Section 4

Safe Job Procedures

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Safe Job Procedures

1. Introduction - A job procedure is a written, step-by-step description of how to do a job from start to finish. Job procedures are sometimes referred to as "proper job procedures" or "methods". Written job procedures are used to train new workers and workers that are moved to new jobs. Job procedures are also used by workers as a reference, especially for complex jobs, particularly hazardous jobs, or for jobs that are not done very often. A job procedure contains the appropriate safe work practices and highlights safety points.

   Theoretically, all jobs in an operation should be covered by written job procedures wherever such procedures are likely to improve safety.

2. Develop Job Procedures - Develop your job procedures as follows:

   a) Make a list of all the jobs that are done in your organization
   b) Examine each job to determine the potential hazards
   c) Rank the jobs on "worst-first" basis. Look at past history for:

      *Jobs which have caused injuries
      *Jobs which have caused lost production
      *Jobs which have caused lost time
      *Jobs performed on an infrequent basis
      * Include jobs that have the potential for major loss

   d) Select the job that poses the greatest hazard
   e) Examine the job carefully by watching how an experienced worker does it and by discussing it with experienced supervisors
   f) Identify, locate, and read regulations that apply to the job
   g) Locate all appropriate safe work practices
   h) Combine the above information into a step-by-step format that is easy to understand
   i) Communicate the job procedure to your employees and make sure they follow the procedure

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Safe Job Procedures

Annual Review of Safe Job Procedures

1. In an effort to ensure that a safe work environment is maintained and is in line with any changes in procedures or conditions in the workplace an annual review of the work practices in place must be conducted.

2. This annual review should take place at approximately the same time annually in order to create predictability in the process and to assist in ensuring cooperation at all employee levels.

3. The annual review of Safe Job Procedures will take place on a Thursday morning in the first week of March as the work situation permits.

4. The following positions will require representation at the annual review. It is critical that all positions identified have a representative so that the actual work practices are reviewed by those who execute them and those who observe them.
    a. GDSL Safety Officer (act as scribe during review)
    b. Senior Foreman for Woodframe
    c. Senior Foreman for Commercial
    d. 1 x Site Superintendent
    e. 1 x worker from Woodframe
    f. 1 x worker from Commercial

5. Any changes or amendments will be forwarded to the GDSL Safety Officer for transition into current Safe Job Procedures and for dissemination to all personnel through updates to the company safety manual.

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SAFE JOB PROCEDURES INDEX

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Site Clean-up/site delivery

Equipment - Bins, Truck, cell phone, tarps

PPE - Gloves, CSA Green triangle boots/shoes, hard hat, glasses, any other depending on site hazards or material clean up (ie. -dust mask)

Job Steps

1. Valid drivers license/pre trip vehicle & equipment inspection
2. Safe driving procedures followed/Defensive driving
3. Evaluation of hazards before backing on site
4. Walk around vehicle before backing or driving
5. Drive on site when safe use guider if necessary
6. Be familiar of vehicle weights and capabilities
7. Ensure PPE appropriate to rules and Hazards is worn
8. Watch out and use caution potential hazards include ice, mud, uneven surfaces, falling objects, floor openings, loose planks
9. Use safe lifting and carrying techniques
10. Watch for other workers always look before throwing material
11. Know the products you are cleaning up & MSDS referral
12. Adjust driving speed to road conditions and vehicle load
13. Do not smoke when handling flammables or on sites where not allowed
14. Wash hands before eating or smoking

Installing Insulation

Equipment needed- Sawhorses, planks, utility knifes, hammer, hammer tackers, stilts, hatchets, lights extension cords, scaffolds

PPE - Gloves, CSA Green triangle boots/shoes, hard hat and any other depending on site hazards, rules or MSDS sheets for products (i.e. dust mask, eye protection)

Job steps

1. Examine site for safe access and evacuation, keep emergency contact numbers handy, first aid kit and know who the first Aiders on site are
2. Refer to site hazard assessment and conduct a field level risk assessment on your own products, environment, tools, site conditions, and other workers
3. Reference: to the MSDS sheets for your products and wear PPE as per sheets, site conditions, rules
4. A minimum N95 dust mask must be used when installing insulation
5. Follow all safe work practices for the equipment being used
6. Ensure good housekeeping prior to starting
7. Examine all work surfaces for slip or trip hazards
8. Know your own personal physical limitations
9. Use proper fall protection when required 6 feet or more
10. Work platforms must be secured, clean and free of slip trip hazards
11. Set up materials so they are not under your feet but easily accessible to you without over reaching
12. Always ensure secure footing
13. Stilts are not permitted on PCL sites
14. Use proper lifting and carrying techniques
15. When removing temporary rails ensure that they go back as soon as high work is complete or you are leaving that area
16. When working in areas of 220 volt outlets ensure breaker is turned off. When plate is pulled out from wall ensure wires are tightly secured.
17. Breaker should be turned off before installing poly boots
18. Use caulking compounds as per manufactures recommendations refer to MSDS (i.e. good ventilation.)
19. Clean up all scrap poly, insulation, staples, caulking tubes or any other material you have brought to site (follow housekeeping practice)
20. Ensure safe path to vehicle before carrying materials out

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Drywall Application

Equipment needed - Sawhorses, planks, utility knifes, hammer, stilts, hatchets, lights, extension cords, scaffolds, caulking guns, lifters, screw guns, key hole saws, routers, tape measures, chalk, pencils and squares and markers

Material - Drywall, glue, nails, screws

PPE - Gloves, CSA Green triangle boots/shoes, hard hat and any other depending on site hazards, rules or MSDS sheets for products (i.e. N 95 dust mask, eye protection)

Job steps

1. Examine site for safe access and evacuation, keep emergency contact numbers handy, first aid kit and know who the first Aiders on site are
2. Refer to site hazard assessment and conduct a field level risk assessment on your own products, environment, tools, site conditions, and other workers
3. Reference: to the MSDS sheets for your products and wear PPE as per sheets, site conditions, rules
4. Follow all safe work practices for the equipment being used and inspect all tools and cords before each use. Tag out of service defective tools
5. Ensure good housekeeping prior to starting
6. Examine all work surfaces for slip or trip hazards
7. Know your own personal physical limitations
8. Use proper fall protection when required 6 feet or more
9. Work platforms must be secured, clean and free of slip or trip hazards. Stilts are not permitted on PCL sites
10. Set up materials so they are not under your feet but easily accessible to you without over reaching
11. Always ensure secure footing (follow housekeeping practice throughout)
12. Ensure a firm grip before lifting, do a quick walk to warm up muscles and align back before manual lifting
13. Lift gradually without jerking, keep material as close as possible to body
14. Inspect framing for nails or protrusions to avoid extra lifting or strain
15. When cutting sheets use caution with tools and be aware of other site traffic
16. Secure doors when working in areas above or in opening path to avoid getting knocked over, scaffold tips or other incidents
17. Don't work when other site conditions affect your safety, power trowels, and lacquers
18. Wear proper protection i.e. hearing, eye when using routers, drills and ensure tight fitting clothing and hair tied back
19. When removing temporary rails ensure that they go back as soon as high work is complete or you are leaving that area
20. Use glue compounds as per manufactures recommendations refer to MSDS (i.e. good ventilation.)

21. Clean up all scrap to prevent hazards to other workers, be very careful when removing material from the upper levels inspect areas before tossed in garbage or out windows or doors (follow housekeeping practice)
22. Ensure safe path to vehicle before carrying materials out

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Steel Framing

Equipment needed - Sawhorses, planks, utility knifes, hammer, hatchets, lights, extension cords, scaffolds, screw guns, routers, tape measures, chalk, pencils and squares, markers, powder actuated tools, pins, eye bolts, hammer drills, laser, levels, crimper, plumb bob, snips, chop saw, broom, string ling

Material - Studs, track, angle, channel, screws, shots & pins

PPE - Gloves, CSA Green triangle boots/shoes, hard hat, Kevlar sleeves, gloves and any other depending on site hazards, rules or MSDS sheets for products (i.e. dust mask, eye protection)

Job steps

1. Examine site for safe access and evacuation, keep emergency contact numbers handy, first aid kit and know who the first Aiders on site are
2. Refer to site hazard assessment and conduct a field level risk assessment on your own products, environment, tools, site conditions, and other workers
3. Ensure good housekeeping prior to starting and examine all work surfaces for slip or trip hazards
4. Broom off all areas of work before layout starts
5. Be aware of environmental conditions like sun, wind, temperature use hot and cold procedures and sunscreen if necessary
6. Measure areas of work that is to be started (be careful to avoid tape measure cuts)
7. Snap chalk lines for the area to be worked
8. Re-measure areas to ensure correct marking
9. Start layout of steel, cut steel using chop saw or snips refer to safe work practices if needed and ensure PPE is worn. Set up backing to prevent sparks from flying. HOT WORK permit is required.
10. Know your own personal physical limitations
11. Use proper fall protection when required 6 feet or more
12. Work platforms must be secured, clean and free of slip or trip hazards
13. Set up materials so they are not under your feet but easily accessible to you without over reaching
14. Always ensure secure footing
15. Ensure a firm grip before lifting, do a quick walk to warm up muscles and align back before manual lifting use Caution sharp edges
16. Lift gradually without jerking, keep material as close as possible to body
17. When cutting steel use caution with tools and be aware of other site traffic were appropriate ear and eye protection
18. If using chop saw in poorly ventilated areas ensure you are aware of all chemicals in air because sparks from "Hot Work" can create an ignition source
19. Secure doors when working in areas above or in opening path to avoid getting knocked over, scaffold tips or other incidents

20. Fastening track with powder actuated tools follow safe work procedure for that tool. All workers must be trained in that tool
21. When fastening to concrete and holes are being drilled ask the site superintendent about the hazards under the concrete (electricity, pipes) before drilling begins and ensure right drilling depth from your supervisor
22. When fastening stud to track ensure hands are free from areas being drilled
23. Always watch when using drill
24. When using crimpers to fasten track ensure fingers are out of the pinch points use a firm grip and slowly
25. Keep scrap orderly throughout to prevent tools being miss placed and hazards on the site that you create
26. Ensure clean-up of site at end of day (housekeeping practice)
27. Ensure safe path to vehicle before carrying materials out

Drywall Finishing / Taping

Equipment needed - Sawhorses, planks, lights, extension cords, scaffolds, Taping tools, mixers Buckets, hawk, knifes, mud pans, snips, stilts, sanding sponges, pole sander, screw driver, drill, benches

Material - Mud, tape, beads, dry compounds & water

PPE - CSA Green triangle boots/shoes, hard hat and any other depending on site hazards, rules or MSDS sheets for products (i.e. dust mask, eye protection)

Job steps

1. Examine site for safe access and evacuation, keep emergency contact numbers handy, first aid kit and know who the first Aiders on site are
2. Refer to site hazard assessment and conduct a field level risk assessment on your own products, environment, tools, site conditions, and other workers
3. Ensure good housekeeping prior to starting and examine all work surfaces for slip or trip hazards
4. Follow all safe work practices for the equipment/tools being used and inspect all tools and cords before each use. Tag out of service defective tools
5. Examine all work surfaces for slip or trip hazards
6. Know your own personal physical limitations
7. Use proper fall protection when required 3m or more
8. Work platforms must be secured, clean and free of slip or trip hazards
9. Set up materials so they are not under your feet but easily accessible to you without over reaching
10. Always ensure secure footing
11. When using stilts housekeeping must be very good, straps tight free of defects, inspect all floors know where vents and plumbing and wiring holes may trip you. Don't work on planks with stilts use the proper equipment for the job? I.e. scaffolds
12. Use proper lifting and carrying techniques
13. All railings removed must be reinstalled before leaving area
14. When cutting beads be careful of sharp edges
15. When using application tools protect against any back injuries from twisting motions with full tools in hand and over exertion
16. Secure doors when working in areas above or in opening path to avoid getting knocked over, scaffold tips or other incidents
17. When working in areas of 220 volt outlets ensure breaker is turned off. When plate is pulled out from wall ensure wires are tightly secured.
18. Follow good housekeeping practice, ensure all railings or guardrails are back in place
19. Ensure safe path to vehicle before carrying materials out

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Drywall Texturing

Equipment needed - Sawhorses, planks, lights, extension cords, scaffolds, mixers, buckets, knifes, mud pans, snips, stilts, sanding sponges, pole sander, benches, scraper, texture machine

Material - Texture, masking tape, poly, masking paper, paint & water

PPE - CSA Green triangle boots/shoes, hard hat and any other depending on site hazards, rules or MSDS sheets for products (i.e. dust mask, eye protection)

Job steps

1. Examine site for safe access and evacuation, keep emergency contact numbers handy, first aid kit and know who the first Aiders on site are
2. Refer to site hazard assessment and conduct a field level risk assessment on your own products, environment, tools, site conditions, and other workers
3. Ensure good housekeeping prior to starting and examine all work surfaces for slip or trip hazards
4. Follow all safe work practices for the equipment/tools being used and inspect all tools and cords before each use. Tag out of service defective tools
5. Examine all work surfaces for slip or trip hazards
6. Know your own personal physical limitations
7. Pre check all spraying equipment, ensure good ventilation & eliminate all sources of ignition
8. Masking off be careful of cuts to hands, keep good footing and be aware of where materials (ensure not under feet)
9. Secure doors when working in areas above or in opening path to avoid getting knocked over, scaffold tips or other incidents
10. Ensure good footing and avoid strain from excessive twisting when scrapping or sanding ceilings
11. Ensure appropriate PPE to the hazards like breathing protection for sanding and eye protection when scrapping
12. Careful of cuts when masking and handling poly
13. Follow good housekeeping practice, ensure all railings or guardrails are back in place
14. Ensure safe path to vehicle before carrying materials out

Service Work

Equipment needed - Sawhorses, planks, lights, extension cords, scaffolds, stilts, sanding sponges, pole sander, sand paper, scrappers, benches, paint brushes, pails, knifes, pans Screw guns, Screw Drivers, Routers, Vehicle.

PPE - CSA Green triangle boots/shoes, hard hat and any other depending on site hazards, rules or MSDS sheets for products, dust mask, respirator, eye protection

Job steps

1. Pre-check all addresses and service calls to be serviced
2. Plan day around areas and sites to be visited
3. Pre-check vehicles, tools, equipment, and supplies to make sure you have what is needed to complete the day
4. Trucks must be equipped with first aid kits and fire extinguishers
5. Drive to site, follow defensive driving safe work practice and always wear seat belt.
6. Arrive at site, park in safe location
7. Examine site for safe access and evacuation, keep emergency contact numbers handy and know the emergency procedures of the specific site. Assess the site for any other risks, unleashed pets, potentially abusive/ belligerent clientele.
8. Carry in tools and supplies to site, Use proper lifting and carrying techniques
9. Assess hazards on your own products, environment, tools, site conditions, other workers and ensure corrective actions are implemented to protect from hazards i.e. furniture is moved out of way
10. Tarp and cover all work areas if needed if using poly and tape be careful of cuts. (cover all areas that may be affected or damaged)
11. Follow all safe work practices for the equipment/tools being used and inspect all tools before each use. Tag out of service defective tools
12. Know your own personal physical limitations
13. When finished work clean up areas that need, dispose of items in correct garbage bins
14. Ensure safe path to vehicle before carrying materials out
15. Make any notes as necessary on service request forms

Drywall Sanding

Equipment needed - Sawhorses, planks, lights, extension cords, scaffolds, stilts, sanding sponges, pole sander, sand paper, scrappers, benches

PPE - CSA Green triangle boots/shoes, hard hat, safety glasses, minimum N95 Dust Mask and any other equipment depending on site hazards, rules or MSDS sheets for products, dust mask, respirator, eye protection

Job steps

1. Examine site for safe access and evacuation, keep emergency contact numbers handy, first aid kit and know who the first Aiders on site are and emergency procedures of the specific site
2. Refer to site hazard assessment and re-assess hazards on your own products, environment, tools, site conditions, other workers and ensure corrective actions are implemented to protect from hazards i.e. guardrails
3. Keep MSDS sheets readily available at the worksite and read and understand them. Wear PPE appropriate to the contents of your products
4. Ensure good housekeeping prior to starting and examine all work surfaces for slip or trip hazards
5. Follow all safe work practices for the equipment/tools being used and inspect all tools before each use. Tag out of service defective tools
6. Know your own personal physical limitations
7. Use proper fall protection when working at 6 feet or higher
8. Work platforms must be secured, clean and free of slip or trip hazards
9. Set up materials so they are not under your feet but easily accessible to you without over reaching
10. Always ensure secure footing
11. Always do a quick walk around to warm up muscles and stretch if necessary
12. Stilts are not permitted on a PCL site
13. Use proper lifting and carrying techniques
14. All railings removed must be reinstalled before leaving area
15. When using tools protect against any back injuries from over twisting motions get in the right position to sand areas needed

    15. Secure doors when working in areas above or in opening path to avoid getting knocked over, scaffold tips or other incidents
18. Ensure safe path to vehicle before carrying materials out

Accident Investigation Procedures

Equipment needed - Safety Manual, Correct forms, Pens, Camera, Measuring tapes, Caution tape, lights extension cords,
Note pad, Government Legislations.

PPE - Gloves, CSA Green triangle boots/shoes, hardhat and any other depending on site hazards, rules or MSDS sheets for products (i.e. dust mask, eye protection)

The person or investigation team should proceed as follows

1. Take control of the scene
2. Ensure that any injured persons are cared for.
3. Ensure that no further injury or damage occurs.
4. Report to WCB if required (read legislation if needed)
5. Separate the witnesses
6. Interview witnesses and obtain written statements
7. Get the "Big Picture" of what happened.
8. Examine equipment/material involved.
9. Preserve evidence. Collect and safeguard any physical evidence. Where practicable, the scene of any accident should be left untouched, except for activity necessitated by rescue work or to prevent further failure or injuries, until the accident has been investigated.
10. Take photographs of the scene
11. Analyze the information to determine causes
12. Look for causes where the system failed the worker not for where the worker failed
13. Determine what corrective action would prevent recurrence
14. Complete the report
15. Get managements review
16. Implement corrective actions
17. Follow-up to ensure corrective actions have been implemented
18. Add to your monthly summary reports, incident reports

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Working safely around forklifts

Equipment needed - Trucks may be applicable

PPE - Gloves, CSA Green triangle boots/shoes, hardhat and any other depending on site hazards, rules or MSDS, sheets for products (i.e. dust mask, eye protection) Safety vests in high traffic areas,

Picking up Material, at shop or on site

1. Only trained certified operators to operate mobile equipment
2. Always be aware of forklifts in the yard, and at suppliers or on site.
3. You must always keep an eye on the equipment operating around you.
4. Forklifts are especially dangerous because of their speed, weight and blind spots.
5. Always pay close attention at all sites
6. Be alert always look entering and exiting all sites or when working on the ground
7. Look up, side to side and behind you
8. Be constantly watching all around, use your powers of observations to hear equipment, feel vibrations and see it.
9. Give all equipment the right of way as the operators might not see you
10. Never wear earphones or have stereos too loud as you may not hear a horn or back up beeper.
11. Never get within 8 feet of a forklift or the material its handling when they are in use
12. When going to help or work around equipment make sure that the operator acknowledges your presence.

Strapping / Securing loads

Equipment needed - Trucks, Straps, tie down bar, load

PPE - Gloves, CSA Green triangle boots/shoes, hardhat and any other depending on site hazards, rules or MSDS, sheets for products (i.e. dust mask, eye protection) Safety vests in high traffic areas,

Materials - The required delivery or P/U

Strapping the load needs to be done with safety and prevention of product damage in mind. The driver is the last one responsible for checking the safety of the load and the truck. Visualize a plan to strap down the material and equipment safely and with the proper precautions. All defective straps should be removed and sent for repair when possible. If you don't know how to secure a load ask for help from a more experienced employee. When all safety rules are followed we reduce the risk of accidents, stress, problems, and unsafe situations

Load tie down and strapping procedures) Use as many straps as possible on all products)

1. Drywall and Steel
    a. Belts go over the lift where the dunnage or blocks separate the lifts
    b. Place the belt over the strongest point at each end
    c. At a minimum use 3 straps per lift
    d. Placing the belt in the middle of the lift could cause the dunnage/blocks to fall out over bumps
    e. If securing a various lengths of board and steel belts must be placed at strongest point of the load ex. (where all spacers line up at each end of the lift.
    f. When the top lifts are longer than the bottom use an extra belt for a wind strap at the front most part of the lift (towards cab of truck)
    g. All extra material should be removed from deck before leaving yard
    h. Steel has the tendency to shift so only use corners when necessary to eliminate the chance of a fly off on the road

2. Pails, Boxes, Bags, Pallets and Insulation
    a. These products are usually stacked on pallets or loaded right on the deck. These products have the greatest risk of tip over during travel
    b. Belts usually only cover part of the load so use as many as possible to ensure security of the load
    c. Corner boards can be used to help secure the load tighter
    d. Corner boards will keep the top row of product tight on its pallet
    e. Insulation should be loaded tight when possible to the headache rack and have a secure bottom.
    f. These products should be shrink-wrapped whenever possible

g. Use extra straps if worried of security

3. Using tie down Bar
   a. Inspect bar before each use
   b. Have a firm grip on bar using non slip dry gloves or bare hands
   c. Insert tip completely into tightening hole
   d. Stand firm on a non-slip surface
   e. Use firm grip with body at a right angle to truck, tightening arm to side
   f. With the possibility of your hand or bar slipping which would put you off balance causing injury. Stand with knees bent for better balance.
   g. If your hand slides off the bar get out of the way so the bar doesn't come back and hit you.
   h. Using the proper tie down bar procedure will eliminate the risk falling and injury to body parts from the bar slingshot.

4. Final Check
   a. The driver is responsible for the truck, public, passenger and the company.
   b. Do a final walk around checking straps, blocks, tool boxes and for any loose materials.
   c. Ensure all rolled up straps are rolled tight and straight and ratchet lock is engaged (they can unroll when driving)
   d. Never place ratchets directly above tires when the suspension moves there would be damage to the equipment when driving
   e. Act like a professional at all times
   f. Adjust driving speed depending on load and road conditions
   g. Keep a close watch on load

Bin Usage

Equipment - Cones, caution tape, signs (when ground workers below)

PPE - Gloves, CSA Green triangle boots/shoes, hard hat, glasses, fall protection, any other depending on site hazards or material clean up (i.e. dust mask)

Job Steps

1. Land bin in safest functional area with grate for water drainage
2. Evaluate bin loading area for hazards
3. Check MSDS sheets on materials being handled for correct PPE controls
4. Assure appropriate PPE is worn
5. Determine height of free fall 6 feet or higher fall equipment is required (Guardrails, mid rails and toe boards or a fall protection system)
6. When tossing material from Above 3 floors or 35 feet have carpenter build and place material chute to control flying debris or materials
7. Caution off 10' perimeter with tape, cones, and sign of task
8. Caution off all access and egress areas around garbage bins so exiting workers are aware of overhead hazardous work in progress
9. Notify surrounding crews
10. Assure balcony or drop area is railed and safe or wear your personal fall arrest equipment
11. Check railings for security as more often than not they are too weak to function properly and prevent a fall with too much impact load
12. Look before you drop material EVERYTIME
13. When removing inappropriate material from bin have an extra person at drop spot before entry to bin
14. This spotter must watch overhead as to ensure no other workers toss material into bin when workers are in the bin