDURE

### Maintenance of Tandem Truck

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

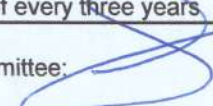
Hazards Present	PPE or Devices Required	Additional Training Required
Vehicle malfunction Vehicle damage	Steel Toed Boots Hard Hat Reflective Vest Fire Extinguisher	Safety Glasses Safety Gloves First Aid Kit

### Safe Work Procedure

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

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

### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs 7. Preventative Maintenance 6. Personal Protective Equipment CSA B352.0-95 SAE Standard J1194	This Safe Work Procedure will be revied any time the task, equipment or materials change and at a minimum of every three years.
	Reviewed by Worker Rep/WSH Committee:   Date: <u>Jan 15/14</u>



## SAFE WORK PROCEDURE

### Maintenance of Semi Truck

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

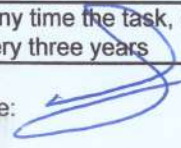
Hazards Present	PPE or Devices Required		Additional Training Required
Vehicle malfunction Vehicle damage	Steel Toed Boots Hard Hat Reflective Vest Fire Extinguisher	Safety Glasses Safety Gloves First Aid Kit	

### Safe Work Procedure

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

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

### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs 7. Preventative Maintenance 6. Personal Protective Equipment CSA B352.0-95 SAE Standard J1194	This Safe Work Procedure will be revied any time the task, equipment or materials change and at a minimum of every three years
	Reviewed by Worker Rep/WSH Committee:   Date: <u>Jan 15/14</u>

## SAFE WORK PROCEDURE

### Maintenance of Track Type Excavator

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

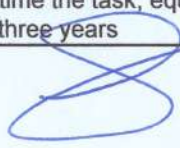
Hazards Present	PPE or Devices Required	Additional Training Required
Equipment malfunction Equipment damage	Steel Toed Boots Hard Hat Reflective Vest Fire Extinguisher	Safety Glasses Safety Gloves First Aid Kit

#### Safe Work Procedure

1. Complete pre trip inspection before use, including complete fluid check
2. Ensure horn and back up alarm are working properly
3. Ensure machine is equipped with portable fire extinguisher and first aid kit
4. Grease machine
5. Check all guards are in place
6. Check braking systems carefully
7. Be sure parking break/device is working properly
8. Thoroughly inspect tracks
9. Complete pre trip inspection report

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

#### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs 7. Preventative Maintenance 6. Personal Protective Equipment CSA B352.0-95 SAE Standard J1194	This Safe Work Procedure will be revied any time the task, equipment or materials change and at a minimum of every three years
	Reviewed by Worker Rep/WSH Committee:   Date: <u>Jan 15/14</u>

## SAFE WORK PROCEDURE

### Maintenance of Wheel Type Loader

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

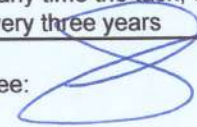
Hazards Present	PPE or Devices Required	Additional Training Required
Equipment malfunction Equipment damage	Steel Toed Boots Hard Hat Reflective Vest Fire Extinguisher	Safety Glasses Safety Gloves First Aid Kit

### Safe Work Procedure

1. Complete pre trip inspection before use, including complete fluid check
2. Ensure horn and back up alarm are working properly
3. Ensure machine is equipped with portable fire extinguisher
4. Grease machine
5. Check all guards are in place
6. Check braking systems carefully
7. Be sure parking break/device is working properly
8. Ensure bucket is working properly
9. Complete pre trip inspection report

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

### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs 7. Preventative Maintenance 6. Personal Protective Equipment CSA B352.0-95 SAE Standard J1194	This Safe Work Procedure will be revied any time the task, equipment or materials change and at a minimum of every three years
	Reviewed by Worker Rep/WSH Committee:   Date: <u>Jun 15/14</u>



## Safe Work Procedure

### Moving Equipment In or Out of Shop Area

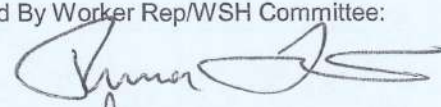
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>Jan. 15/14</i>
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<b>Hazards Present:</b>  Other workers and equipment Vehicle damage	<b>PPE or Devices Required:</b>  Steel toed boots	<b>Additional Training Required:</b>
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<p style="text-align: center;"><b>Safe Work Procedure:</b></p> <ol style="list-style-type: none"> <li>1 Open overhead door fully</li> <li>2 Mount machine using 3 point contact</li> <li>3 Start machine and raise accessories</li> <li>4 Release brake</li> <li>5 Drive machine in or out of shop following direction of a spotter</li> <li>6 Lower all raised attachments</li> <li>7 Set brake and shut off engine</li> <li>8 Dismount using 3 point contact</li> </ol>	
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**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, e  
the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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 <u>every three years</u>  Reviewed By Worker Rep/WSH Committee:   Date: <i>Jan. 15/14</i>
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*8* *Jan 15/14*

## Safe Work Procedure

### Musculoskeletal Injury Prevention

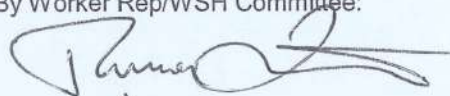
Facility:	Written By:	Approved By:	Date Created	Date of Last Revision: <i>Jan. 15/14</i>
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Hazards Present:	PPE or Devices Required:	Additional Training Required:
Forceful Exertion Repetitive stress Muscle strain Limited mobility Awkward Position Vibration Mechanical Compression	Steel toed boots Face Shield Hard hat Hand protection	MSI training PPE training

<b>Safe Work Procedure:</b>
<ol style="list-style-type: none"> <li>1 Identify the hazards that may put the worker at risk of injury</li> <li>2 Assess the risks to determine how likely the risk factors are to cause injury               <ol style="list-style-type: none"> <li>1. Physical demands of the task</li> <li>2. Characteristics of the load</li> <li>3. Work environment</li> <li>4. Work organization</li> </ol> </li> <li>3 Consider the significance of the risk with one or more of the following criteria:               <ol style="list-style-type: none"> <li>1. Magnitude - How great</li> <li>2. Frequency - How often</li> <li>3. Duration - How often</li> </ol> </li> <li>4 Control the risks               <ol style="list-style-type: none"> <li>1. Eliminate the risks first</li> <li>2. Minimize the risks                   <ul style="list-style-type: none"> <li>*Can this activity be eliminated</li> <li>*Are materials delivered as close as possible</li> <li>*Can carrying distances be reduced</li> <li>*Can extra workers help alleviate injury</li> <li>*Are handling tasks organized to eliminate or minimize Double handling</li> <li>*Are routes kept clear for access</li> <li>*Are rest periods implemented into the job procedure</li> </ul> </li> </ol> </li> </ol>

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

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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: <i>Jan. 15/14</i>
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*Jan 15/14*



## SAFE WORK PROCEDURE

### Oil Changing

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

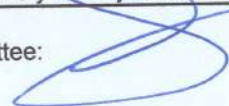
Hazards Present	PPE or Devices Required	Additional Training Required
Pinch Points Injury by machine rolling Burns	Steel Toed Boots      Safety Glasses Safety Gloves	

### Safe Work Procedure

1. Park Vehicle, turn off engine, set the brake and place wheel chocks
2. Place oil pail under 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 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 the 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
9. Remove funnel and replace the cap
10. Check oil dipstick and ensure proper level, if not add more, if so start engine and let run for several minutes
11. Turn off engine, look under hood to be sure there are no leaks.
12. Dispose of used oil in proper 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

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs 7. Preventative Maintenance 6. Personal Protective Equipment 14. WHMIS	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every <u>three</u> years  Reviewed by Worker Rep/WSH Committee:   Date: <u>Jan 15/14</u>
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## Safe Work Procedure

### Oil Handling

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision: <i>Jan. 15/14</i>
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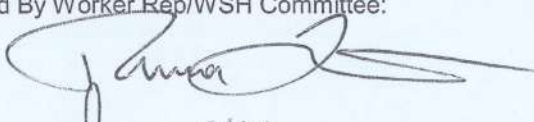
Hazards Present:	PPE or Devices Required:	Additional Training Required:
Slips Trips Fires	Gloves Breathing apparatus Steel toed boots	Fire Extinguisher Training WHMIS First Aid

#### Safe Work Procedure:

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

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

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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 <u>minimum of every three years</u>
	Reviewed By Worker Rep/WSH Committee:  Date: <i>Jan. 15/14</i>

*[Signature]* Jan 15/14

## SAFE WORK PROCEDURE

### Portable Generator

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


Hazards Present	PPE or Devices Required	Additional Training Required
Burns Electrocution Slip/trip	Steel Toed Boots      Safety Glasses Safety Gloves	Manufacturer's manual

### Safe Work Procedure

1. Pull generator to well ventilated work area
2. Ensure generator is fueled
3. Place cord out of way of workers walk path
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 emerge stop and follow the lock out procedure***

### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs 7. Preventative Maintenance 6. Personal Protective Equipment	This Safe Work Procedure will be revied any time the task, equipment or materials change and at a minimum of every three years  Reviewed by Worker Rep/WSH Committee:   Date: <u>Jan 15/14</u>
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## Safe Work Procedure

### Power Tools

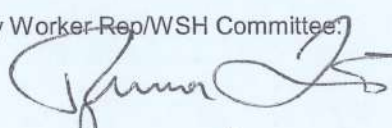
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>Jan. 15/14</i>
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<b>Hazards Present:</b>	<b>PPE or Devices Required:</b> Steel toed boots Safety glasses Hard hat Hearing protection Any other safety equipment as per job site / task performed	<b>Additional Training Required:</b> Manufacturer's specifications
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<p style="text-align: center;"><b>Safe Work Procedure:</b></p> <ol style="list-style-type: none"> <li>1 Use all required PPE</li> <li>2 To be used for the intended purpose</li> <li>3 Cleaned and properly stored after useage</li> <li>4 Ensure that it has its own storage area to prevent damage</li> <li>5 Must have an operational dead man control that requires constant hand pressure</li> <li>6 Circular saws and chain saws must not be equipped with devices that lock onto the operating controls</li> <li>7 All guards to be used and in good repair</li> <li>8 Never hoist or lower power tools by the power cord</li> <li>9 Ensure that tools is shut down while refueling</li> </ol>
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**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, e the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regulations: 4 General Workplace Requirements 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  <hr/> Reviewed By Worker-Rep/WSH Committee:   Date: <i>Jan. 15/14</i>
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## Safe Work Procedure

### PPE - Protective Clothing

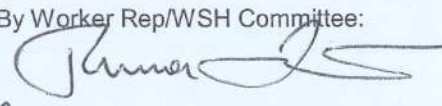
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b>
				Jan 15/14

<b>Hazards Present:</b>	<b>PPE or Devices Required:</b>	<b>Additional Training Required:</b>
Radiant heat sharp objects jagged objects punctures Abrade the skin	Steel toed boots Protective clothing	Care of Use of

<b>Safe Work Procedure:</b>
<ol style="list-style-type: none"> <li>1. Supervisor will supply personal protective equipment that is appropriate for the risk of injury to a worker skin</li> <li>2. Management /Supervisor will ensure adequate training for the maintenance, use and care</li> <li>3. If a process creates a risk to the safety or health of a worker the employer will provide the worker with:               <ul style="list-style-type: none"> <li>* clothing that is appropriate for the risk</li> <li>* as needed launder or dispose of the protective clothing</li> </ul> </li> </ol>

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

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regulations:  6.8 Protective clothing 6.9 Protective Clothing CSA-W117.2-01 (R2006)  Date:	This Safe Work Procedure will be reviewed anytime the task, equipment or materials change and at a minimum of every three years  <hr/> Reviewed By Worker Rep/WSH Committee: <div style="text-align: center;">             Jan 15/2014         </div>
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8 Jan 15/14

## Safe Work Procedure

### PPE - Eye Protection


Facility:	Written By:	Approved By:	Date Created	Date of Last Revision: <i>Jan 15/14</i>
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<b>Hazards Present:</b>	<b>PPE or Devices Required:</b>  Safety Glasses	<b>Additional Training Required:</b>  Care of Use of
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<b>Safe Work Procedure:</b>
<ol style="list-style-type: none"> <li>1. Management will supply a clean, up to date, proper fitting and effective eye protection</li> <li>2. Management will ensure adequate training for the maintenance, use and care</li> <li>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 &amp; office staff</li> <li>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</li> <li>5. All workers are responsible for ensuring that the safety glasses are with them all day each day.</li> <li>6. It is the responsibility of the worker to turn in old and worn out glasses for new ones as needed</li> <li>7. Full face shields or goggles will be used when the work at hand requires maximum eye protection</li> <li>8. Workers engaged in welding are required to use a full welder's face shield</li> <li>9. Workers who are cutting or burning metals are required to wear goggles with the appropriate darkened lens</li> </ol>

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

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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  <hr/> Reviewed By Worker Rep/ WSH Committee: <div style="text-align: center;"></div> Date: <i>January 15/14</i>
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 *Jan 15/14*

## Safe Work Procedure

### PPE - Foot Protection

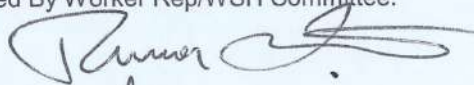
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>Jan. 15/14</i>
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<b>Hazards Present:</b>	<b>PPE or Devices Required:</b>	<b>Additional Training Required:</b>
Foot injury Ankle injury Corrosive chemicals	Steel toed Boots	Care of Use of

<b>Safe Work Procedure:</b>
<ol style="list-style-type: none"> <li>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</li> <li>2 It is the responsibility of the employee to wear these steel toed boots each and every day</li> <li>3 All footwear is to be kept tied as to not pose a tripping hazard</li> <li>4 A requirement for specialized footwear as dictated by the hazards will be supplied by the employer</li> </ol>

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

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regulations:  6.12 Footwear - PPE CSA Standard Z195.1-02 CSA Standard Z195-02	This Safe Work Procedure will be reviewed anytime the task, equipment or materials change and at a <u>minimum of every three years</u>  Reviewed By Worker Rep/WSH Committee:   Date: <i>Jan. 15/14</i>
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## Safe Work Procedure

### PPF - Head Protection

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision: <i>Jan 15/14</i>
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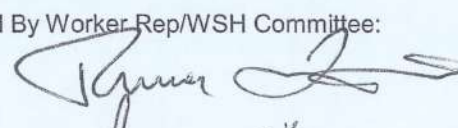
Hazards Present:	PPE or Devices Required:	Additional Training Required:
	Hard Hat	Care of Use of

#### 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, e the emergency stop and follow the lock out procedure**

#### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  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: <i>Jan 15/2014</i>
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*[Signature]* Jan 15/14

## Safe Work Procedure

### PPF - Hearing Protection

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision: <i>Jan. 15/14</i>
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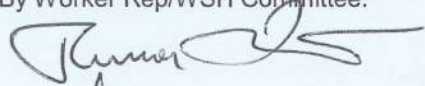
Hazards Present:	PPE or Devices Required:	Additional Training Required:
	Ear Plugs Ear Muffs	Care of Use of


#### 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 travelling 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, e the emergency stop and follow the lock out procedure**

#### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  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: <i>Jan 15/2014</i>
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 *Jan 15/14*



## Safe Work Procedure

### PPE - High Visibility Vest

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision: <i>Jan. 15/14</i>
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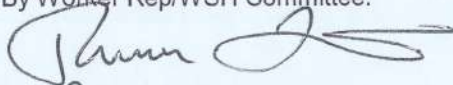
Hazards Present:	PPE or Devices Required:	Additional Training Required:
	Steel toed boots High Visibility Vest	Care of Use of

#### 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, e  
the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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:  Date: <i>January 15/2014</i>
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*Jan 15/14*



## Safe Work Procedure

### Quick Cut Saw Inspection

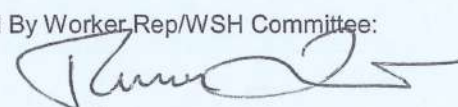
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>Jan. 15/14</i>
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<b>Hazards Present:</b>	<b>PPE or Devices Required:</b>	<b>Additional Training Required:</b>
Eye injuries Hand injuries Airborne particles Noise pollution	Steel toed boots Eye protection Hand protection Hearing protection Hard hat	

<p style="text-align: center;"><b>Safe Work Procedure:</b></p> <ol style="list-style-type: none"> <li>1 Check On/Off switch is functioning properly</li> <li>2 Check rip cord for frays</li> <li>3 Check air filter</li> <li>4 Check gas levels</li> <li>5 Check spark plug</li> <li>6 Ensure guards are in place and secure</li> <li>7 Check cutting blades</li> <li>8 Do check cut ensuring to cut away from body</li> </ol>
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**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, e  
the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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 <u>minimum of every three years</u>  Reviewed By Worker Rep/WSH Committee: <div style="text-align: center;"></div> Date: <i>Jan. 15/14</i>
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*8 Jan 15/14*

## SAFE WORK PROCEDURE

### Repairs and Servicing

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

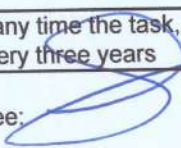
Hazards Present	PPE or Devices Required	Additional Training Required
Equipment failure Collision Pinch Points	Steel Toed Boots      Safety Glasses Safety Gloves	

### 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 - (refer to manufacturers recommendations)
4. Get into vehicle using 3 point contact method. Check for fire extinguisher and turn on engine
5. Check all guages. Ensure that:
  - a) Oil pressure is normal
  - b) Temperature is normal
  - c) Hydraulic pressure is normal (if applicable)
6. Put machine in reverse to ensure back up alarm is working
7. Walk around and check all lights and turn signals
8. Check brakes and brake lights
9. Complete inspection report

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

### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs 7. Preventative Maintenance 6. Personal Protective Equipment WHMIS	This Safe Work Procedure will be revied any time the task, equipment or materials change and at a minimum of every three years
	Reviewed by Worker Rep/WSH Committee:   Date: <u>Jan 15/14</u>



## Safe Work Procedure

### Safeguards

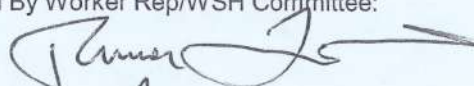
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>Jan 15/14</i>
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<b>Hazards Present:</b>	<b>PPE or Devices Required:</b>	<b>Additional Training Required:</b>
Lacerations Amputation Pinching	Eye Protection Hand Protection Hard Hat	Manufacturer's specifications

<b>Safe Work Procedure:</b>
<ol style="list-style-type: none"> <li>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.</li> <li>2 A guard should not only prevent accidental contact but should prevent workers from intentionally going around or bypassing the guard</li> <li>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</li> <li>4 They should create no new hazard: the guard itself should not create a new hazard. The guards should be affixed in a way that eliminates sharp edges.</li> <li>5 They should create no interference: A good guard should allow the employee to work comfortably and effectively -- since otherwise it may be removed</li> <li>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</li> </ol>

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

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regulations: 16.5 Safeguard Requirements 16.7 Removing a safeguard 22.5 Guarding Moving Parts 16.19 Additional Safeguards for conveyors	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a <u>minimum of every three years</u>  Reviewed By Worker Rep/WSH Committee:   Date: <i>Jan 15/2014</i>
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*Jan 15/14*



## SAFE WORK PROCEDURE

### Sander Truck

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

Hazards Present	PPE or Devices Required	Additional Training Required
Vehicle/property damage Slip/trips Pinch Points	Steel Toed Boots Hearing Protection Hi Vis Clothing  Safety Glasses Safety Gloves	Manufacturers Specifications Certified Operator

### Safe Work Procedure

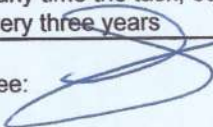
1. Try to have a clear path for drivers in a way that will prevent them from having to back up
2. Scoop up bucket at water level full of sand
3. Be sure that truck is stopped before loading
4. Pull up to side of truck box- check for clearance and dump load
5. Repeat, and fill box to desired amount. Do not overload and ensure that load is spread evenly throughout box
6. Shovel off excess material
7. Loads should not be above screen
8. Signal driver to proceed
9. Clean up any sand that was spilled

**Note:**

- a) Never walk or climb on sander
- b) Never climb in a sander when it is on
- c) Never stick your hand or anything else in or around spinner when on
- d) Follow all manufacturer specification when operating or maintaining sander
- e) Use the sander and the designated vehicle as it is intended. Extreme caution when walking or near spinner

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

### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs 6. Personal Protective Equipment 4. Safe work procedures Machine Tools equipment	This Safe Work Procedure will be revied any time the task, equipment or materials change and at a minimum of every three years  Reviewed by Worker Rep/WSH Committee:   Date: <u>Jan 18/15</u>
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## Safe Work Procedure

### Securing Equipment on Trailer for Transportation

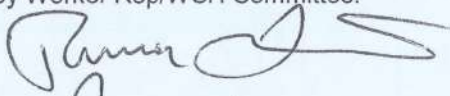
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>Jan. 15/14</i>
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<b>Hazards Present:</b>  Slip/Trip Pinch points Vehicle damage	<b>PPE or Devices Required:</b>  Steel toed boots Eye protection Hand protection	<b>Additional Training Required:</b>
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<p style="text-align: center;"><b>Safe Work Procedure:</b></p> <ol style="list-style-type: none"> <li>1 Ensure that machine (load) is on trailer properly and that brake is set</li> <li>2 Secure machine starting at front</li> <li>3 Front chains will be pulled forward, rear will be pulled towards back</li> <li>4 Use two chains and secure them at 4 separate contact points</li> <li>6 Once chains are tightened, do an inspection to ensure none came undone</li> <li>7 Check load over</li> <li>8 When pulling load, periodically check it in rear view</li> </ol>
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**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, e  
the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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  <hr/> Reviewed By Worker Rep/WSH Committee: <div style="text-align: center;">           Date: <i>Jan. 15/14</i> </div>
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## SAFE WORK PROCEDURE

### Semi and Tandem Truck Drivers

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

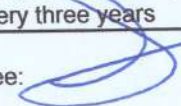
Hazards Present	PPE or Devices Required		Additional Training Required
Other workers/equipment Vehicle damage Slip/trip Pinch points	Steel Toed Boots Hard Hat	Safety Glasses Safety Gloves	Operation certification

#### Safe Work Procedure

1. Do pre trip inspection on machine and complete form
2. Check back up alarm, all guages, hydraulics, def fluid
3. Check brakes
4. Tarp load
5. Make use of spotter when backing up or in tight areas
6. Park on secure, level ground - check for overhead hazards
7. Set parking brake

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

#### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs 7. Preventative Maintenance 6. Personal Protective Equipment 9. Inspections	This Safe Work Procedure will be revied any time the task, equipment or materials change and at a minimum of every three years
	Reviewed by Worker Rep/WSH Committee:   Date: <u>Jan 18/15</u>



## Safe Work Procedure

### Serious Injury


<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b>
				Jan 15/14

<b>Hazards Present:</b>	<b>PPE or Devices Required:</b>	<b>Additional Training Required:</b>
Potential death Loss of limb Infection	Steel toed boots Gloves	First Aid

<p style="text-align: center;"><b>Safe Work Procedure:</b></p> <ol style="list-style-type: none"> <li>1 Shut down all machinery in area of injured person</li> <li>2 Ensure that further hazards are controlled. This may require reference to Fire or Spill procedures by Fire or Spill teams</li> <li>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)</li> <li>4 Notify supervisory staff who will call for outside medical help</li> <li>5 Send a member of the first aid team to hospital to determine victim's condition and/or provide information for the hospital</li> <li>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</li> <li>7 Once able to, the injured person will check in with supervisor regularly by telephone in case information is needed regarding the accident</li> </ol>
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**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, the emergency stop and follow the lock out procedure**

#### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regulations: 5 First Aid	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a <u>minimum of every three years</u>  Reviewed By Worker Rep/ WSH Committee: <div style="text-align: center;">             Date: <span style="font-family: cursive;">January 15/2014</span> </div>
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8 Jan 15/14

## SAFE WORK PROCEDURE

### Set up Traffic Signs

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

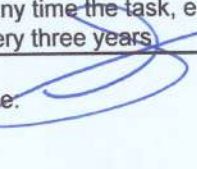
Hazards Present	PPE or Devices Required		Additional Training Required
Slips/Trips Vehicular Traffic Muscle Strains	Steel Toed Boots Hard Hat Hi Vis Clothing	Safety Glasses Safety Gloves	Flagperson Training

### Safe Work Procedure

1. Signs to be set up 200 meters from where work is being done, each sign should be 50 meters apart
2. Park on shoulder of road with hazard signals on
3. Exit vehicle with caution and unload sign from passenger side or rear
4. Set up stand and then attach sign, ensuring that it is angled towards the traffic
5. Place a sandbag, or sign block, 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 emerge stop and follow the lock out procedure***

### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs  6. Personal Protective Equipment Safe work procedures	This Safe Work Procedure will be revised any time the task, equipment or materials change and at a minimum of every three years.
	Reviewed by Worker Rep/WSH Committee:   Date: <u>Jan 18/15</u>

## SAFE WORK PROCEDURE

### Shoveling Granular

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

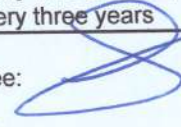
Hazards Present	PPE or Devices Required	Additional Training Required
Muscle Strains Dehydration Heart Attack	Steel Toed Boots      Safety Glasses Safety Gloves	Lifting

### Safe Work Procedure

1. Warm up muscles for 10 minutes with stretching
2. Keep the shovel close to your body
3. Space your hands on the shovel to increase leverage
4. Use a shovel that is comfortable for your height and strength
5. Squat with your legs apart, knees bent and back straight
6. Lift with your legs and do not bend at the waist
7. Pace yourself and replenish fluids to prevent dehydration
8. 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 emerge stop and follow the lock out procedure***

### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs  Musculoskeletal injuries Safe work procedures	This Safe Work Procedure will be revied any time the task, equipment or materials change and at a minimum of every three years  Reviewed by Worker Rep/WSH Committee:   Date: <u>Jan 18/15</u>
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## Safe Work Procedure

### Shoveling Snow

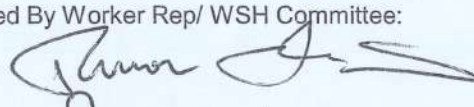
Facility:	Written By:	Approved By:	Date Created	Date of Last Revision: <i>Jan 15/14</i>
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Hazards Present:	PPE or Devices Required:	Additional Training Required:
Muscle Cramps Heart attack Stroke Dehydration Frost Bite	Steel toed boots Eye protection Hand protection	Lifting Body Posture

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 <ul style="list-style-type: none"> <li>A. It is better to push the snow rather than lifting it</li> <li>B. Keep the shovel close to your body</li> <li>C. Space your hands on the shovel to increase leverage</li> <li>D. Shovel an inch or two off the top of the snow</li> <li>D. Use a shovel that feels comfortable for your height and strength</li> </ul> 4. Lifting the snow <ul style="list-style-type: none"> <li>A. Squat with your legs apart, knees bent and back straight</li> <li>B. Lift with your legs and do not bend at the waist</li> <li>C. Scoop small amounts of snow into the shovel and walk where you want to put it</li> </ul> 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, e  
the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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: <i>January 15/14</i>
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 *Jan 15/14*

## Safe Work Procedure

### Site Inspections

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision: <u>Jan. 15/14</u>
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<b>Hazards Present:</b>  Slips/Trips/Falls Serious injury Traffic Hearing	<b>PPE or Devices Required:</b> Hard Hat Steel toed boots Eye protection Hand protection Protection High visibility vest	<b>Additional Training Required:</b>
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<p style="text-align: center;"><b>Safe Work Procedure:</b></p> <ol style="list-style-type: none"> <li>1. Wear all applicable PPE</li> <li>2 Review previous inspection reports to ensure previous deficiencies have been corrected</li> <li>3 To be completed at a minimum as per the Site Inspection policy states or more often as required</li> <li>4 Ensure you record and date your findings in the inspection book (pictures are excellent resource)</li> <li>5 Record all staff (subcontractors also) at the location</li> <li>6 Check that all pertinent permits and documents are in place</li> <li>7 Record and identify all deficiencies</li> <li>8 A copy of the inspection report to be discussed with the staff and supervisor on site</li> <li>9 Copy of inspection to be submitted to WSH Committee/Worker Representative and Management</li> </ol>
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**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, e the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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 <u>minimum of every three years</u>  Reviewed By Worker Rep/ WSH Committee: <div style="text-align: center;">           Date: <u>Jan 15/14</u> </div>
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Jan 15/14



## Safe Work Procedure

### Skidsteer Operation

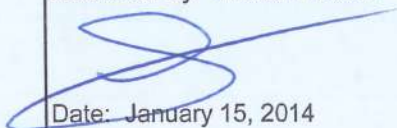
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>Jan 15/14</i>
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<b>Hazards Present:</b>	<b>PPE or Devices Required:</b>	<b>Additional Training Required:</b>
Vehicle or property damage Serious injury Pinch points Other workers Other equipment Slips/Trips	Steel toed boots Eye protection Hand protection Hard Hat	Operator training/certification

<b>Safe Work Procedure:</b>
<ol style="list-style-type: none"> <li>1 Perform pre-trip inspection and record in daily log</li> <li>2 Start using cold start procedure and three point contact rule for entering machine</li> <li>3 Check back up alarm, all gauges and hydraulics</li> <li>4 Check brakes before proceeding to work area</li> <li>5 Turn on beacon lights</li> <li>6 Inspect work area before starting</li> <li>7 In tight areas or where is heavy with traffic use a spotter</li> <li>8 Load only what weight the skidsteer can haul</li> <li>9 Transport the load as close to the ground as possible</li> <li>10 Dump the load as close to the delivery area as possible</li> <li>11 Always be aware of other workers in the area</li> <li>12 Park on level ground with the attachments resting on the ground</li> <li>13 Park and secure machine</li> <li>14 Exit machine using 3 point contact</li> </ol>

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

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a <u>minimum of every three years</u>
MB Workplace Safety & Health Act & Regulations:	
6 Personal Protective Equipment 16 Machines, Tools and Robots 20 Vehicular and Pedestrian Traffic 22 Powered Mobile Equipment	Reviewed By: <i>Trevor Friesen</i> <i>Tony Melanchole</i>  Date: January 15, 2014



## SAFE WORK PROCEDURE

### Snow Blower

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


Hazards Present	PPE or Devices Required	Additional Training Required
Vehicle/property damage Eye Injury Foot Injury Noise	Steel Toed Boots Hearing Protection Warm Hi Vis Clothing Safety Glasses Safety Gloves	Manufacturer's Specification

### Safe Work Procedure

1. Use two people to lift
2. Take breaks to avoid injury from cold, vibration and repetitive motion
3. Be aware of the discharge direction and distance to avoid injury or property damage
4. Clothing worn in layers to avoid overheating or injury
5. Ensure bare skin does not touch metal surfaces
6. Be cautious on slippery/icy surfaces
7. Stop the engine and disconnect the spark plug before performing maintenance or refueling
8. Always operate in a well ventilated area
9. Keep all guards and shields in place
10. Proceed in a forward gear and only use reverse when necessary
11. Keep others away from flying debris
12. 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 emerge stop and follow the lock out procedure***

### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs 6. Personal Protective Equipment Safe work procedures 7. Preventative Maintenance	This Safe Work Procedure will be revied any time the task, equipment or materials change and at a minimum of every three years
	Reviewed by Worker Rep/WSH Committee:   Date: <u>Jan 18/15</u>

## SAFE WORK PROCEDURE

### Snow Plow

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

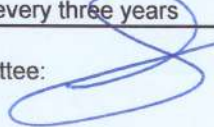
Hazards Present	PPE or Devices Required	Additional Training Required
Vehicle/property damage Slip/fall Traffic/Pedestrians	Steel Toed Boots Hearing Protection Safety Gloves Warm Hi Vis Clothing Two way communication	Manufacturer's Specification Operator Training

### Safe Work Procedure

1. Safe driving practices - winter conditions/inclement weather
2. Perform a pre trip inspection of vehicle and plow
3. Ensure all lights, backup alarm, defroster and plow bolts in good working order
4. Frequently check the structural integrity of the plow
5. Operate per manufacturer's specifications
6. Only pass other vehicles when you have adequate space and need to do so
7. Always exercise extreme caution

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

### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs 6. Personal Protective Equipment 4. Safe work procedures 7. Preventative Maintenance	This Safe Work Procedure will be revied any time the task, equipment or materials change and at a minimum of every three years
	Reviewed by Worker Rep/WSH Committee:   Date: <u>Jan 18/15</u>

## Safe Work Procedure

### Support Dump Boxes

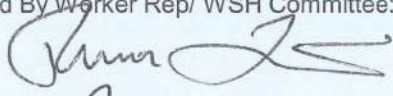
<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b> <i>Jan. 15/14</i>
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<b>Hazards Present:</b>	<b>PPE or Devices Required:</b>	<b>Additional Training Required:</b>
Serious injury/potential death Pinch points Hard	Steel toed boots Eye protection Hand protection Hat	

<b>Safe Work Procedure:</b>
<ol style="list-style-type: none"> <li>1 Park and block truck in neutral with the PTO and pump engaged</li> <li>2 Raise truck box to desired level</li> <li>3 A Stiff leg is a permanently attached pivot and rest, and is the preferred method of support</li> <li>4 If not available use the following:             <ul style="list-style-type: none"> <li>A 6"x6"x6' long timber block across the truck frame between the box and sub-frame as close as possible to the box hinge</li> <li>B 2 pieces of 4"x4"x6' timber placed vertically between tandem tire and the box</li> <li>C Pin locks provided by the manufacturer to secure the box in the elevated position</li> </ul> </li> <li>5 Only keep the box lifted for as long as possible</li> </ol>

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

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regulations:  4 General Workplace Requirements 6 Personal Protective Equipment 16 Machines, 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  <hr/> Reviewed By Worker Rep/ WSH Committee:  Date: <i>Jan. 15/14</i>
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*Jan 15/14*



## Safe Work Procedure

### Tilt Trailer Loading/Unloading


Facility:	Written By:	Approved By:	Date Created	Date of Last Revision: <u>Jan 15/14</u>
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<b>Hazards Present:</b>  Slip/Trip hazard Fall injury Vehicle/Machine damage Pinch points	<b>PPE or Devices Required:</b>  Steel toed boots Safety glasses Hand protection Hard hat Hi Visibility Vest	<b>Additional Training Required:</b>  Operator training/certification
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<b>Safe Work Procedure:</b>
<ol style="list-style-type: none"> <li>1 Reverse this procedure for loading</li> <li>2 Block between all trailer wheels</li> <li>3 Ensure the parking brake is always used when loading and unloading to stop movement of the unit</li> <li>4 Back the unit up until the trailer touches the ground</li> <li>5 <del>Turn</del> the truck off and leave in gear so it does not roll</li> <li>6 Take boomers and chains off.</li> <li>7 Drive the equipment off the trailer</li> <li>8 If unloading more than one piece of equipment, they must come off at the same time</li> </ol>

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

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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  <hr/> Reviewed By Worker Rep/WSH Committee: <div style="text-align: center;">           Date: <u>Jan 15/14</u> </div>
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 Jan 15/14

## SAFE WORK PROCEDURE

### Unloading Excavator

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

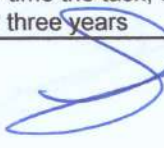
Hazards Present	PPE or Devices Required	Additional Training Required
Vehicle/property damage Slip/trip hazards Pinch Points	Steel Toed Boots Hearing Protection Safety Glasses Safety Gloves	Equipment training

### Safe Work Procedure

1. Park truck and trailer on level ground and set parking brakes
2. Exit vehicle using 3 point contact
3. Set ramps
4. Remove chains/binders from machine
5. Mount trailer using caution and enter machine using 3 point contact
6. Disengage safety switch
7. With excavator arm at rear of trailer slowly back up
8. Set arm on 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 emerge stop and follow the lock out procedure***

### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs 6. Personal Protective Equipment 4. Safe work procedures	This Safe Work Procedure will be revied any time the task, equipment or materials change and at a minimum of every three years
	Reviewed by Worker Rep/WSH Committee:   Date: <u>Jan 18/15</u>

## SAFE WORK PROCEDURE

### Unloading Skidsteer

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

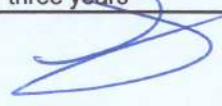
Hazards Present	PPE or Devices Required	Additional Training Required
Vehicle/property damage Slip/trips Pinch Points	Steel Toed Boots Hearing Protection Safety Glasses Safety Gloves	Equipment training

### Safe Work Procedure

1. Park truck and trailer on level ground and set parking brakes
2. Exit vehicle using 3 point contact
3. Set ramps
4. Remove chains/binders from skidsteer
5. Mount trailer using caution and enter skidsteer using 3 point contact
6. Release brake and raise bucket or attachment
7. Slowly back off of trailer and park in a 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 emerge stop and follow the lock out procedure***

### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regs 6. Personal Protective Equipment 4. Safe work procedures	This Safe Work Procedure will be revised any time the task, equipment or materials change and at a minimum of every three years
	Reviewed by Worker Rep/WSH Committee:   Date: <u>Jan 18/15</u>



## Safe Work Procedure

### Working Alone

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision:
				<i>JAN. 15/14</i>

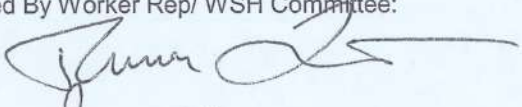
Hazards Present:	PPE or Devices Required:	Additional Training Required:
Slips or Trips Serious injury Pinch points	Steel toed boots Eye protection Hand protection Hard Hat Reflective Vest Communication Device	First Aid Equipment Training/Certification

#### 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, the emergency stop and follow the lock out procedure**

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  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 <u>minimum of every three years</u>  Reviewed By Worker Rep/ WSH Committee:  Date: <i>JAN. 15/14</i>
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*[Signature]* Jan 15/14

## **5.0 GENERAL SAFETY RULES**

1. Accidents, injuries or "near misses", regardless of their nature, shall be promptly reported to supervisors.
2. Approved hard hats shall be worn on the job by all personnel where required.
3. Clothing shall be appropriate to duties being performed. Long pants, a shirt and steel toe work boots are the minimum requirements. No tank tops or tennis shoes.
4. Smoking is permitted only in designated areas.
5. Running is not permitted anywhere, except in the case of extreme emergency.
6. Safety glasses, goggles or face shields shall be worn when concrete breaking, grinding, and for other operations where eye protection is required.
7. Hand tools shall not be used for any purpose other than that intended. All damaged or worn parts shall be promptly repaired or replaced. Damaged or unsafe tools shall be removed from service utilizing the Lockout / Tagout guidelines.
8. Power tools shall be operated only by authorized personnel, with guards furnished by the manufacturer "in place".
9. All electrical hand tools shall be grounded or double insulated.
10. Explosive/powder actuated tools shall be used only by persons who have been instructed and trained in their safe use.
11. Riding on equipment is prohibited. No person shall ride any hook, hoist or other material handling equipment which is used strictly for handling material and not specifically designed to carry riders.
12. Horseplay, fighting, gambling and possession of firearms are strictly forbidden on the job and constitute grounds for dismissal.
13. Possession or use on the job of weapons, intoxicating beverages, or unauthorized drugs is strictly forbidden and constitutes grounds for immediate dismissal.
14. Workers must inform management of any changes to driving privileges or licensing immediately.

## **5.1 ENFORCEMENT OF SAFETY RULES**

Compliance with company and legislative safety standards is necessary to maintain a safe and healthy work environment. As with any program, corrective disciplinary measures may be required to deal with non-compliance issues.

The following are guidelines for disciplinary action resulting from safety rules infractions:



- On the *first offence*, the employee shall be given a verbal warning.
- On the *second offence*, the employee shall be given written warning and meet with his/her foreman and/or supervision.
- A *third offence* shall result in immediate termination of employment.

If the safety violation is of a serious nature, the employer may terminate the employment of the employee without notice. Infractions that have the potential to cause serious damage or injury will be deemed a serious infraction and may result in immediate termination of employment.

## 5.2 SPECIFIC COMPANY RULES

### Alcohol and Drugs

The bringing of, or consumption of alcohol or non-prescription drugs on the job site or while under the influence will not be permitted. Workers will be removed from the work site and the supervisor shall inform company management of the infraction where disciplinary action shall be determined.

### Code of Conduct


Engaging in horseplay, fighting, practical joking, unnecessary running or jumping and other similar conduct is forbidden and may result in disciplinary action. You are expected to act and work professionally at all times and show courteous behavior to all workers, clients, and the general public. Your actions play an integral role in ensuring the safety of one's self and those around you.

### Violence

Our company is committed to providing a work environment that is free from violence. Any acts or threatened acts of violence will not be tolerated. Anyone engaging in violent behavior will be subject to discipline, up to and including termination, and may also be subject to other civil or criminal liabilities. Employees will report any act of violence or threat of violence to their supervisor and such reports shall be investigated. All efforts will be made to keep employees safe at work.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

  
Jan 15/14



## 6.0 Personal Protective Equipment Policy

### Purpose

The purpose of this policy is to minimize injuries to **Blackstone Contracting** employees through the use of proper personal protective equipment.

### Policy

It is the policy of **Blackstone Contracting** to have all employees use approved personal protective equipment. Approved equipment shall be made available by the Company to its employees.

It is the responsibility of all Company personnel both staff and hourly rated employees to wear the items of personal protective equipment as required in each department and as each job procedure may dictate. Workers are required to have approved CSA footwear and long pants at all times within the workplace. Hard hats, ear protection, and eye protection shall be worn as per worksite requirements and will be made available by the employer as required.

It is the responsibility of the individual to assure the protective equipment to be used is in good condition and if not, to have it repaired or replaced.

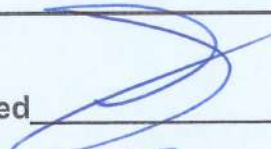
Standard and job specific personal protective equipment adopted for general use should conform with occupational health and safety regulations and the standards referenced by them. However, the Company reserves the right to sample new equipment which it believes is equivalent to the equipment currently available or in use provided that it meets the equivalent standards in the country of origin and is in the process of being certified for use in Canada.

Further, in the spirit of The Workplace Safety and Health Act, the Company will perform ongoing reviews concerning the selection and required use of personal protective items.

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Signed \_\_\_\_\_

Date \_\_\_\_\_

  
Jan 15/14

## 7.0 Maintenance Policy

All tools, equipment, machinery and vehicles are to be kept in a condition that will maximize the safety of all personnel.

All employees will use tools and equipment in the manner in which they are intended and will receive training and instruction in their safe operation. Employees will participate and apply the training received.

- DO NOT attempt to use any tool or equipment that you are not competent with or can not use safely
- ASK YOUR SUPERVISOR!

Employees must report all observed defects to their Supervisor and the defective item must be taken out of service immediately and tagging the tool that identifies the defect. All necessary repairs are to be conducted by a qualified person.


To accomplish our maintenance program goals, an inventory of all major tools, equipment, machinery and vehicles will be kept and updated. The results of any repairs or pre-job inspections will be documented on the "Tool & Equipment Inventory & Maintenance" form.

The supervisor shall be responsible for the application of the maintenance program in his/her area of responsibility.

The operators of any mobile equipment (including trucks, loaders, skid steers, etc.) shall be directly responsible for the safe operation of that equipment and be in possession of a valid operators permit. Any reasonable cause pertaining to the safe operations of the mobile equipment shall be reported immediately to his supervisor or other authorized persons.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

  
Jan 15/14



## 8.0 Safety Training Policy

### Policy

**Blackstone Contracting** will provide, and employees will participate in, all safety and related training that is necessary to minimize losses of human and physical resources of the company. The purpose of this policy is to provide for general and specialized safety and related training throughout all levels of the organization.

This training will include, but not be limited to:

- Safety orientations
- Job-specific training
- Safety training for supervisors and management
- WHMIS training for hazardous or controlled materials
- Specialized safety and related training

### 8.1 Tool Box Talk (Safety Meetings)


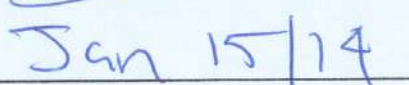
The purpose of tool box talk safety meetings are to provide timely information on safety items, which relate to project activates. Weekly toolbox meetings shall be conducted by the foreman and provide an important communication link with each crew to identify and communicate hazards that may affect safety.

Guidelines for toolbox safety meetings are as follows:

- All members of the crew shall attend. Each member must sign the safety toolbox meeting form. Anyone missing must be informed about important items.
- The toolbox safety meeting shall be held weekly.
- Topics for the toolbox safety meeting shall pertain to safety and loss prevention matters only.

Signed \_\_\_\_\_

Date \_\_\_\_\_



## 9.0 Inspection Policy

As part of **Blackstone Contracting's** hazard identification program, inspections of the worksite and work activities shall be conducted.

At minimum, a formal inspection by the supervisor or lead hand, with the assistance of the worker safety representative, shall be conducted at the beginning of each project using the form provided in our company safety manual.

All personnel will continuously be on the look out for hazards and if practicable, controlled immediately. Personnel are to inform their supervisor or lead hand if the hazard can not be controlled immediately as well as informing others that may be affected.

All corrective actions shall be written and kept on file, with completed inspections posted so as others can read them. If an identified hazard can not be controlled within a reasonable time period, the supervisor or lead hand shall inform the owner for appropriate action.

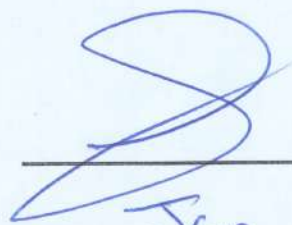
Management, Safety and Health Representatives, and Employees will abide by our company safety manual, the Workplace Safety and Health Act and its Regulations.

## 9.1 Inspections

Inspections of the worksite may be shall be recorded utilizing the Safety H.I.T. List form(s) or other approved Inspection form(s) provided by the company. Copies of the inspections shall be given to supervisor or management upon completion and kept on file.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

  
Jan 15/14

## 10.0 Incident Investigation Policy

Incident investigations are an integral component of **Blackstone Contracting's** company safety program and shall be conducted to determine the cause of an incident in order to implement corrective action to prevent future occurrences.

At minimum, all incidents are to be reported immediately to your supervisor or lead hand, with an initial investigation report completed within 24 hours. Depending on the severity of the incident, a detailed investigation by the supervisor/lead hand and the worker safety representative will be completed within 3 working days. The completed investigation will be forwarded to senior management for review and recommendation, immediately upon completion.

Reported immediately to supervisor, initial investigation report within 24 hours:

- Personal injury requiring first aid
- Incidents resulting in less than \$500.00 property damage
- Incidents that could have resulted in an accident (near miss)
- Incidents that have the potential for occupational illness or environmental damage

Reported immediately to supervisor, detailed investigation within 3 days:

- Personal injury requiring medical aid from a health care professional
- Incidents resulting in more than \$500.00 property damage
- Incidents that result in a fire or explosion
- Any other serious incidents requiring notification to WSH Division

***By regulation, all serious personal injuries; collapse of structure or explosion must be immediately reported to the WSH Division 954-3446***

All incidents and the corrective action shall be discussed with the workforce as soon as practicable, at minimum within one week of the incident.

Management, Safety and Health Representatives and Employees will abide by our company safety manual, the Workplace Safety and Health Act and its Regulations



## 10.1 DEFINITIONS

An **incident** is an unintended event that, under different conditions would have resulted in harm to people or damage to property and equipment. An incident is a "close call" or near accident, often called a "Near Miss".

An **accident** is an unexpected or unintended event that results in injury, loss or damage to people, property, or equipment.

## 10.2 REPORTING PROCEDURE

All incidents/accidents must be reported immediately. Employees shall report all incidents/accidents to their immediate supervisor, who will report to management for investigation proceedings to begin. Each investigation will evaluate the primary and secondary causes in order to establish and implement control measures to reduce the potential of recurrence.

## 10.3 Procedure for Reporting Serious Incidents to WSH

If a serious injury or incident has occurred, the employer is required by law to notify the Workplace Safety and Health Division, by the fastest means of communication available.

If one of the following types of serious incidents occurs, the site supervisor will inform the WSH Division by telephone of the incident providing the information requested:

- A death, or serious injury
  - Fracture of a major bone
  - Amputation
  - Loss of sight
  - Injury resulting from electrical contact
  - Third degree burns
  - Unconsciousness resulting from concussion
  - Poisoning or asphyxiation
  - Cuts requiring medical treatment or time off work
  - Any injury resulting in paralysis
  - Any other injury likely to endanger life or cause disability
- A collapse or structural failure of a building, tower, crane, hoist, temporary construction support system or excavation
- Explosion, fire or flood
- Uncontrolled spill or escape of a hazardous substance
- Failure of an atmosphere-supplying respirator

**To report serious incidents, WSH Division 204-945-3446**

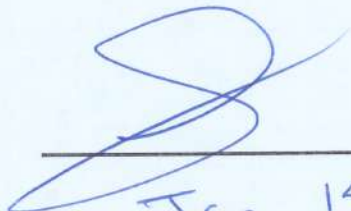


## 10.4 FIRST AID AND MEDICAL TREATMENT

- Report injuries **immediately**, no matter how minor, to your supervisor. Treatment will be given the and incident will be recorded.
- You must notify your supervisor prior to leaving the workplace because of injury or illness, whether it is personal or work related.
- If you receive outside medical treatment for a work related injury or illness, you must notify your supervisor at the start of the next scheduled workday.
- Never move a seriously ill or injured person unless necessary, to prevent further injury. Non-trained personnel should not administer first aid (do only what you are qualified to do)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

  
Jan 15/14

## 11.0 EMERGENCY PREPAREDNESS POLICY

All employees are required to notify the supervisor of any work-related injury or illness no matter how minor in nature.

When anyone is injured in the workplace the following steps will be taken:

- The first person on the scene shall call for help and check that the area is safe.
- First aid treatment shall be administered (by a trained first aider or the supervisor if no first aider is present at the workplace).
- If necessary, an ambulance shall be called or the injured person will be driven to the nearest hospital or medical facility by an employee.
- The scene shall be made secure for investigators if required.
- The supervisor will call family members, or emergency contact persons, or WHS if required.

Employees are legally obligated to fill out a "Notice of Injury" form any time first aid is administered and this form shall be given to the supervisor. This form shall be submitted to office management and recorded on file.

## 11.1 EMERGENCY & FIRE EVACUATION PROCEDURES

In the event of an emergency please follow the procedure outlined below:

1. DO NOT PANIC!
2. If an emergency is spotted dial 911 immediately.
3. Sound applicable alarm systems and evacuate the building or area.
4. Aid anyone with mobility impairment.
5. All employees are to meet in designated areas (muster point) and remain on the premises until role call has been performed.
6. In the event of a fire, locate the nearest fire extinguisher and use it.
7. Take First Aid Kits.
8. If there are any injured employees, perform first aid within your capability and get them medical attention as soon as possible.
9. Wait for further instructions from fire officials. They will determine if and when it is safe to reoccupy the building/property. No one shall enter the affected area without such authorization.
10. Remain at the muster point until emergency response staff says it is safe to return.
11. Report any used fire extinguishers to supervisor to be refilled.

## 11.2 FIRST AID AND MEDICAL TREATMENT

- Report injuries **immediately**, no matter how minor, to your supervisor. Treatment will be given and incident will be recorded.
- You must notify your supervisor prior to leaving the workplace because of injury or illness, whether it is personal or work related.
- If you receive outside medical treatment for a work related injury or illness, you must notify your supervisor at the start of the next scheduled workday.
- Never move a seriously ill or injured person unless necessary, to prevent further injury. Non-trained personnel should not administer first aid (do only what you are qualified to do)

Employees shall be made aware of locations of applicable first aid kits. The contents of the first aid kit are to be used for first aid requirements only and all usage shall be documented in the log book inside or attached to the first aid kit.

## 11.3 INITIAL ATTACK FIRE FIGHTING

A quick response to initial fire is critical in preventing damage and injuries. Workers shall be informed of the location of fire fighting equipment and proper usage of this equipment. Proper use of portable fire extinguishers of the correct class can often prevent a great deal of damage. The following should be noted by all employees:

- Fire fighting equipment should be used only for its intended purpose. Fire extinguishers, which have been used, shall be removed from the work site and replaced as soon as possible.
- Do not block access to fire fighting equipment (practice good housekeeping at all times and keep work area free of combustible materials). Report any issues to supervisor.
- Solvents, gasoline, or other similar materials capable of giving off hazardous vapours may never be utilized as cleaning agents. Use approved type cleaning agents only.




- Inspect all electrical equipment regularly. All electrical equipment must be intrinsically safe. Report any issues with electrical equipment to the supervisor immediately.
- Any flammable waste or spills shall be properly disposed of immediately in approved metal containers (consult your supervisor immediately if you are not trained in disposal).
- Aerosol cans should not be left in operating areas. They are a potential fire/explosion hazard.

***While fires can not always be prevented, practicing good housekeeping at all times and constantly considering "what if..." can substantially reduce the possibility risks caused by fire. Immediate and appropriate response, in the event of a fire, is critical in protecting workers, bystanders, and property pertaining to the worksite.***

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

  
Jan 15/14

## **11.4 EMERGENCY CONTACT NUMBERS**

<b>FIRE EMERGENCY</b>	<b>911</b>
<b>AMBULANCE</b>	<b>911</b>
<b>POLICE</b>	<b>911</b>
<b>Police (Non-Emergency)</b>	<b>204-986-6222</b>
<b>HEAD OFFICE</b>	<b>204-339-7219</b>
<b>OWNER (TONY MALANCHUK)</b>	<b>204-797-7219</b>
<b>MARY-ANNE (GEN. MNGR.)</b>	<b>204-990-7596</b>
<b>TREVOR FRIESEN</b>	<b>204-880-1749</b>
<b>W.S.H. DIVISION</b>	<b>204-946-3446</b>
<b>MB HYDRO (GAS/ELEC)</b>	<b>204-480-5900</b>
<b>CITY OF WPG (WATER)</b>	<b>311</b>

## 12.0 RECORDS AND STATISTICS POLICY

The management of a company safety program is a dynamic and constantly evolving process. Many policies, procedures, notices, statements, and reports are necessary to fulfill legal health and safety requirements. **Blackstone Contracting** shall maintain records and statistics relating to safety and health as required by WSH Act and Regulations.

This record keeping will allow **Blackstone Contracting** to:

- Monitor and evaluate the health and safety performance of this company, workplaces, and workers.
- Identify common factors or trends in accidents or incidents to assist in reducing future incidents or accidents.
- Monitor and evaluate the effectiveness of corrective actions.

### 12.1 RESPONSIBILITIES

**Workers** shall report all accidents, incidents, first aid occurrences, and equipment damage to their supervisor.

**Supervisors** shall send all relevant health and safety information to office management and follow up on procedures to prevent subsequent occurrences.

**Management** shall maintain records, monitor injury frequency, compile information for the annual health and safety review, and follow up on all action items from the annual review.

### 12.2 STATISTICS

Work related injuries and illnesses to be included in the calculations below are those which require treatment by a physician, with prescribed absence from work beyond the day of the illness or injury occurrence.

The following formulas are industry accepted methods for calculating work-related lost time illness and injury frequency, severity, and average days lost rates:



### FREQUENCY RATE

$$\frac{\text{No. of recordable cases} \times 200,000}{\text{Total hours worked (hours of exposure)}}$$

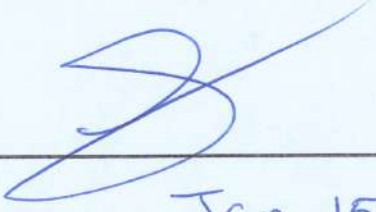
### SEVERITY RATE

$$\frac{\text{No. of work days lost} \times 200,000}{\text{Total hours worked (hours of exposure)}}$$

*Note: The 200,000 figure represents 100 workers at 40 hours per week for 50 weeks per year.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

  
Jan 15/14

## **13.0 LEGISLATION**

**Blackstone Contracting** is aware of the regulations as set forth by Chapter W210 (10/02) of the Workplace Safety and Health Act. Our goal is to secure all workers and the public from risks to their safety, health, and welfare arising out of, or in connection with, activities in workplaces pertaining to the operations of this company.

The WSH "ACT" is the LAW and is common to all workplaces regardless of the type of work performed. The WSH legislation spells out the legal duties and responsibilities of people found in the workplace.

### **13.1 EMPLOYER'S RESPONSIBILITIES**

**Blackstone Contracting** shall ensure that all duties outlined in section 4 of the Workplace Safety and Health Act are met to ensure, so far as is reasonably practicable, the safety, health, and welfare of all employees and workers and comply with the Act and regulations. The employer shall provide necessary tools and equipment, training, information, and supervision to ensure that safety, health, and welfare of all applicable participants pertaining to the workplace remains a priority.

### **13.2 SUPERVISOR'S RESPONSIBILITY**

In accordance with section 4.1 of W210 the supervisor shall, so far as is reasonably practicable, take all necessary precautions to ensure the safety and health of the workers under his or her supervision. The supervisor shall, in accordance with the Act, inform the workers of foreseeable risks and ensure that appropriate PPE is worn at all times.

It is the supervisor's responsibility to adhere to the safety rules set forth by the Act and this company safety manual. The supervisor shall identify hazards within the workplace and provide applicable controls for such hazards. This shall be done by constant monitoring of the workplace, setting an example for those workers under his or her supervision, and in compliance with the legislation.

### **13.3 WORKER'S RESPONSIBILITY**

Every worker, while at work, shall take reasonable care to protect his own safety and health as well as the safety and health of those around him. A copy of the Workplace Safety and Health Regulations shall be accessible to all workers and workers shall be informed of their responsibilities within the Act.

Workers shall consult and cooperate with the supervisor and/or the worker safety and health representative (as designated by the employer). All workers shall wear applicable clothing and PPE provided by his employer at all times and comply with the Act.

### 13.4 FUNDAMENTAL RIGHTS OF ALL WORKERS

Every worker in Canada has three fundamental rights:

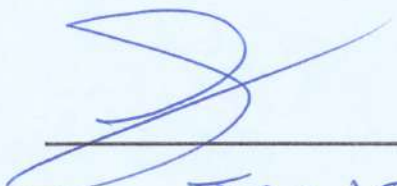
- The **Right to know** - about any hazards they may encounter in the course of their work.
- The **Right to Participate** – in their own safety and health.
- The **Right to Refuse** – dangerous or unsafe work.

### 13.5 LEGISLATION SUMMARY

Legislation is the law and is common to all workplaces regardless of the type of work that is being done. The WSH Act & WSH Regulations contain the legal requirements that must be met by all workplaces under the jurisdiction of Manitoba WSH and the legislation is enforced in Manitoba through the Workplace Safety and health Division. Copies of the WSH Act & Regulation shall be made accessible to all employees for further reference.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

  
Jan 15/14



## 14.0 LEGISLATION POLICY (MANITOBA SUPPLEMENT)

All personnel of **Blackstone Contracting** will take every reasonable precaution to protect the safety, health and welfare of themselves and others. All work is to be conducted in accordance with the minimum standards outlined in the Workplace Safety and Health Act and Regulation.

Management; Supervisors; Worker Safety and Health Representatives and Employees will be informed of their legal duties and responsibilities and are expected to participate and apply safe work practices in accordance with applicable legislation.

A copy of the Workplace Safety and Health Act (W210) and the Manitoba Regulation (MR 217/2006) will be placed in our company safety manual. A copy of our safety manual and applicable legislation will be readily available at head office and on the jobsite (if not practicable to be on the jobsite, in the company vehicle) for all employees to read and/or refer to.

In addition, our company will develop the following guidelines in accordance with legislation:

- Hearing Conservation Program will be implemented for work areas where exposure to noise is in excess of 80 dBA
- No employee will work alone unless a Working Alone Procedure is developed between the employee and supervisor – a system of contact is to be developed and adhered to
- Lock-Out / Tag-Out procedure must be developed if performing any type of work in which the release of energy could inadvertently start up or cause injury to a worker
- Where cranes, forklifts, critical or sensitive equipment is used, applicable training/certification will be provided/verified prior to startup
- Any person working with or in the proximity of a controlled product will receive WHMIS training prior to job startup
- For all tasks which pose the potential for a musculoskeletal injury, a risk assessment will be conducted and appropriate control measures to eliminate, reduce or control injury to workers will be implemented



## **14.1 HARRASSMENT PREVENTION POLICY**

All employees are entitled to a work in an environment free of harassment. The employer will take all reasonable measures to ensure that no employee is exposed to harassment during their employment by enforcing a "zero tolerance" policy. Violators of the policy will be subject to disciplinary action in accordance with developed procedures, or at the discretion of Senior Management.

Workplace Safety & Health Legislation defines "Harassment" as: any objectionable conduct, comment or display by a person that is directed at a worker in a workplace or is made on the basis of race, creed, religion, colour, sex, sexual orientation, gender determined characteristics, political belief, political association, political activity, marital status, family status, source of income, disability, size or weight, age, nationality, ancestry or place of origin and which creates a risk to the health of a worker.

All employees must report harassment complaints to their immediate supervisor upon occurrence. The Supervisor in conjunction with Senior Management and the Safety Committee/Worker Representative will investigate each complaint while maintaining confidentiality. The details of the complaint investigation will be documented, interviews may be conducted and the complainant and the alleged harasser will be informed of the results of the investigation. Details of the investigation may only be disclosed if particulars are necessary to proceed with the investigation of the complaint, take corrective action, or are required by law. Employees have the right to file a complaint with the Manitoba Human Rights Commission.

This company will endeavor to work in a spirit of consultation and cooperation with all employees to achieve a respectful work environment for all employees.

## **14.2 VIOLENCE PREVENTION POLICY**

All employees are entitled to a work in an environment free of violence. The employer will take all reasonable measures to ensure that no employee is exposed to the risk of violence during their employment by enforcing a "zero tolerance" policy. Violators of the policy will be subject to disciplinary action in accordance with Basement Systems Winnipeg developed procedures, or at the discretion of Senior Management.

Workplace Safety & Health Legislation defines "Violence" as: the attempted or actual exercise of physical force against a person; and any threatening statement or behavior that gives a person reasonable cause to believe that physical force will be used against the person.

This company will identify and assess the risk of violence in the workplace in consultation with the Workplace Safety & Health Committee and ensure compliance with the Violence Prevention Policy. Workers will be made aware of the policy through their orientations and a copy will be posted prominently in the workplace.

When an employee observes an act or behavior that is perceived to be threatening in nature which poses a potential risk to their own or others safety and health, the following procedures must be followed:



Employees:

- Move to a safe location and report the incident to your Supervisor immediately
- Provide complete details of the incident
- Do not try to resolve the incident yourself or interfere with violent individuals

Supervisors/Senior Management:

- Investigate all reported complaints of violence within 24 hours by completing a company investigation report form.
- Attempt to diffuse the situation by discussion with affected parties
- Interview, if necessary, alleged violators of the company policy
- If a safe resolution is not possible, contact outside assistance such as: Workplace Safety & Health or the local Police Department
- Inform the alleged violator and complainant of the results of the investigation

## **14.3 WORKING ALONE POLICY**

The safety of all employees is of utmost priority. In the interest of ensuring, so far as reasonably practicable, the safety, health and welfare of our employees, NO PERSON shall be permitted to work alone, or in isolation, without the express written permission of the management.

Prior to any employee being allowed to work alone or in isolation, a written and signed procedure will be developed. The procedure shall include at minimum:

- Assessment of all working alone situations to determine the conditions or circumstances that may pose a hazard(s), and attempt to reduce the probability of such occurrences
- The provision of means of securing assistance in the event of injury or other Joint consultation and cooperation

The following steps are to be taken in the implementation of our Working Alone Policy:

### **PRE-JOB MEETING**

1. Time frame in which working alone will occur
2. Location of employee working alone
3. Specific hazards that may be encountered and appropriate means of control
4. Time scheduled for checking on the employee



## WRITTEN WORKING ALONE PROCEDURE

The working alone Procedure shall be written and signed by the person working alone and the designated contact person. Detail of the procedure to follow in working alone situations shall include:

- Detail of beginning and end of working alone condition
- Specific time or intervals for employee contact
- Detail of who shall establish contact
- Procedure to follow if contact can not be established
- Procedure regarding emergency rescue
- Method for recording of employee contacts

## 14.4 HEARING CONSERVATION

Wherever employees are exposed to an uncontrolled noise level, as outlined by the WSH Act & Regulation exceeding 80 dBA, hearing protection devices will be provided. Workers must wear approved PPE hearing protection on all sites where excessive noise is present and shall be trained in proper usage and care of this equipment.

Your hearing is very important and the human body DOES NOT repair itself – hearing loss if permanent. Workers will have ear protection readily available and are expected to be proactive in protecting their hearing. **THE BEST PROTECTION FOR YOUR HEARING IS TO WEAR APPROVED HEARING PROTECTION AT ALL TIMES ON THE WORKSITE.**

## 14.5 WHMIS (WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM)

WHMIS provides a means to make information readily available to all workers concerning hazardous materials in the workplace. WHMIS information is in the form of labeling and material safety data sheets. The material safety data sheets provide information on controlled products.

Employees must receive WHMIS training (including the safe handling, storage, usage of, and transportation of controlled products) and be familiar with the different types of labeling and symbols. The employer, as well as the supplier, shall ensure that controlled products are properly labeled with MSDS sheets on each controlled product accessible to all workers associated with the work site. ***The following are common WHMIS symbols:***



Compressed  
Gas



Flammable



Oxidizer



Poisonous



Toxic



Biohazard



Corrosive



Reactive

## 14.6 LOCKOUT / TAG OUT

Lockout is the physical use of a lock or locks to ensure that machinery, equipment, systems, pipes, etc. are inoperable. This is to prevent the release of any possible energy source and to ensure that the energy source is permanently isolated (making it impossible to start up again while it is being worked on). This may also require the release of stored energy such as temperatures, compressed air, hydraulic pressure, etc. to reduce the possibility of injury or possible fatality to workers servicing machinery or equipment.

In order to ensure the safety and health of all workers capable of performing service or maintenance, the following must be followed:

- No work is performed unless the machine is inoperable.
- The worker is assured that the machine is inoperable.
- Follow safe work procedures and manufacturer's procedures for servicing the machinery requiring service.

The use of Tag Out procedures may be required, in addition to specific lockout procedures, to notify all individuals working in the area, or anyone who could possibly remove or defeat the lockout safeguards already in place (follow the safe work procedures).

### Lockout Procedures:

- A) **Identify** the machinery or equipment where work will be performed.
- B) **Shut Off** the machinery or equipment and ensure that all moving parts have come to a complete stop.
- C) **Deactivate** the main energy switch for EACH source of energy (some machines will have energy supplied from multiple sources).



- D) **Lockout** with a personal lock or designated key to ensure that all parts and attachments are impossible to be started or moved due to a release of energy.
- E) **Tag Out** – refers to attaching a tag to communicate the status of the machinery or equipment being serviced (refer to safe work procedure).
- F) **Try** the lockout of the machinery or equipment to verify that the lockout of the machinery or equipment being serviced is effective.

## 14.7 MUSCULOSKELETAL INJURIES

Risk assessment shall be performed by the employer where there is a risk or musculoskeletal injuries to the worker. Workers will be informed of potential risks and signs of common symptoms of musculoskeletal injury. Our company will, so far as is reasonably practicable, implement control measures to reduce these risks.

All workers must be informed of the safe job procedures pertaining to each specific task and shall follow the safe work procedures to ensure against possible musculoskeletal injury.

## 14.8 OPERATOR COMPETENCY

Workers will be trained on proper operation of applicable machinery as required. Workers will be allowed to operate front end loaders, skid steers, vehicles, excavators, etc. dependant on their experience and demonstrated ability to operate the specific machinery in a safe and productive manner. Certification may be required, and shall be issued by the employer if required, for particular operations. Specific site training will be provided where applicable to ensure that the operation of all vehicles and/or machinery is operated in accordance with the rules and regulations of the workplace and the WSH Act and Regulations.

All workers will provide appropriate licensing (where required) and will inform the employer of any changes to their licensing immediately.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

  
Jan 15/14



# Appendix

**Blackstone Contracting  
New Employee Orientation****Appendix A**

---

Employee: \_\_\_\_\_ Hire Date: \_\_\_\_\_  
Position: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

**Topics Covered**

**Company Safety Policy** \_\_\_\_\_

**Employee's Responsibilities for Safety** \_\_\_\_\_

**Safe Work Practices** \_\_\_\_\_

General Duties \_\_\_\_\_

Vehicles \_\_\_\_\_

Tools & Equipment \_\_\_\_\_

---

***Personal Protective Equipment***

Hard Hat \_\_\_\_\_

Safety Glasses \_\_\_\_\_

Safety Boots \_\_\_\_\_

Hearing Protection \_\_\_\_\_

---

**General Safety Rules (copy received)** \_\_\_\_\_

**Toolbox Meetings** \_\_\_\_\_

**Reporting Unsafe Acts/Conditions** \_\_\_\_\_

**Reporting Accidents** \_\_\_\_\_

**First Aid** \_\_\_\_\_

**WHMIS** \_\_\_\_\_

**Trainer:** \_\_\_\_\_

**Employee:** \_\_\_\_\_

## New Employee Orientation Quiz

1. You have the responsibility to refuse unsafe work if imminent danger exists? True or False
2. A written Hazard Assessment is conducted before work starts? True or False
3. Working Safely is a condition of employment? True or False
4. Give an example of a company safety rule? \_\_\_\_\_
5. What PPE is required for your job? 1. \_\_\_\_\_, 2. \_\_\_\_\_ 3. \_\_\_\_\_
6. If a vehicle or equipment needs repair, I should: \_\_\_\_\_
7. It is important to maintain good housekeeping in your work area? True or False
8. You observe an unsafe act on the work site, should you:  
a) Wait for next safety meeting b) Report immediately c) Let someone else worry about
9. Company safety meetings or Tool Box Talks are optional? True or False
10. Tools and equipment where guards are missing or inoperative are OK to use "just this one time"? True or False
11. Only serious accidents need to be reported? True or False
12. I need to report "close calls" or "Near Miss" incidents to my supervisor? Why?  
\_\_\_\_\_
13. A first aid record needs to be filled out each time the first aid kit is opened? True or False
14. What is the WSH Act, Regulation, and Code? \_\_\_\_\_
15. There are symbols on hazardous materials used in the workplace to inform me of protect me from immediate and long term hazards? True or False
16. Where is the information on hazardous materials found? \_\_\_\_\_
17. Name Two Worker responsibilities for safety: 1. \_\_\_\_\_ 2. \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## INSPECTION FORM

<b>Location:</b>	<b>Date:</b>
Supervisor:	Worker Safety Rep:

☒ OK

☒ NEED ACTION

### Items to Review:

#### People

- ☐ Unsafe Acts
- ☐ Unsafe Work Procedures
- ☐ Improper Tool Use
- ☐ Improper Equipment Use
- ☐ Not Using PPE
- ☐ Not following Safety Rules
- ☐ Operator Authorization

#### Equipment

- ☐ Ladders
- ☐ Scaffolds
- ☐ Power Tools
- ☐ Adequate Supply of PPE
- ☐ Fire Extinguisher
- ☐ First Aid Supplies
- ☐ Electrical

#### Materials

- ☐ Housekeeping
- ☐ Controlled Products
- ☐ MSDS Sheets
- ☐ Storage / Stacking
- ☐ Rough Edges
- ☐ Heavy Material
- ☐ Safety Bulletin Board

#### Environment

- ☐ Noise
- ☐ Ventilation
- ☐ Lighting
- ☐ Temperature
- ☐ Ice / Snow
- ☐ Slip / Trip Hazards
- ☐ Sanitation

<b>Severity</b> <b>1 - Immediate Danger</b> (death, disaster) <b>2 - Serious</b> (major injury or damage) <b>3 - Minor</b> (non serious injury or damage) <b>4 - Negligible</b> (first aid or less) <b>5 - Not Applicable</b>	<b>Probability</b> <b>A - Probable</b> (immediately or soon) <b>B - Reasonably Probable</b> (eventually) <b>C - Remote</b> (could at some point) <b>D - Extremely Remote</b> (not likely)
ie: Each Hazard will have a 1A, 3B or 4D, etc rating.	

Item #	Identified Hazard	Hazard Ranking	Control	Action By	Completed
1					
2					
3					
4					
5					
6					
7					
8					

Supervisor Review: \_\_\_\_\_

Worker Review: \_\_\_\_\_  
 \_\_\_\_\_

# Blackstone Contracting

## Toolbox Meeting

Date: \_\_\_\_\_

Project: \_\_\_\_\_ PIN: \_\_\_\_\_

Number in Crew: \_\_\_\_\_ Number Attending: \_\_\_\_\_

Craft: \_\_\_\_\_ Foreman: \_\_\_\_\_

### Review Last Meeting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Topic(s) Discussed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggestion Offered: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action(s) to Be Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Injuries/Accidents Reviewed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Foreman's Signature: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Remarks: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Pre-Job Safety Instruction Meeting & FLRA

Date: \_\_\_\_\_ Shift: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Project: \_\_\_\_\_

 Toolbox Talk Topic & Discussion: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Site Emergency # : \_\_\_\_\_

Muster Point: \_\_\_\_\_

Job Steps	Hazards	Priority	Probability	Controls To Eliminate/ Control Hazard

**Hazard Priority:** **A – imminent danger:** control before work continues; **B – Major:** must be addressed; **C – minor:** to be addressed accordingly

**Hazard Probability:** **1 – Probable; 2 – Reasonably Probable; 3 – Remote; 4 – Extremely Remote**

Location of PSI &amp; FLRA Meeting: \_\_\_\_\_

Foreman Call Numbers: \_\_\_\_\_

I have explained the job and tasks to my workers and we have identified and reviewed all known and expected hazards associated with the job. I will watch over my crew and I am committed to perform incident and injury free today.

Supervisor/Foreman Signature: \_\_\_\_\_



## Incident Investigation Report

INJURY	PROPERTY DAMAGE	VEHICLE COLLISION
Date of Report:	Name of Injured Person:	
Injured Person Phone #:	First Aid Report Filled Out?	

Date of Incident:	Location of Incident:
Time of Incident:	Incident Number:

**Description of Incident** *(provide as much detail as possible)*

**Names of Witnesses**  
(witnesses fill out report)

**Nature of Injury or Property Damage or Vehicle Collision** *(first aid findings and recommendations or sketch)*

**Statement of DIRECT & INDIRECT Causes** *(any unsafe conditions and/or behaviours contributing to the incident)*

**Corrective Action(s) Applied**

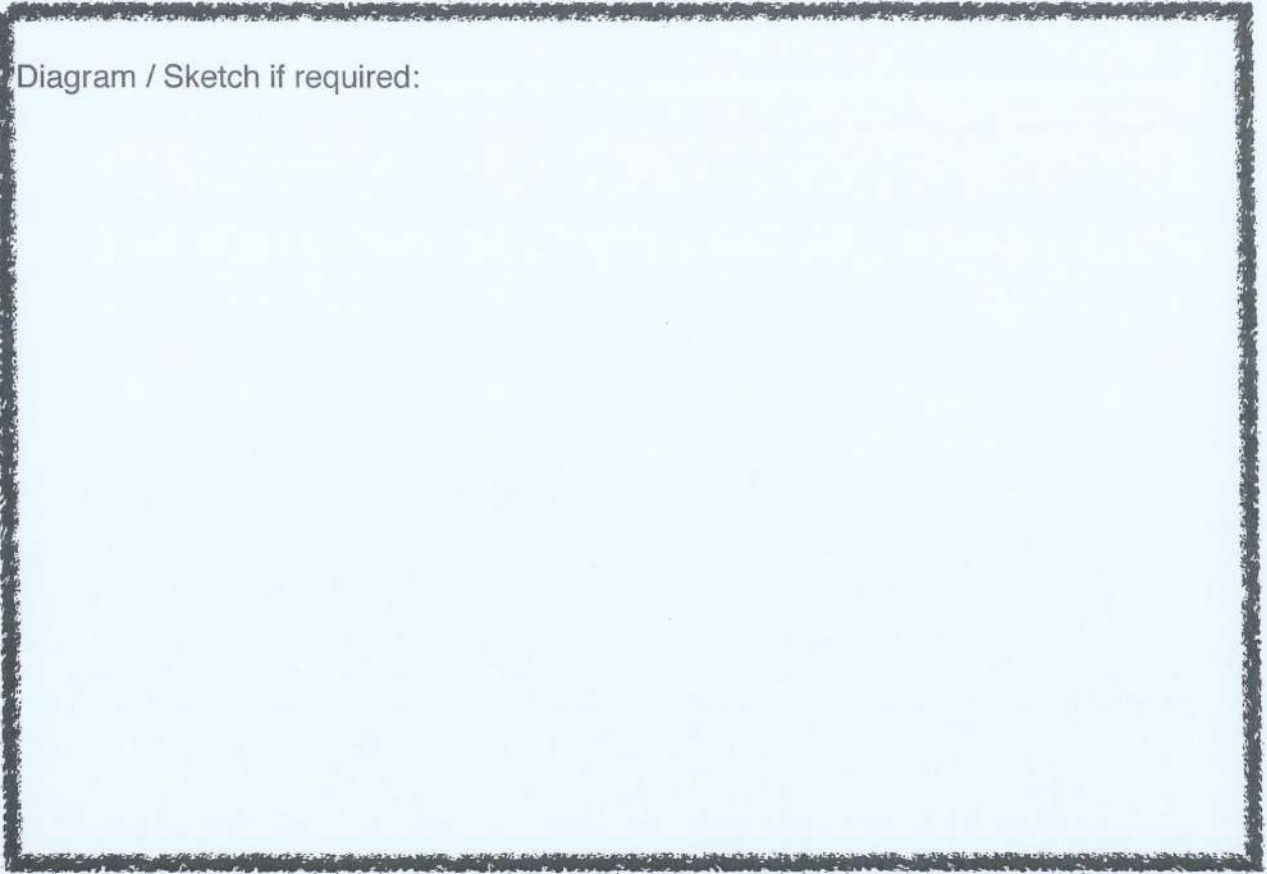
**Additional Recommended Actions**

Item	By Whom	Completion Date

**Additional Comments or Observations** *(Equipment involved – make/model/serial number)*

**Person(s) Conducting the Incident Investigation**

Diagram / Sketch if required:



Print Name	Title	Signature

Print Name	Signature	Print Name	Signature
Worker Safety Rep		Supervisor	
Company Owner			

Date Report Completed: \_\_\_\_\_



## WORKING ALONE PLAN / PROCEDURE

1. Workplace location where worker will be working alone: Various locations throughout company operations	
2. Degree of risk the worker will be doing: <input checked="" type="checkbox"/> High risk work with a lowered risk when worker is competent and trained.	
3. Type of work that the worker will be doing where he/she will be working alone?	<input type="checkbox"/> Climbing on/off equipment <input type="checkbox"/> Operating equipment <input type="checkbox"/> Travel with equipment (Minimal – short distance)
4. Hazards that the worker will be exposed to? (LIST HAZARDS)	Safeguards or steps that must be taken to protect or check up on the worker? (LIST SAFEGUARDS)
	<input type="checkbox"/> A check in or communication plan which will consist of:  1) Phone/radio contact will be made by every _____ hours (SUGGESTED 2 Hours) to check on the worker, or  2) _____ will check on worker every _____

It is mutually agreed upon by the supervisor and the worker that has been assigned to work alone, that the above plan that has been completed, is satisfactory in providing sufficient safeguards for the safety and health of the worker.

Supervisor (signature): \_\_\_\_\_ Worker (signature): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## EMPLOYEE WARNING REPORT FORM

Blackstone Contracting HEALTH & SAFETY PROGRAM		<b>WORKER DISCIPLINARY REPORT</b>	
		<input type="checkbox"/> WRITTEN WARNING <input type="checkbox"/> SUSPENSION <input type="checkbox"/> TERMINATION	
WORKERS NAME:		DATE OF DISCIPLINARY ACTION:	
POSITION/TITLE:		PROJECT NAME/LOCATION:	
SPECIFIC DETAILS OF INFRACTION			
CORRECTIVE ACTION EXPECTED OF WORKER			
WORKER STATEMENT (IF ANY)			
WORKER'S ACKNOWLEDGEMENT: I HAVE READ AND UNDERSTAND THIS DISCIPLINARY REPORT. MY SIGNATURE DOES NOT NECESSARILY MEAN I AGREE WITH THE FINDINGS OF THIS REPORT		WORKER'S SIGNATURE	DATE:
SUPERVISOR NOTES:			
<b>APPROVALS</b>			
MANAGEMENT SIGNATURE	DATE	MANAGEMENT SIGNATURE	DATE

## **EMERGENCY CONTACT NUMBERS**

<b>FIRE EMERGENCY</b>	<b>911</b>
<b>AMBULANCE</b>	<b>911</b>
<b>POLICE</b>	<b>911</b>
<b>Police (Non-Emergency)</b>	<b>204-986-6222</b>
<b>HEAD OFFICE</b>	<b>204-339-7219</b>
<b>OWNER (TONY MALANCHUK)</b>	<b>204-797-7219</b>
<b>MARY-ANNE (GEN. MNGR.)</b>	<b>204-990-7596</b>
<b>TREVOR FRIESEN</b>	<b>204-880-1749</b>
<b>W.S.H. DIVISION</b>	<b>204-946-3446</b>
<b>MB HYDRO (GAS/ELEC)</b>	<b>204-480-5900</b>
<b>CITY OF WPG (WATER)</b>	<b>311</b>





## Blackstone Contracting

Year End Injury Summary

Year Dated: \_\_\_\_\_

Month	Personal Injury Cases			Days Lost	Frequency	Severity
	Lost Time Cases	Medical Referrals				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
Total						
	Average					

Appendix I

**Blackstone Contracting**

**Monthly Safety Summary**

Date: \_\_\_\_\_

1. Number Workers Hired: \_\_\_\_\_  
Number Completed Orientation: \_\_\_\_\_
2. Number Toolbox Meetings Scheduled: \_\_\_\_\_  
Number Conducted: \_\_\_\_\_  
Percentage Attendance: \_\_\_\_\_
3. Number Formal Inspections Scheduled: \_\_\_\_\_  
Number Completed: \_\_\_\_\_  
Total Unsafe Acts/Conditions Identified: \_\_\_\_\_  
Number Corrected: \_\_\_\_\_  
Number Outstanding: \_\_\_\_\_
4. Number of Incidents  
    Damage Only: \_\_\_\_\_  
    Injury Only: \_\_\_\_\_  
    Injury and Damage: \_\_\_\_\_  
    Near Miss: \_\_\_\_\_  
Number of Investigations Completed: \_\_\_\_\_  
    Outstanding: \_\_\_\_\_  
Number of Recommendations Made: \_\_\_\_\_  
    Complete: \_\_\_\_\_  
    Outstanding: \_\_\_\_\_

\_\_\_\_\_  
Manager's Signature: \_\_\_\_\_

Appendix I