Safe Work Practices Table of Contents

DOMINION MASONRY LTD	Safe Work Practice – Safeguarding, Hazard Tape and Signage			
	Rev. 1.0	Created: May 2024	Last review: ------	SWP - 01

PART 1 – PROJECT INFORMATION	
Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

PART 2 – HAZARD IDENIFICATION

POTENTIAL HAZARDS - To be completed when conducting a FLHA

☒ Other Trades/Contractors	☒ Excavation or Trenches	☒ Limited Communication
☐ Limits of Approach (Power Lines)	☐ Heat or Cold Stress	☐ Violence
☐ Electrical Shock	☒ Noise - Above 85 Decibels	☐ Crane Misadventure
☒ Public Traffic	☐ Lifting or Twisting	☐ Working Near or Around Water
☐ Poor Driving Conditions	☐ Compressed Gases or Liquids	☐ Ergonomics
☐ Terrain Conditions	☐ Poor Soil Conditions	☐ Tools or Equipment
☐ Fall From Elevations	☐ Weather Conditions i.e., water, wind, sun	☐ Pedestrians
☒ Falling Objects	☐ Working Alone or Remote Location	☐ Hot Surfaces
☐ Climbing Obstructions	☐ Mobile Equipment	☐ Slippery Ground Conditions
☐ Arc Flash Potential	☐ Entanglement	☐ Spills
☐ Flying Debris	☐ Sharp Objects	☐
☐ Unsafe or Inadequate Access	☐ Crush/ Pinch Point Hazards	

CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)

Elimination is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the hazard is no longer present. It is the preferred way to control a hazard and should be used whenever possible.

Substitution is the act of replacing something with another thing… in this case, a hazard is replaced with a less hazardous one.

ENGINEERING

☒ Isolation	Separating workers from the hazard by distance or the use of barriers
☐ Enclosures	Placing the material or process in a closed system (e.g., enclosed machines, booths, etc.)
☐ Guarding & Shielding	Using guards around moving parts of machinery
☐ Ventilation	Using local exhaust or general dilution ventilation to remove or reduce airborne products
☐ Mechanical Lifting Devices	Using mechanical methods to lift or move objects instead of manual lifting
☐ Guardrails	Using guardrails to prevent a fall

ADMINISTRATIVE

- ☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.
- ☐ Preventative maintenance to keep equipment in proper working order
- ☐ Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)
- ☒ Restricting access to a work area.
- ☒ Restricting the task to only those competent or qualified to perform the work
- ☒ Using signs to warn workers of a hazard.

PERSONAL PROTECTIVE EQUIPMENT

☒		CSA Approved Footwear	☒		Hand & Finger Protection
☒		CSA Approved Headgear	☒		Safety Eyewear
☐		Fall Protection Equipment	☐		Hearing Protection
☐		Dust Mask (N95)	☐		Respiratory Protection
☒		High Visibility Vest (clothing)	☐		Face Shield
☐		Arc flash Protection	☐		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS – Low Risk for Caution Tape

Moderate to High when requiring Danger Tape

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

WORKER RESPONSIBILITIES

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

DO'S:

1. **Comply with OH&S Regulations:** Follow occupational health and safety regulations.
2. **Wear and Use Required PPE:** Utilize Personal Protective Equipment and ensure equipment is in good condition.
3. **Protect the public:** Close off hazardous areas to the public.
4. **Inform Personnel of Hazards:** Ensure all workers are aware of surrounding hazards.
5. **Use tape for identification:** Tape off work sites and hazardous areas.
6. **Follow Color Codes to Tape:** Use red tape for danger and yellow tape for caution.
7. **Replace Worn-Out or Damaged Tape:** Replace tape when work or unreadable.
8. **Use Strong Tape:** Ensure tape is sturdy, visible, and elevated off the ground.
9. **Use Appropriate Hazard Control:** Use danger tape for short-term hazards and fencing for long-term moderate to high-risk areas.
10. **Clear Wording on Tape:** Ensure that the wording on the tape clearly identifies any hazard.
11. **Reusable Tape:** Opt for tape that is reusable, allowing for flexibility as the work site changes.
12. **Day/Night Visibility Tape:** Use tape that is visible during both day and night to meet nighttime safety requirements.
13. **Notify Supervisor for More Tape:** Inform your supervisor when additional tape is needed to maintain safety measures.

DON'T'S

1. **Authorized Removal of Tape Only:** Never remove tape unless authorized to do so.
2. **Respect Danger Tape Warnings:** Take Danger Tape warnings seriously; do not ignore them.
3. **No Tape for Rooftop Warning Lines:** Avoid using tape as a warning line on rooftops.
4. **Approval Required to Cross Red Barricade Tape:** Do not cross into a red barricade tape area without approval and completing a FLHA
5. **No Overnight Danger Tape:** Avoid leading Danger Tape overnight, use barricades or guardrails instead.
6. **Ensure Complete Barricade:** Do not leave gaps or openings in the barricade to prevent people from inadvertently entering hazardous areas.

SAFE WORK PRACTICES

1. **Authorized Removal Only:** Never remove barricades, flagging tape, or signage without authorization.
2. **Enclosed Barricaded Area:** Ensure the barricaded area is fully enclosed, with tape placed around 36" above ground level.
3. **Securely Fasten Tape:** Tape should be securely fastened to prevent sagging or falling.

4. **Contact Information Signs:** Post signs near the tape with contact information of responsible individuals.
5. **Reason for Identification on Signs:** Clearly identify the reason for the barricade on signs.
6. **Laminate Signs for Durability:** Laminate signs for durability especially outdoors.
7. **Signage on All Sides:** Install signage on all sides of the work area to prevent inadvertent entry.
8. **No Entry with Danger Tape:** Avoid entering areas cordoned off with Danger Tape.
9. **Access Protocol for Barricaded Areas:** Find alternate routes if barricades blocked thoroughfares; contact responsible individuals listed on signs for access.
10. **Removal of Danger Tape:** Remove Danger Tape when the scope of work is completed or when instructed by a supervisor.

ADDITIONAL INFORMATION

Yellow (Caution Tape):

- Used for areas with low-level risk and health hazards.
- Indicates caution, signalling individuals to enter with care.
- Examples of hazards may include excessive noise, equipment use, or congested work areas.

Red (Danger Tape)

- Used for areas with moderate to high levels of risk and health hazards.
- Indicates danger and prohibits entry without supervisor permission.
- Examples of hazards may include oversize or overhead loads, fall protection, excavation, and confined spaces entry.

These color-coded tapes serve as visual indicators or the level of risk associated with the barricaded area, helping to communicate necessary precautions to individuals in the vicinity.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- General Contractor signage requirements
- WorkSafeBC – OHS Regulation: General Conditions (Part 4)

PART 6 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as “Out of Service” and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY ‘OUT OF SERVICE” equipment until required repairs have been conducted by a qualified person(s).
Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer’s specifications and appliable standards.

PART 7 - EMERGENCY AND REPORTING REQUIREMENTS

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

PART 8 - OTHER

EMPLOYEE ACKNOWLEDGEMENT		
All employees instructed in the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instructions.		
PRINT NAME	**SIGNATURE**	**DATE**

SUPERVISORS REVIEW		
PRINT NAME	**SIGNATURE**	**DATE**

This document has been provided for the safety of all applicable workers on site during the course of our construction. Enforcement of the contents of this document WILL be provided through designated management on site (the above signed) at all times.

DOMINION MASONRY LTD	Safe Work Practice – Batteries & Charging			
	Rev. 1.0	Created: May 2024	Last review: ------	SWP - 02

PART 1 – PROJECT INFORMATION	
Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

PART 2 – HAZARD IDENIFICATION

POTENTIAL HAZARDS

☐ Other Trades/Contractors	☐ Excavation or Trenches	☐ Limited Communication
☐ Limits of Approach (Power Lines)	☒ Heat or Cold Stress	☐ Violence
☒ Electrical Shock	☐ Noise - Above 85 Decibels	☐ Crane Misadventure
☐ Public Traffic	☐ Lifting or Twisting	☐ Working Near or Around Water
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☐ Arc Flash Potential	☐ Entanglement	☐ Spills
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CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)

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ENGINEERING

☐ Isolation	Separating workers from the hazard by distance or the use of barriers
☐ Enclosures	Placing the material or process in a closed system (e.g., enclosed machines, booths, etc.)
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ADMINISTRATIVE

- ☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.
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PERSONAL PROTECTIVE EQUIPMENT

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☐		Fall Protection Equipment	☐		Hearing Protection
☐		Dust Mask (N95)	☐		Respiratory Protection
☒		High Visibility Vest (clothing)	☐		Face Shield
☐		Arc flash Protection	☐		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS – Low Risk

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

WORKER RESPONSIBILITIES

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

DO'S

1. **Compliance with OH&S Regulations:** Adhere to occupational health and safety regulations.
2. **Proper PPE and Equipment Use:** Wear required PPE and ensure equipment is in good condition.
3. **Protect the General Public:**
4. **Follow Manufacturers Instructions:** Abide by the instructions provided by the manufacturer.
5. **Wear Appropriate PPE:** Use all appropriate Personal Protective Equipment.
6. **Use Specific Charger:** Only use the charger provided by the manufacturer for the specific battery.
7. **Inspect Batteries before Use:** Check batteries before use to ensure they are safe.
8. **Charger Location:** Place the charger in a clean, cool area protected from high or low temperatures.
9. **Ensure ventilation for Charger:** Ensure charger vents remain unobstructed for heat emission during operation.
10. **Careful Charger Maintenance:** Maintain the charger carefully, inspecting for damage or missing parts.
11. **Prevent Short Circuits:** Keep batteries and chargers away from metal objects to avoid sort circuits that could cause injuries or fires.
12. **Avoid Contact with Battery Liquid:** Prevent contact with battery liquid under abusive conditions.
13. **Remove Batteries After Charging:** Take batteries out of the charger once the charging cycle is completed.

DON'T'S

1. **Purpose-Specific Use:** Only use battery and charger components for their intended purpose.
2. **Avoid Worn or Damaged Batteries:** Refrain from using worn or damaged batteries.
3. **Stope Use of Damaged Batteries:** Cease charging or using batteries that show signs of damage.
4. **Avoid High Temperatures:** Keep batteries away from direct sunlight, fire, or other high temperatures.
5. **Prevent Excessive Force:** Do not subject batteries to excessive force or pressure.
6. **No Disassembly:** Avoid disassembling batteries or chargers.
7. **Avoid Carrying in Pocket:** Refrain from carrying batteries on pockets.
8. **Prevent Crushing or Incineration.** Avoid crushing, incinerating, or subjecting batteries to temperatures over 80˚
9. **Address Damage Promptly:** Tag out damaged batteries and notify supervisor for disposal service.
10. **Charger Operation:** Do not operate chargers inside closed containers.
11. **Prevent Exposure to Water:** Keep batteries away from water or rain; do not allow them to get wet.
12. **Avoid Solvents for Cleaning:** Do not use oils or solvents to clean or lubricate batteries.

13. **Handle Defective Batteries Safely:** If a battery is too hot to touch, place it in a non-flammable location and contact supervisor for further instructions.

SAFE WORK PRACTICES

1. **Manufacturers Instructions:** Adhere to manufacturer's instructions for safe use, handling, inspection, maintenance, and storage of all batteries.
2. **Regular Inspection:** Inspect all batteries and charges before and after use.
3. **Disengaging Battery:** Remove battery from the tool before string it for extended periods.
4. **Fully Charge Before Storage:** Ensure batteries are fully charged before storing them for extended periods, particularly those longer than 6 months.

BATTERY CHARGING

1. **Check for Damage:** Ensure the battery is undamaged before charging.
2. **Clean Contacts:** Before inserting the battery, ensure the contacts on both the battery and the charger are clean and free from grease.
3. **Clean Air Vents:** Keep charger air vents clean of debris to prevent overheating.
4. **Proper Insertion:** Firmly push the battery into the charger interface without forcing it.
5. **Avoid Heat Sources:** Keep batteries and chargers away from heat sources like heaters or direct sunlight.
6. **Grounded Charger:** If the charger is grounded, ensure the plug has all three prongs.
7. **Check Charging Status:** Confirm that the battery is charging, typically indicated by a red light (refer to manufacturer's instructions for specifics).

REMOVAL OF BATTERIES

1. Depress the release button and extract the battery.
2. Swap out work or faulty batteries and dispose of them in accordance with the manufacturer's instructions.
3. Unplug the battery charger when its not actively charging.
4. Immediately retire and replace any damaged battery or charger. Avoid attempting repairs unless you're qualified and authorized to do so.

DISPOSAL OF BATTERIES

1. Improper disposal of batteries can lead to various consequences:
    - Plastic components burning can produce toxic fumes posing health risks.
    - Damaged batteries may explode, causing poisoning, burns, acid burns, or environmental pollution.
    - Careless disposal may allow unauthorized use of the equipment, leading to personal injury, harm to others, and environmental pollution.
    - Dispose of defective batteries immediately.
    - End-of-life batteries must be disposed of according to the manufacturer's instructions.
    - Avoid throwing batteries in the trash. Follow the manufacturer's instructions on disposal; typically, they can be returned to the manufacturer.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC – OHS Regulation: Tools, Equipment & Machinery (Part 12)

PART 6 - PREVENTATIVE MAINTENANCE

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DOMINION MASONRY LTD	Safe Work Practice – Circular Saws			
	Rev. 1.0	Created: May 2024	Last review: ------	SWP - 03

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Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

PART 2 – HAZARD IDENIFICATION

POTENTIAL HAZARDS

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☐ Arc Flash Potential	☐ Entanglement	☐ Spills
☐ Flying Debris	☒ Sharp Objects	☒ Cuts, laceration, amputations
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RISK RATING AFTER CONTROLS – Moderate Risk

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
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WORKER RESPONSIBILITIES

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- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

DO'S

1. Ensure compliance with Occupational Health and Safety Regulations.
2. Wear the specified personal protective equipment (PPE) and verify the operational status of equipment.
3. Take measures to protect the safety of the general public.
4. Prior to starting work, inform all personnel of potential hazards in the area and notify those on-site.
5. Familiarize yourself with and consistently adhere to the manufacturer's instructions.
6. Inspect all power tools before use according to the manufacturer's guidelines.
7. Use eye and hearing protection and consider a respirator based on the material being cut, referring to the Exposure Control Plan.
8. Secure loose clothing by either buttoning it up or tucking it away.
9. Confine long hair to prevent it from getting caught in moving parts.
10. Choose a sharp blade appropriate for the specific task.
11. Regularly check the blade guard to ensure it functions properly and covers the blade adequately.
12. Wait for the saw to reach full power before beginning to cut.
13. Ensure that the blade guard has fully retracted before setting the saw down.
14. Disconnect the power supply before making adjustments or changing the blade.
15. If the power source is not within your immediate control, a Lock-out/Tagout procedure will be necessary when changing blades or performing any cleanup or maintenance tasks.
16. Confirm that all electrical cords and connections are positioned away from the cutting zone.
17. Maintain the retractable guard by keeping it clean and free from dust.
18. Ensure the motor and its housing clean and clear of dust, debris, or chips.
19. Select the appropriate blade for the task and ensure it cuts steadily without the need for force.
20. Regularly inspect the saw to ensure the blade spins smoothly and evenly.
21. Confirm that the blade is correctly installed and rotates in the intended direction.
22. Secure the workpiece with clamps or wedges to prevent any movement.
23. Wear all required personal protective equipment (PPE), including gloves, safety eyewear, footwear, and hearing protection.

24. Periodically check the guard to ensure it moves freely and provides complete coverage.
25. Allow the saw to reach full power before initiating the cut.
26. Stabilize the workpiece to prevent unnecessary movement.
27. Ensure the selected blade is sharp enough for the task, as sharp blades offer better performance and safety.
28. Verify the saw's blade rotation is correct.

DON'T'S

1. Avoid exerting pressure to keep the retracting lower guard in the open position.
2. Refrain from over-tightening the blade-locking nut.
3. Never manually hold the retracting blade guard in the open position.
4. Keep your hand clear from under the shoe or guard of the saw.
5. Resist the urge to force the saw while cutting.
6. Avoid twisting the saw blade during cutting.
7. Always check for obstructions or foreign objects such as nails before cutting materials.
8. Do not carry the saw with your finger on the trigger switch.
9. Maintain proper footing and balance; avoid overreaching.
10. Do not twist the saw for alignment changes or cuts.
11. Cease using a saw that vibrates excessively or appears unsafe.
12. Do not use a damaged or incomplete blade; ensure it is sharp and that the blade guard is properly in place.
13. Avoid concrete sawing with diesel or gasoline-powered equipment in poorly ventilated areas.
14. Start concrete cutting with an up-cut and avoid making deep cuts on the first pass.
15. Pay attention to selecting the correct blade for the material to be cut to prevent damage to the blade or machine and reduce the risk of injury or death.
16. Do not use blades recommended for wet concrete cutting in dry cutting operations.
17. Refrain from operating wall saw equipment with a damaged or broken blade guard.
18. Always use a guide that is securely clamped or nailed to the workplace when ripping materials.

SAFE WORK PRACTICES

1. Familiarize yourself with the manufacturer's instructions and consult your supervisor regarding any unclear or confusing directives.
2. Prior to usage, conduct a thorough inspection of the tool, referring to the provided criteria. Pay special attention to the power cord for signs of damage such as cuts or tears.
3. Wear appropriate personal protective equipment (PPE), including boots, safety glasses, and ear protection. Depending on the project, operators may also require a respirator for respiratory protection when cutting materials that generate respirable particulates (e.g., silica dust) or hazardous fumes (such as surfaces coated with lead-based paint).
4. If utilizing water to reduce dust emissions, ensure the saw is connected to a ground fault circuit interrupter (GFCI).
5. When operating saws, it is advisable to use a face shield rather than just safety glasses to safeguard the entire face from flying debris or sharp objects.
6. Hearing protection is mandatory during saw operation.
7. Before connecting to power, inspect the saw thoroughly. Ensure that the retractable guard moves smoothly and that the blade is sharp, undistorted, and free of cracks.
8. Clear the cutting area of personnel, wiring, pipes, and any other potential hazards.
9. While the saw is disconnected from power, adjust the blade depth according to the material or object being cut, ensuring that the blade does not extend more than 1/8 of an inch below the surface being cut.
10. Most saws are designed for right-hand operation. Left-handed operators using right-handed saws should exercise extra caution and keep their hands clear of the blade at all times. Consider purchasing and prioritizing left-handed saws for use by left-handed workers if available.

11. Ensure that electrical wires and connections are kept clear of the cutting area and are protected from contact with water to prevent electric shock or short-circuits.
12. Saw equipment is heavy. Follow proper lifting practices as outlined in SWP Manual.
13. Thoroughly inspect blades before and after breaks.
14. Daily, check all bolts and screws to ensure that all parts of the equipment are securely fastened before starting the sawing operation.
15. Ensure that the setup is completed correctly before commencing with the cutting operation and that everything is securely in place.
16. Remember, the larger the blade, the slower it should be moved during operation.
17. Inspect pulleys for excessive wear and ensure that belts are properly tensioned.
18. Maintain a continuous flow of water to both sides of the cutting blade.
19. Adhere to the manufacturer's operating instructions when selecting the correct blade diameter, operating speed, and other relevant parameters.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC – OHS Regulation: Tools, Equipment & Machinery (Part 12)

PART 6 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s).
Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

PART 7 - EMERGENCY AND REPORTING REQUIREMENTS

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

PART 8 - OTHER

This SWP does not supersede manufacturer's instructions, machine operator manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.

Power tools, including saws, pose significant hazards and can result in severe injuries or fatalities if operated improperly. Refrain from operating any saw if you lack competency; consult your supervisor for guidance.

Prior to authorizing a worker to operate a saw, the supervisor must assess the worker's competency by observing them while cutting a sample piece.

EMPLOYEE ACKNOWLEDGEMENT		
All employees instructed in the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instructions.		
PRINT NAME	**SIGNATURE**	**DATE**

SUPERVISORS REVIEW		
PRINT NAME	**SIGNATURE**	**DATE**

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DOMINION MASONRY LTD	Safe Work Practice – Ladders			
	Rev. 1.0	Created: May 2024	Last review: ------	SWP - 04

PART 1 – PROJECT INFORMATION	
Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

PART 2 – HAZARD IDENIFICATION

POTENTIAL HAZARDS

☒ Other Trades/Contractors	☐ Excavation or Trenches	☐ Limited Communication
☐ Limits of Approach (Power Lines)	☐ Heat or Cold Stress	☐ Violence
☐ Electrical Shock	☐ Noise - Above 85 Decibels	☐ Crane Misadventure
☐ Public Traffic	☒ Lifting or Twisting	☐ Working Near or Around Water
☐ Poor Driving Conditions	☐ Compressed Gases or Liquids	☒ Ergonomics
☐ Terrain Conditions	☐ Poor Soil Conditions	☒ Tools or Equipment
☒ Fall From Elevations	☒ Weather Conditions i.e., water, wind, sun	☐ Pedestrians
☐ Falling Objects	☐ Working Alone or Remote Location	☐ Hot Surfaces
☒ Climbing Obstructions	☐ Mobile Equipment	☐ Slippery Ground Conditions
☐ Arc Flash Potential	☐ Entanglement	☐ Spills
☐ Flying Debris	☒ Sharp Objects	☒ Cuts, laceration, amputations
☐ Unsafe or Inadequate Access	☒ Crush/ Pinch Point Hazards	

CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)

Elimination is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the hazard is no longer present. It is the preferred way to control a hazard and should be used whenever possible.

Substitution is the act of replacing something with another thing… in this case, a hazard is replaced with a less hazardous one.

ENGINEERING

☐ Isolation	Separating workers from the hazard by distance or the use of barriers
☐ Enclosures	Placing the material or process in a closed system (e.g., enclosed machines, booths, etc.)
☐ Guarding & Shielding	Using guards around moving parts of machinery
☐ Ventilation	Using local exhaust or general dilution ventilation to remove or reduce airborne products
☐ Mechanical Lifting Devices	Using mechanical methods to lift or move objects instead of manual lifting
☐ Guardrails	Using guardrails to prevent a fall

ADMINISTRATIVE

- ☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.
- ☒ Preventative maintenance to keep equipment in proper working order
- ☐ Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)
- ☐ Restricting access to a work area.
- ☒ Restricting the task to only those competent or qualified to perform the work
- ☐ Using signs to warn workers of a hazard.

PERSONAL PROTECTIVE EQUIPMENT

☒		CSA Approved Footwear	☒		Hand & Finger Protection
☒		CSA Approved Headgear	☒		Safety Eyewear
☐		Fall Protection Equipment	☒		Hearing Protection
☐		Dust Mask (N95)	☐		Respiratory Protection
☒		High Visibility Vest (clothing)	☐		Face Shield
☐		Arc flash Protection	☐		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS – Moderate Risk

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

WORKER RESPONSIBILITIES

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

DO'S

1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
2. Utilize the required Personal Protective Equipment (PPE) and ensure all equipment is in proper working order.
3. Secure the area to protect the public by closing off or barricading hazardous zones.
4. Follow the manufacturer's instructions regarding the correct usage, handling, inspection, maintenance, and storage of ladders.
5. Maintain three points of contact when ascending, descending, or working from a ladder: two hands and one foot, or one hand and two feet. Always keep both feet on the ladder when working.
6. Ascend or descend one step at a time while facing the ladder.
7. When reaching sideways (between rails), keep your belt buckle within the ladder and avoid leaning backward. Keep your body close to the ladder to minimize risks.
8. Refrain from sudden, jerky, or forceful movements while on the ladder.
9. Ensure that hands remain above knee level throughout ladder use.
10. Wear clean, slip-resistant footwear to maintain stability.
11. Utilize towlines, a tool belt, or assistance from a colleague to transport materials, enabling hands-free climbing.
12. Avoid dropping, hammering, or subjecting ladders to strong impacts, as this may compromise their integrity.
13. Utilize only the designated climbing surface of the ladder.
14. Prior to placing a ladder, inspect overhead for obstacles, sprinklers, workers above, power lines, and other potential hazards.

DON'T'S

1. Don't attempt to use ladders if you are feeling fatigued or experiencing dizziness.
2. Don't risk using ladders during periods of high winds or stormy weather.
3. Never use any aluminum ladder with any electrical work or near any electricity. Wooden ladders are best used indoors to avoid weather effects on wood, fiberglass ladders are the most durable.
4. Avoid using ladders in areas where surfaces are slippery or unstable.

5. Don't leave ladders erected and unattended, as they pose a safety risk.
6. Refrain from placing or leaving materials on ladders, as this can lead to instability or accidents.
7. Limit any painting on ladders to small identification marks only, if absolutely necessary.
8. Never climb onto the top shelf or cap of a step ladder, as it can lead to loss of balance and falls.
9. Don't climb on or above the first step from the top of step ladders to prevent tipping or overbalance.
10. Refrain from climbing on or above the third rung from the top of straight ladders to maintain stability.
11. Do not attempt to use a step ladder as a single ladder by leaning it against a wall, as it is not designed for this purpose and can lead to accidents.
12. Avoid making any movements to move or reposition the ladder while you are on it, as this can lead to loss of balance and falls.
13. Refrain from rising up on your toes when reaching for something, as it can destabilize your footing on the ladder.
14. Avoid using the upper half of an extension ladder as a single ladder, as it is not designed for this purpose and can be unsafe.
15. Do not use ladders as scaffold planks, as they are not designed to support the weight and can lead to accidents and injuries.

Safe work practices

This Safe Work Practice (SWP) delineates the correct protocols for inspecting, maintaining, storing, and utilizing portable aluminum, fiberglass, metal, and wood ladders in the workplace. It is imperative to consistently adhere to safe work practices and remain cognizant of potential hazards associated with ladder use.
Portable ladders are to be employed solely in instances where permanent or temporary stairways or work platforms are unavailable for the task at hand.

1. Utilize portable ladders solely for light-duty tasks, such as changing light bulbs, taking measurements, or conducting inspections, which should not exceed 15 minutes in duration.
2. Select ladders that meet Grade 1, 1A, or 1AA standards for enhanced safety and durability.
3. Construct job-built ladders in accordance with WCB Standard
4. Ensure that the chosen ladder material is suitable for the task; for instance, refrain from using aluminum ladders near electrical work.
5. Enlist the assistance of another worker to carry and position the ladder or use ropes to transport materials safely.
6. Inspect the upper contact point of the ladder to verify its solidity and structural integrity.
7. Confirm a proper section overlap of at least 1.5 meters for extension ladders to enhance stability.
8. Secure the ladder at the top and extend it at least 1 meter above the landing when using it for access between different levels.
9. Place ladders on firm, flat, and level surfaces, avoiding placement on top of other objects.
10. Ensure that ladders lean at a 75° angle (1 meter out from the wall for every 4 meters of height) for optimal stability.
11. Adhere to the manufacturer's recommendation of only allowing one person on the ladder at a time, unless otherwise specified.
12. Avoid placing ladders in front of closed doors that may open toward the ladder; instead, block the door open, lock it, or provide suitable guarding.
13. Implement a fall restraint system when working on a ladder where the height of the guardrail is insufficient for effective restraint.
14. When using extension ladders, carefully consider the overlap and maintain a 3-foot safety factor when selecting the ladder length.
15. Enhance ladder stability and safety by considering the use of optional attachments and accessories such as ladder levelers, extension systems, ladder cinches, pole straps, and more.

Straight, single, job-built, and extension ladder set-up

1. Position the ladder on a stable, level surface, ensuring a 4:1 ratio with at least 3 feet extending above the landing surface.
2. For extension ladders:
    - Extend the ladder to the required height.
    - Secure the rung lock or safety feature.

Inspection items:

1. Labels, identification, CSA/ANSI tags, and warning labels.
2. Compliance with Standards
3. Condition of rungs, steps, rails, and braces.
4. Slippery substances
5. Fasteners and hinges.
6. Hinge spreaders stop.
7. Spreader sturdiness.
8. Locking mechanisms.
9. Pullies and ropes (extension ladders)
10. Extension locks.
11. Non-slip feet.
12. Rails.
13. Material condition
14. Material cracks or decay (fiberglass)
15. Exposed nails, splinters, or sandwich.
16. Ladder stability

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- CSA Z11: Portable Ladders
- WorkSafeBC – OHS Regulation: Ladders, Scaffolding & Temporary Work Platforms (Part 13)

PART 6 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s).
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PART 7 - EMERGENCY AND REPORTING REQUIREMENTS

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PART 8 - OTHER

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SUPERVISORS REVIEW		
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DOMINION MASONRY LTD	Safe Work Practice – Power Tools (General)			
	Rev. 1.0	Created: May 2024	Last review: ------	SWP - 05

PART 1 – PROJECT INFORMATION	
Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

PART 2 – HAZARD IDENIFICATION

POTENTIAL HAZARDS

☒ Other Trades/Contractors	☐ Excavaton or Trenches	☐ Limited Communication
☐ Limits of Approach (Power Lines)	☐ Heat or Cold Stress	☐ Violence
☒ Electrical Shock	☒ Noise - Above 85 Decibels	☐ Crane Misadventure
☐ Public Traffic	☒ Lifting or Twisting	☐ Working Near or Around Water
☐ Poor Driving Conditions	☐ Compressed Gases or Liquids	☒ Ergonomics
☐ Terrain Conditions	☐ Poor Soil Conditions	☒ Tools or Equipment
☐ Fall From Elevations	☐ Weather Conditions i.e., water, wind, sun	☐ Pedestrians
☒ Falling Objects	☐ Working Alone or Remote Location	☐ Hot Surfaces
☒ Climbing Obstructions	☐ Mobile Equipment	☒ Slippery Ground Conditions
☐ Arc Flash Potential	☐ Entanglement	☐ Spills
☒ Flying Debris	☒ Sharp Objects	☒ Cuts, laceration, amputations
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CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)

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Substitution is the act of replacing something with another thing… in this case, a hazard is replaced with a less hazardous one.

ENGINEERING

☐ Isolation	Separating workers from the hazard by distance or the use of barriers
☐ Enclosures	Placing the material or process in a closed system (e.g., enclosed machines, booths, etc.)
☒ Guarding & Shielding	Using guards around moving parts of machinery
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☐ Mechanical Lifting Devices	Using mechanical methods to lift or move objects instead of manual lifting
☐ Guardrails	Using guardrails to prevent a fall

ADMINISTRATIVE

☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.

☒ Preventative maintenance to keep equipment in proper working order

☐ Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)

☐ Restricting access to a work area.

☒ Restricting the task to only those competent or qualified to perform the work

☐ Using signs to warn workers of a hazard.

PERSONAL PROTECTIVE EQUIPMENT

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☒		CSA Approved Headgear	☒		Safety Eyewear
☐		Fall Protection Equipment	☒		Hearing Protection
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☒		High Visibility Vest (clothing)	☐		Face Shield
☐		Arc flash Protection	☐		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS – Moderate Risk

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

WORKER RESPONSIBILITIES

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

DO'S

1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
2. Utilize the required Personal Protective Equipment (PPE) and ensure that all equipment used is in proper working condition.
3. Take measures to protect the general public from potential hazards.
4. Follow the manufacturer's instructions for the safe and proper use of equipment.
5. Prior to commencing work, ensure that all personnel are briefed on the hazards present in the area and notify all individuals on-site.
6. Select tools that are suitable for the task at hand.
7. Wear all appropriate Personal Protective Equipment (PPE) for enhanced safety.
8. Verify that the tool is labeled as meeting required standards, such as CSA approval.
9. Conduct a thorough inspection of the tool before use to ensure it is in safe working condition.
10. When disconnecting tools, pull the plug itself rather than the attached cord to minimize the risk of damage or injury.
11. Remain attentive and vigilant while using hand tools to avoid accidents.
12. Ensure adequate lighting is available to perform tasks safely and effectively.
13. Verify that all tool guards are securely in place to prevent accidents.
14. Use tools designed to keep the wrist in a straight position to minimize strain and discomfort. Avoid using hand tools that require bending the wrist excessively.

DON'T'S

1. Avoid using a tool for any purpose other than its intended design.
2. Refrain from using tools that are worn or damaged, as they may pose safety hazards.
3. Do not operate a tool without all of its guards securely in place.
4. Never use a tool without wearing the proper Personal Protective Equipment (PPE) for your safety.
5. Avoid applying excessive force or pressure when using tools to prevent damage or injury.
6. Do not carry sharp tools in your pocket to minimize the risk of accidental cuts or punctures.
7. Refrain from cutting towards yourself when using cutting tools to prevent potential self-injury.
8. Stay focused and avoid distractions when using power tools; keep your eyes on the tool and ensure you are in a physically and mentally fit condition.

9. Do not operate tools when feeling tired, dizzy, under the influence of medication, or in any impaired condition.
10. Refrain from answering or making phone calls while operating power tools to maintain focus and prevent accidents.

Safe work practices

1. Always adhere to the manufacturer's instructions for the safe use, handling, inspection, maintenance, and storage of all power tools.
2. Prior to use, thoroughly inspect the tool, including power cords, electrical findings, safety guards, and all other components.
3. Wear appropriate Personal Protective Equipment (PPE), such as safety glasses and any other eye/face protection recommended by the manufacturer, regulations, or Safe Job Procedures.
4. Ensure that bits, disks, and attachments are in good condition, properly installed, and securely tightened before starting work.
5. Keep air vents clear of debris to prevent motor overheating.
6. Keep cords away from heat, oil, sharp edges, or moving parts, and promptly replace damaged cords.
7. Verify that controls operate smoothly and do not become stuck during use.
8. Check for misalignment, bending, or breakage of moving parts that may affect tool operation. If damaged, have the tool serviced by a qualified person before use.
9. Always disconnect the power plug before making adjustments, changing accessories, or storing the tool.
10. Replace worn or damaged blades, bits, disks, or attachments and dispose of them properly according to the manufacturer's instructions.
11. Use only accessories recommended by the manufacturer for your specific tool model.
12. Disconnect the power cord before performing any adjustments or inspections.
13. Ensure tools are switched off before connecting or disconnecting them from the power supply.
14. Immediately remove from service and replace any damaged tool. Do not attempt to repair tools unless qualified and authorized to do so.
15. Ensure tools are grounded or double insulated for safety.
16. Verify that grounded tools have all three prongs on the plug.
17. A void bypassing the switch and operating the tool by connecting and disconnecting the power cord.
18. Refrain from abusing the cord; never use it to carry the tool or pull the plug from the outlet.
19. Avoid using power tools in wet or damp conditions unless connected to a Ground Fault Circuit Interrupter (GFCI).
20. Remove loose clothing, hair, jewelry, or any other items that could become entangled in the power tool before use.
21. Operate only power tools with which you are familiar and have received proper training and instruction on safe use.
22. Never exceed the tool capacity when selecting or using attachments. For example, always check the grinding disk RPM to match the grinder's RPM.
23. Avoid working in awkward bodily positions that may lead to loss of balance, loss of grip on the tool, or musculoskeletal injuries.
24. Exercise caution as power tools can become extremely hot during operation. Improper handling during or immediately after use can cause burns or fires.
25. Stay focused and avoid distractions when using power tools. Ensure you are in good physical and mental condition; refrain from operating when tired, dizzy, on medication, or under any other condition that might cause impairment.
26. Utilize tools only for their intended function, following manufacturer's instructions and safe job procedures.
27. Maintain a clean and tidy work environment to prevent clutter, which may lead to accidents.
28. Before operating a power tool, ensure that no one in the surrounding area will be put at risk.
29. Ensure the power tool is connected to a safe source of energy, such as a Ground Fault Circuit Interrupter (GFCI) for electrical power.
30. Do not leave power tools switched on during breaks. Always disconnect them from the power source to prevent accidental activation, which can lead to severe injuries.
31. Use tools designed to keep the wrist straight to minimize strain. Avoid using hand tools that require bending the wrist excessively.
32. Keep cutting tools sharp and cover sharp edges with suitable covering to protect the tool and prevent injuries from unintended contact.
33. Before making adjustments or setting down a tool, ensure that all moving parts have come to a complete stop, and disconnect the tool from the electrical outlet to prevent accidental activation.

34. Ensure that electrical cables are not presenting a tripping hazard in the work area.
35. Ensure adequate lighting in the work area and maintain organization to prevent items from being scattered around.
36. Be cautious when drilling or cutting to avoid hitting electrical wiring or pipes.
37. Secure and lock down any loose items you are working on to prevent accidents.
38. Before cutting or drilling, clearly mark the area to avoid unintended damage or injury.
39. Avoid taping chuck keys to a drill electric cord, as this may lead to electrocution if the insulation around the cord becomes damaged. Instead, hang the chuck key at the end of the power cord where it plugs into the extension cord or receptacle.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC – OHS Regulation: Tools Equipment & Machinery (Part 12)

PART 6 - PREVENTATIVE MAINTENANCE

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DOMINION MASONRY LTD	Safe Work Practice – Mobile Devices			
	Rev. 1.0	Created: May 2024	Last review: ------	SWP - 06

PART 1 – PROJECT INFORMATION	
Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

PART 2 – HAZARD IDENIFICATION

POTENTIAL HAZARDS

☒ Other Trades/Contractors	☐ Excavation or Trenches	☐ Limited Communication
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☒ Poor Driving Conditions	☐ Compressed Gases or Liquids	☐ Ergonomics
☐ Terrain Conditions	☐ Poor Soil Conditions	☐ Tools or Equipment
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☐ Falling Objects	☐ Working Alone or Remote Location	☐ Hot Surfaces
☐ Climbing Obstructions	☒ Mobile Equipment	☐ Slippery Ground Conditions
☐ Arc Flash Potential	☐ Entanglement	☐ Spills
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☐ Mechanical Lifting Devices	Using mechanical methods to lift or move objects instead of manual lifting
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ADMINISTRATIVE

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- ☐ Preventative maintenance to keep equipment in proper working order
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- ☐ Restricting the task to only those competent or qualified to perform the work
- ☐ Using signs to warn workers of a hazard.

PERSONAL PROTECTIVE EQUIPMENT

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☒		CSA Approved Headgear	☒		Safety Eyewear
☐		Fall Protection Equipment	☒		Hearing Protection
☐		Dust Mask (N95)	☐		Respiratory Protection
☒		High Visibility Vest (clothing)	☐		Face Shield
☐		Arc flash Protection	☐		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS – Low Risk

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

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- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

DO'S

1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
2. Utilize and wear the necessary Personal Protective Equipment (PPE) and confirm that all equipment is in optimal working order.
3. Safeguard the general public by cordoning off or barricading hazardous areas.
4. While driving, if your vehicle lacks a hands-free option, allow incoming calls to be directed to voicemail.
5. If phone usage is unavoidable, pull over to a secure location to answer or make calls, or have a passenger assist with calls.
6. Maintain speaker, key tone, and ring tone volumes at moderate levels to prevent distraction or alarm to others.
7. Cease operating machinery, equipment, or power tools before attending to phone calls.
8. Withdraw hands from any machinery that cannot be immediately halted before answering calls.
9. Prior to answering calls, step back from any potential hazards, such as ledges, traffic pathways, or active construction zones.

DON'T'S

1. Avoid using cellular phones, radios, texting, browsing, note-taking, or seeking information while driving, operating machinery, equipment, power tools, or walking.
2. Refrain from using the phone in proximity to flammable or explosive materials.
3. Do not use your phone during the refueling of any vehicle or machinery.
4. Avoid using your phone while on ladders.
5. Refrain from operating any machinery or power tools while using a cell phone.

Safe work practices

1. Acknowledge that operating vehicles, machinery, equipment, or power tools demands full attention.
2. Refrain from using cell phones in hazardous conditions, including adverse weather or challenging road conditions.
3. Turn off cellular telephones in areas where posted signs indicate potential interference with electronic equipment (e.g., Medical Care Facilities).
4. Power down cellular telephones during vehicle refueling, inspections of propane or gasoline dispensing facilities, or any environment where an explosive or flammable atmosphere may exist.

5. Avoid using earphones or earbuds during operations that necessitate audible communications with other vehicle operators (e.g., forklift operators, crane operators).

Incoming calls while driving

1. Utilize voicemail to manage incoming calls, returning them when it's safe to do so.
2. If answering the phone is necessary, pull over the vehicle in a secure location and answer the call.
3. If unable to pull over safely, or if it's unsafe to do so, ask a passenger to inform the caller you're driving and request them to hold until you find a safe spot to stop.
4. Inform regular callers of the best times to reach you, considering your driving schedule.

Outgoing calls while driving

1. Aim to handle all calls or communications before starting your journey or upon reaching your destination.
2. Park the vehicle in a safe area before making or returning phone calls or engaging in any electronic communication.
3. Avoid initiating outgoing calls, sending text messages, or using other electronic communication while the vehicle is in motion.

While working

1. Similar to driving, your work tasks demand your undivided attention.
2. If your job requires cell phone use, refrain from talking or answering calls while performing tasks that demand focus.
3. Choose a secure location, away from other workers, crane operations, and moving equipment, for making or receiving calls.
4. Avoid texting while walking in crowded areas, on stairs, or while positioned on scaffolding, ladders, or escalators.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- Part 3.1 Motor Vehicle Act

PART 6 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s).
Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

PART 7 - EMERGENCY AND REPORTING REQUIREMENTS

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

PART 8 - OTHER

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.

EMPLOYEE ACKNOWLEDGEMENT		
All employees instructed in the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instructions.		
PRINT NAME	**SIGNATURE**	**DATE**

SUPERVISORS REVIEW		
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PART 1 – PROJECT INFORMATION	
Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

PART 2 – HAZARD IDENIFICATION

POTENTIAL HAZARDS

☒ Other Trades/Contractors	☐ Excavation or Trenches	☐ Limited Communication
☐ Limits of Approach (Power Lines)	☐ Heat or Cold Stress	☐ Violence
☐ Electrical Shock	☐ Noise - Above 85 Decibels	☐ Crane Misadventure
☐ Public Traffic	☒ Lifting or Twisting	☐ Working Near or Around Water
☐ Poor Driving Conditions	☐ Compressed Gases or Liquids	☒ Ergonomics
☐ Terrain Conditions	☐ Poor Soil Conditions	☐ Tools or Equipment
☐ Fall From Elevations	☐ Weather Conditions i.e., water, wind, sun	☐ Pedestrians
☒ Falling Objects	☐ Working Alone or Remote Location	☐ Hot Surfaces
☐ Climbing Obstructions	☐ Mobile Equipment	☒ Slippery Ground Conditions
☐ Arc Flash Potential	☐ Entanglement	☐ Spills
☐ Flying Debris	☒ Sharp Objects	☒ Cuts, laceration, amputations
☐ Unsafe or Inadequate Access	☒ Crush/ Pinch Point Hazards	

CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)

Elimination is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the hazard is no longer present. It is the preferred way to control a hazard and should be used whenever possible.

Substitution is the act of replacing something with another thing… in this case, a hazard is replaced with a less hazardous one.

ENGINEERING

☐ Isolation	Separating workers from the hazard by distance or the use of barriers
☐ Enclosures	Placing the material or process in a closed system (e.g., enclosed machines, booths, etc.)
☐ Guarding & Shielding	Using guards around moving parts of machinery
☐ Ventilation	Using local exhaust or general dilution ventilation to remove or reduce airborne products
☐ Mechanical Lifting Devices	Using mechanical methods to lift or move objects instead of manual lifting
☒ Guardrails	Using guardrails to prevent a fall

ADMINISTRATIVE

- ☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.
- ☐ Preventative maintenance to keep equipment in proper working order
- ☐ Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)
- ☐ Restricting access to a work area.
- ☐ Restricting the task to only those competent or qualified to perform the work
- ☐ Using signs to warn workers of a hazard.

PERSONAL PROTECTIVE EQUIPMENT

☒		CSA Approved Footwear	☒		Hand & Finger Protection
☒		CSA Approved Headgear	☒		Safety Eyewear
☐		Fall Protection Equipment	☐		Hearing Protection
☐		Dust Mask (N95)	☐		Respiratory Protection
☒		High Visibility Vest (clothing)	☐		Face Shield
☐		Arc flash Protection	☐		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS – Low Risk

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

WORKER RESPONSIBILITIES

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

DO'S

1. Adhere to Occupational Health and Safety (OH&S) Regulations.
2. Utilize the necessary Personal Protective Equipment (PPE) and verify that all equipment is in optimal working order.
3. Safeguard the general public by cordoning off hazardous areas.
4. Maintain an upright posture with your head up and back straight, bending at the hips when necessary.
5. Prior to lifting, bring the load as close to your body as possible.
6. Employ proper lifting technique, using the strength of your legs rather than straining your back.
7. Rotate by shifting your feet rather than twisting your back.
8. Keep the load directly in front of you to maintain balance and control.
9. Lift objects at waist height with your elbows close to your body to reduce strain.
10. Minimize manual lifting whenever feasible by utilizing mechanical aids or seeking assistance.
11. Maintain physical fitness to reduce the risk of injury.
12. Prefer pushing over pulling when moving objects.
13. Ensure a secure grip on the load to prevent slippage.
14. When lowering an object, maintain the natural curve of your spine.
15. Position the load at the edge of the surface and align it with your destination for easier placement.

DON'T'S

1. Avoid lifting heavy loads (35 lbs. or more) alone; seek assistance.
2. Refrain from overreaching across obstacles to lift objects.
3. Avoid lifting bulky or irregularly shaped loads.
4. Do not reach sideways or twist while lifting.
5. Avoid lifting objects above shoulder height.
6. Do not attempt to catch falling objects; step back and let them fall.
7. Do not twist your back to turn; pivot with your feet instead.

Safe work practices

1. Employ mechanical aids like forklifts, cranes, pallet jacks, or hoists whenever feasible.
2. Prior to lifting, evaluate the load to ensure it is within your lifting capacity.
3. Utilize dollies for transporting tools and materials around the work area.
4. Place additional pallets or dunnage beneath materials to be lifted manually, avoiding lifts from below the knees to mitigate injury risks.
5. Minimize lifting above shoulder height whenever possible. For heavy or awkward loads like large sections of pipe, utilize a hoist or seek assistance.
6. When cross-stacking materials, maintain proper body alignment and spacing to avoid twisting. Ensure there are two steps required between stacks to discourage twisting.
7. Alternate between left and right-handed shoveling to prevent overuse of muscles on one side. Avoid twisting while pitching material with a shovel.
8. Take precautions when working on frozen surfaces by regularly applying sand and wearing slip-resistant footwear.
9. Maintain good housekeeping practices to prevent slips, trips, and falls by keeping work areas and access routes clean.
10. Ensure extension cords are fully unraveled, neatly stored when not in use, and properly secured to prevent tripping hazards.
11. Adhere to the three-point rule when mounting or dismounting equipment or ladders to minimize the risk of slipping. Avoid carrying objects while climbing and refrain from jumping.
12. Utilize scaffolding, scissor lifts, or aerial baskets for tasks requiring two-handed operation, while adhering to relevant Fall Protection regulations. Limit ladder use to light-duty tasks, ensuring they are in good condition, appropriate for the job, and securely tied off to prevent slipping.

Manual Lifting

1. Ensure your path from the pickup location to the drop-off spot is clear and easy to navigate.
2. Wear gloves to improve grip and reduce the risk of items slipping from your hands.
3. Position your feet to get as close as possible to the object.
4. If feasible, place one foot slightly ahead of the other beside the load to maintain balance as you stand.
5. Squat down by bending your knees while keeping your back straight and head facing forward.
6. Securely grip the object, utilizing any handles available. Ensure handles are sturdy enough to support the load. If handles are absent, grip from a clean, dry surface to prevent slippage.
7. Use your leg muscles to lift the object by standing up, maintaining a straight back and head position.
8. Lift steadily and smoothly, avoiding sudden or jerky movements.
9. When changing direction, pivot with your feet instead of twisting your back.
10. Keep the load close to your torso area, avoiding lifting over your shoulders, reaching too far, or bending excessively.
11. If you encounter a tripping hazard, take a sidestep rather than stepping over it.
12. Lower the object using the same technique as previously described: bend your knees, squat down, and maintain a straight back with your head forward.
13. Before placing the object down, ensure you can safely withdraw your fingers from underneath it.
14. understand your personal strengths and limitations. Employ correct lifting, bending, and sitting methods to reduce the risk of workplace low-back injuries.

Mechanical Devices

1. In instances where a load exceeds manageable weight and assistance isn't accessible, rely on mechanical equipment.
2. Lift trucks, push carts, hoists, conveyors, and trolleys are specifically designed for this purpose.

Two Person Lift

1. Ensure both individuals are approximately the same height.

2. Designate one person to lead the lift, fostering collaboration rather than working at odds with each other.
3. Lift in unison, walk in step, and lower the load together, maintaining synchronized movements throughout.

Golfers Lift

1. Extend one leg straight out behind you.
2. Maintain a straight back as your body leans forward.
3. For added support, place one hand on your knee or on a nearby stable object.

One Person Lift (Panel type material)

1. Take extra precautions to prevent twisting of the spine.
2. If your arm span is shorter than the load, seek assistance.
3. Adjust your hand position to secure the best possible grip.
4. Utilize your entire hand, employing a power grip rather than relying solely on your fingers.
5. Engage your leg and thigh muscles, avoiding strain on your back while lifting.
6. Place the sheet onto a platform to facilitate a more secure grip for carrying.
7. Employ lifting techniques in reverse when lowering the sheet.

Two Person Lift – (Longer materials or equipment)

1. Exercise additional caution as long loads are challenging to control.
2. Designate one lifter to lead the lift.
3. Both lifters should begin at the heavier end of the load.
4. Raise one end of the load to shoulder height.
5. One lifter supports the weight on their shoulder while the second lifter moves to the opposite end, lifts it onto a platform, and then onto their shoulder.

One-person lift – (sacks)

1. Position yourself at one end of the sack.
2. Lift the sack into an upright position.
3. Straddle the load, placing one hand underneath the bottom of the sack and using the other hand to secure it against your body.
4. Bend your knees and lift the sack onto a platform.
5. Stand as close to the lifting platform as possible.
6. Continue bending your knees until the load can be balanced on your shoulder.
7. Straighten up smoothly in one continuous motion.

Alternatively:

1. Stand with your back against the elevated sack, feet comfortably apart, with one foot slightly in front of the other.
2. Grip the top of the sack securely to prevent slipping.
3. Position your shoulder against the sack, tilting it forward while bearing the weight.
4. With a fluid motion, straighten your knees and move forward to lift the sack.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC Lifting & Handling Guides

PART 6 - PREVENTATIVE MAINTENANCE

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SUPERVISORS REVIEW

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DOMINION MASONRY LTD	Safe Work Practice – Working Around Floor Openings			
	Rev. 1.0	Created: May 2024	Last review: ------	SWP - 08

PART 1 – PROJECT INFORMATION	
Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

PART 2 – HAZARD IDENIFICATION

POTENTIAL HAZARDS

☒ Other Trades/Contractors	☒ Excavation or Trenches	☐ Limited Communication
☐ Limits of Approach (Power Lines)	☐ Heat or Cold Stress	☐ Violence
☒ Electrical Shock	☐ Noise - Above 85 Decibels	☐ Crane Misadventure
☐ Public Traffic	☐ Lifting or Twisting	☐ Working Near or Around Water
☐ Poor Driving Conditions	☐ Compressed Gases or Liquids	☐ Ergonomics
☐ Terrain Conditions	☐ Poor Soil Conditions	☐ Tools or Equipment
☐ Fall From Elevations	☒ Weather Conditions i.e., water, wind, sun	☐ Pedestrians
☐ Falling Objects	☐ Working Alone or Remote Location	☐ Hot Surfaces
☐ Climbing Obstructions	☒ Mobile Equipment	☐ Slippery Ground Conditions
☐ Arc Flash Potential	☐ Entanglement	☐ Spills
☐ Flying Debris	☐ Sharp Objects	☒ Lighting
☒ Unsafe or Inadequate Access	☐ Crush/ Pinch Point Hazards	

CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)

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Substitution is the act of replacing something with another thing… in this case, a hazard is replaced with a less hazardous one.

ENGINEERING

☒ Isolation	Separating workers from the hazard by distance or the use of barriers
☐ Enclosures	Placing the material or process in a closed system (e.g., enclosed machines, booths, etc.)
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☐ Mechanical Lifting Devices	Using mechanical methods to lift or move objects instead of manual lifting
☒ Guardrails	Using guardrails to prevent a fall

ADMINISTRATIVE

- ☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.
- ☐ Preventative maintenance to keep equipment in proper working order
- ☐ Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)
- ☒ Restricting access to a work area.
- ☐ Restricting the task to only those competent or qualified to perform the work
- ☒ Using signs to warn workers of a hazard.

PERSONAL PROTECTIVE EQUIPMENT

☒		CSA Approved Footwear	☒		Hand & Finger Protection
☒		CSA Approved Headgear	☒		Safety Eyewear
☐		Fall Protection Equipment	☒		Hearing Protection
☐		Dust Mask (N95)	☐		Respiratory Protection
☒		High Visibility Vest (clothing)	☐		Face Shield
☐		Arc flash Protection	☐		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS – Low Risk

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
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- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
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WORKER RESPONSIBILITIES

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
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- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

General Practices for Working Safely

1. Adhere to OH&S Regulations regarding construction lighting.
2. Wear and utilize the necessary personal protective equipment (PPE), ensuring that all equipment used is in proper working order.
3. Before any work begins, conduct a comprehensive hazard assessment to identify all floor openings. Ensure they are covered, barricaded, and clearly marked. Conduct a crew talk to discuss these floor coverings and safety measures.
4. All floor openings must be securely covered with ¾" plywood, fastened to prevent movement, and clearly marked with "Do Not Remove" and a visible circle or an X with a circle. Reapply markings as needed to maintain visibility.
5. Determine the appropriate method to guard each type of floor opening during the construction process.
6. Ensure all hazardous openings are covered or otherwise guarded to protect workers on site.
7. Plywood covers must extend beyond the edges of openings to prevent them from falling through.
8. Mark plywood covers clearly from all directions to indicate they are covering an opening.
9. Ensure covers can support intended loads. For heavy loads (e.g., vehicles), an Engineer may need to design an adequate cover. Do not place loads over covers without knowing their capacity.
10. Covers must support a uniformly distributed live load of at least 2 kPa (40 psf).

Large Openings

1. Large openings are those that are 3' or greater across.
2. Protect large openings with a standard guardrail system, including a top rail, mid rail, and toe board.
3. Construct and install guardrails in accordance with applicable WorkSafeBC Regulations.
4. Mark large openings visibly from the ground and above, especially when mobile equipment operates nearby.

Smaller Openings

1. Small openings are those that are 3' or less across.
2. Use plywood fixed to a 2x4 frame, cut to fit snugly into the floor opening. Secure these covers with nails or other methods to prevent accidental removal.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC – OHS Regulation: General Conditions (Part 4)

PART 6 - PREVENTATIVE MAINTENANCE

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SUPERVISORS REVIEW		
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DOMINION MASONRY LTD	Safe Work Practice – Lighting			
	Rev. 1.0	Created: May 2024	Last review: ------	SWP - 09

PART 1 – PROJECT INFORMATION	
Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

PART 2 – HAZARD IDENIFICATION

POTENTIAL HAZARDS

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ADMINISTRATIVE

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☐	Other		☐	Other	

RISK RATING AFTER CONTROLS – Low Risk

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
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- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

DO'S

1. Adhere to OH&S Regulations regarding construction lighting.
2. Wear and utilize the necessary personal protective equipment (PPE), ensuring that all equipment used is in proper working order.
3. Ensure the safety of the general public and workers by implementing appropriate lighting measures.
4. Conduct a thorough briefing for all personnel involved in the area, outlining the associated hazards, and notify all on-site individuals before commencing work.
5. Employ a qualified electrician to install all temporary lighting on the jobsite, following relevant Acts and Codes.
6. Install lighting in a manner that minimizes the risk of damage to wiring, fixtures, or light bulbs. If lighting placement poses a risk of bulb breakage, use protective cages to safeguard them.
7. Regularly inspect temporary lighting installed in public and project walkways to ensure that all bulbs are functioning correctly.
8. Utilize temporary lighting circuits exclusively for lighting purposes. Prohibit individuals from removing light bulbs from these circuits to replace them with outlets for electrical tools or appliances.
9. Ensure task lighting is provided to eliminate shadows and the need for workers to bend down closely to their work.
10. Maintain ambient lighting levels at 500 lux, in accordance with specifications outlined in Table 4-1 of section 4.65 of the Occupational Health and Safety Regulation.
11. Promptly replace any burned-out light bulbs to maintain adequate illumination.
12. Regularly inspect electrical equipment for defects such as faulty insulation, improper grounding, loose connections, ground faults, and exposed live parts. Take necessary corrective measures before working on or near live parts.

DON'T'S

1. Avoid placing lighting fixtures in wet or damp areas or in environments with corrosive or flammable atmospheres.
2. Refrain from using equipment that is defective or damaged.
3. When using string lights do not plug in power tools or using in a manner otherwise stated by the manufacturer.

Safe Work Practices

1. Exercise caution around temporary lighting wires. Repeated relocation of circuits can loosen connections, damage insulation, and introduce other potential hazards.
2. Be mindful of the risk of tripping and electrical shock posed by overhead and underfoot wires.
3. Ensure that wires do not come into contact with steel door frames, particularly during the final stages of work when temporary lines may pass through doors that could inadvertently close on them.
4. Always promptly replace broken or burned-out bulbs to uphold adequate lighting levels in stairwells, basements, corridors, and other areas.
5. Before removing temporary lighting from service, inspect the wiring and fixtures for any signs of breakage or damage. Address any issues by repairing damaged components and replacing broken fixtures before storing the lighting equipment.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC – OHS Regulation: General Conditions (Part 4)
-

PART 6 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s).
Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

PART 7 - EMERGENCY AND REPORTING REQUIREMENTS

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

PART 8 - OTHER

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.

EMPLOYEE ACKNOWLEDGEMENT		
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PART 1 – PROJECT INFORMATION	
Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

PART 2 – HAZARD IDENIFICATION

POTENTIAL HAZARDS

☒ Other Trades/Contractors	☐ Excavation or Trenches	☐ Limited Communication
☐ Limits of Approach (Power Lines)	☐ Heat or Cold Stress	☐ Violence
☐ Electrical Shock	☐ Noise - Above 85 Decibels	☐ Crane Misadventure
☐ Public Traffic	☐ Lifting or Twisting	☐ Working Near or Around Water
☐ Poor Driving Conditions	☒ Compressed Gases or Liquids	☐ Ergonomics
☐ Terrain Conditions	☐ Poor Soil Conditions	☐ Tools or Equipment
☐ Fall From Elevations	☒ Weather Conditions i.e., water, wind, sun	☐ Pedestrians
☐ Falling Objects	☐ Working Alone or Remote Location	☐ Hot Surfaces
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CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)

Elimination is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the hazard is no longer present. It is the preferred way to control a hazard and should be used whenever possible.

Substitution is the act of replacing something with another thing… in this case, a hazard is replaced with a less hazardous one.

ENGINEERING

☒ Isolation	Separating workers from the hazard by distance or the use of barriers
☐ Enclosures	Placing the material or process in a closed system (e.g., enclosed machines, booths, etc.)
☐ Guarding & Shielding	Using guards around moving parts of machinery
☒ Ventilation	Using local exhaust or general dilution ventilation to remove or reduce airborne products
☐ Mechanical Lifting Devices	Using mechanical methods to lift or move objects instead of manual lifting
☐ Guardrails	Using guardrails to prevent a fall

ADMINISTRATIVE

☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.

☐ Preventative maintenance to keep equipment in proper working order

☐ Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)

☒ Restricting access to a work area.

☒ Restricting the task to only those competent or qualified to perform the work

☒ Using signs to warn workers of a hazard.

PERSONAL PROTECTIVE EQUIPMENT

☒		CSA Approved Footwear	☒		Hand & Finger Protection
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RISK RATING AFTER CONTROLS – Low Risk

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

WORKER RESPONSIBILITIES

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

DO'S

1. Adhere to OH&S Regulations to ensure workplace safety and compliance.
2. Utilize necessary Personal Protective Equipment (PPE) and confirm equipment readiness before use.
3. Safeguard the public by securing hazardous areas with appropriate barriers.
4. Prior to commencement, inform all personnel of area hazards and alert on-site individuals.
5. Adhere to directives regarding usage, storage, and disposal.
6. Equip workers with comprehensive training on safe handling, disposal, and cleanup of hazardous substances.
7. Maintain readily accessible and current Safety Data Sheets (SDS) issued within the past three years.
8. Employ PPE recommended in SDS, such as gloves, goggles, or masks.
9. Ensure proper labeling of all controlled product containers per WHMIS standards.
10. Replace damaged or inadvertently removed supplier or workplace labels promptly.
11. Apply workplace labels to portable containers when transferring from original supplier containers.
12. Designate specific areas for chemical and product storage.
13. Seal containers Slightly by closing caps and lids securely before storage.
14. Arrange stored chemicals to prevent hazardous reactions, ensuring compatibility when placing side by side.
15. Store only necessary products and required quantities.
16. Control access to storage areas and janitorial closets.
17. Familiarize yourself with emergency protocols for fire, spills, and injuries, including appropriate first aid measures for various types of contact.
18. Identify the nearest eye/face wash stations and emergency showers and understand their operation.
19. Regularly inspect and test emergency equipment.
20. Understand potential hazards associated with materials, including fire, health risks, and chemical reactivity.
21. Maintain cleanliness in work areas, personal hygiene, and equipment upkeep.
22. Handle containers with care to prevent damage.
23. Report all incidents, accidents, and spills to your supervisor promptly.
24. Follow recommended cleanup procedures for spills.
25. Dispose of outdated controlled products promptly and appropriately.

DON'T'S

1. Do not retain leaking or damaged containers.
2. Avoid removing contents from their original container.
3. Keep away from heat or flames during storage.
4. Refrain from mixing chemicals or cleaning products without consulting the SDS; ensure safety (e.g., avoid combining ammonia and bleach, which can produce a highly toxic gas).
5. Never utilize contents from unlabeled containers.
6. Avoid leaving containers of flammable products open, such as paintbrush cleaner or varnish.
7. Dispose of flammable materials properly; do not discard them in regular trash.
8. Do not smoke, eat, or drink while handling chemicals.
9. Avoid reusing empty containers, as residue may pose hazards.
10. Do not open swollen containers.

Safe Work Practices

1. Ensure all workers on-site are adequately trained in WHMIS requirements.
2. Maintain an inventory of products used on-site along with their Safety Data Sheets (SDS).
3. Train workers exposed to or potentially exposed to hazardous products in safe handling procedures.
4. Keep current SDS readily available to all workers on-site.
5. Develop and implement a workplace labeling system for transferred products, ensuring all workers are familiar with it.
6. Before using any hazardous product, review its label and SDS for safe handling instructions.
7. Use products only for their intended purpose and in accordance with manufacturer instructions on labels and SDS.
8. Wear and utilize Personal Protective Equipment (PPE) based on label and SDS guidance.
9. Label any new containers if products are transferred from their original packaging.
10. Promptly report spills or leaks of hazardous products to the Foreman or Superintendent and conduct cleanup as per label and SDS instructions.
11. Dispose of empty hazardous materials containers in accordance with label or SDS guidelines.
12. Adhere to storage instructions specified on product labels or SDS, ensuring compatibility and preventing the storage of incompatible products near each other.
13. Make readily available any special first aid instructions highlighted in the SDS on-site.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC – OHS Regulation: General Conditions (Part 5 Chemical and Biological Agents)
- Construction Fire Safety Plan
- BC Fire Code 2024

PART 6 - PREVENTATIVE MAINTENANCE

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DOMINION MASONRY LTD.	Safe Work Practice – Heat Stress Prevention			
	Rev. 1.0	Created: May 2024	Last review: ------	SWP - 11

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Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

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ADMINISTRATIVE

- ☒ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.
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PERSONAL PROTECTIVE EQUIPMENT

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☐		Arc flash Protection	☐		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS – Low Risk

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Ensure workers receive frequent breaks in a cool area away from heat.
- Adjust work practices as needed in response to worker complaints of heat stress.
- Supervise heat stress training and acclimatization for new employees and those returning after a period of absence.
- Monitor the workplace to identify hot conditions.
- Enhance air circulation using fans where feasible.
- Provide an adequate supply of potable water.
- Assess whether workers are consuming enough water.
- Accommodate workers wearing personal protective clothing or equipment that traps heat and limits sweat evaporation, such as welders.
- Schedule tasks requiring exposure to heat for cooler parts of the day; plan routine maintenance and repairs in hot areas during cooler times.
- Offer cooling devices (e.g., hard hat liners, bibs, neck bands) to all workers to aid in dissipating excessive heat from their bodies.

WORKER RESPONSIBILITIES

- Adhere to instructions and training for managing heat stress.
- Remain vigilant for symptoms in themselves and their colleagues.
- Assess if any prescription medications they take may exacerbate heat stress.
- Dress in light, loose-fitting clothing that facilitates sweat evaporation.
- Opt for light-colored garments that absorb less heat from the sun.
- Consume small, regular amounts of water, aiming for approximately 1 cup every 15 minutes.
- Avoid beverages like tea or coffee.
- Refrain from consuming hot, heavy meals.
- Avoid taking salt tablets unless specifically prescribed by a physician.
- Work in pairs or groups; avoid working alone whenever possible.

PART 4 – SAFE WORK PRACTICES

This plan establishes effective and safe procedures to prevent heat-related illnesses, both indoors and outdoors, among employees within our workplace. It serves as a training tool for new hires and as an annual refresher for existing staff. All employees who may be exposed to hot working conditions are covered by this plan.

Heat-related illnesses can occur when workplace activities in a hot environment surpass the body's ability to regulate its temperature. Certain risk factors increase the likelihood of these illnesses, such as inadequate access to water for rehydration, wearing protective gear that hinders skin ventilation, or working in high humidity conditions where sweat evaporation is impaired.

Training on Heat-Related Illness Prevention:

1. Understand the environmental and personal risk factors contributing to heat-related illnesses.
2. Familiarize with the employer's protocols for identifying, assessing, and managing exposures to heat-related risk factors.
3. Emphasize the importance of regular consumption of small amounts of water, up to 4 cups per hour, particularly in extreme heat and work conditions.
4. Learn about the significance of acclimatization, gradually exposing oneself to heat and work.
5. Recognize the various types of heat illnesses and their common signs and symptoms.
6. Acknowledge the importance of promptly reporting any symptoms or signs of heat illness to the employer or supervisor, either for oneself or coworkers.
7. Understand the employer's procedures for addressing potential heat illness symptoms, including the provision of emergency medical services if necessary.

8. Learn the steps for contacting emergency medical services and arranging transportation for employees to a location where they can be reached by medical providers if needed.
9. Acquire skills in providing clear and precise directions to the work site.

Supervisors

1. Before assigning employees to work in potentially heat-exposed environments, all supervisors will receive a copy of this Exposure Control Plan and Safe Work Practice.
2. Supervisors will be equipped with the necessary procedures to effectively implement the relevant provisions outlined in this program.
3. Supervisors will be trained on the appropriate procedures to follow when an employee displays symptoms consistent with potential heat illness, including the implementation of emergency response protocols.

Environmental Risk Factors	Personal Risk Factors
• Air temperature exceeding 90 degrees Fahrenheit • Relative humidity surpassing 40 percent • Radiant heat emitted by the sun and other sources • Conductive heat from dark-colored work surfaces • Limited air circulation • Physical exertion required for the task • Utilization of non-breathable protective clothing and other personal protective equipment	• Inadequate acclimatization to higher temperatures • Poor general health condition • Dehydration • Alcohol consumption • Caffeine intake • History of heat-related illness • Use of prescription medications affecting the body's response to heat, such as beta blockers, diuretics, antihistamines, tranquilizers, and antipsychotics.

Type	Symptom	Prevention
Heat Rash - Heat rashes usually resolve within a few days following exposure.	• Red blotches and severe itching in areas continually moist with sweat • Tingling or prickling sensation on the skin during sweating	• Seek a cooler environment. • Take a refreshing cool shower. • Ensure thorough drying afterwards. • Consult with a first aid attendant for further assistance.
Heat Cramps	• Loss of salt through excessive sweating • Cramping in back, legs and arms	• Stretch and massage muscles • Replace salt by drinking commercially available carbohydrate/electrolyte replacement fluids • See First Aider
Heat Exhaustion - Heat Exhaustion arises when the body struggles to maintain adequate blood flow to vital organs while simultaneously redirecting blood to the skin to facilitate cooling and regulate body temperature.	• Weakness, fatigue, dizziness, rapid pulse • Headache, nausea, vomiting • Breathlessness, shallow breathing • Feeling faint or fainting • Increased breathing rate • Sweating, muscle cramps • Cool, pale clammy skin	• See first aid attendant if symptoms increase, call 911. • Help the patient to cool down. ✓ Rest in a cool area. ✓ Drink cool water. ✓ Remove or loosen unnecessary clothing. ✓ Shower or rinse of with cool wet cloth
Heat Stroke	• Confusion • Irrational behaviour • Loss of consciousness • Convulsions • Lack of sweating • Hot, dry skin • Abnormally high body temperature	• Call 911 • Provide immediate cooling options. ✓ Immerse patient in tub of cool water or; ✓ Place in cool shower; or

		✓ Spray with cool water from a hose; or ✓ Wrap patient in cool, wet sheets and fan rapidly. ✓ Transport patient to hospital if required

Access to Water

Employees must have access to potable water, provided in adequate quantity at the start of the shift to ensure one quart per employee per hour for the entire 8-hour shift, totaling 2 gallons per employee. Employees may commence the shift with smaller water amounts if effective replenishment procedures guarantee provision of one quart or more per hour during the shift.

Access to Shade

Employees experiencing heat illness or feeling the need for preventive recovery shall be granted access to a shaded area, either open-air or ventilated, for a minimum of five minutes. Access to shade must be available at all times. Shaded areas can encompass trees, buildings, canopies, lean-tos, or other structures, either ventilated or allowing air movement. Car or truck interiors are not considered shaded areas unless air-conditioned or shielded from sun heat in alternative ways.

Humidex 1 – Moderate physical work, unacclimatized worker, OR Heavy physical work, acclimatized worker	Response	Humidex 2 – Moderate physical work, acclimatized worker, OR Light physical work, unacclimatized worker
25 - 29	• supply water to workers on an "as needed" basis	32 - 35
30 - 33	• post Heat Stress Alert notice • encourage workers to drink extra water • start recording hourly temperature and relative humidity	36 - 39
34 - 37	• post Heat Stress Warning notice • notify workers that they need to drink extra water • ensure workers are trained to recognize symptoms	40 - 42
38 - 39	• work with 15 minutes relief per hour can continue • provide adequate cool (10 - 15°C) water • at least 1 cup (240 mL) of water every 20 minutes • workers with symptoms should seek medical attention	43 - 44
40 - 41	• work with 30 minutes relief per hour can continue in addition to the provisions listed previously	45 - 46*
42 - 44	• if feasible, work with 45 minutes relief per hour can continue in addition to the provisions listed above	47 - 49
45 or over	• only medically supervised work can continue	50* and over

Source: Occupational Health Clinics for Ontario Workers (OHCOW) – "Humidex Based Heat Response Plan"

Other Practices to Consider:

- Designate an on-site monitor responsible for observing workers for signs of heat stress.
- Use cooling cloths that you can get from a local first aid company to put on workers body parts.
- Provide Sqwincher or electrolyte individual packs for workers to add to their water bottles, enhancing hydration.
- Schedule a ten-minute break at least once every 2 hours, or as needed, to prevent overheating.
- Whenever feasible, stagger shift work or organize tasks requiring outdoor work in the early morning to avoid peak sun exposure; consider scheduling work under slabs or in parkades during the afternoon.

Awareness of heat illness symptoms can be crucial for your well-being or that of a co-worker. Below is essential guidance on heat-related illnesses and preventive measures:

- If returning to work after illness, an extended break, or starting a job in the heat, recognize your heightened vulnerability to heat stress until your body adjusts. Inform your employer of your unfamiliarity with heat, as it typically takes 5-7 days for acclimatization.
- Hydration is key for workers exposed to heat, as they can lose 2 to 3 gallons of sweat per day. Aim to drink 3 to 4 cups of water every hour from the start of your shift to replenish lost fluids.
- Take breaks in shaded, cool areas and allow time for heat recovery throughout the day to prevent heat-related illnesses.
- Limit alcohol and caffeine intake during extreme heat, as both can dehydrate the body.
- If you or a co-worker experience symptoms like nausea, dizziness, weakness, or unusual fatigue, inform your supervisor and rest in a cool, shaded area. Seek immediate medical attention if symptoms persist or worsen.
- Wear protective clothing that allows airflow while shielding from the sun whenever possible. Protect your head and eyes if working outdoors.
- Be vigilant of your co-workers while working in the heat and ensure you know how to call for medical assistance if needed.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- WorkSafeBC – OHS Regulation: Part 7 (Noise Vibration, Radiation and Temperature)

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DOMINION MASONRY LTD	Safe Work Practice – Driving			
	Rev. 1.0	Created: May 2024	Last review: ------	SWP - 12

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RISK RATING AFTER CONTROLS – Low Risk

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- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
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- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

WORKER RESPONSIBILITIES

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

DO'S

1. Adhere strictly to Occupational Health & Safety (OH&S) regulations, ICBC and the Motor Vehicle Act.
2. Wear and utilize the prescribed Personal Protective Equipment (PPE), ensuring all equipment is in optimal working order.
3. Safeguard the general public by cordoning off hazardous areas with proper barricades.
4. Always fasten your seat belt securely.
5. Respect and adhere to posted speed limits and signage.
6. Exercise heightened caution during adverse weather conditions.
7. Maintain vigilant attention while driving, regardless of familiarity with the route.
8. Display courtesy towards fellow motorists.
9. Yield to pedestrians at designated crosswalks.
10. Provide ample space for bicyclists on the road.
11. Equip your vehicle with a winter survival kit containing essentials such as a cell phone, matches, flares, a functional flashlight, sustenance, hydration, and thermal blankets.
12. Ensure your vehicle is equipped with a serviceable spare tire and functioning jack.
13. Allocate time for regular preventative maintenance on your vehicle to prevent breakdowns, which can pose hazards and incur significant costs.
14. Maintain a proactive approach by scanning the road ahead for potential safety hazards well in advance.
15. Continuously scan your surroundings to detect potential hazards, ensuring to check at least one mirror every 5 to 8 seconds.
16. Maintain a safe distance around your vehicle at all times, avoiding driving in clusters or groups.
17. Utilize a high-visibility vest whenever exiting your vehicle at night, especially on highways or dimly lit roads, to enhance visibility and ensure safety.

DON'T'S

1. Do not operate a vehicle under the influence of alcohol or drugs, and never ride with a driver who is impaired.
2. Avoid making assumptions about the intentions of other drivers; a turn signal doesn't guarantee a turn.

3. Never presume that other drivers are aware of your actions; signal your intentions clearly and leave ample space for maneuvering.
4. Refrain from tailgating, passing on shoulders, failing to yield, running red lights or stop signs, or violating any other traffic laws intentionally.
5. Keep car stereo volume at a reasonable level, avoiding disruption to others and ensuring you can hear important signals like train crossings or emergency sirens.
6. Avoid talking on your cell phone while driving; if necessary, pull over to a safe location to make or answer calls.
7. Resist engaging in distracting activities while driving, such as eating, changing clothes, or applying makeup, as they impair reaction time and attention.
8. Do not participate in dangerous driving behaviors like playing chicken, racing, or engaging in friendly "taps" with other vehicles.
9. Keep control of your emotions and avoid letting frustration dictate your actions.
10. Never succumb to road rage, regardless of provocation from other drivers.
11. Refrain from leaving valuables in your car, especially in plain sight, to minimize the risk of theft.
12. Avoid fixating your gaze on a single object or the vehicle ahead; maintain eye movement to stay alert and aware of road conditions.
13. Do not drive if you are feeling fatigued, dizzy, sleepy, or otherwise impaired, as it compromises your ability to drive safely.

Safe Work Practices

1. All motor vehicle operators must possess the requisite licenses and/or certificates for operating the equipment.
2. Ensure that the work area around the motor vehicle is always clear and unobstructed.
3. Prior to each use and as necessary thereafter, operators must inspect their equipment for any deficiencies, defects, or unsafe conditions, promptly reporting such issues to the Supervisor or designated personnel.
4. Motor vehicle operators bear direct responsibility for the safe operation of the equipment. They must maintain complete control over the equipment and adhere strictly to all relevant laws and regulations, with strict prohibition against speeding.
5. Operators must adhere to recommended gross vehicle weight limits and ensure that the equipment is not overloaded.
6. During transportation of materials and equipment, secure loading practices must be employed to prevent shifting of the load, which could pose hazards to workers.
7. Adequate means of load restraint must be provided to safeguard the crew of a vehicle transporting a load, mitigating the risk of load shifting.
8. It is strictly prohibited for workers to stand or sit on the sides or tailgate of any moving equipment.
9. Mandatory wearing of seatbelts is enforced in all vehicles and equipment equipped with them whenever the vehicle or equipment is in motion.
10. Refueling of motor vehicles with gasoline, propane, natural gas, or other vaporizing fuels is strictly prohibited under the following conditions:
    a. While the engine is running.
    b. When anyone is smoking in or around the vehicle.
    c. c) In the presence of a known ignition source in the immediate vicinity.
11. Operators are tasked with maintaining cleanliness both inside and outside of the equipment, including windshields, rearview mirrors, and other pertinent areas.
12. To conduct a comprehensive monthly vehicle inspection, ensure to check the following:
    - Verify all oil and fluid levels are adequate.
    - Inspect all visible rubber components, including hoses and belts.
    - Assess the condition of wheels and tires.
    - Confirm proper functioning of all electrical components, ensuring all lights operate and the vehicle starts without delay.
    - Ensure the presence and functionality of all required safety equipment.

- Check for any warning lights illuminated on the dashboard.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Manual
- WorkSafeBC – OHS Regulation: Transportation of Workers (Part 17)

PART 6 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s).
Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

PART 7 - EMERGENCY AND REPORTING REQUIREMENTS

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

PART 8 - OTHER

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.

EMPLOYEE ACKNOWLEDGEMENT		
All employees instructed in the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instructions.		
PRINT NAME	**SIGNATURE**	**DATE**

SUPERVISORS REVIEW		
PRINT NAME	**SIGNATURE**	**DATE**

This document has been provided for the safety of all applicable workers on site during the course of our construction. Enforcement of the contents of this document WILL be provided through designated management on site (the above signed) at all times.

PART 1 – PROJECT INFORMATION	
Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

PART 2 – HAZARD IDENIFICATION

POTENTIAL HAZARDS

☒ Other Trades/Contractors	☐ Excavation or Trenches	☐ Limited Communication
☐ Limits of Approach (Power Lines)	☐ Heat or Cold Stress	☐ Violence
☐ Electrical Shock	☐ Noise - Above 85 Decibels	☐ Crane Misadventure
☐ Public Traffic	☐ Lifting or Twisting	☐ Working Near or Around Water
☐ Poor Driving Conditions	☐ Compressed Gases or Liquids	☐ Ergonomics
☐ Terrain Conditions	☐ Poor Soil Conditions	☐ Tools or Equipment
☒ Fall From Elevations	☒ Weather Conditions i.e., water, wind, sun	☐ Pedestrians
☒ Falling Objects	☐ Working Alone or Remote Location	☐ Hot Surfaces
☐ Climbing Obstructions	☐ Mobile Equipment	☒ Slippery Ground Conditions
☐ Arc Flash Potential	☐ Entanglement	☐ Spills
☐ Flying Debris	☐ Sharp Objects	☐ Cuts, laceration, amputations
☒ Unsafe or Inadequate Access	☐ Crush/ Pinch Point Hazards	

CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)

Elimination is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the hazard is no longer present. It is the preferred way to control a hazard and should be used whenever possible.

Substitution is the act of replacing something with another thing… in this case, a hazard is replaced with a less hazardous one.

ENGINEERING

☒ Isolation	Separating workers from the hazard by distance or the use of barriers
☐ Enclosures	Placing the material or process in a closed system (e.g., enclosed machines, booths, etc.)
☐ Guarding & Shielding	Using guards around moving parts of machinery
☐ Ventilation	Using local exhaust or general dilution ventilation to remove or reduce airborne products
☐ Mechanical Lifting Devices	Using mechanical methods to lift or move objects instead of manual lifting
☒ Guardrails	Using guardrails to prevent a fall

ADMINISTRATIVE

- ☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.
- ☐ Preventative maintenance to keep equipment in proper working order
- ☐ Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)
- ☒ Restricting access to a work area.
- ☐ Restricting the task to only those competent or qualified to perform the work
- ☒ Using signs to warn workers of a hazard.

PERSONAL PROTECTIVE EQUIPMENT

☒		CSA Approved Footwear	☒		Hand & Finger Protection
☒		CSA Approved Headgear	☒		Safety Eyewear
☒		Fall Protection Equipment	☒		Hearing Protection
☐		Dust Mask (N95)	☐		Respiratory Protection
☒		High Visibility Vest (clothing)	☐		Face Shield
☐		Arc flash Protection	☐		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS – Moderate Risk

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
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- Perform the task safely.
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- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

DO'S

1. Adhere to Occupational Health & Safety (OH&S) Regulations to ensure compliance with safety standards.
2. Wear and utilize the prescribed Personal Protective Equipment (PPE), ensuring all equipment is in optimal working condition.
3. Safeguard the general public from potential fall hazards.
4. Before commencing work, ensure all personnel are briefed on area-specific hazards and promptly notify affected individuals.
5. Conduct daily workplace inspections to identify and address fall hazards.
6. Thoroughly review instructions and warnings for all fall protection equipment before use, refraining from using unfamiliar equipment.
7. Prior to each use, meticulously inspect all fall protection gear, with qualified personnel conducting comprehensive inspections at regular intervals in accordance with manufacturer's instructions.
8. Limit work at height or use of fall protection equipment to authorized, trained, and competent individuals.
9. Implement a fall protection plan for work at or above 25 feet or when utilizing procedures in lieu of fall protection equipment, referring to OHS Guideline part 11 for approved protocols.
10. Develop a rescue plan as an integral component of the fall protection strategy whenever employing a fall arrest system.
11. Utilize only CSA/ANSI approved equipment as mandated by OHS Regulation.
12. Select and employ the correct equipment for the job, adhering strictly to manufacturer's instructions for setup and usage.
13. Ensure harnesses fit snugly, allowing for full range of movement, in accordance with both manufacturer's guidelines and individual training.
14. Choose the appropriate anchor/anchorage based on application, ensuring a minimum capacity of 5000 lbs. for fall arrest and 800 lbs. for fall restraint.
15. Select the appropriate lanyard weight rating: E4 lanyard for individuals weighing between 100 and 254 lbs. (45 - 115 kgs), or E6 for weights ranging from 200 to 386 lbs. (90 - 175 kgs).
16. Attach the fall-arrest connecting device solely to the back D-ring; reserve the side D-rings exclusively for positioning purposes.

17. Ensure all equipment is compatible with each other to guarantee optimal functionality and safety.
18. In the event of a fall, promptly remove all components of the fall arrest system from service. Engineered components may undergo recertification only by a qualified professional engineer.
19. Guard or cover all holes, openings, and skylights to mitigate the risk of falls and ensure a safe work environment.

DON'T'S

1. Don't use equipment that has failed inspection or has been involved in a fall arrest incident.
2. Refrain from using unfamiliar equipment or tools; always consult manufacturer's instructions before use.
3. Do not disconnect from your personal fall protection system while in a fall hazard area, which extends a minimum of 6.5 feet from all edges.
4. Avoid working around unprotected openings without adhering to the hierarchy of controls for fall prevention.
5. Do not tie knots anywhere in your personal fall protection system, as this can compromise its integrity.
6. Avoid using unsuitable anchor points such as water pipes, electrical conduits, or guardrails; utilize only structurally sound components capable of supporting required anchorage strength.
7. Do not utilize manual lock carabiners or non-self-locking snap-hooks; ensure all hooks and carabiners are self-locking and self-closing, requiring two consecutive deliberate actions to open.
8. Refrain from connecting multiple lanyards together.
9. Do not permit more than one worker to tie off to the same anchor unless specifically designed and approved by an engineer.
10. Do not allow anyone else to rig your equipment without verifying correct installation.
11. Avoid using incompatible connections, such as connecting a hook to a hook or a carabiner to a carabiner, to ensure proper functionality and safety.

Safe Work Practices

1. Adhere to Occupational Health & Safety (OH&S) Regulations to ensure compliance with safety standards.
2. Properly don and utilize the prescribed Personal Protective Equipment (PPE), ensuring all equipment is in optimal working condition.
3. Safeguard the general public by closing off or barricading areas presenting fall hazards.
4. Employees operating at elevations exceeding 10 feet (3m) where fall-related injuries are a risk must implement fall protection measures, following the established Hierarchy of Controls:
   a. Elimination
   b. Installation of guardrails
   c. Utilization of fall restraint systems
   d. Implementation of fall arrest systems
   e. Adoption of other acceptable systems (e.g., control zones, first person up, etc.).
5. Before initiating any project, conduct a comprehensive review of specific fall protection requirements. This includes conducting a risk assessment at the project's onset and continuously throughout daily hazard assessments.
6. The assessment should encompass identification of fall hazards, determination of appropriate types and methods of fall protection, calculation of fall clearance, establishment of rescue procedures, protocols for equipment assembly, maintenance, inspection, and disassembly, as well as identifying necessary training for the fall protection program.
7. For work conducted at heights of 25 feet (7.5m) or above, document the review in a formal Fall Protection Plan. A Fall Protection Plan is not mandatory if the work area is safeguarded by permanent guardrails.
8. Training under the fall protection plan should cover job orientation, instruction on both fall restraint and fall arrest techniques, and fitting of personal protective equipment.
9. If employing a Personal Fall Protection System (such as fall restraint or fall arrest), ensure that anchor points are inspected and installed according to manufacturer's specifications.

10. For any engineered component of the fall protection system, ensure that valid engineering documents are accessible and adhered to.
11. All components of a fall protection system must be installed in strict accordance with manufacturer specifications, undergo regular inspections, and be checked prior to each use by the user.

Guardrail Requirements

1. When it is not feasible to eliminate the need to work at heights or the fall hazard, guardrails represent the preferred method of fall protection.
2. Installation of guardrails must adhere to the requirements outlined in OHSR 4.58.
3. If a portion of the guardrails needs removal to facilitate work:
   a. Only the necessary section of guardrails should be removed.
   b. Workers operating in that area must be safeguarded by Personal Fall Arrest Systems.
   c. Guardrails must be promptly reinstalled upon completion of the work or when the area is vacated.
   d. Whenever possible, efforts should be made to divert guardrails to accommodate work instead of removing them to ensure the protection of other workers.
4. Any scaffolding must be erected in compliance with the regulations outlined in OHSR Part 13 and other relevant standards, by individuals who are qualified and competent.
5. Scaffolding must incorporate guardrails. However, guardrails may be omitted from the edge of a work platform if the platform abuts a structure providing an equivalent level of protection and if the open space between the platform and the structure does not exceed 30 cm (12 in).

Self-Elevating Work Platforms (Scissor Lifts & Boom Lifts):

1. Priority will be given to the utilization of scissor and boom lifts when tasks necessitate work on exteriors or ceilings.
2. Operators of lifts must undergo comprehensive training on the safe inspection, operation, and maintenance of the equipment in accordance with manufacturer guidelines.
3. Adhere to Safe Work Practice Mobile Elevated Work Platforms.
4. Take measures to prevent overloading of the platform or wind loading caused by materials placed on it.
5. Adhere strictly to weight rating limits and ensure even distribution of weight across the platform to maintain stability and safety.

Fall Restraint

1. When it is not feasible or practical to set up guardrails or work within existing guardrail boundaries, or when doing so may elevate risk levels, a fall restraint system represents the preferred method of fall protection.
2. Fall restraint refers to a system designed to prevent a worker from falling from a work position or from accessing an unguarded edge from which a fall could occur. For instance, when installing heavy gauge exterior walls beyond existing guardrails at heights inaccessible by boom-lifts.
3. Fall restraint systems are configured to allow workers to move freely within the designated work area while preventing access to the fall hazard as long as the system remains connected.
4. To establish a fall restraint system:
   - The worker must don an approved and inspected fall restraint harness.
   - Utilize an anchor point with a minimum breaking strength of 800lbs.
   - Choose a connecting device of sufficient length to allow access to the work area but not long enough to reach the fall hazard.
   - Attach the connecting device between the worker's back D-ring and the anchor point.
   - Consider compatibility and incompatibility of connections when setting up the system.
   - Ensure there is no slack in the system that would enable the worker to reach the fall hazard.
   - Regularly inspect and adjust the fall restraint system, especially if using rope grabs or adjustable systems, to ensure the worker cannot access the fall hazard.
   - Manual rope grabs are preferred for fall restraint applications.

Fall Arrest

1. When utilizing a fall restraint system is not feasible or practical, or when it may pose increased risk, a fall arrest system is the preferred method of fall protection.
2. A fall arrest system is designed to halt a worker's fall before they make contact with the surface below.
3. This system allows the worker to move freely within the designated work area, including reaching the fall hazard. If a fall occurs, the fall arrest system will prevent the worker from striking the ground or other surfaces.
4. To set up a fall arrest system:
    - The worker must wear an approved and inspected fall restraint harness.
    - Utilize an anchor point with a minimum breaking strength of 5000lbs.
    - Choose a connecting device of adequate length to allow access to the work area while minimizing free fall distance.
    - Attach the connecting device between the worker's back D-ring and the anchor point.
    - If using a lanyard as the connecting device, ensure it is an energy-absorbing lanyard specifically designed for fall arrest.
    - Consider compatibility and incompatibility of connections when configuring the system.
    - Ensure there is no slack in the system to prevent increased free fall distance or swing falls.
5. Limit the free fall distance to 6 feet when using an energy-absorbing lanyard.
6. Free fall distance can be minimized by:
    - Utilizing a higher anchor point.
    - Using a shorter lanyard.
    - Employing Self-Retracting Devices.
7. Rescue procedures must be incorporated into the planning of any fall arrest system to ensure prompt retrieval of a fallen worker.
8. Fall clearance must be calculated for any worker in a fall arrest situation to ensure adequate clearance from lower level hazards.
   Note: Fall arrest systems should not be used for situations where work is conducted at heights less than 10 feet unless there is an unusual risk of injury below.

Control Zone Requirements

1. Control zones are designated only when alternative forms of fall protection are not practical or would pose increased risks to workers.
2. A control zone refers to the area between an unguarded edge of a building or structure and a safe distance of at least 2 meters (6.5 feet).
3. These zones are suitable for use only on flat surfaces or surfaces with slopes of 4:12 and below.
4. To establish a control zone, a raised warning line is set up 6.5 feet from the leading edge. This warning line comprises:
    - High visibility material or a flagged line clearly marked with high visibility materials at intervals not exceeding 2 meters (6.5 ft).
    - Rigged and maintained to be positioned between 34 and 45 inches above the working surface.

Additional Leading Edge Work Requirements

1. For the majority of leading-edge tasks, guardrails and fall restraint systems will be both feasible and utilized. Fall arrest systems should only be employed when guardrails and fall restraint are not practical.
2. When employing fall restraint, select an anchor point that minimizes the distance to the nearest hazard.
3. Always minimize slack to achieve restraint. In a fall arrest setup, reducing slack decreases free fall distance, total fall distance, forces exerted on the body during a fall, and generally facilitates easier and faster rescue operations.
4. Do not rely on guardrails that you did not construct without first conducting a visual inspection. Check:
    - Ensure all vertical supports are securely fastened to the floor.
    - Confirm horizontal members are securely attached to the inside of the vertical supports, with the top rail positioned on top.
    - Verify that spans do not exceed 8 feet, although this can be extended to 10 feet on scaffolds.
    - Ensure the guardrail height falls between 40 and 44 inches above the working surface.

- Position the mid-rail halfway between the top rail and the ground, or between the top rail and the toe-board if one is present.

5. Secure tools and materials with tethers, establish a control zone below, and adhere to the Dropped Prevention Program outlined in the OHS Program. Implement the hierarchy of controls to prevent tool drops, including elimination, substitution, engineering controls, administrative controls, and PPE.
6. Ensure that plywood or insulation panels and other materials are adequately secured to prevent them from becoming airborne during storms or strong wind gusts.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC – OHS Regulation: General Conditions (Part 4)
- WorkSafeBC – OHS Regulation: Fall Protection (Part 11)
- Site Specific Fall Protection Plan

PART 6 - PREVENTATIVE MAINTENANCE

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Supervisor Name:	Phone #:
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POTENTIAL HAZARDS

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☐ Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)

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☒ Restricting the task to only those competent or qualified to perform the work

☒ Using signs to warn workers of a hazard.

PERSONAL PROTECTIVE EQUIPMENT

☒		CSA Approved Footwear	☒		Hand & Finger Protection
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☐		Fall Protection Equipment	☒		Hearing Protection
☐		Dust Mask (N95)	☐		Respiratory Protection
☒		High Visibility Vest (clothing)	☒		Face Shield
☒		Arc flash Protection	☐		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS – Low Risk

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
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- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

DO'S

1. Adhere to Occupational Health & Safety (OH&S) Regulations to ensure compliance with safety standards for hot works.
2. Wear and utilize the prescribed Personal Protective Equipment (PPE), ensuring all equipment is in optimal working condition before commencing work.
3. Protect the general public by closing off or barricading areas presenting hazards associated with hot works.
4. Prior to initiation, ensure all personnel are briefed on the inherent dangers in the area and communicate these hazards to all on-site personnel.
5. Provide workers with Workplace Hazardous Materials Information System (WHMIS) training to enable them to identify flammable, explosive, and combustible materials.
6. Ensure Safety Data Sheets (SDS) for all materials used in hot works are readily accessible and up-to-date, issued by the supplier within the last three years.
7. Utilize appropriate personal protective equipment, such as gloves, aprons, and face shields, to mitigate risks associated with hot works.
8. Ensure all compressed gas cylinders are clearly labeled with legible labels for easy identification.
9. Replace any defaced or accidentally removed labels promptly to maintain clarity in labeling
10. Securely close valves and caps on containers before storing them to prevent leakage or spillage of hazardous materials.
11. When storing cylinders, secure them in the upright position using chains, ropes, or similar methods to prevent accidental tipping or falling.
12. Restrict access to hot work areas to authorized personnel only to minimize the risk of accidents or injuries.
13. Equip workers with knowledge and training on handling emergencies such as fires, and ensure they are aware of appropriate first aid measures to take in case of an incident.
14. Familiarize yourself with the location of the nearest emergency stations equipped with air horns, fire extinguishers, and first aid facilities.
15. Regularly inspect and test emergency equipment to ensure it is fully operational in case of an emergency.
16. Understand the potential hazards associated with the materials you are working with, including risks of fire, explosion, health hazards, and chemical reactivity. Also, be mindful of hazards posed by materials and objects in your vicinity.

17. Maintain good housekeeping practices by keeping the work area clear of unnecessary objects, reducing the risk of fire hazards.
18. Handle cylinders with care to prevent damage that could lead to leaks or other safety hazards.
19. Promptly report all incidents and accidents to your supervisor, regardless of their severity, to ensure appropriate action is taken to prevent future occurrences.
20. Regularly inspect all wiring and leads on your arc welding machine to ensure they are in good condition and free from damage.
21. When welding in wet environments, use a Ground Fault Circuit Interrupter (GFCI) for your arc welding machine to prevent electrical shocks and ensure safe operation.

DON'T'S

1. Avoid overloading electrical circuits while operating a welding machine, as this can pose a significant fire hazard.
2. Refrain from conducting welding operations in enclosed spaces, as proper ventilation is crucial to dissipate fumes and prevent asphyxiation.
3. Never weld without adequate eye protection to shield against harmful ultraviolet radiation and bright light.
4. Do not wear short sleeves or cuffed clothing while welding to prevent burns from sparks or hot metal particles.
5. Avoid direct contact between hands and sharp edges when opening cans of electrodes to prevent injury.
6. Do not weld in areas containing combustible materials to mitigate the risk of fire hazards.
7. Avoid welding in locations where sparks can escape through cracks in walls or windows and ignite combustible materials outside.
8. Refrain from welding in the presence of flammable liquids or gases, as even a small spark can trigger a catastrophic explosion.
9. Do not commence welding in dirty environments, as dust and debris can serve as fuel for fires.
10. Avoid welding containers that have previously contained or currently contain flammable materials without following proper cleaning procedures.
11. Do not place welding hoses near machinery, walkways, or heat sources to prevent damage and accidents.
12. Refrain from using coiled hoses during welding operations to prevent kinks and blockages.
13. Do not transport cylinders without their protective caps securely in place to prevent damage and potential leaks.
14. Store cylinders in an upright position, avoiding sideways or upside-down storage to maintain stability and prevent accidents.
15. Keep welding leads away from the welding surface to prevent damage and ensure safety.
16. Store oxygen and acetylene tanks separately, maintaining a distance of at least 20 feet between them to mitigate the risk of fire or explosion.
17. Always have a fire extinguisher readily available before commencing welding work to respond to potential fire emergencies promptly.
18. Wear a respirator while welding to protect against inhaling harmful fumes and gases emitted during the welding process.
19. Do not attempt to operate a welding machine without proper training and certification to ensure safe and effective use.
20. Avoid skin or clothing contact with electrodes to prevent burns and injuries.
21. Refrain from using wet or damaged gloves while welding to maintain proper protection.
22. Always use approved Personal Protective Equipment (PPE) while welding to reduce the risk of burns and injuries.

Safe Work Practices

1. Hot work activities will be confined to a designated welding area to ensure focused attention and enhanced safety measures.

2. Within the designated welding area, employ local exhaust ventilation systems to effectively minimize worker exposure to hazardous airborne contaminants generated during welding, burning, or soldering processes.
3. When it is not feasible to utilize the designated welding area, a hot work permit system will be implemented to regulate and monitor hot work activities, ensuring adherence to safety protocols and procedures.
4. Before commencing welding or cutting operations, any coating containing potentially harmful contaminants such as lead, chromium, organic materials, or toxic combustion byproducts must be removed from the base metal, whenever feasible, to mitigate health risks to workers.
5. Ensure that welding equipment, including regulators, automatic reducing valves, and hoses, is utilized exclusively for the gas for which it is designed. This practice prevents cross-contamination and maintains the integrity and safety of the equipment.
6. Any recently welded or flame-cut work areas must be clearly marked as "HOT" or effectively safeguarded to prevent inadvertent contact by workers, particularly if individuals not directly involved in the hot work are likely to enter the work area.
7. Welders must adhere to the following personal protective equipment (PPE) requirements:
    - Wear a welding apron made of leather or similar fire-resistant material to shield against sparks and heat.
    - Utilize gauntlet gloves crafted from leather or other appropriate materials, accompanied by arm protection, to safeguard against burns and abrasions.
    - Wear leather steel-toe boots to protect the feet from falling objects and hot metal.
    - For arc welding, employ a face shield approved for non-ionizing radiation (CSA 94.3 - Class 6B). The welder must select a filter shade based on factors such as the welding process, wire diameter, and operating current.
    - Don flame-resistant clothing covering all exposed skin to mitigate the risk of serious injuries from heat and UV radiation exposure.
8. Welders must refrain from wearing:
    - Any garments made of or containing polyester, acetate, nylon, acrylic, or polypropylene fibers, including high-visibility vests, as these materials are susceptible to melting or igniting when exposed to heat or flames.
    - Contact lenses, as they may pose a risk of injury due to heat or splashes of molten metal.
9. All gas welding equipment must be equipped with check valves to prevent reverse flow and potential hazards.
10. Install flashback arrestors on hoses as close as possible to the torch to prevent flashback incidents and ensure operator safety.
11. Maintain torch hoses free of oil and debris to prevent fire hazards from spontaneous combustion if accumulation occurs.
12. At the end of each shift, ensure tank valves are securely shut off, and regulators and lines are purged to prevent gas leaks and potential hazards.
13. Compressed gas cylinders must always be stored and used in an upright position and securely secured to prevent tipping or falling accidents.
14. Exercise caution with pure oxygen, as it may react violently with grease or oil. Keep oxygen away from grease and oil, and avoid handling oxygen equipment with oily hands or gloves.
15. When welding or burning metals with oxyacetylene torches, be aware of potentially dangerous fumes and wear respiratory protection as per Safety Data Sheets (SDS).
16. Before commencing work outside the dedicated welding area, where applicable, complete a hot work permit to ensure proper safety measures are in place.
17. Provide adequate ventilation during welding, cutting, or burning operations to prevent the buildup of hazardous fumes.
18. Use appropriate shade lenses for the specific work being performed and inspect clothing for frayed edges. Wear protective clothing as necessary to minimize exposure to hazards.
19. Alert other workers to welding, cutting, or burning hazards, and use screens to protect them from potential dangers.
20. Prior to starting work, inspect the work area for combustible materials and potential flammable vapors to mitigate fire risks.
21. Welders should never work alone; maintain a fire or sparks watch to ensure continuous monitoring and safety.
22. Inspect cables and hoses regularly and protect them from slag or sparks to prevent damage and potential hazards.
23. When working in confined spaces, ensure proper air monitoring, ventilation, and adherence to required procedures. Welding or cutting inside confined spaces should be conducted with cylinders positioned outside the space.
24. When working overhead, use fire-resistant materials such as blankets or tarps to control or contain slag and sparks.

25. Avoid performing cutting and welding operations in areas where sparks and cutting slag could fall on cylinders to prevent fire hazards.
26. Open all cylinder valves slowly and keep the wrench used for opening the valves on the valve spindle during operation to ensure quick access and safe handling.
27. Maintain a proper fire watch for one hour after completing work and conduct a thorough inspection of the work area for fire hazards or embers four hours after completion, as per BC Fire Code regulations.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC – OHS Regulation: (Part 7 Noise, Vibration, Radiation and Temperature)
- Construction Fire Safety Plan
- BC Fire Code 2024

PART 6 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s).
Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

PART 7 - EMERGENCY AND REPORTING REQUIREMENTS

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

PART 8 - OTHER

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.

EMPLOYEE ACKNOWLEDGEMENT		
All employees instructed in the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instructions.		
PRINT NAME	**SIGNATURE**	**DATE**

SUPERVISORS REVIEW		
PRINT NAME	**SIGNATURE**	**DATE**

This document has been provided for the safety of all applicable workers on site during the course of our construction. Enforcement of the contents of this document WILL be provided through designated management on site (the above signed) at all times.

DOMINION MASONRY LTD	Safe Work Practice – Mobile Elevated Work Platforms			
	Rev. 1.0	Created: May 2024	Last review: ------	SWP - 15

PART 1 – PROJECT INFORMATION	
Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

PART 2 – HAZARD IDENIFICATION

POTENTIAL HAZARDS

☒ Other Trades/Contractors	☐ Excavation or Trenches	☐ Limited Communication
☐ Limits of Approach (Power Lines)	☐ Heat or Cold Stress	☐ Violence
☒ Electrical Shock	☒ Noise - Above 85 Decibels	☐ Crane Misadventure
☒ Public Traffic	☐ Lifting or Twisting	☐ Working Near or Around Water
☐ Poor Driving Conditions	☒ Compressed Gases or Liquids	☐ Ergonomics
☒ Terrain Conditions	☒ Poor Soil Conditions	☒ Tools or Equipment
☒ Fall From Elevations	☒ Weather Conditions i.e., water, wind, sun	☒ Pedestrians
☒ Falling Objects	☐ Working Alone or Remote Location	☐ Hot Surfaces
☐ Climbing Obstructions	☒ Mobile Equipment	☐ Slippery Ground Conditions
☐ Arc Flash Potential	☐ Entanglement	☐ Spills
☒ Flying Debris	☐ Sharp Objects	☐ Cuts, laceration, amputations
☐ Unsafe or Inadequate Access	☒ Crush/ Pinch Point Hazards	

CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)

Elimination is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the hazard is no longer present. It is the preferred way to control a hazard and should be used whenever possible.

Substitution is the act of replacing something with another thing… in this case, a hazard is replaced with a less hazardous one.

ENGINEERING

☒ Isolation	Separating workers from the hazard by distance or the use of barriers
☐ Enclosures	Placing the material or process in a closed system (e.g., enclosed machines, booths, etc.)
☒ Guarding & Shielding	Using guards around moving parts of machinery
☒ Ventilation	Using local exhaust or general dilution ventilation to remove or reduce airborne products
☒ Mechanical Lifting Devices	Using mechanical methods to lift or move objects instead of manual lifting
☒ Guardrails	Using guardrails to prevent a fall

ADMINISTRATIVE

- ☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.
- ☒ Preventative maintenance to keep equipment in proper working order
- ☐ Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)
- ☒ Restricting access to a work area.
- ☒ Restricting the task to only those competent or qualified to perform the work
- ☒ Using signs to warn workers of a hazard.

PERSONAL PROTECTIVE EQUIPMENT

☒		CSA Approved Footwear	☒		Hand & Finger Protection
☒		CSA Approved Headgear	☒		Safety Eyewear
☒		Fall Protection Equipment	☒		Hearing Protection
☐		Dust Mask (N95)	☐		Respiratory Protection
☒		High Visibility Vest (clothing)	☐		Face Shield
☐		Arc flash Protection	☐		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS – Low Risk

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

WORKER RESPONSIBILITIES

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

DO'S

1. Adhere to WorkSafeBC and other relevant legislative Requirements.
2. Conduct pre-use inspections and function tests according to the manufacturer's instructions to ensure equipment readiness.
3. Maintain detailed inspection and maintenance records for all equipment on-site to track its condition and ensure compliance.
4. Prior to commencement, brief all personnel on the potential hazards in the work area and ensure awareness among all on-site workers.
5. Ensure that manufacturer's instructions are readily available on-site for quick reference and adherence to operational guidelines.
6. Provide comprehensive training to operators on the safe operation of mobile elevated work platforms (MEWPs) and ensure they understand the equipment's operational limitations.
7. Always check for overhead obstructions, such as powerlines, before moving the machine or operating the platform to prevent accidents.
8. Use a Personal Fall Protection System inside boom lifts and consider its necessity for scissor lifts based on site conditions. When utilizing fall protection, adhere to manufacturer-specified anchor points.
9. Clearly label all controls with action and direction to facilitate safe and efficient operation of the platform.
10. Ensure guardrails are intact and properly secured before moving the platform, maintaining a secure gate closure to prevent falls.
11. Remain within the confines of the guardrails and avoid standing, stepping, stretching, or overreaching beyond them to minimize the risk of falls.
12. Prior to maintenance or servicing, power down the equipment and implement required blocking to prevent accidental activation or movement.
13. When relocating boom lifts, orient the boom in the direction of travel whenever feasible to enhance maneuverability and safety.

14. Maintain a safe distance between ground personnel and the machine, ensuring that no individuals are positioned beneath the platform during operation.
15. Deploy stabilizers or outriggers in accordance with the manufacturer's instructions to enhance platform stability and prevent tipping.
16. Securely fasten loads and tools on the platform to prevent displacement during machine movement, minimizing the risk of hazards.
17. Ensure extension cords are of adequate length to reach the full platform height without being compromised by the scissor mechanism, avoiding potential hazards such as pinching or severing.
18. Practice three-point contact and employ proper climbing techniques when ascending or descending from the machine to minimize the risk of slips, trips, or falls.
19. Utilize Fall Protection on boom lifts, adhering to the anchor points specified by the manufacturer for safe and effective fall prevention.
20. Evenly distribute loads within the platform to maintain balance and stability during operation, reducing the risk of tipping or imbalance.
21. Avoid entanglement with ropes, cords, or hoses by ensuring they are properly secured and routed away from moving parts and potential pinch points.
22. Adhere to minimum safe approach distances to power lines as outlined in operating manuals and regulations, typically maintaining a distance of at least 10 feet to mitigate the risk of electrocution.
23. Perform thorough checks of blind spots before operating the platform, ensuring no personnel or obstructions are present in the travel path during elevation, descent, or movement.

DON'T'S

1. Avoid operation in strong winds exceeding the specified threshold outlined in the manufacturers manual to prevent instability and potential hazards.
2. Refrain from usage during lightning or storms to minimize the risk of electrical hazards and ensure operator safety.
3. Never leave the machine unattended without properly securing it to prevent unauthorized access or operation.
4. Do not overextend or stand on the guardrails to prevent structural damage or instability.
5. Adhere to the indicated load capacity as detailed on machine decals and in the manufacturer's instructions to prevent overloading and maintain safe operation.
6. Avoid moving the platform when it is raised to prevent instability and potential hazards.
7. Do not remove guardrails when the platform is raised to maintain fall protection and ensure operator safety.
8. Avoid accessing the boom-lift platform by walking on the boom to prevent structural damage or instability.
9. Refrain from attempting to push or move a boom-lift by telescoping the boom to prevent damage and maintain safe operation.
10. Do not use the machine as a ground for welding to prevent electrical hazards and equipment damage.
11. Avoid using the platform as a crane to prevent structural damage and maintain safe operation.
12. Do not place the boom or platform against any structure to steady either component, as this may compromise stability and safety.
13. Avoid overloading the platform or placing all loads on one side only to prevent imbalance and potential tipping.
14. Refrain from loading the guardrails or leaning heavy objects against them to prevent structural damage and maintain fall protection integrity.
15. Do not anchor your fall protection system to the guardrails to ensure proper anchorage and fall protection effectiveness.
16. Avoid usage with improperly inflated or damaged tires to maintain stability and safe operation.
17. Refrain from driving on slopes that exceed the slope rating, ensuring adherence to manufacturer specifications and safe operating conditions.

18. Do not increase the lateral surface area of the platform in a manner that could cause wind loads, such as vertical placement of plywood sheets, to prevent instability and hazards.
19. Avoid altering or disabling limit switches or other safety devices to ensure proper equipment function and operator safety.
20. Refrain from raising the lift when it is positioned on a truck or other vehicle to prevent instability and potential hazards during transport.

Safe Work Practices

1. Prior to operating any elevating work platform, ensure to thoroughly inspect the ground conditions.
2. Familiarize yourself with the safe operating procedures outlined in the manual by reviewing it thoroughly.
3. Before use, carefully inspect the lift for any defects, and promptly report any identified issues to your supervisor.
4. Conduct the necessary function tests as specified in the manual to ensure the proper operation of the equipment.
5. Before commencing work, inspect the entire work area, including areas above, below, and around the lift, to identify any potential hazards or obstacles.
6. Ensure that the operator is physically and mentally capable of operating the machine safely.
7. Operators must possess valid training credentials before operating the equipment.
8. Adhere strictly to the safe operating procedures outlined in the manual, as well as any additional instructions provided.
9. Implement traffic control measures to prevent other equipment from coming into contact with the lift.
10. When the movement of an aerial work platform is controlled from a base station, the operator must remain at the controls while workers are on the platform and only respond to signals from a designated person on the platform.
11. Workers are prohibited from being transported on aerial work platforms. However, they may remain on platforms during minor adjustment movements.
12. Familiarize yourself with the lift's emergency procedures, including Emergency Lowering and STOP switch operations.
13. Workers should remain vigilant for:
    - Proximity to fixed objects while the scissor lift is in motion.
    - Other moving objects in the vicinity of the scissor lift.
    - The scissor lift passing beneath fixed objects such as support beams.
    - Adhere strictly to the Minimum Safe Approach Distance (MSAD) for powerlines to avoid potential electrical arcing or contact.
    - If it's not possible to maintain the Minimum Safe Approach Distance (MSAD), obtain a 30M33 Assurance in Writing form from your supervisor.
    - Position the scissor lift on a stable and level surface.
    - Unless expressly permitted by the manufacturer, only move the lift with the platform lowered.
    - Engage the brakes and stability devices before elevating the platform.
    - Adhere to the weight limits specified for the lift; avoid overloading it.
    - Conduct work safely from the platform; refrain from overreaching or standing on guardrails, and do not remove them.
    - For Scissor-lifts: Workers in the platform must utilize a personal fall protection system if the ground is uneven, unstable, or presents irregularities that may compromise platform stability.
    - For Boom-lifts: Workers in the platform must always utilize a personal fall protection system.
    - Prevent being forcefully ejected from boom-lifts by avoiding sudden wheel drops and excessive speed on slopes.
    - Before raising the platform, check for obstructions above, and before lowering it, ensure there are no hazards below.
    - Ensure even distribution of weight on the platform; avoid overloading one side.
    - Secure tools and materials to the platform to prevent the accidental dropping of objects

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer’s Instructions
- Site Specific Fall Protection Plan
- WorkSafeBC – OHS Regulation: (Part 4 General Conditions)
- WorkSafeBC – OHS Regulation: (Part 11 Fall Protection)

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DOMINION MASONRY LTD	Safe Work Practice – Loading and Offloading			
	Rev. 1.0	Created: May 2024	Last review: ------	SWP - 16

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Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

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POTENTIAL HAZARDS

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☐	Other		☐	Other	

RISK RATING AFTER CONTROLS – Low Risk

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

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- Must provide all tools, materials, and equipment to conduct the required work.
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WORKER RESPONSIBILITIES

- Perform the task safely.
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- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

DO'S

1. Adhere to WorkSafeBC and other relevant legislative Requirements.
2. Wear and utilize the prescribed Personal Protective Equipment (PPE), and verify the readiness of equipment before use to maintain optimal safety conditions.
3. Prioritize the safety of the public by implementing measures to mitigate potential hazards during work operations.
4. Before commencing work, conduct a thorough briefing to inform all personnel of the existing hazards in the area. Subsequently, ensure that this information is disseminated to all individuals present on site.
5. Before initiating any loading or unloading activities, ensure the availability of a spacious work area, particularly when loading or unloading from multiple sides or ends of a load.
6. Predefine laydown areas before commencing unloading procedures. During unloading, mark these zones to prevent unauthorized entry by workers, thereby ensuring their safety during lifting operations. Similarly, implement the same precautionary measures for loading areas.
7. Only workers directly involved in the loading or unloading process should be present. Prior to commencing work, conduct a comprehensive crew briefing to introduce all involved personnel to each other, fostering effective communication and collaboration.
8. Prior to loading or unloading, thoroughly inspect all rigging equipment to ensure it is in proper working condition and free from defects or damage.
9. Ensure that the rigging selected is appropriate for the materials or equipment being unloaded. Be aware of the weight of the load and avoid overloading the rigging to prevent accidents.
10. Maintain a stable and level work area for loading and unloading operations. Laydown areas should be level and easily accessible for mobile equipment such as excavators or cranes.
11. Ensure that the area where the vehicle will be parked during loading and unloading can support the weight of the fully loaded vehicle and any equipment used for the operation.
12. Materials being loaded or unloaded should not pose a hazard to workers in the area. For example, concrete debris can generate silica dust, which can be harmful to surrounding workers or the public.
13. Stack materials in a manner that prevents them from falling over during loading, unloading, or storage.

14. Establish control zones around laydown areas and material storage areas to restrict access to unnecessary workers, ensuring their safety.
15. Similarly, establish a control zone around the vehicle being loaded or unloaded to prevent unauthorized access and ensure the safety of workers in the vicinity.
16. Utilize tag lines for all long loads to assist in controlling and guiding the load during lifting operations. Multiple tag lines may be necessary depending on the size and weight of the load.
17. All loads must be rigged by a qualified rigger. The rigging design for a load should not be altered by unqualified personnel without approval from either the rigger or a designated supervisor.

DON'T'S

1. Do not exceed the load limit of the vehicle being loaded. Always adhere to the specified load capacity to avoid overloading and compromising vehicle stability.
2. Do not move a vehicle before the load is securely fastened. Ensure that the load is properly secured in place before any movement to prevent accidents or shifting during transportation.
3. Do not unhook the load from the crane until it has been fully landed on the vehicle. Wait until the load is safely and completely positioned on the vehicle before disconnecting it from the lifting equipment.
4. Do not land loads on vehicles without first placing dunnage down on the deck of the vehicle. Use dunnage or protective materials to cushion and distribute the weight of the load evenly on the vehicle's deck, preventing damage.
5. Do not walk under a live load at any time, whether lifted by crane or excavator. Avoid passing underneath loads being lifted by any equipment to prevent the risk of injury from falling objects.
6. Do not back a truck in unless the area is clear, and a spotter is in place. Ensure that the area is free of obstacles and pedestrians before maneuvering a truck in reverse, and have a designated spotter assist in guiding the vehicle safely.

Safe Work Practices

1. Ensure that no load is lifted or landed until the rigger has provided the all-clear signal.
2. Before initiating the loading or unloading of vehicles, it's essential for the crane operator and rigger to establish a method of communication. This can involve either hand signals or radios. If hand signals are chosen, only the rigger is authorized to convey signals to the crane operator. The same applies if radios are utilized.
3. Maintain the prescribed order of materials during loading or unloading operations. Organize materials in such a way as to prevent unnecessary delays in determining their placement. Disruption of this order can lead to frustration, potentially resulting in accidents causing harm to workers or damage to equipment and materials.

Loading

1. Confirm that the vehicle is level both front to rear and side to side to prevent loaded equipment or materials from shifting during loading.
2. Ensure the load is evenly balanced and distributed to maintain stability during transportation.
3. Apply tarps to all loads unless explicitly instructed otherwise by a supervisor.
4. Workers assisting in landing a load, known as riggers, must avoid positioning themselves between the load and an immovable object, as this area, known as the bight, poses a significant risk of injury or fatality.
5. When securing load tie-downs, take care to avoid causing damage to the load. Utilize force spreaders on edges to distribute tie-down force more evenly and place pads on sharp edges to reduce the risk of cutting webbing straps.
6. Exercise extreme caution when using load binders. Avoid placing any part of the body between the load and the binder bar while the bar is being closed into position.
7. When tarping trucks carrying demolition debris, tarplers should remain positioned in the middle of the bin, away from the edges, and should never work above the edge to minimize the risk of injury.
8. Utilize automatic tarping systems whenever feasible to streamline the tarping process and enhance efficiency.
9. When reversing trucks, ensure that the area behind the truck is clear and utilize spotters to assist in the maneuver.

Unloading

1. Confirm that the vehicle is level both front to rear and side to side to prevent loaded equipment or materials from sliding off when removing tie-down equipment.
2. Begin by removing tie-down equipment from one section of the load to prevent shifting. If any shifting occurs, assess the vehicle's levelness and the load's stability. While some degree of shifting is normal, if the load appears entirely unstable and at risk of falling when tie-downs are removed, establish and implement a method to stabilize the load before proceeding with unloading.
3. Only one worker should be responsible for undoing load tie-downs. This worker must identify an escape route before releasing pressure on the load in case of a fall. If no escape route is available, consider implementing a method to stabilize the load to ensure the worker's safety during tie-down removal.
4. Maintain a safe distance when releasing the tension of load binders or any other tensioning device that requires a bar to relieve pressure.
5. Ensure that all tie-downs are completely removed from the vehicle before beginning the unloading process to prevent entanglement in mobile equipment or posing hazards to riggers or other workers in the vicinity.
6. Utilize dunnage between materials to assist in lifting, either with a forklift or by hand.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC – OHS Regulation: (Part 4 General Conditions)
- WorkSafeBC – OHS Regulation: (Part 11 Fall Protection)
- WorkSafeBC – OHS Regulation: (Part 16 Mobile Equipment)
- Traffic Management Plan

PART 6 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s).
Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

PART 7 - EMERGENCY AND REPORTING REQUIREMENTS

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

PART 8 - OTHER

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.

EMPLOYEE ACKNOWLEDGEMENT		
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PRINT NAME	**SIGNATURE**	**DATE**

SUPERVISORS REVIEW		
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DOMINION MASONRY LTD	Safe Work Practice – Temporary Power, Cords and Outlets			
	Rev. 1.0	Created: May 2024	Last review: ------	SWP - 17

PART 1 – PROJECT INFORMATION	
Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

PART 2 – HAZARD IDENIFICATION

POTENTIAL HAZARDS

☒ Other Trades/Contractors	☒ Excavation or Trenches	☐ Limited Communication
☐ Limits of Approach (Power Lines)	☐ Heat or Cold Stress	☐ Violence
☒ Electrical Shock	☐ Noise - Above 85 Decibels	☐ Crane Misadventure
☐ Public Traffic	☒ Lifting or Twisting	☒ Working Near or Around Water
☐ Poor Driving Conditions	☐ Compressed Gases or Liquids	☐ Ergonomics
☐ Terrain Conditions	☐ Poor Soil Conditions	☒ Tools or Equipment
☐ Fall From Elevations	☐ Weather Conditions i.e., water, wind, sun	☐ Pedestrians
☐ Falling Objects	☐ Working Alone or Remote Location	☐ Hot Surfaces
☐ Climbing Obstructions	☐ Mobile Equipment	☐ Slippery Ground Conditions
☐ Arc Flash Potential	☒ Entanglement	☐ Spills
☐ Flying Debris	☐ Sharp Objects	☐ Cuts, laceration, amputations
☐ Unsafe or Inadequate Access	☒ Crush/ Pinch Point Hazards	

CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)

Elimination is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the hazard is no longer present. It is the preferred way to control a hazard and should be used whenever possible.

Substitution is the act of replacing something with another thing… in this case, a hazard is replaced with a less hazardous one.

ENGINEERING

☒ Isolation	Separating workers from the hazard by distance or the use of barriers
☐ Enclosures	Placing the material or process in a closed system (e.g., enclosed machines, booths, etc.)
☐ Guarding & Shielding	Using guards around moving parts of machinery
☐ Ventilation	Using local exhaust or general dilution ventilation to remove or reduce airborne products
☐ Mechanical Lifting Devices	Using mechanical methods to lift or move objects instead of manual lifting
☐ Guardrails	Using guardrails to prevent a fall

ADMINISTRATIVE

- ☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.
- ☐ Preventative maintenance to keep equipment in proper working order
- ☐ Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)
- ☒ Restricting access to a work area.
- ☐ Restricting the task to only those competent or qualified to perform the work
- ☒ Using signs to warn workers of a hazard.

PERSONAL PROTECTIVE EQUIPMENT

☒		CSA Approved Footwear	☒		Hand & Finger Protection
☒		CSA Approved Headgear	☒		Safety Eyewear
☐		Fall Protection Equipment	☒		Hearing Protection
☐		Dust Mask (N95)	☐		Respiratory Protection
☒		High Visibility Vest (clothing)	☐		Face Shield
☐		Arc flash Protection	☐		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS – Low Risk

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

WORKER RESPONSIBILITIES

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

DO'S

1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
2. Utilize necessary Personal Protective Equipment (PPE) and ensure equipment is in proper working order.
3. Prior to commencing work, ensure all personnel are briefed on potential hazards and notify all on-site individuals.
4. Temporary distribution panels must be installed by certified electricians and adhere to BC's "Electrical Energy Inspections Act" and electrical code.
5. Keep doors and covers of electrical equipment closed while energized.
6. Ensure circuit breakers and plug-ins are appropriately labeled to correspond with one another.
7. Use CSA-approved electrical cords and appliances, maintaining them in good condition.
8. Whenever feasible, replace open front plugs with dead front plugs.
9. Only qualified electricians should handle repairs to temporary panels or installation of hard-wired electric circuits.
10. Inspect power cords and electrical fittings for damage prior to each use, removing damaged cords from service for repair or replacement.
11. Always ensure that grounded power cords have all three prongs intact.
12. Keep power cords separated from tools while in operation.
13. Elevate power cords above walkways or work areas to prevent tripping hazards.
14. Ensure that electrical panel covers are always intact and undamaged
15. Store electric cords in a clean, dry area off the ground at all times.
16. Before being placed in storage, electrical cords must be cleaned and inspected for any damage.

DON'T'S

1. Avoid overloading circuits by connecting multiple power cords to a single outlet.
2. Refrain from using light-duty cords for heavy load applications.
3. Avoid constructing any buildings beneath supply lines.
4. Refrain from overloading circuits with multiple power cords plugged into one outlet.
5. Avoid using light-duty cords for heavy load applications.

6. Do not use a power cord if the ground prong has been removed.
7. Avoid placing unprotected power cords where they may be run over by vehicles or equipment on site. Instead, protect cords by running them through electrical conduits or rated covers.
8. Avoid tying knots in power cords, as knots can lead to short circuits and electric shocks. Instead, always loop the cords or use a twist lock plug.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC – OHS Regulation: De-energization and Lockout (Part 10)
- WorkSafeBC – OHS Regulation: Electrical Safety (Part 19)

PART 6 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s).
Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

PART 7 - EMERGENCY AND REPORTING REQUIREMENTS

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

PART 8 - OTHER

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.

EMPLOYEE ACKNOWLEDGEMENT		
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PRINT NAME	**SIGNATURE**	**DATE**

SUPERVISORS REVIEW		
PRINT NAME	**SIGNATURE**	**DATE**

This document has been provided for the safety of all applicable workers on site during the course of our construction. Enforcement of the contents of this document WILL be provided through designated management on site (the above signed) at all times.

DOMINION MASONRY LTD	Safe Work Practice – Working Around Mobile or Heavy Equipment			
	Rev. 1.0	Created: May 2024	Last review: ------	SWP - 18

PART 1 – PROJECT INFORMATION	
Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

PART 2 – HAZARD IDENIFICATION

POTENTIAL HAZARDS

☒ Other Trades/Contractors	☒ Excavation or Trenches	☒ Limited Communication
☐ Limits of Approach (Power Lines)	☐ Heat or Cold Stress	☐ Violence
☐ Electrical Shock	☒ Noise - Above 85 Decibels	☐ Crane Misadventure
☒ Public Traffic	☐ Lifting or Twisting	☐ Working Near or Around Water
☐ Poor Driving Conditions	☐ Compressed Gases or Liquids	☐ Ergonomics
☐ Terrain Conditions	☐ Poor Soil Conditions	☒ Tools or Equipment
☐ Fall From Elevations	☐ Weather Conditions i.e., water, wind, sun	☐ Pedestrians
☐ Falling Objects	☐ Working Alone or Remote Location	☐ Hot Surfaces
☐ Climbing Obstructions	☐ Mobile Equipment	☐ Slippery Ground Conditions
☐ Arc Flash Potential	☐ Entanglement	☐ Spills
☒ Flying Debris	☐ Sharp Objects	☐ Cuts, laceration, amputations
☒ Unsafe or Inadequate Access	☒ Crush/ Pinch Point Hazards	

CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)

Elimination is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the hazard is no longer present. It is the preferred way to control a hazard and should be used whenever possible.

Substitution is the act of replacing something with another thing… in this case, a hazard is replaced with a less hazardous one.

ENGINEERING

☒ Isolation	Separating workers from the hazard by distance or the use of barriers
☐ Enclosures	Placing the material or process in a closed system (e.g., enclosed machines, booths, etc.)
☒ Guarding & Shielding	Using guards around moving parts of machinery
☐ Ventilation	Using local exhaust or general dilution ventilation to remove or reduce airborne products
☐ Mechanical Lifting Devices	Using mechanical methods to lift or move objects instead of manual lifting
☐ Guardrails	Using guardrails to prevent a fall

ADMINISTRATIVE

- ☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.
- ☐ Preventative maintenance to keep equipment in proper working order
- ☐ Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)
- ☒ Restricting access to a work area.
- ☐ Restricting the task to only those competent or qualified to perform the work
- ☒ Using signs to warn workers of a hazard.

PERSONAL PROTECTIVE EQUIPMENT

☒		CSA Approved Footwear	☒		Hand & Finger Protection
☒		CSA Approved Headgear	☒		Safety Eyewear
☐		Fall Protection Equipment	☒		Hearing Protection
☐		Dust Mask (N95)	☐		Respiratory Protection
☒		High Visibility Vest (clothing)	☐		Face Shield
☐		Arc flash Protection	☐		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS – Low Risk

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

WORKER RESPONSIBILITIES

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

DO'S

1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
2. Utilize necessary Personal Protective Equipment (PPE) and ensure equipment is in proper working order.
3. Prior to commencing work, ensure all personnel are briefed on potential hazards and notify all on-site individuals.
4. Erect warning signs conspicuously in areas where mobile equipment operates, especially in proximity to heavy pedestrian traffic, access routes, doors, gates, or similar areas.
5. Operators should utilize spotters or assistants as necessary. This means that if there are blind spots, one or more workers should be carefully positioned to guide the operator when backing up large equipment.
6. Maintain awareness of the location and direction of travel of construction equipment at all times.
7. Be mindful of the locations of other workers and maintain a safe distance from all moving equipment.
8. Ensure the operational status of the back-up signaling device if it is equipped on the machinery.
9. Prior to dumping a load of materials or using heavy equipment, ensure that all individuals and co-workers have cleared the area.
10. Avoid proximity to moving parts of equipment. Buckets and attachments can cause injury when hydraulic pressure is released, potentially catching, crushing, or cutting hands, fingers, arms, and feet. Always lock out the equipment before performing maintenance.
11. Avoid entering the blind spots of equipment. If you can't see the operator directly or in mirrors, they cannot see you.
12. Do not use ramps intended for heavy equipment.
13. Establish eye contact with the equipment operator before approaching the machine.
14. Communication with the operator may require the use of hand signals. Familiarize yourself with and use standard hand signals.
15. Ensure that parking brakes are engaged when equipment is not in use.

DON'T'S

1. Never approach or stand near moving machinery unless necessary.
2. Avoid distracting or engaging in unnecessary conversation with equipment operators.

3. Do not attempt to ride on or hitch a ride on mobile equipment.
4. Stay clear of the operating radius of machinery to avoid accidents.
5. Never enter blind spots of equipment where the operator's visibility is limited.
6. Avoid tampering with or bypassing safety features or mechanisms on the equipment.
7. Refrain from operating mobile equipment without proper authorization or training.
8. Do not overload equipment beyond its specified capacity.
9. Avoid leaving tools, materials, or debris in areas where they can become hazards to mobile equipment.
10. Never attempt to perform maintenance or repair tasks on mobile equipment while it is in operation or without proper lock-out/tag-out procedures.

Protocols for Entry into Excavators Radius

- Anyone entering an excavation or working near mobile equipment must wear a reflective vest, along with all other necessary safety gear. Adhere to site-specific Personal Protective Equipment (PPE) regulations established by the prime contractor on site.
- Individuals planning to enter the radius of excavating machinery must establish eye contact with the operator and await acknowledgment and instruction from the operator before entering the radius. The individual must always remain in full view of the operator and remain visible when exiting to signal the operator to resume work.
- It is strictly prohibited for any person to walk between a dump truck and its trailer under any circumstances.
- No individual is permitted to work within the extended radius of the machinery, unless:
  - ✓ Establish a barrier using reflective tape to segregate employees from operating machinery. Machines must not breach this radius outlined by the reflective tape. The barrier should be relocated according to the machinery's location. Employees are strictly prohibited from crossing the barrier into the excavator's radius.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC – OHS Regulation: General Conditions (Part 4)
- WorkSafeBC – OHS Regulation: Mobile Equipment (Part 16)
- WorkSafeBC – OHS Regulation: Traffic Control (Part 18)

PART 6 - PREVENTATIVE MAINTENANCE

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PART 7 - EMERGENCY AND REPORTING REQUIREMENTS

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DOMINION MASONRY LTD	Safe Work Practice – Chop Saw			
	Rev. 1.0	Created: May 2024	Last review: ------	SWP - 19

PART 1 – PROJECT INFORMATION	
Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

PART 2 – HAZARD IDENIFICATION

POTENTIAL HAZARDS

☒ Other Trades/Contractors	☐ Excavation or Trenches	☐ Limited Communication
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☐ Public Traffic	☐ Lifting or Twisting	☐ Working Near or Around Water
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☐ Terrain Conditions	☐ Poor Soil Conditions	☒ Tools or Equipment
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☐ Arc Flash Potential	☐ Entanglement	☐ Spills
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CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)

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ENGINEERING

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ADMINISTRATIVE

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PERSONAL PROTECTIVE EQUIPMENT

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☐		Dust Mask (N95)	☐		Respiratory Protection
☒		High Visibility Vest (clothing)	☒		Face Shield
☐		Arc flash Protection	☐		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS – Low Risk

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
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WORKER RESPONSIBILITIES

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

DO'S

1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
2. Utilize necessary Personal Protective Equipment (PPE) and ensure equipment is in proper working order.
3. Prior to commencing work, ensure all personnel are briefed on potential hazards and notify all on-site individuals.
4. Follow manufacturers instructions.
5. Wear safety glasses and face shield. Respiratory protection may be required if cutting indoors with poor ventilation.
6. Wear clothing that is tear resistant and tucked in (not loose)
7. Persons with long hair must have it tied back and secure.
8. Ensure manufacturers guards are in place.
9. Review manufacturers specifications for proper blade size, direction and RPM. Inspect the blade is tightened and secured.
10. Ensure the blade is kept sharp.
11. Keep hands clear of blade and ensure the longer end of the material is on the left side.
12. Before cutting let the saw reach full speed.
13. Lockout the power prior to any maintenance
14. Ensure the motor area and cutting line is clear of debris.
15. Pay close attention to the saw while cutting and do not cut while workers are in close proximity.

DON'T'S

1. Do not use liquid coolants to cool down the blade, as liquids can conduct electricity and pose a risk of electric shock.
2. Avoid removing the saw from the cut while the blade is still in motion, as it can cause kickback and result in injury.
3. Never modify or remove a guard from the saw, and do not operate a machine with a missing or damaged guard, as it provides essential protection against debris and kickback.
4. Refrain from wearing jewelry or loose clothing that could get caught in the saw's moving parts.
5. Do not touch the blade immediately after cutting, as it will be hot and can cause burns.
6. Do not rip workpieces.
7. Never do curved cuts.

8. Never use a saw that exhibits excessive vibration or appears to be unsafe, as it may pose a risk of malfunction or injury.
9. Do not twist the saw to adjust, change, or check alignment, as it can lead to misalignment and unsafe cutting conditions.
10. Avoid overreaching while operating the saw to maintain proper footing and balance.
11. Refrain from carrying the saw with a finger on the trigger switch to prevent accidental start-ups.
12. Do not initiate cutting without first inspecting the materials for any obstructions or foreign objects, such as nails, screws, or staples.
13. Never attempt to twist the saw blade while cutting, as it can cause binding and kickback.
14. Avoid applying excessive force to the saw while cutting, as this can compromise the saw's stability and safety.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC – OHS Regulation: General Conditions (Part 4)
- WorkSafeBC – OHS Regulation: Tools, Machinery and Equipment (Part 12)

PART 6 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s).
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PART 8 - OTHER

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SUPERVISORS REVIEW		
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This document has been provided for the safety of all applicable workers on site during the course of our construction. Enforcement of the contents of this document WILL be provided through designated management on site (the above signed) at all times.

DOMINION MASONRY LTD	Safe Work Practice – Fueling Operations			
	Rev. 1.0	Created: May 2024	Last review: ------	SWP - 20

PART 1 – PROJECT INFORMATION	
Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

PART 2 – HAZARD IDENIFICATION

POTENTIAL HAZARDS

☒ Other Trades/Contractors	☐ Excavation or Trenches	☐ Limited Communication
☐ Limits of Approach (Power Lines)	☐ Heat or Cold Stress	☐ Violence
☐ Electrical Shock	☐ Noise - Above 85 Decibels	☐ Crane Misadventure
☐ Public Traffic	☐ Lifting or Twisting	☐ Working Near or Around Water
☐ Poor Driving Conditions	☐ Compressed Gases or Liquids	☐ Ergonomics
☐ Terrain Conditions	☐ Poor Soil Conditions	☐ Tools or Equipment
☐ Fall From Elevations	☐ Weather Conditions i.e., water, wind, sun	☐ Pedestrians
☐ Falling Objects	☐ Working Alone or Remote Location	☐ Hot Surfaces
☐ Climbing Obstructions	☒ Mobile Equipment	☐ Slippery Ground Conditions
☐ Arc Flash Potential	☐ Entanglement	☒ Spills
☐ Flying Debris	☐ Sharp Objects	☒ Chemicals
☐ Unsafe or Inadequate Access	☐ Crush/ Pinch Point Hazards	

CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)

Elimination is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the hazard is no longer present. It is the preferred way to control a hazard and should be used whenever possible.

Substitution is the act of replacing something with another thing… in this case, a hazard is replaced with a less hazardous one.

ENGINEERING

☒ Isolation	Separating workers from the hazard by distance or the use of barriers
☐ Enclosures	Placing the material or process in a closed system (e.g., enclosed machines, booths, etc.)
☐ Guarding & Shielding	Using guards around moving parts of machinery
☒ Ventilation	Using local exhaust or general dilution ventilation to remove or reduce airborne products
☐ Mechanical Lifting Devices	Using mechanical methods to lift or move objects instead of manual lifting
☐ Guardrails	Using guardrails to prevent a fall

ADMINISTRATIVE

- ☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.
- ☒ Preventative maintenance to keep equipment in proper working order
- ☐ Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)
- ☒ Restricting access to a work area.
- ☐ Restricting the task to only those competent or qualified to perform the work
- ☒ Using signs to warn workers of a hazard.

PERSONAL PROTECTIVE EQUIPMENT

☒		CSA Approved Footwear	☒		Hand & Finger Protection
☒		CSA Approved Headgear	☒		Safety Eyewear
☐		Fall Protection Equipment	☐		Hearing Protection
☐		Dust Mask (N95)	☐		Respiratory Protection
☒		High Visibility Vest (clothing)	☒		Face Shield
☐		Arc flash Protection	☐		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS – Low Risk

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

WORKER RESPONSIBILITIES

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

DO'S

1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
2. Utilize necessary Personal Protective Equipment (PPE) and ensure equipment is in proper working order.
3. Prior to commencing work, ensure all personnel are briefed on potential hazards and notify all on-site individuals.
4. Follow manufacturers instructions.
5. Before refueling, shut down the equipment and relocate it to a safe area.
6. Ensure the engine is turned off before refueling to prevent accidental ignition.
7. Park the equipment on a level surface to minimize the risk of spills.
8. Use the appropriate fuel type recommended by the manufacturer.
9. Remove any debris or obstructions from around the fuel cap to prevent contamination.
10. Keep a fire extinguisher nearby in case of emergencies.
11. Use a funnel to avoid spills and ensure accurate pouring.
12. Never attempt to start a siphon by mouth.
13. Refuel in a well-ventilated area to prevent the buildup of fumes.
14. Be mindful of static electricity, which can pose an ignition risk during refueling. Grounding the equipment and fuel tank can prevent unintended static charge buildup.
15. Monitor the fuel level and refill as needed to prevent running out during operation.
16. Securely tighten the fuel cap after refueling to prevent leaks.
17. Ensure a spill kit is readily available.
18. Dispose of any spilled fuel properly and clean up any messes promptly.

DON'T'S

1. Do not smoke or use open flames near the refueling area, as fuel vapors can ignite.
2. Avoid overfilling the fuel tank to prevent spills and leakage.
3. Do not leave the fuel nozzle unattended while refueling to prevent overflow.
4. Never refuel while the engine is running, as this can lead to fires or explosions.

5. Avoid spilling fuel on hot engine components, as it can ignite upon contact.
6. Do not use makeshift containers or improper fueling equipment, as they can lead to spills or contamination.
7. Avoid refueling in confined spaces or areas with poor ventilation, as it increases the risk of inhaling harmful fumes.
8. Never mix different types of fuel or additives unless approved by the manufacturer.
9. Do not attempt to refuel equipment while it is in motion or unstable, as it can lead to spills or accidents.
10. Avoid touching the fuel nozzle or fuel with bare hands to prevent skin irritation or contamination.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC – OHS Regulation: General Conditions (Part 4)
- WorkSafeBC – OHS Regulation: Tools, Machinery and Equipment (Part 12)

PART 6 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s).
Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

PART 7 - EMERGENCY AND REPORTING REQUIREMENTS

In the event of an emergency:

- Work activities will stop immediately.
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- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

PART 8 - OTHER

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.

EMPLOYEE ACKNOWLEDGEMENT		
All employees instructed in the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instructions.		
PRINT NAME	**SIGNATURE**	**DATE**

SUPERVISORS REVIEW		
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This document has been provided for the safety of all applicable workers on site during the course of our construction. Enforcement of the contents of this document WILL be provided through designated management on site (the above signed) at all times.

DOMINION MASONRY LTD	Safe Work Practice – Hand Tools			
	Rev. 1.0	Created: May 2024	Last review: ------	SWP - 21

PART 1 – PROJECT INFORMATION	
Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

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POTENTIAL HAZARDS

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☐ Public Traffic	☐ Lifting or Twisting	☐ Working Near or Around Water
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☐ Arc Flash Potential	☐ Entanglement	☐ Spills
☒ Flying Debris	☒ Sharp Objects	☐ Chemicals
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CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)

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ENGINEERING

☒ Isolation	Separating workers from the hazard by distance or the use of barriers
☐ Enclosures	Placing the material or process in a closed system (e.g., enclosed machines, booths, etc.)
☒ Guarding & Shielding	Using guards around moving parts of machinery
☐ Ventilation	Using local exhaust or general dilution ventilation to remove or reduce airborne products
☐ Mechanical Lifting Devices	Using mechanical methods to lift or move objects instead of manual lifting
☐ Guardrails	Using guardrails to prevent a fall

ADMINISTRATIVE

- ☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.
- ☒ Preventative maintenance to keep equipment in proper working order
- ☐ Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)
- ☐ Restricting access to a work area.
- ☐ Restricting the task to only those competent or qualified to perform the work
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PERSONAL PROTECTIVE EQUIPMENT

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☐	Other		☐	Other	

RISK RATING AFTER CONTROLS – Low Risk

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

WORKER RESPONSIBILITIES

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

DO'S

1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
2. Utilize necessary Personal Protective Equipment (PPE) and ensure equipment is in proper working order.
3. Prior to commencing work, ensure all personnel are briefed on potential hazards and notify all on-site individuals.
4. Follow manufacturers instructions and use the tool as intended.
5. Employ the right tool for the task being completed as designed by the manufacturer for a specific job.
6. Check condition prior to use. Tools found to be defective must be tagged and returned to your supervisor.
7. Use qualified personnel to repair hand tools, using original equipment manufacturer parts or equivalent.
8. Maintain a tidy work environment to prevent tripping hazards and ensure easy access to tools.
9. Use clamps or vices to hold materials in place while working on them.
10. Cut away from your body and assure that the tool is sharp when using knives or cutting implements.
11. Hold tools firmly and comfortably to avoid slips and enhance control.
12. Always keep the blades of knives, chisels and cutting tools protected when not in use.
13. Pay close attention to where you are working and who is around you to prevent accidents.
14. Ensure the work area is well-lit to see clearly and avoid mistakes.
15. Use the right amount of force required for the task to prevent tool damage or personal injury.
16. When lifting heavy tools, use proper lifting techniques to avoid back injuries.

DON'T'S

1. Do not smoke or use open flames near the refueling area, as fuel vapors can ignite.
2. Never use tools that are damaged, defective, or not functioning properly.
3. Avoid using the wrong tool for a task, as it can cause damage and increase the risk of injury.
4. Do not alter tools in any way, such as removing safety features or adding makeshift extensions.
5. Avoid stretching too far to use a tool; reposition yourself or the workpiece instead.
6. Never use tools that are dirty, rusty, or have worn-out handles and blades.
7. Avoid carrying tools in your pockets to prevent accidental injuries.

8. Never leave tools on the floor or workbench where they can be tripped over or fall.
9. Don't apply too much force can cause the tool to slip or break, leading to injury.
10. Be cautious around electrical wiring and avoid using metal tools near live wires to prevent electric shock.
11. Don't ignore safety instructions and guidelines provided by the manufacturer and your workplace.
12. Don't work in unsafe conditions, if the work area is unsafe (e.g., wet, cluttered, poorly lit), do not proceed until conditions are improved.
13. Don't distract others who are using tools, as it can lead to accidents.
14. Don't rush the task, take your time to do the job safely and correctly; rushing increases the risk of mistakes and injuries.
15. Don't throw or toss tools when passing them to another employee. Hand them handle-first, directly to another worker, to avoid injury.
16. Don't assume that all tools area similar, recognize that different tools require different handling and safety measures.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
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PART 6 - PREVENTATIVE MAINTENANCE

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PERSONAL PROTECTIVE EQUIPMENT

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☐	Other		☐	Other	

RISK RATING AFTER CONTROLS – Low Risk

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

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PART 4 – SAFE WORK PRACTICES

DO'S

1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
2. Utilize necessary Personal Protective Equipment (PPE) and ensure equipment is in proper working order.
3. Prior to commencing work, ensure all personnel are briefed on potential hazards and notify all on-site individuals.
4. Follow manufacturers instructions always.
5. Employ the right tool for the task being completed as designed by the manufacturer for a specific job.
6. Check condition prior to use. Tools found to be defective must be tagged and returned to your supervisor.
7. keep aisles and floors clean and free of debris.
8. Close filing cabinet drawers when not in use and open only one drawer at a time.
9. Keep fire extinguishers accessible and properly secured on the wall.
10. Ensure all restricted-access doors close securely.
11. Post and review the fire prevention plan annually for accuracy.
12. Take precautions with chemicals such as cleaning products and request a safety data sheet if unsure before using.
13. Familiarize yourself with emergency response plans, including exit pathways and extinguisher locations.
14. Keep electrical cords, cables, and raceways secure, untwisted, and out of travel paths.
15. Keep electrical appliances and kitchen equipment grounded and away from sinks or running water.
16. Report any issues with ventilation, including air recirculation, dust, or other pollution.
17. Keep portable ladders or stairs secured and out of travel paths.
18. Ensure there is sufficient lighting, including emergency lighting, in stairwells, storage areas, and filing vault rooms.
19. Properly dispose of fluorescent light bulbs, ensuring they do not break.
20. Properly dispose of hazardous waste, including waste with blood-borne pathogen potential.
21. Adjust your chair so that your hips and knees are level, supporting your feet with a footrest if you need to keep your hair raised, such that your feet cannot rest flat on the floor.
22. Ensure your computer monitor is raised to a height such that the top of the screen is approximately the same as your eye height when seated.
23. Take small, frequent breaks by standing, walking and ensuring you focus your eyes on the distance for a few seconds, a few times each hour.
24. Store heavier objects lower to the floor, within cabinets and shelving.

25. Wear gloves when changing ink cartridges.
26. Follow proper lifting techniques when lifting.

DON'T'S

1. Do not block emergency exits or pathways; keep them clear at all times.
2. Avoid overloading electrical outlets to prevent fire hazards.
3. Do not use damaged or frayed electrical cords; replace them immediately.
4. Do not leave personal items, like bags or coats, in walkways where they can cause trips or falls.
5. Avoid using chairs or desks as makeshift ladders; use a proper step stool or ladder.
6. Do not ignore spills; clean them up immediately to prevent slips and falls.
7. Avoid eating at your desk if it involves using office equipment or electronics.
8. Do not leave food or drink unattended in common areas, especially near electrical devices.
9. Do not ignore safety procedures during fire drills; treat every drill seriously.
10. Avoid obstructing air vents or heating units to ensure proper ventilation.
11. Do not leave sharp objects, such as scissors or knives, unsecured; store them safely.
12. Do not attempt to move heavy furniture or equipment by yourself; ask for assistance or use proper equipment.
13. Avoid stacking materials too high, which can lead to falling objects.
14. Do not disregard ergonomic practices; adjust your chair, desk, and monitor to reduce strain.
15. Do not run in the office; walk calmly to avoid accidents.
16. Avoid using defective office equipment; report it for repair or replacement.
17. Do not ignore unusual smells or sounds from electrical equipment; report them immediately.
18. Avoid excessive clutter on desks and work areas; keep them organized.
19. Do not engage in horseplay or roughhousing in the office; maintain a professional environment.
20. Avoid wearing loose clothing or accessories that can get caught in machinery or office equipment.
21. Do not leave confidential documents unsecured; store them properly to maintain information security.
22. Avoid drinking alcohol or using drugs during office hours to maintain safety and professionalism.
23. Don't tack materials in a way that blocks sprinkler heads.
24. Don't overload power bars (plugging temporary heaters or other appliances)

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

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DOMINION MASONRY LTD	Safe Work Practice – Hoisting and Rigging Awareness			
	Rev. 1.0	Created: May 2024	Last review: ------	SWP - 23

PART 1 – PROJECT INFORMATION	
Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

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POTENTIAL HAZARDS

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RISK RATING AFTER CONTROLS – Mod Risk

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

WORKER RESPONSIBILITIES

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

DO'S

1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
2. Utilize necessary Personal Protective Equipment (PPE) and ensure equipment is in proper working order.
3. Prior to commencing work, ensure all personnel are briefed on potential hazards and notify all on-site individuals.
4. Follow manufacturers instructions always.
5. Hold a pre-lift meeting to discuss the lift plan, responsibilities, and safety protocols.
6. Ensure all personnel involved in rigging and lifting operations are properly trained and certified.
7. Be aware of weather conditions, such as high winds, that may affect lifting operations.
8. Use standardized hand signals for communication between the rigger and the crane operator.
9. Maintain clear and continuous communication between all team members during the lift.
10. Always use the correct rigging equipment for the specific type of load.
11. Understand the communication plan for signals before assisting with a lift.
12. Be aware of the working load limit of the lifting equipment.
13. Calculate the weight of the object or load before a lift to ensure the lifting equipment can operate within its capabilities.
14. Examine lifting chains or slings and tag, destroy, and remove from service any that do not meet manufacturer or company inspection thresholds.
15. Check all lifting hardware, such as hooks and shackles, and remove from service any that do not meet manufacturer, company, or training inspection standards.
16. Ensure the safe working limit tag on chains and slings is visible and greater than the weight of the object or load being lifted.
17. Ensure any chains or wire ropes have an up-to-date annual certification tag or remove them from service.
18. Use edge protectors or softeners when lifting loads with sharp edges to prevent damage to slings and ropes.
19. Double-check that the load is stable and secure before lifting.
20. Perform a test lift to ensure the load is balanced and the equipment is functioning correctly before proceeding with the full lift.
21. Use tag lines to help guide and control the load during lifting and moving operations.

22. Position the lifting device hook directly over the determined center of gravity of the load.
23. Prepare the travel path of the load both vertically and horizontally, ensuring the pathway is clear and free of obstructions.
24. Delineate a control zone using danger or flagging tape, which no person may occupy while the load is being lifted.

DON'T'S

1. Avoid wearing loose clothing or accessories that can get caught in machinery or equipment.
2. Do not operate the crane or lifting device unless you are competent and authorized.
3. Avoid assisting in a load until you are clear on the communication signals and lifting plan.
4. Never exceed the working load limit of the lifting device.
5. Do not attempt to lift a load if you are uncertain about its weight or stability.
6. Avoid using damaged or worn-out rigging equipment; replace it before conducting any lifts.
7. Do not lift the load at an angle or allow the load to swing or roll.
8. Never ride on the hook or load being lifted.
9. Do not twist or knot a web sling.
10. Do not use non-lifting rated bolts or nuts to combine lifting devices.
11. Never use makeshift or improvised rigging equipment; use only equipment designed for lifting purposes.
12. Do not ignore environmental factors such as wind or weather conditions that could affect the safety of the lift.
13. Do not allow anyone in the control zone while the lift is occurring.
14. Never go under a suspended load or allow anyone else to go under a suspended load.
15. Do not leave a suspended load unattended.
16. Do not stand or walk under a suspended load.
17. Avoid sudden or jerky movements when lifting or moving loads; always use smooth, controlled motions.
18. Do not use rigging equipment for purposes other than lifting, such as pulling or dragging heavy objects.
19. Avoid getting between a suspended load and stacked materials.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC – OHS Regulation: Cranes & Hoists (Part 14)
- WorkSafeBC – OHS Regulation: Rigging (Part 15)

PART 6 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s).
Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

PART 7 - EMERGENCY AND REPORTING REQUIREMENTS

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.
In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

PART 8 - OTHER

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.

EMPLOYEE ACKNOWLEDGEMENT		
All employees instructed in the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instructions.		
PRINT NAME	**SIGNATURE**	**DATE**

SUPERVISORS REVIEW		
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This document has been provided for the safety of all applicable workers on site during the course of our construction. Enforcement of the contents of this document WILL be provided through designated management on site (the above signed) at all times.

DOMINION MASONRY LTD	Safe Work Practice – Bloodborne Pathogens			
	Rev. 1.0	Created: May 2024	Last review: ------	SWP - 24

PART 1 – PROJECT INFORMATION	
Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

PART 2 – HAZARD IDENIFICATION

POTENTIAL HAZARDS

☐ Other Trades/Contractors	☐ Excavation or Trenches	☐ Limited Communication
☐ Limits of Approach (Power Lines)	☐ Heat or Cold Stress	☒ Violence
☐ Electrical Shock	☐ Noise - Above 85 Decibels	☐ Crane Misadventure
☐ Public Traffic	☐ Lifting or Twisting	☐ Working Near or Around Water
☐ Poor Driving Conditions	☐ Compressed Gases or Liquids	☐ Ergonomics
☐ Terrain Conditions	☐ Poor Soil Conditions	☐ Tools or Equipment
☐ Fall From Elevations	☐ Weather Conditions i.e., water, wind, sun	☐ Pedestrians
☐ Falling Objects	☐ Working Alone or Remote Location	☐ Hot Surfaces
☐ Climbing Obstructions	☐ Mobile Equipment	☐ Slippery Ground Conditions
☐ Arc Flash Potential	☐ Entanglement	☐ Spills
☐ Flying Debris	☒ Sharp Objects	☐ Chemicals
☐ Unsafe or Inadequate Access	☐ Crush/ Pinch Point Hazards	

CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)

Elimination is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the hazard is no longer present. It is the preferred way to control a hazard and should be used whenever possible.

Substitution is the act of replacing something with another thing… in this case, a hazard is replaced with a less hazardous one.

ENGINEERING

☒ Isolation	Separating workers from the hazard by distance or the use of barriers
☐ Enclosures	Placing the material or process in a closed system (e.g., enclosed machines, booths, etc.)
☐ Guarding & Shielding	Using guards around moving parts of machinery
☐ Ventilation	Using local exhaust or general dilution ventilation to remove or reduce airborne products
☐ Mechanical Lifting Devices	Using mechanical methods to lift or move objects instead of manual lifting
☐ Guardrails	Using guardrails to prevent a fall

ADMINISTRATIVE

- ☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.
- ☐ Preventative maintenance to keep equipment in proper working order
- ☐ Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)
- ☒ Restricting access to a work area.
- ☐ Restricting the task to only those competent or qualified to perform the work
- ☐ Using signs to warn workers of a hazard.

PERSONAL PROTECTIVE EQUIPMENT

☐		CSA Approved Footwear	☐		Hand & Finger Protection
☐		CSA Approved Headgear	☒		Safety Eyewear
☐		Fall Protection Equipment	☐		Hearing Protection
☒		Dust Mask (N95)	☐		Respiratory Protection
☐		High Visibility Vest (clothing)	☒		Face Shield
☐		Arc flash Protection	☐		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS – Low Risk

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

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WORKER RESPONSIBILITIES

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

DO'S

1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
2. Utilize necessary Personal Protective Equipment (PPE) and ensure equipment is in proper working order.
3. After addressing any exposure incidents, promptly clean up spills.
4. Refrain from cleaning up blood or bodily fluids unless properly trained and equipped with personal protective equipment (PPE).
5. Obtain kits containing necessary supplies for cleanup from safety supply companies.
6. If sharp objects or broken glass are contaminated with blood, use tongs or forceps to remove and place them in a sharp's container. Never handle sharps or broken glass by hand.
7. Follow these steps when cleaning up spilled blood and bodily fluids:
    - Limit access to the spill area.
    - Ensure plastic bags are available for removing contaminated items. Have fresh, dilute bleach or germicide ready.
    - Dispose of any sharps first.
    - Wear disposable, waterproof gloves (e.g., natural rubber latex, neoprene, or nitrile) and additional PPE such as a face shield and gown as a barrier against contact. Refer to the MSDS for glove selection when using a germicide.
    - Cover shoes or boots with disposable, waterproof covers or wear rubber boots.
    - Begin by wiping up visible material with disposable towels or another method that prevents direct contact with blood and certain bodily fluids. Dispose of used materials and towels in waterproof garbage bags.
    - After removing obvious material, consider changing gloves. Decontaminate the area by pouring a fresh bleach solution or an approved germicide over the spill site. Leave the solution on for about 10 minutes.
    - wipe up spills with disposable towels and dispose of towels in waterproof garbage bags.
    - Clean and decontaminate reusable equipment and supplies. Discard disposable items.
    - Use gloves to remove PPE and dispose of or clean them according to the manufacturer's instructions.
    - Dispose of garbage bags according to guidelines outlined in the MSDS for the cleaning solution.
    - Properly remove and dispose of gloves. Wash hands thoroughly with soap and water. Necessary equipment includes disposable gloves, face shield, rubber apron (if required), absorbent cloths or towels, a bucket for

cleansing solution, fresh water for mixing cleansing solution, household bleach or germicide, and waterproof garbage bags.

During cleanup, you'll need the following equipment:

- Disposable gloves
- Face shield and rubber apron as needed.
- Absorbent cloths or towels
- Bucket for holding cleansing solution.
- Fresh water for diluting cleansing solution
- Household bleach or germicide
- Waterproof garbage bags

Personal Exposure

- Immediately remove any contaminated clothing or personal protective equipment (PPE) to prevent further exposure.
- If the skin has been contaminated, wash the affected area thoroughly with soap and warm water to remove any hazardous substances. Ensure to scrub gently but thoroughly.
- If the eyes have been splashed with a hazardous substance, immediately rinse them under running water from an eyewash station or faucet for at least 15 minutes. Hold the eyelids open to ensure thorough rinsing and removal of any contaminants.
- Provide any necessary first aid treatment according to standard protocols. This may include applying bandages, administering CPR, or addressing other injuries or symptoms as needed.
- Inform your supervisor or designated authority about the exposure incident immediately. Provide details about the nature of the exposure and any symptoms experienced.
- If necessary or if symptoms persist, seek medical attention from a qualified healthcare provider for further evaluation and follow-up care. Be sure to inform the healthcare provider about the nature of the exposure for appropriate assessment and treatment. Follow any recommended courses of action or treatment plans provided by the healthcare provider.

DON'T'S

1. Do not handle blood or bodily fluids without proper training and personal protective equipment (PPE).
2. Avoid contact with blood or bodily fluids if you have open cuts, wounds, or broken skin.
3. Do not eat, drink, smoke, or apply cosmetics in areas where blood or bodily fluids are present.
4. Avoid splashing or aerosolizing blood or bodily fluids during procedures or cleanup.
5. Do not recap, bend, or manipulate contaminated needles or sharps by hand.
6. Avoid touching your face, mouth, or eyes with contaminated gloves or hands.
7. Do not reuse or share needles, syringes, or other sharp objects.
8. Avoid handling or disposing of contaminated materials without proper precautions and training.
9. Do not store food, drinks, or personal items in areas where blood or bodily fluids are present.
10. Avoid transporting or transferring contaminated materials without proper containment and labeling.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC – OHS Regulation: General Conditions (Part 4)

PART 6 - PREVENTATIVE MAINTENANCE

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SUPERVISORS REVIEW

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DOMINION MASONRY LTD	Safe Work Practice – Grinder			
	Rev. 1.0	Created: May 2024	Last review: ------	SWP - 25

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Project Name:	Project Address:
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Project Superintendent:	Phone #:

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POTENTIAL HAZARDS

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☐		Arc flash Protection	☐		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS – Mod Risk

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PART 4 – SAFE WORK PRACTICES

DO'S

1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
2. Utilize necessary Personal Protective Equipment (PPE) and ensure equipment is in proper working order.
3. Guards must be provided and adjusted properly as per the manufacturers manual to protect you. Replace damaged guards if an abrasive wheel breaks while rotating, it can cause a serious injury.
4. Before use, check the manufacturer's stated running speeds (or markings on the grinder) and the grinder wheel for the maximum speed that it can be used.
5. Check that the wheel speed marked on the wheel is equal to or greater than the maximum speed of the grinder.
6. Follow the manufacturer's manual for the safe use of grinder wheel guards.
7. Wear safety glasses or goggles, or a face shield (with safety glasses or goggles) to protect against flying particles. Gloves, aprons, metatarsal safety boots, hearing protection, and respiratory protection may be required, depending on the work.
8. Ensure the floor around the work area is clean.
9. Keep the power cord away from the grinding wheel and the material being ground.
10. When required, have a hot work permit before use.
11. Make sure the work area is clear of flammable materials and that combustible dust is not allowed to accumulate.
12. The maximum speed in revolutions per minute (RPM) is marked on every wheel. Never exceed this speed

Don't's

1. Do not use grinders near flammable materials.
2. Do not clamp portable grinders in a vice for grinding hand-held work.
3. Do not use any liquid coolants with portable grinders.
4. Do not force wheels onto a grinder that are the wrong size or change mounting hole sizes.
5. Do not tighten the mounting nut excessively.
6. Do not put the grinder on the floor or working surface until the wheel has stopped turning.
7. Do not use a wheel with a maximum RPM that is lower than the RPM rating of the grinder.
8. Do not keep any materials close to the grinding wheel when it is not in use.

9. Do not wear loose clothing or dangling jewelry as they may get caught in the moving parts of the grinder. If you have long hair, keep it tied back.
10. Do not use wheels that are cracked or those that excessively vibrate.
11. Do not operate the grinder on wet floors.

General Safe Work Practices

1. Ensure that a machine will not operate when unattended by checking the dead-man (constant pressure) switch.
2. Use both hands when holding the grinder.
3. Check that grinders do not vibrate or operate roughly.
4. If using a horizontal grinder, hold the grinder so that the full grinding face width of the wheel is in contact with the grinding surface.
5. If using a right-angle grinder, hold the grinder so that the grinding face of the wheel or disc is at an angle of between five and 15 degrees from the grinding surface.
6. If using a vertical grinder, hold the grinder so that the grinding wheel face is in contact with the surface.
7. Use racks or hooks to store portable grinders.
8. Stand away from the wheel when starting grinders. Warn co-workers to do the same.
9. Inspect all wheels for cracks and defects before mounting.
10. Perform a “ring test” to check if the wheel is damaged. Ring tests do not apply to small wheels that are 10 cm (4 in.) in diameter or smaller.
11. Ensure that the mounting flange surfaces are clean and flat.
12. Ensure the wheel guard is in place while operating the grinder.
13. Use the mounting blotters supplied.
14. Run newly mounted wheels at operating speed for one minute before grinding.
15. Wear appropriate eye, ear, and face protection. Use other personal protective equipment or clothing, as required under the circumstances.
16. Use an appropriate ventilation exhaust system to reduce inhalation of dusts, debris, and coolant mists. Exhaust systems must be designed and maintained appropriately.

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