

# Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

## 6.3 SAFE JOB PROCEDURES & SAFE WORK PRACTICES ANNUAL REVIEW RECORDS

Safe Job Procedure / Safe Work Practice	Development Date	Review or Revision Date	Review or Revision Date	Review or Revision Date	Review or Revision Date	Review or Revision Date	Review or Revision Date	Review or Revision Date	Review or Revision Date
6.3.1 Saws	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/11/12	2025/11/12
6.3.2 Fall Protection Plan	2007/06/09	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.3 Fuel Powered Equipment	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.4 Grinders	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.5 Hot Work & Permit	2007/03/27	2019/01/02	2020/11/09	2021/11/01	2022/04/11	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.6 Nail/Staple Gun	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.7 Circular Saw	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.8 Propane Heaters and Vaporizers - Disconnection	2007/05/08	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.9 Saws-All and Jig Saw	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.10 Sewer Pump Replacement	2007/12/18	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.11 Stop Work Order	2007/03/27	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.12 Chain Saws		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.13 Craning	2016/11/17	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.14 Power Actuated Tools		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.15 Working on Electrical Equipment		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.16 Table Saws		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.17 Scaffolding		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.18 Hazardous Substances		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.19 Powerlines		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.20 Operating an Excavator		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.21 Construction Heaters		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.22 Moving Mobile Homes		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.23 Installing wells (Geo Thermal)		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.24 Locking Out Equipment for Maintenance/Cleaning		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23
6.3.25 Operating Heavy Equipment		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23	2025/09/23

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6.3.26 Sealants, Cleaning Solvents and Flammables	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.27 Cleaning New Homes or Renovations	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.28 Concrete Boring or Cutting	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.29 Concrete Floor Placement	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.30 Control of Client/Visitors to Construction Sites	2007/01/09		2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.32 Cribbing, Damp-proofing and Weeping Tile	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.33 Defective Hand Tools	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.34 Drywall, Taping and Sanding	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.35 Excavation and Trenching	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.36 Exterior Finish	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.37 Floor Material Laying, Sanding and Tile Setting	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.38 Framing	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.39 General Safety Information	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.40 Insulation	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.41 Interior Finish and Cabinets	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.42 Pandemic Site Protocols	2020/04/01		2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.43 Man Lifts	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.44 Mechanical	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.45 Painting	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.46 Portable Ladders and Step Ladders	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.47 Roofing	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.48 Working Alone – Construction Site	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.49 Working Alone – Office Administration Area	2007/06/06	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.50 Cell Phone Usage	2013/03/01	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23

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6.3.51 Rigging/Hoisting	2016/11/15	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.52 Housekeeping Room Cleaning	2022/03/29				2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.53 Lightning	2018/07/25	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.54 Construction Heaters	2017/09/30	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	Combined with 6.3.21	
6.3.55 Office				2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.56 Manual Lifting	2021/10/18			2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.57 Snow Blower Operation	2022/01/07				2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.58 Snow Removal	2022/01/07				2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.59 Working in Extreme Temperatures	2022/01/07				2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.60 Wildlife Encounters	2022/02/03				2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.64 Confined Space Code of Practice						2023/10/01	2024/11/21	2025/09/23
6.3.65 Respirator Code of Practice	2023/02/02					2023/11/27	2024/11/21	2025/09/23
6.3.66 Noise Management Code of Practice	2024/03/01						2024/11/21	2025/09/23

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### 6.3.1 Safe Job Procedure – Saws

Safe Job Procedure	Saw Operation Chop Saws, Circular Saws, Cut-Off Saws, Saws-All, and Jigsaws)		
Created by:	SCMV / Bow Valley Safety	Date Created:	Nov 12 2025
Hazards Present:	<ul style="list-style-type: none"> <li>• Blade binding creating kickback force that throws material or saw at the operator</li> <li>• Noise exposure causing hearing damage</li> <li>• Respirable crystalline silica dust exposure (when cutting concrete or masonry)</li> <li>• Potential electric shock or burns</li> <li>• Flying debris and sparks</li> </ul>		
PPE Required:	Safety glasses, Face shield (when cutting concrete, masonry, or materials that produce significant debris), Hearing protection, Dust mask or respirator (as required for material being cut), Gloves, Safety footwear, Hard hat		
Additional Requirements			
<p><b>General Safety Requirements</b></p> <ul style="list-style-type: none"> <li>• <b>Saw injuries are severe and can result in: - Cuts, lacerations, fractures, amputations of fingers and hands</b></li> <li>• <b>The Superintendent shall ensure that all workers are trained in the safe operation of saws before use.</b></li> <li>• <b>Under no circumstances shall workers interfere with any guards or safety devices.</b></li> <li>• <b>Improper use of saws is highly dangerous to the operator and other workers nearby.</b></li> </ul> <p>Safe Work Practices: Do's and Don'ts</p> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>• Have proper training in PPE use, choosing and using the correct blade for the material, and safe body positioning</li> <li>• Maintain a stable stance with firm footing and balance</li> <li>• Use a firm two-handed grip, wrapping thumbs fully around the handles for control</li> <li>• Stand to the side of the cutting path, not directly in line with the blade</li> <li>• Let the saw do the work—use steady, controlled movements</li> <li>• When ripping solid stock, clean up all cut-offs immediately, regardless of quantity</li> <li>• Cut all accumulated cut-offs into manageable lengths before continuing work</li> <li>• Wait for the blade to stop completely before setting down the saw</li> </ul> <p><b>DON'T:</b></p> <ul style="list-style-type: none"> <li>• Force the cut—forcing can cause blade binding and dangerous kickback</li> <li>• Set down the saw before turning the engine off and waiting for the blade to stop completely</li> <li>• Leave machines unattended while running—they must be turned off</li> <li>• Walk around with finger on the saw trigger</li> <li>• Point a saw in any direction other than towards the work</li> <li>• Operate saws when fatigued or under the influence of impairing substances</li> </ul>			
<p>Pre-Operation Inspection and Setup</p> <ol style="list-style-type: none"> <li>1. <b>Review Material Information</b> Review the material description or SDS to ensure proper precautions are taken for the material to be cut.</li> <li>2. <b>Conduct Hazard Assessment</b> Conduct a Hazard Assessment of the work area, identifying all potential hazards.</li> <li>3. <b>Don PPE</b> Wear all appropriate personal protective equipment before proceeding, including eye protection, face shield (if required), hearing protection, respiratory protection, gloves, safety footwear, and hard hat.</li> <li>4. <b>Inspect the Saw</b></li> </ol>			

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- Check for loose parts, damaged components, or wear
  - Check that the on/off switch is set at “off”
  - Verify the throttle, trigger interlock, and stop switch function correctly
  - Verify all guards and safety devices are operable
  - Ensure the correct blade type is attached for the material being cut
  - Inspect blade for cracks, damage, and sharpness. Change the blade if required
  - For portable saws, check that the blade is properly loaded and secured
  - Ensure the blade guard is in place and adjusted to deflect debris away from the operator
5. **Inspect Electrical Connections**
- Ensure extension cords or compressed air hoses are properly grounded, not frayed or cut, and of adequate gauge for the saw power requirement and distance from the electrical outlet to work location
  - Check that ground pins are intact
  - If electrical power has been turned off, do not turn it on without a thorough inspection of the entire area to ensure no other workers or materials on site will be placed at risk (e.g., contact glue fumes igniting from sparks after flooring installation, during electrical wiring, etc.)
6. **Set Up Equipment Properly**
- For stationary saws (chop saws, cut-off saws): Place equipment on the proper frame, stand, level ground, or another firm and suitably elevated surface such as a trestle table
  - Ensure all ancillary equipment (stepladders, work platforms) are properly set up in accordance with manufacturers’ instructions and safe work practices
7. **Position Fire Extinguisher**  
Place the fire extinguisher in a position where it will be easily accessible.
8. **Make Power Connections**  
Connect the saw to the power supply outlet or compressor.

### Operation

1. **Prepare Material**
- Obtain the material to be cut using proper lifting and carrying techniques
  - Measure the material to be cut accurately
  - Confirm the material is secure, properly supported, and free from embedded utilities or obstructions
  - Properly place and/or secure the material so there is no risk to hands or other body parts
2. **Check for Hidden Hazards**  
Ensure any hidden wiring, plumbing, metal fabrication, or other obstructions are clearly identified before starting the saw.
3. **Plan the Cut**
- Clearly mark your cutting line
  - Decide the direction of the cut before beginning
  - For deeper cuts, plan to use a series of shallower passes (step cuts) to reduce stress on the blade and machine
4. **Position Your Body**
- Maintain stable stance with good footing and balance
  - Stand to the side of the cutting path, not directly in line with the blade
  - Position yourself to avoid injury in case of kickback
5. **Secure Material**  
Secure the material to be cut to ensure no risk of hand contact with the blade. Use clamps or push sticks as required.
6. **Operate the Saw Safely**
- Use a firm two-handed grip, wrapping thumbs fully around the handles
  - Operate the saw in accordance with the manufacturer’s instructions
  - Precisely follow manufacturers’ instructions for equipment use, including the use of push sticks or clamps
  - Cut material in an easy, controlled motion. Do not ram or force the cutting blade through the material—let the saw do the work

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- For cut-off saws: Pull the cutting wheel across the surface with steady, controlled movement; do not push down on the saw
- Hold the saw and material in such a way that there is no risk to hands or other body parts in case of blade binding and kickback
- Never point a saw in any direction other than towards the work

### 7. **Monitor Equipment Performance**

Regularly check for signs of wear such as increased vibration or reduced cutting efficiency, which may indicate the blade needs replacing.

### 8. **Handle Cut Material**

- Remove cut material and safely stack or install as required
- Clean up all cut-offs immediately, regardless of quantity
- Cut accumulated scrap into manageable lengths before continuing work

### Post-Operation and Maintenance

#### 1. **Shut Down Safely**

- When finished, turn the engine or power to the “OFF” position
- Wait for the blade to stop completely before setting the saw down
- Disconnect the saw from the power outlet or compressor
- NEVER walk around with a finger on the saw trigger
- Avoid using the “Lock-on” feature whenever possible
- Do not leave machines unattended while running

#### 2. **Store Equipment Properly**

Properly coil up connection cords and return equipment to the carry case or storage rack.

#### 3. **Maintain Housekeeping**

Maintain good housekeeping practices for scrap material, dust, and waste removal throughout and after the job.

#### 4. **Moving Equipment During Work**

If equipment such as a stepladder must be moved to continue work, shut the equipment off, make the necessary adjustments, and ensure there are no workers or other people likely to be at risk before resuming.

### **Applicable legislation, standards or documentation:**

- Alberta Occupational Health & Safety Code, Part 25: Tools, Equipment and Machinery
- Alberta OHS Act and Regulations

*This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually*

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### 6.3.2 Safe Job Procedure – Fall Protection Plan

<b>Safe Job Procedure</b>	Fall Protection Plan		
Created by:	SCMV	Date Created:	2007/01/09
Approved by:	Terry Burch	Date Approved:	Jan 2 2019
Hazards Present:	Working at height		
PPE Required:	Eye Protection, steel toed boots, hard hat, hearing protection		
Additional Requirements	Fall Arrest Harness, Fall Arrest Lanyard, Fall Arrest Shock Absorber, Approved anchor		

**Safe Work Practices:**

Superintendents/Crew Leaders shall ensure that where any work is being conducted above a height of 3 metres the following items are carried out.

**Site Conditions:**

- Workers who use fall arrest equipment must be trained in the usage of the equipment
- Workers shall fully inspect their fall arrest equipment for cuts, cracks, tears, abrasions, corrosion or any other damage that may affect the proper operation prior to each use.
- Workers shall wear the proper fall protection where any work is above a height of 3-metres or where there are unusual ground hazards i.e. unprotected rebar.
- No worker shall stand on the top step of a stepladder or higher than the third rung from the top of a ladder.
- A competent worker shall erect and inspect (daily) all scaffolds to the manufacturers' and OH&S Act requirements. Tag all scaffold types when in excess of 3 Metres high at each entry/exit.
- At least one of the following approved by Workplace Health and Safety shall be used: guardrails, harnesses, a fall restraint device, safety nets or other travel restraint method.
- Full body fall arrest harnesses, shock absorbers and lanyards shall be capable of supporting the weight of the worker AND any tools or materials secured in the worker's tool belt.
- Ensure all fall arrest anchor points are rated for an impact of 2,300 Kg (5,000 lbs) and properly maintained.
- Ensure a first-aider(s) and first aid supplies are available and meet OH&S ACT Part 11.

**Tools/ Equipment:**

- Pump jacks shall be used only if secured in accordance with the manufacturers' instructions.
- Inspect ladders prior to use and maintain in accordance with the manufacturers' instructions and OH&S ACT. Work from ladders shall only be done when it is of short duration, light work and the workers keep their centre of balance in the middle of the tied off ladder or properly erected step ladder. Workers shall keep one hand on the ladder at all times.
- Inspect all mechanical elevated platforms daily in accordance with the manufacturers' instructions.

**WHMIS:**

- Any fall protection equipment exposed to foreign substances must be tagged out.

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Safe Job Procedure	Fall Protection Plan (continued)
<p><b>Procedure:</b></p> <ol style="list-style-type: none"><li>1. Review the manufacturers' instructions and proper precautions before use.</li><li>2. Inspect the complete fall-arrest equipment in accordance with the manufacturers' instructions and enter the inspection date and time in the harness log.</li><li>3. Conduct a standard form Field Level Hazard Assessment (FLHA) of the work area.</li><li>4. Confirm that workers hold a valid "Fall Protection – User" qualification card.</li><li>5. Have the workers sign that they are aware of the Fall Protection Procedures to be used.</li><li>6. Obtain the Mike or Cell-phone number of the site superintendent and the boom, ladder truck rescue equipment operator tasked to support the rescue and give to each of the workers.</li><li>7. Conduct test phone calls in the work area to confirm that communications reliably operate between the rescue operator and all the workers.</li><li>8. Install the fall-arrest anchor points in accordance with the manufacturers' guidelines.</li><li>9. Assemble and attach the safety lanyard and shock absorber to the anchor point and to the harness in accordance with the manufacturers' instructions.</li><li>10. Ensure the lanyard and shock absorber combined lengths are shorter than the fall distance AS THE WORK PROGRESSES.</li><li>11. Never attach more than one set of fall arrest equipment to one anchor point.</li><li>12. Inform the on-site rescue equipment operator when all elevated work is finished.</li></ol>	
<p><b>Applicable legislation, standards or documentation:</b></p> <p>This fall protection safe work practice is intended to supplement the requirements of Part 9 of the OHS</p>	
<p><i>This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually. The information herein does not take precedence over applicable government legislation that all management, employees and contractors shall be familiar.</i></p>	

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### 6.3.3 Safe Job Procedure – Refuelling Powered Equipment

<b>Job:</b>	Safe fuelling of gasoline or diesel-powered equipment.		
<b>Approved by:</b>	Terry Burch	<b>Position:</b>	Project Manger
<b>Equipment Required</b>		<b>Material Required</b>	<b>PPE Required</b>
1. Gas-powered equipment		Fuel container with fuel	1. Gloves
2. ABC Fire extinguisher			2. Safety glasses
3. Fuel transfer spouts			3. Hearing protection.
4. Hand pump/hose system			4. Rubber gloves
The Superintendent shall ensure that workers are trained in the safe fuelling of powered equipment.			
<p><b>Slip Tank Bulk storage of Fuel.</b>            Any fuel transported must use a Transport Canada standardized slip tank (IBC) (tidy tank etc.) (means of containment) that has been certified by the Canadian General Standards Board and manufactured by an ISO certified company.</p> <p>Workers taking the slip tank truck off-site for refilling must hold current TDG certification.</p>			
<b>Job Steps</b>	Under no circumstances shall any sources of ignition be within 3 metres of the fuelling site, e.g. a running vehicle, smoking, other equipment in operation within 3 metres, etc.		
1.	Review the SDS to ensure that proper precautions are taken for the fuel used.		
2.	Conduct a Hazard Assessment of the refuelling area.		
3.	Warn other workers that a fuelling operation is going to commence. Request that a worker keep an eye on the process while fuelling in case immediate emergency assistance is required, i.e. fire or spill.		
4.	Ensure that there is no building within 3 metres of the selected fuelling area.		
5.	Place the appropriate fire extinguisher in a position that it will be easily accessible but far enough from the fuelling operation that it will not be consumed by any flames in the event of a spill. Do not use a truck tailgate or floor of a vehicle to fuel hand portable powered equipment.		
6.	Place the equipment on level ground or hand portable equipment on a firm and suitably elevated surface such as a trestle table.		
7.	Allow hand portable equipment to cool off before refuelling.		
8.	Ensure that any ignition switch is set at the “off” position, all safety devices are operational, and set for refuelling		
9.	Remove the fuel caps/covers.		
10.	Precisely follow the manufacturers’ instructions. Do not overfill the equipment or make spills.		
11.	Securely replace the fuel caps/covers on the equipment and fuel container.		
12.	Switch off any refuelling pumps and drain refuelling hoses if necessary.		
13.	Clean up any spills and place the wet rags in an approved covered metal container.		
14.	Restore and secure the fuel container in the proper storage place in the vehicle or designated work site fuel storage area.		
15.	Replace and secure the fire extinguisher in the proper storage place in the vehicle or storage area unless required in the work area where the equipment is to be used.		

**Additional Remarks:**

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### 6.3.4 Safe Job Procedure – Grinders

<b>Job:</b>	Safe operation of grinding equipment.				
<b>Approved by:</b>	Terry Burch	<b>Position:</b>	Project Manger	<b>Revised Date:</b>	2021/11/01 Andre Lomas
<b>Equipment Required</b>		<b>Material Required</b>		<b>PPE Required</b>	
1. Grinder		Material to be ground		1. Gloves	
2. Fire extinguisher				2. Safety glasses	
3. Air compressor (if required)				3. Safety footwear	
4. Portable AC Generator/Inverter				4. Face shield	
The Superintendent shall ensure that workers are trained in the safe operation of grinding equipment.					
<b>Job Steps</b>	Improper use of a grinder may be highly dangerous to the worker and other workers nearby.				
1.	Conduct a Hazard Assessment of the work area.				
2.	If the electrical power has been turned off, do not turn it on without a thorough inspection of the entire area to ensure that no other workers or material on site will be placed at risk, e.g. contact glue fumes igniting from spark after flooring lay, electrician wiring, etc.				
3.	Wear the appropriate PPE.				
4.	Check that the on/off switch is set at “off,” all guards and safety devices are operable.				
5.	Check the feed adjustments to ensure the material to be ground will not slip or kick back, up or forward.				
6.	Ensure that power cords or compressed air hoses are properly connected, not frayed, cut, and missing ground pins, of adequate gauge for the grinder power requirement and distance run.				
7.	Make the connections from the grinder to the power outlet or air compressor.				
8.	Properly place and secure the material to be ground, so that there is no risk to hands or other body parts. Do not hold the material in one hand and grind with the other, if necessary clamp to a firm work surface.				
9.	Install the appropriate grinder wheel for the item(s) to be ground.				
10.	Inspect the grinder wheel for cracks and imperfections that might cause pieces of the grinding wheel to fly off.				
11.	Operate the grinder in accordance with the manufacturers’ instructions. Let the grinder do the work.				
12.	When finished, disconnect from the power outlet or compressor to the grinder.				
13.	Maintain a fire watch for one hour after any metal grinding is completed.				
14.	Properly coil up the connection cords and return to the carry case or storage rack.				
15.	Maintain good housekeeping for scrap material and waste removal.				

**Additional Remarks:**

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### 6.3.5 Safe Job Procedure - Hot Work & Permit

Safe Job Procedure	Hot Work (Welding, Torch-on, grinding, cutting, brazing)		
Created by:	BVS, Luke Gauvreau	Date Created:	April 4 2022
Approved by:	Andre Lomas - SCMV	Date Approved:	April 6 2022
Reviewed by:	Terry Burch	Date Reviewed:	April 12 2022
Hazards Present:	Injury and illness caused by hot work such as, welding fumes, UV light, sparks, noise, burns from slag, sparks, fire, accumulation of toxic gases within a confined space.		
PPE Required:	Gloves, eye protection, hearing protection		
Additional Requirements	Comprehensive hazard assessment completed before work starts and hot work permit required		

#### Safe Work Practices:

##### Hot work – high risk

Any work activity that uses or produces flames, sparks, or heat that would act as an ignition source for any flammable or combustible material, (e.g., torch-on, brazing, cutting, welding).

##### Hot work – low risk

Any work activity that uses or produces, sparks, or heat that would act as an ignition source. (Eg - grinding)

##### Hot work Permit

Written authorization signed by the site superintendent to perform work that has the potential to provide a source of ignition.

##### Do you require a hot work permit?

The need for a hot work permit will be determined by the type of work being performed, hazard and risk assessment completed before work starts. A hot work permit is required for any work with open flame, sparks or heat that causes risk of flammability

##### Do you require Fire Watch?

Another vital piece of the safety setup is the fire watch. This is a person whose only duty is to scan the hot work area looking for potential fires or hot spots. This person has a fire extinguisher and a means of communication to reach emergency service personnel. The fire extinguisher should be the correct type for the materials in the area and of a large enough size to be useful in the event of a flare-up only after the fire department has been notified.

##### Fire Watch Responsibilities:

1. That their ONLY duty is to Fire Watch
2. Understanding of Time Frame of Fire Watch – based on situation
3. Understanding of how to use a fire extinguisher
4. Understanding of how to activate fire alarm if fire is beyond the incipient stage

##### Fire Watch Duration

The length of time for the fire watch will be not less than one hour (low risk), and up to four hours (high risk) after hot work is completed. However, this timeframe may be extended if required until all materials and surfaces are cold. Firewatch for High-Risk open flame tasks will be at minimum 4 hours.

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### General Precautions

Where hot work is done near walls, partitions, ceilings, or a roof of combustible construction, fire resistant shields or guards shall be provided to prevent ignition.

If hot work is to be done on a metal wall, partition, ceiling, or roof, precautions shall be taken to prevent ignition of combustibles on the other side, due to conduction of radiant heat. Where combustibles cannot be relocated on the opposite side of the work, a fire watch person shall be provided on the opposite side of the work.

Welding shall not be attempted on a metal partition, wall, ceiling, or roof having a covering or on wall having combustible sandwich panel construction.

Hot work on pipes or other metal in contact with combustible materials (eg – wood walls, partitions, ceilings, or roofs) shall not be undertaken if the work is close enough to cause ignition by combustion unless proper precautions are taken. (EG heat shields or guards)

Hot work shall not be permitted in the following situations:

- In areas not authorized by management.
- In the presence of potentially explosive atmospheres.
- In areas near the storage of large quantities of exposed, readily ignitable materials.
- In areas where there is dust accumulation of greater than 1/16 inch within 35 feet of the area where hot works will be conducted. All dust accumulation should be cleaned up following the housekeeping program of the facility before welding/hot works are permitted.

Suitable extinguishers shall be provided and maintained ready for use.

### Procedure:

1. Complete a hazard and risk assessment.
2. Using the Digital Safety App, complete a hot work permit if required, and submit to site superintendent for approval. (Paper copy of hot work permit may be used in place if digital option is not available.)
3. Ensure all questions are answered and area is prepared with adequate fire protection, clear of combustibles, and fire watch plan is in place.
4. Where practicable, all combustibles shall be relocated at least 35 feet from the work site. Where relocation is impractical, combustibles shall be protected with flame proof covers, shielded with metal, guards, curtains or wet down material to help prevent ignition of material.
5. Site superintendent will receive a copy of the Hot Work Permit and must review details and approve before work starts. If information is insufficient, permit will be denied and returned to hot worker for modification and resubmission.
6. Once approval is granted, complete hot work, and ensure fire watch is in place for the required duration to monitor the materials and area.
7. Fire watch to be monitored based on HIGH or LOW conditions.
8. Fire watch must add final time of fire watch and confirm area is deemed safe and submit.
9. Confirmation of Fire Watch will be sent to the Hot Work contractor & site superintendent confirming the hot work and permit are closed.

### Applicable legislation, standards, or documentation:

OHS Code 169 (1-3)

*This Safe Job Procedure will be reviewed any time the task, equipment, materials, or any other significant change or at a minimum annually*

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*Complete this form commencing at the box "PERMIT REQUEST."*

<b>Approved by:</b>	Terry Burch	<b>Position:</b>	Project Manger	<b>Review Date:</b>	2021/11/09 Andre Lomas
<p>Hot Work presents real danger of fires starting long after the work is completed from sparks or hot metal slag concealed in cracks, crevices or raining down between partitions. The Lead Hot Worker shall rigorously follow this permit format. It shall be signed by the Lead Hot Worker and by the Superintendent PRIOR to starting any hot work and closed off after the hot work is completed or at the end of each day or work period – whichever shall occur first. <b>Permits shall be issued for each hot work period – including return from a lunch break.</b></p>					
<b>PERMIT REQUEST</b>					
<b>Item</b>			<b>Description/Comment</b>		
<b>A. Describe type of Hot Work:</b>					
<b>B. Describe equipment (Electric Arc Welder, Oxy acetylene, Make, Model, etc.):</b>					
<b>Answer the following questions (√):</b>			<b>Yes</b>	<b>No</b>	
1. Has a Hazard Assessment been completed?					If yes - attach to this permit. If no – complete HA and attach.
2. Is worker(s) trained, certified and competent in the use of the equipment?					If no – state how competency will be achieved before work start.
3. Do the worker(s) have the proper PPE required by OH&S Act, SCMV safety manual and equipment manufacturer (fire/cut resistant clothing, gloves, apron, visor, respirator, etc.)?					If no – no work start until correct CSA/ANSI/WHs approved PPE worn & worker(s) trained in use.
4. Is there <b>adequate</b> ventilation for hazardous fumes and/or smoke removal?					If no – no work start until ventilation installed and tested.
5. Will hot work be conducted in a hazardous fumes atmosphere?					If yes - no work start until fumes are properly vented and air confirmed safe by air monitor test.
6. Will debris or sparks fall behind, in or on any flammable surfaces, between cracks or behind/between partitions?					If yes – no work shall start until CSA/ANSI approved fire-resistant blankets/material(s) laid to protect the surfaces/partitions.
7. Is the hot work to be done from ladders from heights over 1.5 Metres but less than 3 Metres?					If yes – obey SWP - Portable Ladders/Step Ladders.
8. Is the work to be done from heights over 3 Metres?					If yes – obey SWP - Scaffolds
<b>Insert permit requester's initials at the bottom of each</b>					
<b>Yes/No column:</b> →                      →                      →					

See next page.

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### 6.3.5 Safe Job Procedure - Hot Work Permit (metal cutting, soldering and welding) – continued

Answer the following questions (√):	Yes	No	Description/Comment
9. Is work to be done in a small area?			If yes – ensure good ventilation, lighting and clear entry/exit routes.
10. If fire/smoke alarms are in the area - have they been disconnected, removed/ covered?			If no – ensure permission obtained prior to disconnect, remove/ cover.
<b>11. If gas cylinders and hoses in use - are:</b>			If no to ANY question - no work starts until corrected.
11A. Cylinders upright and secured?			
11B. Cylinders and hoses protected from debris, sparks and slag?			
11C. Cylinder contents clearly identified?			
11D. Flashback devices installed at the regulators of the hoses?			
11E. Cylinder shut-off valve keys in place and operable?			
11F. Hoses de-pressurized during breaks and at end of work?			
<b>12. If electric arc welder is in use- are:</b>			If no to ANY question - no work starts until corrected.
12A. Generator exhaust fumes safely vented?			
12B. Cables of adequate gauge for the distance run?			
12C. Cables properly insulated, free of cuts, kinks and bad connectors?			
12D. Emergency shutdown devices operating properly?			
12E. Fuses/breakers in working order?			
12F. Generator earth grounds in place?			
<b>13. Is the worker appointed to watch the Hot Work worker &amp; as the fire/spark watcher properly trained:</b>			If no to ANY question - no work starts until corrected.
13A. In fire extinguisher use?			
14. How to rescue the Hot Work worker safely?			
13C. How to shut-off the Hot Work equipment in an emergency?			
13D. To immediately communicate spark and slag problems?			
13E. Not to leave the Hot Work worker alone?			
13F. Not to leave the Hot Work area for at least one hour after work completed – for any reason, including short breaks.			
13. Is the Hot Work worker trained in fire extinguisher use?			If no – no work start until training completed.
<b>14. Are the fire extinguishers:</b>			If no to ANY question – no work starts until corrected.
14A. Correct for use on the equipment/material in use?			
14B. Fully serviceable and inspected up to date?			
14C. Of sufficient capacity to extinguish a small fire?			
14D. Easily accessible always during the Hot Work?			
15. Are all workers aware that extinguisher(s) must be easily accessible in the work area until the fire watch period is over?			
16. What is the level of First Aid training of both workers?			If no training – ensure trained worker's location is known.
17. Do workers know place of First Aid Kit/Eye Wash Station?			If no – explain location.
<b>Insert permit requester's initials at the bottom of each Yes/No column: →                      →                      →</b>			

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# Spring Creek Mountain Village Inc.

## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.5 Safe Job Procedure - Hot Work Permit (metal cutting, soldering and welding) – continued

Answer the following questions (✓):	Yes	No	Description/Comment	
18. Are work materials properly braced or supported?			If no – no work starts until corrected.	
19. Have other workers in the area been warned of the work?			If no – no work starts until corrected.	
20. Have proper barriers and/or warning tape & signs been erected/posted?			If no – no work starts until corrected.	
21. Is the equipment properly maintained?			If no – no work starts until corrected.	
22. Is the equipment properly serviceable?			If no – no work starts until corrected.	
23. Is the Emergency Preparedness Plan operable in these circumstances?			If no – no work starts until corrected.	
23. What is the proposed start time of the Hot Work?	N/A	N/A	A.M.	P.M.
24. What is the proposed finish time of the Hot Work?	N/A	N/A	A.M.	P.M.
25. What is the finish time of the Hot Work Fire Watch?	N/A	N/A	A.M.	P.M.
26. The following comments relate to the Hot Work Job:	N/A	N/A		
<b>Insert permit requester's initials at the bottom of this</b>				
<b>Yes/No column:</b> →                      →                      →				

#### HOT WORK PERMIT REQUESTER STATEMENT AND SIGNATURE BLOCK

I have made all statements & answers to the questions accurately and truthfully to the very best of my knowledge and belief. I understand I am personally responsible for the correct conduct of the Hot Work in accordance with the OH&S ACT, Regulation & Code, the equipment manufacturers' operation instructions & SCMV's Health and Safety Manual.

<b>Requester Name (print):</b>		<b>Signature:</b>	
<b>Requester Company Name (print):</b>		<b>Requester Company Contact Name (print):</b>	
<b>Requester Company Address (if required):</b>		<b>Requester Company Contact Phone Number:</b>	
<b>Date of Permit Request:</b>		<b>Time of Permit Request:</b>	<b>A.M.</b> <b>P.M.</b>
<b>Work Site Name:</b>		<b>Work Site Job Number:</b>	
<b>Work Site Street Address (if required):</b>		<b>Work Site Hot Work Area description:</b>	

#### HOT WORK PERMIT PERMISSION AND SIGNATURE BLOCK

I have reviewed the information stated in this permit request and have made such checks and asked such questions as satisfy me that the hot work shall be permitted to proceed subject to any comments below (*if any comments entered – the Lead Hot Worker shall initial at the end of the comments - if necessary, after adding any additional comments*):

<b>Date Permit issued:</b>		<b>Time Permit issued:</b>	A.M.                      P.M.
<b>Superintendent Name (print):</b>		<b>Signature:</b>	

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## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.5 Safe Job Procedure - Hot Work Permit (metal cutting, soldering and welding) – continued

#### HOT WORK PERMIT CLOSURE AND SIGNATURE BLOCK

Answer the following questions (√):	Yes	No	Description/Comment	
1. The actual start time of the Hot Work?	N/A	N/A	A.M.	P.M.
2. The actual finish time of the Hot Work, day or shift?	N/A	N/A	A.M.	P.M.
3. The actual finish time of the Hot Work Fire Watch?	N/A	N/A	A.M.	P.M.
4. I confirm that all equipment and debris removed from area.				
5. Smoke/Fire Alarms have been reconnected or uncovered.				
5. I confirm there is no likelihood of a fire.				
6. The following comments relate to the Hot Work:				
<b>Permit Holder Name (print):</b>		<b>Signature:</b>		

I have viewed the Hot Work area and agree that the statements above are true subject to the following comments (if any comments entered - the Lead Hot Worker shall initial at the end of the comments if necessary after adding any additional comments):


<b>Date of Permit Close Off:</b>		<b>Permit Close Time Off:</b>	A.M.	P.M.
<b>Superintendent Name (print):</b>		<b>Signature:</b>		

#### PROJECT MANAGER COMMENTS

(Required if any comments made by Permit Requester or Superintendent)


<b>Date:</b>		<b>Time:</b>	A.M.	P.M.
<b>Project Manager Name (print):</b>		<b>Signature:</b>		

Give the closed permit to the Safety Coordinator after complete sign off.

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### 6.3.6 Safe Job Procedure – Nail/Staple Gun

<b>Job:</b>	Safe operation of nail/staple gun.				
<b>Developed by:</b>	Andre Lomas	<b>Position:</b>	Const. Manager		2015/10/30
<b>Reviewed by:</b>	Andre Lomas		Const Mgr.		2021/11/01
<b>Approved by:</b>	Terry Burch		VP Const.		2017/10/03
<b>Equipment Required</b>		<b>Material Required</b>		<b>PPE Required</b>	
1. Air nail/staple gun		Material to be fastened		1. Gloves	
2. Fire extinguisher		Fasteners		2. Safety glasses	
3. Air compressor				3. Safety footwear	
The Superintendent shall ensure that workers are trained in the safe operation of nail/staple guns.					
<b>Job Steps</b>	Improper use of a nailer is highly dangerous to the worker and other workers nearby.				
1.	Conduct a Hazard Assessment of the work area.				
2.	Wear the appropriate PPE.				
3.	Check that all guards and safety devices are operable.				
4.	Check the feed to ensure the correct gauge and type of nails/staples for the job are properly loaded.				
5.	Ensure that compressed air hoses are properly connected, not frayed and, of adequate length for the distance required				
6.	Make the connections from the gun to the compressor.				
7.	Properly place and secure the material to be nailed or stapled so that there is no risk to hands or other body parts.				
8.	Operate the gun in accordance with the manufacturers' instructions.				
9.	Never point a nail/staple gun in a direction other than towards the work.				
10.	Use an appropriately sized fastener for the materials being fastened				
11.	Be aware the potential to create harm/damage to workers/materials that may not be visible from the position from which the nailer is being used.				
12.	Maintain good housekeeping for scrap material and waste removal.				
13.	Ensure that any ancillary equipment such as stepladders are properly set up in accordance with the manufacturers' instructions and SWP – Portable Ladders/Step Ladders.				
14.	If equipment such as a stepladder must be moved to continue work, shut the equipment off, make the adjustments and ensure there are no workers/other people likely to be at risk.				
15.	<b>NEVER</b> walk around with the finger on the gun trigger.				

**Additional Remarks:** Do not lean over the edge of a stepladder or stretch in a way that may cause the operator to fall or slip. Shut down the equipment and reposition.

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### 6.3.10 Safe Job Procedure – Sewer Pump Replacement

<b>Job:</b>	Safe replacement of stalled or seized sewer pumps		
<b>Approved by:</b>	Terry Burch	<b>Position:</b>	Project Manger
<b>Equipment Required</b>		<b>Material Required</b>	<b>PPE Required</b>
1. Hand tools			1. Waterproof rubber gloves
2. Tripod hoist frame			2. Safety glasses
3. Block and tackle			3. Waterproof safety footwear
4.			4. Paper face mask
The Campground Manager shall ensure that workers receive training in the safe replacement of sewer pumps.			
<b>Job Steps</b>	Close contact with human excreta is highly dangerous to the worker and other workers nearby.		
1.	Conduct a Hazard Assessment of the work area.		
2.	Wear the appropriate PPE.		
3.	Erect barricades, traffic warning signs or warning tape around the area of pump pit as may be required to ensure there is no danger to the public or worker(s).		
4.	Remove the cover from the pump pit.		
5.	Inspect the pump pit for animals, insects, odours and leaks.		
6.	Check tool blades/wrenches to ensure the correct type for the job are properly fitted or available.		
7.	Check that the power breaker switch is set at "off."		
8.	Reset the breaker to see if this will clear the pump. If the breaker switches the pump off again, lock out the breaker with the lockout clamp and padlock. Keep the padlock key on the worker's person.		
9.	If there is more than one worker, there must be a padlock per worker applied to the breaker.		
10.	Ensure that tool power cords or compressed air hoses are properly connected, not frayed, cut, and missing ground pins, of adequate gauge for the power requirement and distance run.		
11.	Properly secure the pump to the block and tackle so that there is no risk to hands or other body parts. Allow the block and tackle to "take the weight" of the pump.		
12.	Turn the valves on both sides of the pump to the off position.		
13.	Unbolt the flanges.		
14.	Hoist the pump out of the pit and man handle to the tailgate.		
15.	If the pump cannot be cleaned and/or repaired at the pump pit site, replace with a spare pump and reverse the removal process to re-install.		
16.	Maintain good housekeeping for scrap material and waste removal.		
17.	Do not remove the padlocks from the breaker box or turn on the power until it is safe to do so.		
18.	Ensure that any ancillary equipment, e.g. stepladders, folding worktables, etc., is properly set up in accordance with the manufacturers' instructions.		
19.	Clean all tools, PPE and clothing thoroughly before re-use.		

**Additional Remarks:** It is strongly recommended that only workers who are current with Tetanus and Hepatitis A protection are allocated sewer pump replacement tasks.



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### 6.3.12 Safe Job Procedures – Chainsaw

<b>Job</b>	Safe Use of Chainsaw				
<b>Approved by:</b>	Terry Burch	<b>Position:</b>	VP Construction	<b>Date:</b>	2017/01/11
<b>Developed by:</b>	Andre Lomas Tommy Castonquay		Construction Manager Supervisor		2017/01/06
<b>Reviewed by:</b>	Andre Lomas		Construction Manager		2021/11/01
<b>Equipment Required</b>		<b>Material Required</b>		<b>PPE Required</b>	
1. Chainsaw		Material to be cut (wood only)		1. Safety Glasses	
2. Fuel and Chain Oil				2. Dust Mask (if cutting fine mat)	
3. Chainsaw Tools				3. Hearing Protection	
4. Wedges (if falling trees)				4. Full Face Screen	
				5. Gloves	
				6. Ballistic Chaps	
				7. Safety Footwear	
				8. Hard Hat	
<i>The Supervisor shall ensure that workers are trained or deemed competent in the safe use of chainsaws.</i>					
<b>Job Steps</b>	Under no circumstances, interfere with any guards or safety devices/				
1.	Conduct a hazard assessment of the work area				
2.	Wear appropriate PPE				
3.	Use tool only as per manufacturer's instructions				
4.	Inspect chainsaw. Ensure all handles and guard are in place. Chain brake and other manufacturer's safety features are operational. If defective, tag out and remove from service.				
5.	If tool is defective, tag out and remove from service.				
6.	Check fuel, chain oil and air filter. Turn off saw and allow to cool down before refueling. Always check chain oil at time of refueling and periodically between refueling.				
7.	Inspect wood for metal, dirt and stones. Remove from area of cut, before proceeding.				
8.	Chainsaw shall be started on ground or where otherwise firmly supported, with chain brake engaged.				
9.	Hold chainsaw firmly, on sure footing when started.				
10.	Hold chainsaw firmly with two hands when cutting.				
11.	Do not cut directly overhead, or at a distance that would require operator to relinquish a firm grip on the saw, or to assume an off-balance position or insecure footing.				
12.	Always be aware of the possibility of the chain binding and anticipate potential situations that would create conditions to cause the saw to kick back.				
13.	Anticipate how the object being cut will fall. Avoid situations that will cause the chain to bind, avoid situations that would allow the falling piece to cause damage				
14.	Do not operate saw in a closed area.				
15.	Remove cut material and safely stack away from work area.				
16.	Maintain good housekeeping for scrap material and debris.				
17.	Clean saw, fuel and fill chain oil before putting away.				

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### 6.3.13 Safe Job Procedures – Craning

<b>Safe Job Procedure</b>	Crane Operation		
Created by:	Tommy Castonquay, Johnny Blake	Date Created:	2016/11/17
Hazards Present:	Working at height, heavy loads overhead, falling materials		
PPE Required:	Safety glasses, High-vis, Hearing protection, Hardhat, Gloves, Safety footwear		
Additional Requirements	Crane, Chains, slings and cables, Class ABC Fire Extinguisher. The Superintendent shall ensure that workers are trained in the safe use of cranes and rigging procedures		
<b>Safe Work Practices:</b> <ul style="list-style-type: none"> <li>• Do not lift load over people. No one shall be under the hoisting load.</li> <li>• Make sure the sling is well balanced.</li> <li>• Avoid tip loading and loading on hook latch.</li> <li>• Do not life load over people and never ride the hoisting load.</li> <li>• Never lift the load over the rated capacity.</li> <li>• Do not operate with kinked, twisted or damaged chain.</li> <li>• Avoid side pull or end pull, and quick reversal operations.</li> <li>• Never leave the suspended load unattended.</li> <li>• Make sure you take up slack slowly.</li> <li>• Be aware of other overhead cranes being used at the same time and avoid crane bridge collisions.</li> </ul>			
<b>Procedure:</b> <ol style="list-style-type: none"> <li>1. Conduct a Hazard Assessment of the work area.</li> <li>2. Wear the appropriate PPE</li> <li>3. Review the Rigging &amp; Hoisting SWP with all involved parties</li> <li>4. Inspect all equipment to be used. If any found to be defective, tag out and remove from service.</li> <li>5. Test all limit switches on crane. If defective, tag out and remove from service.</li> <li>6. Confirm the weight of the lift</li> <li>7. Select the appropriate cables, slings and/or chains for the weight.</li> <li>8. Ensure all loose materials, packaging and dunnage has been removed from the load.</li> <li>9. Centre the block directly over the load before hoisting to avoid swinging the load.</li> <li>10. Ensure that the rigger is trained and qualified.</li> <li>11. Ensure that the signaller(s) is trained and identified to all involved.</li> <li>12. Attach a tag line if lifting conditions require.</li> <li>13. Begin the lift and continue in such a way that swinging of the load is minimized.</li> <li>14. Do not raise loads higher than required to clear an object.</li> <li>15. Do not reverse a motor until it has come to a full stop, except to avoid accidents.</li> <li>16. Do not leave suspended loads unattended.</li> <li>17. Follow signals from one signaller only, except a stop signal.</li> <li>18. Ensure that everyone is clear of the load before lifting</li> <li>19. Ensure that nothing catches or obstructs the load while raising it or travelling.</li> <li>20. Keep the load under control when lowering.</li> <li>21. Ensure that the landing area is clear of workers and material before lowering the load.</li> <li>22. Once the load has landed, provide slack in the chains to accommodate unhooking of the load.</li> <li>23. Do not raise block until all clear given by rigger.</li> <li>24. Raise hooks to mid position.</li> </ol>			

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25. Spot crane at a designated location, if other work is taking place that the crane would interfere with, if weather conditions allow.
26. Allow crane to "weather vane" at night.

### Crane Operation with Pallet Forks

1. Conduct a hazard assessment before beginning work. Identify overhead power lines, pinch points, and personnel in the area.
2. Wear proper PPE as listed above.
3. Complete a pre-use crane inspection in accordance with manufacturer and site requirements.
4. Review [6.3.51 Rigging & Hoisting](#) with all personnel involved in the lift.
5. Test load limit switches to confirm they are functioning properly.
6. Connect pallet forks to the crane hook using an approved locking chain hook.
7. Verify that the automatic leveler (if equipped) is functioning correctly.
8. Inspect the load/pallet to be lifted:
  - a. Ensure all materials are secure.
  - b. Confirm the estimated weight does not exceed the rated load limit.
9. Insert forks fully into the pallet to be lifted.
10. Use safety chains or a cargo net to secure the load to the pallet forks.
11. Perform a test lift approximately 1 foot off the ground to ensure the load is level, balanced, and stable.
  - a. Readjust as needed before proceeding.
12. Attach a tag line if required for stability or control.
13. Confirm line of sight between the operator and the load path from start to finish.
14. Ensure no personnel are under the suspended load at any time during the lift.
15. Communicate hand signals clearly; ensure the signaler and operator understand them before the lift.
16. Operator positioning:
  - a. Operator must be in a safe, stable position before starting the lift.
  - b. Do not walk, climb, or multitask while operating the crane.
17. Lift only as high as necessary to clear obstacles safely.
18. Reduce crane rotation speed to minimize swing, inertia, or momentum.
19. Operator focus:
  - a. Operator should control the lift only.
  - b. Do not assist in landing the pallet.
20. Lower the pallet slowly onto a safe, level surface. Do not overload or damage the landing area.
21. Disconnect the safety chains or cargo net once the load is secure on the ground.
22. Remove forks and stow them in a designated safe location when finished.

### Applicable legislation, standards or documentation:

*This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually. The information herein does not take precedence over applicable government legislation that all management, employees and contractors shall be familiar.*

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### 6.3.14 Safe Job Procedures – Powder Actuated Tools

<b>Job:</b>	Safe Use of Powder Actuated Tools				
<b>Developed by:</b>	Andre Lomas Kenn Ritchie	<b>Position:</b>	Construction Manager	<b>Date:</b>	2017/01/04
<b>Reviewed by:</b>	Tory Rose		Site Superintendent		2021/11/01
<b>Approved by:</b>	Terry Burch		VP Construction		2017/01/10
<b>Equipment Required</b>		<b>Material Required</b>		<b>PPE Required</b>	
1. Powdered Actuated Tool		Material to be fastened		1. Safety glasses	
2. Fasteners				2. Hearing Protection	
3. Charges				3. Gloves	
4. Manufacturer's Spec's				4. Safety Footwear	
				5. Hi-Vis vest	
				6. Hardhat	
The Superintendent shall ensure that workers are trained or deemed competent in the sure of powder actuated tools.					
<b>Job Steps</b>	Under no circumstances, interfere with any guards por safety devices.				
1.	Conduct a Hazard Assessment of the work area.				
2.	Wear the appropriate PPE				
3.	Use tool only as per manufacturer's instructions.				
4.	Inspect tool to ensure that it was cleaned, after last use, in accordance with manufacturer's specifications. Check to ensure that it is not damaged, and all parts operate properly.				
5.	If tool if defective, tag out and remove from service.				
6.	Only load the tool at the place where it is intended to be used and immediately prior to use.				
7.	Never carry a loaded tool away from the work area, except when it cannot be unloaded because of a mechanical failure.				
8.	If a loaded tool is not to be used immediately, remove the charge and fastener.				
9.	Store cartridges in an adequate container.				
10.	Do not use tool where there are flammable or explosive vapours or dust present.				
11.	Do not place hand over the muzzle of a loaded tool.				
12.	Use the appropriate size of fastener for the thickness of the material being fastened. Refer to manufacturer's specifications.				
13.	Use the appropriate type of fastener ad charge for the substrate being fastened to. Refer to manufacturer's specifications.				
14.	Ensure that the materials being fastened together are appropriate to be fixed together using a powder actuated tool. Refer to manufacturer's specifications.				
15.	Ensure that the operator is in a safe and well-balanced position before firing.				
16.	Always use the weakest charge when firing the first time into a previously untried material for the first time.				
17.	Where the possibility exists that a fastener may pass completely through the material, the opposite must be cleared of other workers and material that may be damaged. An example of this would be a cinder block.				
18.	Immediately prior to firing, sound a warning.				
19.	Never attempt to fasten a pin through a pre-drilled hole unless using Hilti DX-Kwik system.				
20.	Be aware of the potential for pieces of the work surface to fly off during fastening.				
21.	Be aware of the possibility of concealed pipes or wires.				
22.	A notice bearing the words "CAUTION: POWDER ACTUATED TOOL IN USE" must be posted close to the area of work.				
23.	Do not discard spent or unspent charges in a careless manner.				
24.	Refer to manufacturer's instructions in case of a misfire.				
25.	Clean and store after use as per manufacturer's instructions.				

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### 6.3.15 Safe Job Procedures – Working on Electrical Equipment

<b>Safe Job Procedure</b>	Working on Electrical Equipment		
Created by:	SCMV	Date Created:	May 3, 2017
Approved by:	Terry Burch	Date Approved:	
Reviewed by:	Andre Lomas	Date Reviewed	2021/11/01
Hazards Present:	Electric shock and electrical explosion (arc flash), Arc flash can cause burns and explosive force trauma injury.		
PPE Required:	Safety glasses: Plastic instead of metal, Hearing protection to protect your ears from explosive noise, insulated gloves rated for the voltage, Heavy leather glove on left hand (while shutting off the disconnect), Fire retardant clothing (when working on live panels)		
Additional Requirements	Nonconductive ladder, insulated tools, Drawings, plans for the area.		
<b>Safe Work Practices:</b>			
<p>During the normal course of work, electrical installation is a hazardous undertaking. In order to minimize or zero the risks the following guidelines shall be used:</p>			
<b>Site Conditions:</b>			
<ul style="list-style-type: none"> <li>• Floor openings shall be properly covered and secured or barricaded.</li> <li>• Guard or barricade wall openings less than 1.2 meters above the floor.</li> <li>• If power is shut off do not switch on until the reason for shut off is ascertained and then only if safe to do so.</li> <li>• Clearly tag all live and disconnected circuits.</li> <li>• Temporary panel boards, temporary lighting and outlet lines shall be securely mounted, properly grounded and protected from the weather.</li> <li>• The correct class of fire extinguisher shall be easily accessible.</li> <li>• Ensure a first aider(s) and first aid supplies are available and meet the OH&amp;S ACT Part 11.</li> </ul>			
<b>Tools/ Equipment:</b>			
<ul style="list-style-type: none"> <li>• Tag out system for damaged tools should be in place.</li> <li>• Ensure all extension cords are the right gauge, have proper grounds and maintained i.e., no casing cuts, frays or wires pulled out of connectors.</li> <li>• Electrical tools shall be grounded or double insulated.</li> <li>• Hand tools shall be equipped with handles and grips.</li> <li>• Inspect ladders prior to use and maintain according to the manufacturers' specifications and OH&amp;S ACT.</li> <li>• Ladders appropriate for electrical work shall be used i.e., fibreglass or unpainted wood with no metal fittings.</li> </ul>			
<b>Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Conduct a Hazard Assessment of the work area.</li> <li>2. Inspect the area, is the panel accessible safely?</li> <li>3. Ensure worker is not wearing Synthetic clothing such as Rayon or polyester including fleece.</li> <li>4. Is a permit required for this task? What is the criteria for the work site?</li> <li>5. Is the worker qualified? Only persons specifically authorized may install, modify, repair, or work on electrical conductors and equipment. (Electrician, Lead Electrician, HVAC Engineers)</li> </ol>			

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- An apprentice must be under constant supervision working on a panel.
6. Has the panel been de-energized? Even 110V and 220V can kill a worker. The safest way to conduct electrical work is to shut off electric power and work on de-energized equipment.
  7. Don the appropriate PPE to protect against arcing from a faulty disconnect switch.
  8. Shut off the disconnect switch following these safety guidelines:
    - a. Use the "One-Hand-Rule".
    - b. Stand out of line-of-fire.
    - c. Take a deep breath and hold it.
    - d. Turn your head away.
  9. Verify power has been disconnected by measuring voltage at panel.
  10. The electrical disconnect switch must be locked out by the authorized individual.
  11. Lockouts cannot be removed by any other individual than the one that put it on.
  12. Continue work on the circuits.
  13. Once work is complete ensure all circuits are turned off before re-energizing.
  14. Remove lock and tag.
  15. Reenergize power. **Never turn on the disconnect under load.**

### Applicable legislation, standards or documentation:

Electricians Red seal to work in panels without direct supervision.

Canadian Electrical Code:

CEC 2-304 (1) "No repairs or alterations shall be carried out on any live equipment except where complete disconnection is not feasible".

CEC 2-304 (2) "3-way or 4-way switches shall not be considered as disconnecting means".

*This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually. The information herein does not take precedence over applicable government legislation that all management, employees and contractors shall be familiar.*

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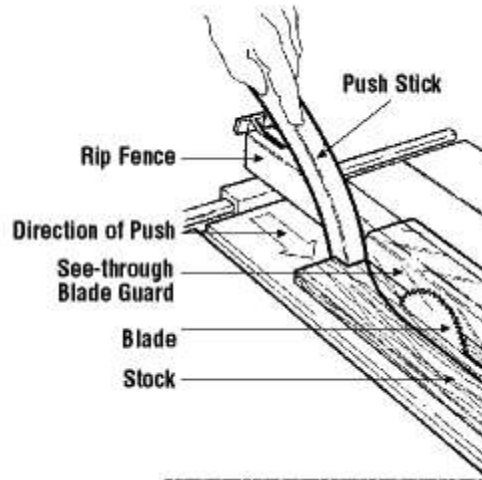
## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.16 Safe Job Procedures – Table Saws

<b>Job:</b>	<b>Usage of Table Saw</b>				
<b>Approved by:</b>	Terry Burch	<b>Position:</b>	V.P of Construction	<b>Review Date:</b>	2021/11/01 Andre Lomas
<b>Hazards</b>		<b>Material Required</b>		<b>PPE Required</b>	
1. Cuts / Abrasions		1. Guards		1. Gloves	
2. Entanglement injuries		2. Competent worker		2. Safety glasses	
3. Amputation		3. Manufacturer instructions		3. Safety footwear	
4. Fatal injuries		4. Two workers (ideal)		4. Hardhat	
<b>Precautions:</b>					
A table saw can be dangerous if not used properly. Table saws are inherently dangerous, and accidents typically involve carelessness or failure to follow directions.					
<b>Before Use – Best Practices</b>					
1.	Read the owner's manual carefully.				
2.	Conduct a Hazard Assessment of the work area and equipment.				
3.	Make sure you understand instructions before attempting to use any tool or machine.				
4.	Do not saw freehand. Always hold the stock firmly against the miter gauge or a rip fence to position and guide the cut.				
5.	Do not reach around and over moving blades.				
6.	Do not feed the work piece faster than the saw can accept.				
7.	Do not leave a saw running unattended. Turn off the power and make sure the machine has stopped running before leaving the area.				
<b>Job Steps</b>					
	<ol style="list-style-type: none"> <li>1. Wear safety glasses or goggles, or a face shield (with safety glasses or goggles).</li> <li>2. Wear hearing protection that is suitable for the level and frequency of the noise you are exposed to in the woodworking area.</li> <li>3. Wear protective footwear.</li> <li>4. Pay attention to the manufacturer's instructions on reducing the risk of kickback (when the wood can be violently thrown back toward the operator).</li> <li>5. Choose proper blades for the type of work being done.</li> <li>6. Keep blades clean, sharp, and properly set so that they will cut freely without having to force the work piece against the blade.</li> <li>7. Use the guards provided with the saw or ones designed for use with the saw that you are using. Keep them in place and in good working condition.</li> <li>8. Use a guard high enough to cover the part of the blade rising above the stock and wide enough to cover the blade when it is tilted. The blade height should be set so it does not extend more than about 3 mm (1/8 in) above the height of the piece being cut.</li> <li>9. Ensure that the fence is locked in position after the desired width has been set.</li> <li>10. Hold the work piece firmly down on the table and against the fence when pushing the wood through.</li> <li>11. Ensure when cutting longer, awkward pieces (ie, 8 ft sheet of plywood) the buddy system is used.</li> <li>12. that there is adequate support to hold a work piece; use extension tables or roller supports at the side or back for larger pieces.</li> <li>13. Feed stock into the blade against the direction of its rotation.</li> </ol>				

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14. Move the rip fence out of the way when cross cutting. Never use it as a cut off gauge.
15. Use a push stick when ripping narrow or short stock.
16. Use the push stick to remove the cut piece from between the fence and the blade.
17. Keep hands out of the line of a saw blade.
18. Use guard with a spreader (riving knife) and anti-kickback fingers for all ripping or cross cutting operations.
19. **Keep the body and face to one side of the saw blade out of the line of a possible kickback.**
20. Be careful when waxing, cleaning, or servicing the table. Shut off and unplug (or lock out) a saw before doing any work on the saw.
21. Keep area clean and clutter-free. Operate machines in a non-congested, well-lit area.

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### 6.3.17 Safe Job Procedures – Scaffolding

<b>Job:</b>	Scaffold erection and dismantle				
<b>Approved by:</b>	Terry Burch	<b>Position:</b>	Project Manger	<b>Review Date:</b>	2021/11/01 Andre Lomas
<b>Material Required</b>		<b>PPE Required</b>			
Safety tape to flag off area		1. Fall Protection (if over 10 feet)			
Safety Plans/ Job Plan		2. Gloves			
		3. Safety footwear			
		4. Safety glasses			
		5. High visibility vest			
	<p>Refer to the following Alberta OH&amp;S legislation for more information:</p> <ul style="list-style-type: none"> <li>• Wood brackets</li> <li>• Bracket scaffolds</li> <li>• Needle beam scaffolds</li> <li>• Thrust out scaffolds</li> <li>• Swing stages</li> <li>• Resettle scaffolds</li> <li>• Suspended powered platform</li> <li>• Suspended work platform</li> </ul>				
<b>Job Steps</b>					
<b>1.</b>	Conduct a Hazard Assessment of the work area.				
<b>2.</b>	<p>Create a Job Plan before beginning installation:</p> <ul style="list-style-type: none"> <li>• Evaluate the work required</li> <li>• Inspect the location</li> <li>• Confirm the best scaffold choice</li> <li>• Determine the scaffold's duration</li> <li>• Schedule day, time, and location for the scaffold erection</li> </ul> <p>Contacts the area construction manager / site superintendent with job plan.</p>				
<b>3.</b>	<ul style="list-style-type: none"> <li>• Before scaffold erection a short toolbox meeting must be held by the erection crew to review erection procedures.</li> <li>• The crew will then discuss and fill out the required site-specific fall protection plan including rescue procedures.</li> <li>• Workers installing scaffolding over 10 feet will be fall protection certified.</li> </ul> <p><b>Additional safe work practices:</b></p> <ol style="list-style-type: none"> <li>1. Scaffold planks shall: <ol style="list-style-type: none"> <li>a) be not less than 2 by 10 inches (5 cm x 25 cm), nominal dimension;</li> <li>b) extend not less than 6 inches (15 cm), and not more than 12 inches (30 cm) beyond the supports at each end</li> </ol> </li> </ol>				

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- c) be supported at intervals not exceeding 7 feet (2.1 m) or heavy work, such as bricklaying and masonry, 10 feet (3 m) for light work.
2. Work platforms on scaffolds shall have two or more scaffold planks side, or manufactured platforms. Whichever method is used must give a work surface of at least a nominal width of 20 inches (50.8 cm)
3. When the distance between the front and rear upright scaffold support is greater than 30 inches (76 cm), additional planks shall be used so that there is no opening greater than the width of one scaffold plank.
4. Scaffold planks shall not be sloped more than 2 feet (61 cm) vertically and 10 feet (3 m) horizontally. Sloped planks shall be secured against slipping. They shall be fitted with cleats on their topside at not more than 16-inch (41 cm) intervals.
5. Scaffolds shall only be put up or taken down by, or under the supervision of, qualified workers.
6. No damaged or weakened scaffold shall be used until it has been repaired.
7. Only material which is being used at the time shall be kept on any scaffold. Scaffolding shall not be overloaded.
8. Access to scaffolds up to 30 feet (9.1 m) in height may be gained by:
  - a.) Use of the end-frames, where the design provides a ladder-like structure of uniformly spaced horizontal members; or
  - b.) Use of fixed vertical ladders, portable ladders, or stairways.
9. Access to scaffolds over 30 feet (9.1 m) high shall be by fixed ladders, stairways, or temporary passenger hoists.
10. Never jump onto or off of scaffold planks.

### TOWER & ROLLING SCAFFOLDS

#### **Construction and Erection**

Scaffolds shall be constructed and erected in accordance with the manufacturer's specifications and recommendations. All applicable members shall be utilized, including the diagonals in both the vertical and horizontal planes. All necessary fasteners specified and recommended by the manufacturer shall be properly installed and secured.

#### **Guardrails**

Scaffolds with work platforms 10 feet (3 m) or more above floor level shall be equipped with guardrails and intermediate rails.

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	<p><b><u>Safe Access</u></b></p> <p>Access to the platform shall be gained by means of fixed vertical ladders, stairways, or hoists in accordance with the requirements of OH&amp;S Regulations</p> <p><b><u>Casters</u></b></p> <p>At least two of the four wheels shall be of the caster type. The caster height adjusting pins or screws shall be installed so that they cannot fall out or be inadvertently screwed out from their housings when a scaffold leg is raised clear off the floor. Such pins or screws shall not extend more than 2/3 of their total length or in excess of 12 inches (30 cm) from their housings.</p>
<p><b>4.</b></p>	<ul style="list-style-type: none"> <li>• If it is required, the area will be cordoned off to prevent entry by unauthorized workers. Ensure no other work is being performed directly above where you will be erecting scaffolding.</li> <li>• Inspect all components for defects. Defective parts set aside, not used &amp; removed from service.</li> </ul>
<p><b>5.</b></p>	<p>Erect scaffold per the instructions from the scaffold supervisor, the manufacturer specifications and job plan.</p> <ul style="list-style-type: none"> <li>• Scaffold shall be erected plumb.</li> <li>• All connections shall be secured with pins.</li> <li>• All upright supports shall rest on sills that screw jacks can be fastened to.</li> <li>• The surface the scaffold is to be erected on shall be capable of supporting the weight of the loaded scaffold.</li> <li>• Scaffolding having a height exceeding 3 times its minimum base dimension shall be secured to the structure at that point.</li> <li>• Scaffolds higher than 10 feet shall have guardrails around open sides.</li> <li>• Toe boards shall be installed on scaffolding at heights over 2 metres.</li> </ul>
<p><b>6.</b></p>	<p>Advise scaffold erector/dismantler supervisor and site superintendent when finished.</p> <p>As soon as the scaffold is self-supporting, contact a qualified person to inspect the scaffold before its release for use.</p> <p>Inspect scaffold and attach at access point(s) the appropriate tag:  <b>Red:</b> DO NOT USE, SCAFFOLD IS BEING ERECTED OR DISMANTLED</p> <p><b>Yellow:</b> SCAFFOLD DOES NOT MEET INSPECTION REQUIREMENTS. WORKERS MUST USE FALL PROTECTION WHEN WORKING FROM THIS SCAFFOLD</p> <p><b>Green:</b> SCAFFOLD IS OK FOR USE</p> <p>Tag must include the scaffold capacity:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Light duty: 25 pounds per square foot</li> <li><input type="checkbox"/> Medium duty: 50 pounds per square foot</li> <li><input type="checkbox"/> Heavy duty: 75 pounds per square foot</li> <li><input type="checkbox"/> Special duty: greater than 75 pounds per square foot as determined by a qualified engineer</li> </ul>

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	Places name, signature, and date of the inspection on the tag
7.	<p><b>Rescue Procedures</b></p> <ul style="list-style-type: none"> <li>• Each crew is equipped with a cellular telephone or radio.</li> <li>• If a worker falls and is suspended by fall arrest equipment, he will initiate self-rescue if possible.</li> <li>• If self rescue is not possible fellow worker(s) will initiate rescue procedures.</li> <li>• If fellow worker(s) cannot effectively and safely assist with rescue procedure,</li> <li>• CALL 911.</li> </ul>
8.	<p><b>Scaffold Dismantling</b>  Site superintendent requests scaffold to be dismantled in writing.  Repeats steps 1 through 5</p> <p>Dismantle scaffold per the instructions from the scaffold supervisor, the scaffold qualified person, manufacturers specifications and site supervision.</p> <p>Advise scaffold erector/dismantler supervisor when finished</p> <p>Ensure the work site is left in a clean and safe condition</p>
9.	<p>Alberta OH&amp;S Section 326 states:  requires employers to visually inspect and tag all site-built scaffolds <b>before initial use</b> and at least <b>every 21 calendar days</b> while in use. Scaffold tag colours are green for "Safe for Use", yellow for "Caution: Potential or Unusual Hazard", and red for "Unsafe for Use".</p>

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### 6.3.18 Safe Job Procedures – Hazardous Substances

<b>Job:</b>	Working with Hazardous Substances				
<b>Approved by:</b>	Terry Burch	<b>Position:</b>	V.P. of Construction	<b>Review Date:</b>	2021/11/01 Andre Lomas
<b>Equipment Required</b>		<b>Hazards Present</b>		<b>PPE Required</b>	
1. SDS (SDS)		1. Mild Exposure (throat or eye irritation, coughing)		1. Chemical Resistant Gloves	
2. WHMIS training		2. Moderate Exposure (dizziness, nausea, loss of coordination)		2. Safety glasses	
3. Signage		3. Skin burns		3. Respirators (if required)	
4. Spill kits		4. Severe Exposure (unconscious, death)		4. Face shield	
<p>All SCMV employees and contractors' employees shall receive training in the Workplace Hazardous Materials Information System (WHMIS 2015).</p> <p>Material Safety Data Sheets (SDS/SDS) shall be kept on site by all contractors and reviewed by employees prior to using or being exposed to hazardous materials.</p>					
<b>Duties</b>					
<p><b>Supervisors:</b> ensure that WHMIS rules and safe work procedures are:</p> <ol style="list-style-type: none"> <li>1. communicated initially to workers during orientation and on-the-job training</li> <li>2. reviewed regularly at staff safety meetings.</li> </ol> <p>Supervisors also ensure that workers are aware of the hazard substances associated with their work and that they understand how training and safe work procedures will prevent or minimize injury.</p> <p><b>Workers:</b> are expected to follow established WHMIS rules and procedures.</p> <ol style="list-style-type: none"> <li>1. Participate in training programs to understand the potential hazards.</li> <li>2. Use this information to work safely with hazardous materials.</li> <li>3. Learn which controlled products you will be working with or in close proximity to.</li> <li>4. Understand the content, significance and location of labels and MSDS.</li> <li>5. Follow safe work procedures for the safe use, storage, handling and disposal of a controlled product.</li> <li>6. Understand what to do in case of an escape of a controlled product, or in an emergency involving a controlled product.</li> <li>7. Wear appropriate Personal Protective Equipment (PPE) when handling chemicals (verify with the MSDS).</li> </ol> <p><b>Chemicals and Solvents - Leaks and Spills</b></p> <p>Immediately report any leaks or spills to the appropriate Superintendent and cleaned up in accordance with OH&amp;S Act, local regulations, manufacturers' instructions and the SDS.</p>					

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**Job steps:**

**Working with Hazardous Substances**






1. Conduct a Hazard Assessment of the work area.
2. Check MSDS/SDS sheet for chemical ingredients and precautions to take. If chemical must be decanted, check for manufacturer's recommendations on handling.
3. Understand the content, significance and location of labels and MSDS.
4. Do not work with the product, unless you can answer the following four questions:
5. Where can I obtain more information?
6. What are the hazards of the product?
7. How do I protect myself?
8. What should I do in case of an emergency?
9. Wear any Personal Protective Equipment (PPE) which is necessary.
10. Follow safe work procedures for the safe use, storage, handling and disposal.
11. Ensure that all materials for the task are assembled prior to removing chemical from storage.
12. If chemical was decanted, place Workplace Label on second container as per WHMIS guidelines for the product.
13. Return original and secondary containers to storage, and secure the cabinet or storage area.
14. **Classification (Hazard Classes and Symbols)**

All workers must be familiar with the six hazard classes and eight hazard symbols, and know what they mean:

	<p><b>Class A – Compressed Gas</b> Compressed gas is a material which is a gas at normal room temperature (20°C) and pressure but is packaged as a pressured gas, dissolved gas or gas liquefied by compression or refrigeration. <b>Example:</b> Oxygen, Propane, ID Red</p>
	<p><b>Class B – Combustible &amp; Flammable Material</b> Flammable or combustible materials will ignite and continue to burn if exposed to a flame or source of ignition. Materials are classified as a flammable gas, flammable aerosol, flammable liquid, combustible liquid, flammable solid, or reactive flammable material. <b>Example:</b> Propane, Gasoline</p>
	<p><b>Class C – Oxidizing Material</b> An oxidizing material may or may not burn itself, but will release oxygen or another oxidizing substance, and thereby causes or contributes to the combustion of another material. <b>Example:</b> Oxygen, Chlorine</p>

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	<p><b>Class D – Poisonous &amp; Infectious Material Division 1 – Immediate &amp; Serious Toxic Effects</b> These materials may be classified as toxic or very toxic based on information such as LD50 or LC50. <b>Example:</b> ID Red; Rust Stain Remover</p>
	<p><b>Class D – Poisonous &amp; Infectious Material Division 2 – Other Toxic Effects</b> A pure substance or mixture that may be any one of the following: a carcinogen, teratogen, reproductive toxin, respiratory tract sensitizer, irritant or chronic toxic hazard. <b>Example:</b> Meter Mist Air Fresheners, Diesel, Acetone</p>
	<p><b>Class D – Poisonous &amp; Infectious Material Division 3 – Biohazardous Infectious Material</b> This classification includes any organisms and the toxins produced by these organisms that have been shown to cause disease or are believed to cause disease in either humans or animals. <b>Example:</b> Bodily Fluids; blood, vomit, saliva</p>
	<p><b>Class E – Corrosive Material</b> Corrosive materials can corrode metals or cause permanent damage to human tissues such as the skin and eyes on contact. Burning, scarring, and blindness may result from skin or eye contact. Corrosive materials may also cause metal containers or structural materials to become weak and eventually to leak or collapse. <b>Example :</b> Magnum Plus, Caustic Soda</p>
	<p><b>Class F – Dangerously Reactive Material</b> Dangerously reactive materials may undergo vigorous polymerization, decomposition or condensation. They may react violently under conditions of shock or an increase in pressure or temperature. They may also react vigorously with water to release a toxic gas. <b>Example:</b> Ozone, Ethyl Acrylate</p>

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### 6.3.19 Safe Job Procedures – Powerlines

<b>Job:</b>	Working around Overhead Powerlines																			
<b>Approved by:</b>	Terry Burch	<b>Position:</b>	V.P. of Construction	<b>Review Date:</b>	2021/11/09 Andre Lomas															
<b>Required</b>		<b>Protective Mechanisms</b>		<b>PPE Required</b>																
1. Operator training		Safe job procedure		1. High visibility vest/stripes																
2. Spotter (if necessary)		Permit system		2. Safety glasses																
3. Equipment inspection		Barricades warning signs		3. Steel toe boots																
4. Site layout (drawings)		Crossing agreement	PPE	4. Wristlets for spotter (if necessary)																
		ERP (Emergency Response Plan)																		
<b>General</b>																				
Protecting workers from injuries associated with equipment activities near overhead power lines.																				
<p><b><u>Precautions</u></b> Do not operate heavy equipment near or under a power line until a permit and/or crossing agreement has been issued.</p> <p><b><u>Responsibilities</u></b></p> <p><b>Supervisors:</b> To facilitate and/or provide proper instruction to their workers on protection requirements and training Perform worksite inspection</p> <p><b>Workers:</b></p> <ol style="list-style-type: none"> <li>1. Maintain minimum safe clearances.</li> <li>2. Install warning devices and signs.</li> <li>3. Install telescopic non-conductive posts and flagging across R.O.W. at the minimum allowable clearance as allowed by <i>regulations</i> for the line voltage.</li> <li>4. Position signs or other devices to identify the "Danger Zone".</li> <li>5. Be conversant with allowable clearances.</li> <li>6. Adhere to all site-specific requirements.</li> </ol> <p>Beware of atmospheric conditions such as temperature, humidity and wind which may dictate more stringent safety procedures.</p> <p style="color: orange;">Minimum separation distance to be maintained from energized high voltage electrical equipment and conductors</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 40%;">Column 1 Voltage</th> <th colspan="2">Column 2 Minimum approach distance for working close to exposed electrical equipment or conductors</th> </tr> <tr> <th>Phase to phase</th> <th style="text-align: center;">Metres</th> <th style="text-align: center;">Feet</th> </tr> </thead> <tbody> <tr> <td>Over 750 V to 75 kV</td> <td style="text-align: center;">3</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Over 75 kV to 250 kV</td> <td style="text-align: center;">4.5</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Over 250 kV to 550 kV</td> <td style="text-align: center;">6</td> <td style="text-align: center;">20</td> </tr> </tbody> </table>						Column 1 Voltage	Column 2 Minimum approach distance for working close to exposed electrical equipment or conductors		Phase to phase	Metres	Feet	Over 750 V to 75 kV	3	10	Over 75 kV to 250 kV	4.5	15	Over 250 kV to 550 kV	6	20
Column 1 Voltage	Column 2 Minimum approach distance for working close to exposed electrical equipment or conductors																			
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### 6.3.20 Safe Job Procedures – Excavator Operation

<b>Job:</b>	Safe operation of a Excavator				
<b>Approved by:</b>	Terry Burch	<b>Position:</b>	V.P of Construction	<b>Review Date:</b>	2021/11/09 Andre Lomas
<b>Hazards</b>		<b>Material Required</b>		<b>PPE Required</b>	
1. Other workers on ground and equipment		1. Seatbelts		1. High-Visibility clothing	
2. Slips, trips and falls		2. Competent worker		2. Safety glasses	
3. Tipping/overturning		3. Manufacturer instructions		3. Safety footwear	
4. Fatal injuries		4. Spotter in tight congested areas/backing up		4. Hardhat	
<b>Job Steps</b>					
<b>1.</b>	<ol style="list-style-type: none"> <li>1. Conduct walkaround check of backhoe.</li> <li>2. Operator must ensure equipment is de-energized and the bucket is resting on the ground before exiting.</li> <li>3. Operator must make eye contact with any other equipment operators in the area before walking around outside the equipment.</li> <li>4. If parked on a grade or incline, make sure wheels are turned into bank and/or blocked to prevent movement. Be alert for nearby machines.</li> <li>5. Check for the following:               <ol style="list-style-type: none"> <li>a. Tires: lug nuts, cracked rims, cuts, tire pressure.</li> <li>b. If equipment equipped with tracks, check for tightness and rollers and idlers.</li> <li>c. Check all bolts, guards, moving parts, and mechanical components.</li> </ol> </li> <li>6. Mount backhoe and check cab and controls.               <ol style="list-style-type: none"> <li>a. Use suitable access to mount and dismount backhoe to check engine.</li> <li>b. Report if any ladders, steps have broken rungs or cracks.</li> <li>c. Check engine compartment malfunction or for dirt, debris, oily damage, fire rags, tools, and leaks.</li> <li>d. Avoid overreaching during inspection. Get help if needed.</li> <li>e. Do not use machine with uncorrected safety defects.</li> <li>f. Maintain 3 points of contact while climbing in and out of the cab of the equipment.</li> </ol> </li> <li>7. Start backhoe and complete pre-shift inspection.</li> <li>8. Ensure full visibility before operating due to cracked windshield, high traffic or weather.</li> <li>9. Operator must wear seatbelt while equipment is running.</li> <li>10. Sound horn before starting or moving machine.</li> <li>11. Check backup alarm after starting. Be sure all persons and objects are clear before starting or moving.</li> <li>12. After starting engine, idle until normal operating temperature is reached and check gauges and warning lights again for normal readings.</li> <li>13. Check lights and wipers. Check brakes (including swing brake) and steering.</li> <li>14. Allow no one to ride outside the cab for any reason. No one should ride with the operator unless safe seating is provided.</li> <li>15. Use prudent operating speeds consistent with conditions.</li> <li>16. Never attempt to operate backhoe from outside operator's compartment.</li> <li>17. Be sure all persons and obstacles are clear before swinging or moving machine in any direction.</li> <li>18. Avoid fast swings, hoists, or sudden braking.</li> <li>19. Move loads carefully.</li> </ol>				

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20. Keep machine as level as possible when operating.
21. Stay away from edge of banks, pits, and highwalls. Stay clear of overhangs and slide areas. Never undercut the machine.
22. Learn beforehand as much about your work area as possible. Be sure of the location of gas lines, sewers, utility lines, buried cables or lines.
23. Don't load a dump truck until the driver is in a safe place. Load the truck from the rear or side. Load evenly to avoid overloading rear axles and causing spillage.
24. Don't drop material into truck bed from unnecessary heights. Never swing bucket over hauler cab or workers.
25. Never leave the operator's cab with the engine running or with a load or bucket suspended.
26. Always set swing brake and/or lock boom when traveling to or from a job site.
27. Always park in designated parking area if provided. Don't park in active work areas.
28. Place all controls in parking position. Set swing lock or brake and parking or traction brake or lock to prevent machine movement.
29. Idle engine a brief period before shut down.
30. Dismount machine. Pay attention to travel ways.
31. Always inform appropriate personnel of any abnormal conditions, defects, changes made in machine and/or job procedure or condition.
32. Safely operating any equipment requires **Zero impairment!**

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### 6.3.21 Safe Job Procedure – Construction Heaters

<b>Job:</b>	Usage of Construction Heater – Sure Flame (Models: SL11E / S1500E)				
<b>Approved by:</b>	Terry Burch	<b>Position:</b>	Project Manger	<b>Review Date:</b>	2021/11/01 Andre Lomas
<b>Hazards</b>		<b>Material Required</b>		<b>PPE Required</b>	
1. Fire		Fire extinguisher		1. Gloves	
2. Burns		Hoses		2. Safety glasses	
3. Inhalation injuries		Regulator		3. Safety footwear	
4. Explosion hazard		Atmospheric tester		4. Hardhat	
<b>Precautions:</b>					
	Failure to comply with the precautions and instructions provided with this heater, can result in death, serious bodily injury and property loss or damage from hazards of fire, explosion, burn, asphyxiation, carbon monoxide poisoning, and/or electrical shock.				
<b>Job Steps</b>					
<b>Operating Instructions - Propane Supply Tank</b>					
1.	Ensure the supply container is equipped with a UL listed Gas Pressure Regulator.				
2.	Conduct a Hazard Assessment of the work area and ensure no one is smoking.				
3.	Arrange the propane supply system to provide for vapour withdrawal from the operating container				
4.	When installing the heater for use with propane gas, set the gas selector valve to “Propane” and lock in position.				
5.	Check the pilot light on the equipment to confirm that the pilot light is alight.				
6.	Check the propane valve on the equipment from the incoming propane hose line is open, i.e. “on.”				
7.	Check that the propane equipment “off/pilot/on” valve is set at “on” and all guards and safety devices are operable.				
8.	Ensure that electrical power cords (if applicable) and propane hoses are properly connected, not kinked, frayed, cut or missing ground pins. Trace the propane hose line back to the tank from the equipment.				
9.	Turn off the propane valve at the propane tank				
10.	Turn the heater or vaporizer thermostat above the usual setting of “3” to “5,” or if not so equipped, turn it above the temperature shown on the equipment thermostat. The equipment will fire-up.				
11.	When the main flame dies down, check the pilot light to ensure that it is no longer alight.				
12.	Close the valve where the hose enters the equipment.				
13.	Disconnect the hose from the tank valve. DO NOT disconnect from the equipment first.				
14.	Switch off and unplug (from the power supply) any electrical cables.				
15.	Allow the equipment to cool down before moving.				
16.	Properly roll up the propane hoses and any electrical cables.				
17.	Turn off the propane supply valve at the container when the heater is not in use.				
18.	When the heater is to be stored indoors the propane container must be disconnected from the heater and the container moved away and stored in accordance with the above national standard.				
<b>Operating Instructions - Using Natural Gas</b>					
1.	Ensure the supply container is equipped with a UL listed Gas Pressure Regulator.				
2.	The installation of this heater to a natural gas supply must conform with all applicable local codes or, in the absence of local codes, with the CAN/ CGA-B149.1 Natural Gas Installation Code.				
3.	When installing the heater for use with natural gas, set the gas selector valve to the “Natural” position.				
4.	Ensure the FIRING VALVE is in the “ON” position.				

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<b>5.</b>	Connect power cord to a 115-volt supply
<b>6.</b>	Open gas supply
<b>7.</b>	If equipped with a thermostat, set the thermostat to the desired temperature
<b>8.</b>	Push START Button. After a short delay, the heater will start. Note: The SL11E, if equipped with a thermostat, will cycle between on and off as required. Note: The S1500E will cycle between high flame, low flame, and off as required
<b>9.</b>	To stop: push STOP button. If the heater is to remain off, disconnect power cord, and close gas supply. The appliance area should be kept clear and free from combustible materials, gasoline, and other flammable vapours and liquids. Ensure that the flow of supply air and combustion gases is not obstructed.
	<b>Troubleshooting:</b> Tables are available from manufacturer at: <a href="http://www.sureflame.ca/sites/sureflame.ca/files/SL11E%20%26%20S1500E%20Rev4.21%20Manual.pdf">http://www.sureflame.ca/sites/sureflame.ca/files/SL11E%20%26%20S1500E%20Rev4.21%20Manual.pdf</a> (pages 12-19)

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## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.22 Safe Job Procedures – Moving Mobile Homes

<b>Job:</b>	Safely prepping and moving a mobile home				
<b>Approved by:</b>	Terry Burch	<b>Position:</b>	V.P of Construction	<b>Review Date:</b>	2021/11/01 Andre Lomas
<b>See chart below for Employees involved in the initial review process.</b>					
<b>Hazards</b>		<b>Material Required</b>		<b>PPE Required</b>	
1. Other workers on ground/ Equipment/ Public		1. Competent workers		1. High-Visibility clothing	
2. Injuries from disconnecting cords		2. 320 Excavator		2. Safety glasses	
3. Pinch points/ traps between equipment/ Crushing injuries		3. Traffic barricades		3. Safety footwear	
4. Injuries to worker getting under trailer		4. 3-4 workers for movement procedure.		4. Hardhat	

Mobile homes, also referred to as manufactured homes, can come in several sizes, weigh upwards of 10,000 pounds and have several attached fixtures requiring disconnection. Moving even a single-wide mobile home should be done only after adequate preparation.

<b>Job Steps</b>	<p><b>1. Removing Utilities and Skirting</b></p> <p>-Utilities shut-off should be carefully coordinated with the providers, such as the electric company. Either be sure you know exactly how to safely disconnect your mobile home's utilities or have them disconnected by qualified individuals.</p> <p><b>Gas:</b> When the gas has been completely disconnected there will be a lock put on the gas metre by Atco. If it is not locked out by Atco, SC will have it locked out by competent worker or licensed plumber. When a new trailer is to replace the old unit in the same place the metre will remain. Power will still be cut off by Wayco. The gas metre will be located to the left of the trailer, typically found in the neighbour's yard.</p> <p><b>Electric:</b> When the electric has been cut off by Fortis the metre will be taken off physically at the panel behind the trailer. Sometimes the metre will remain but will be locked out with a tag. <u>Electrical provider should be the one to pull main electrical feed to trailer.</u></p> <p><b>Other utilities:</b> Water, sewer, cable, satellite can be cut by an experienced, competent worker who is familiar with disconnections, after <u>main utilities are confirmed to be cut-off.</u></p> <p><b>2. Removing Skirting, out-buildings etc.</b></p> <p>-<b>Skirting</b> around a mobile home that hides its chassis and support columns is easily removed but take care not to damage the track affixing it to the home.</p> <p>-Worker should be protected with gloves to protect against cuts from rusty flashing or nails.</p> <p>-Leave open to ventilate before workers attempt going under the trailer.</p> <p>-Demobilizing <b>outbuildings</b> (if required) should be performed by a competent worker. Decks, in one piece can be removed and transported by the zoom boom if safely secured. Transport to another location requires a spotter.</p>
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	<p>-Prepare the trailer’s <b>exterior</b> for transport by removing anything susceptible to high winds, such as satellite dishes and decks, lighting, etc. The doors should also be screwed shut or prevented from opening during transport. Loose or weak siding could be blown off during transport, so properly reinforce or refasten it.</p> <p>-Anything in the trailer’s <b>interior</b> that can be shaken loose or opened during its transport should be properly secured. Securely fasten or shut all closet, shower or medicine cabinet doors before transporting, in addition to securing toilet <a href="#">tank tops</a>. Removing as much of the interior furnishings as possible except for appliances is highly recommended.</p> <p style="text-align: center;"><b>1. Preparing trailer for movement.</b></p> <p>-Visually inspect under the trailer for adequate blocking, sagging, etc. <i>*See Lifting and Jacking Procedure*</i> Additional blocking may be required. If there is a question regarding the strength of the blocking <b>do not go under trailer</b>.</p> <p>-Clean out any debris remaining from under the trailer.</p> <p>-Once trailer has been prepped for transport the wheels (2 sets of 4) will be required to go under the trailer.</p> <p style="text-align: center;"><b>2. Transporting the trailer</b></p> <p>Once the trailer has been secure the wheels are in place it can be moved with the help of the 320 excavator plus 3-4 workers (at least 3-4 spotters on the ground).</p>
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Name:	Company:	Date:

### 6.3.23 Safe Job Procedures – Installing Wells (Geo Thermal)

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<b>Job:</b>	Installing Wells		
<b>Approved by:</b>	Terry Burch	<b>Position:</b>	VP Construction
		<b>Date:</b>	2021/11/01 Andre Lomas
<b>Equipment Required</b>		<b>Additionally Required</b>	
1. Heavy Equipment - Excavator		1. Locates	
2. Fire Extinguisher		2. Competent Operators	
3. Fencing		3. Spotter	
		<b>PPE Required</b>	
		1. High Visibility Vests	
		2. Hard Hats	
		3. Safety Footwear	
Potential Hazards: <ul style="list-style-type: none"> <li>• Excavations</li> <li>• Operators working in tight quarters – possibility of striking bldgs., people</li> <li>• Hitting Buried Line</li> <li>• Protection of Public</li> <li>• Ground Disturbance</li> </ul>			
<b>Job Steps</b>			
1.	Conduct a Hazard Assessment of the work area, complete with dig and action plan.		
2.	Review locates; Alberta 1 & privates		
3.	Ensure task (e.g. Drawings, instructions, specifications etc.) is clearly understood		
4.	Machine will locate both well centres.		
5.	Area to be staked off.		
6.	Fence will be placed on one side of excavation.		
7.	Equipment will be inspected before use		
8.	Begin excavation, remove material from site.		
9.	Equipment will be inspected before use.		
10.	Undermining of excavation due to ground water to be monitored. Best practice to complete task in winter as frozen ground minimizes undermining.		
11.	Once excavation is complete, 2 workers will drop filter cloth and sink it at the well bottom		
12.	First two well rings placed in excavation.		
13.	Backfill with Gabion Rock to top of first two rings		
14.	Add rings & backfill to design elevation		
15.	Fence will be complete at end of day, or if crew must leave area.		

<b>Reviewed by:</b>			
<b>Name:</b>	<b>Signature:</b>	<b>Company:</b>	<b>Date:</b>

# Spring Creek Mountain Village Inc.

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### 6.3.24 Safe Job Procedures – Locking Out Equipment for Maintenance/Cleaning

<b>Safe Job Procedure</b>	Locking out Equipment		
Created by:	SCMV	Date Created:	May 3, 2017
Approved by:	Terry Burch	Date Approved:	
Reviewed by:	Andre Lomas	Date Reviewed:	2021/11/01
Hazards Present:	Cuts – Serious, Cuts – Amputations, Electrocuted Entanglement		
PPE Required:	Eye Protection, Safety Footwear, Signage*, Locked Doors*		
Additional Requirements	Manufacturer’s specifications, Locks (individual), Tags “Do not operate/use”. Nonconductive ladder, Insulated tools		
<b>Safe Work Practices:</b>			
<p>Before starting cleaning procedures or repairs on power-actuated machinery, the machine must be locked out</p>			
<b>Factors to consider when locking out equipment / vehicles:</b>			
Machine or Equipment Shutdown and Isolation			
<ul style="list-style-type: none"> <li>• If the equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.). Only workers knowledgeable in the operation of the specific equipment should perform shutdown or re-start procedures.</li> <li>• Operate the energy-isolating device(s) so that all energy sources (electrical, mechanical, hydraulic, etc.) are disconnected or isolated from the equipment.</li> <li>• Electrical disconnect switches should never be pulled while under load, because of the possibility of arcing or even explosion.</li> <li>• Stored energy must also be released, disconnected, or restrained by methods such as grounding, repositioning, blocking or bleeding-down.</li> <li>• Pulling fuses is not a substitute for locking out. A pulled fuse is no guarantee the circuit is dead. Even if a circuit is dead, another person could inadvertently replace the fuse.</li> <li>• Equipment that operates intermittently, such as a pump, blower, fan or compressor may seem harmless when it is not running. Do not assume that because equipment is not operating at a particular point in time that it will remain off for the duration of any work to be performed on it.</li> </ul>			
<b>Application of Lockout/Tagout</b>			
<ol style="list-style-type: none"> <li>1. If more than one worker is working on the same piece of equipment at the same time, each one should lock out the equipment, by placing a personal lock and tag on the group lockout device when he/she begins work and should remove those devices when he/she stops working on the machine or equipment.</li> <li>2. Locks and tags should clearly show the name of the person who applied the device, the date, and the reason for the lockout. This identifies who is servicing the machinery or equipment. In a multiple lockout/tagout situation, it will also identify any worker(s) who may not have finished working.</li> <li>3. Locks and tags must be durable enough to withstand the environment in which they are to be used. Information on the locks and tags should remain legible.</li> </ol>			

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4. Locks must be substantial enough to prevent removal without the use of excessive force. Tags must be substantial enough to prevent accidental or inadvertent removal.
5. Both locks and tags are to be standardized by colour, shape, or size. Tags should be easily recognized and provide appropriate information about the lockout.

For some equipment it may be necessary to construct attachments to which locks can be applied. An example is a common hasp to cover an operating button. Tags must be attached to the energy isolating device(s) and to the normal operating control in such a manner as to prevent operation during the lockout.

### Procedure:

1. Use the start-stop switch on machine controls to turn it off. Ensure the machine is no longer energized.
2. Disconnect the power supply by the following steps:
3. Where the machine utilizes a plug, disconnect the plug and place the male end of the plug on the machine in a location readily visible to the person or persons performing the work.
4. Where the machine's power is supplied from an electrical panel and circuit breaker, determine the correct breaker and switch it to the off position. Close and lock the front panel door using your safety lockout clip and your own lock.
5. Where the machine is supplied power from a disconnect switch, determine the correct disconnect switch and switch it off. Apply your safety lockout clip on the approved location.
6. Where a machine is supplied power from more than one source determine the correct breaker or disconnect for each power and using your safety lockout clip and lock, lock out each power supply.
7. Immediately test the machine to ensure power has been disconnected.
8. If the machine or equipment has been previously locked out, apply your own lock to the lockout clip.
9. Always use an approved safety lockout clip in conjunction with your own labeled lock to lock out electrical switchgear and power supplies.
10. Proceed with the necessary work.
11. Workers must remove their own locks after completing a maintenance procedure.
12. **Workers are forbidden to remove locks other than their own**

### Applicable legislation, standards or documentation:

*This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually. The information herein does not take precedence over applicable government legislation that all management, employees and contractors shall be familiar.*

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### 6.3.25 Safe Job Procedures – PME Heavy Equipment Operation

<b>Job:</b>	<b>Safely Operating Heavy Equipment</b>				
<b>Approved by:</b>	Terry Burch	<b>Position:</b>	V.P of Construction	<b>Review Date:</b>	2021/11/01 Andre Lomas
<b>Hazards</b>		<b>Material Required</b>		<b>PPE Required</b>	
1. Other workers and equipment		1. Seatbelts		1. High-Visibility clothing	
2. Slips, trips and Falls		2. Competent worker		2. Safety glasses	
3. Tipping/overturning		3. Manufacturer instructions		3. Safety footwear	
4. Fatal injuries		4. Spotter in tight congested areas/backing up		4. Hardhat *critical when exiting the cab	
<p>Hazard Specifics:</p> <ul style="list-style-type: none"> <li>Slips and falls occur most often when mounting and dismounting, cleaning windows, or refueling.</li> <li>Tipping or overturning can occur if the machine is not properly leveled, if materials are lifted or handled improperly, or when traveling or operating without proper care for roadway conditions, grades, clearance, visibility, traffic, etc.</li> </ul>					
<p>Precautions:</p> <p>Incidents can be prevented by ensuring heavy equipment is:</p> <ul style="list-style-type: none"> <li>properly operated and maintained</li> <li>used as per manufacturers' operating manuals</li> <li>equipped with readily available manufacturers' operating manuals</li> <li>operated by competent workers with a clear view of the pathway for the equipment or load</li> <li>operated with the help of a competent signaller who does not perform any other work while signalling</li> </ul>					
<b>Job Procedures</b>					
1.	Site Specific Hazard Assessment (FLHA) to be filled out, signed on by entire crew.				
2.	Weather is to be checked before start-up i.e., wind warnings, lightning etc.				
3.	<p>Operator to perform pre-use inspection.</p> <ul style="list-style-type: none"> <li>Check that: there are no leaks or loose bolts</li> <li>Lights and back up alarm are working</li> <li>Hydraulics are running properly</li> <li>Check oil pressure</li> <li>Check engine for any damaged or leaking hoses</li> <li>Check engine mounting bolts are in place, tight and not damaged</li> </ul>				
4.	Mount and dismount machine using 3-point contact				
5.	Proceed to work area checking steering and brakes				
6.	While traveling, allow faster traffic to pass if safe to do so				
7.	<p>At job site, inspect area for any hazards</p> <p>Always be aware of other workers and equipment in work area</p> <p>When parking, park out of way and rest buckets/blades on ground where applicable</p>				
8.	Do not leave running equipment unattended.				
9.	Ensure spotter and operator will be using the same standards of hand signals before he/she starts spotting.				

# Spring Creek Mountain Village Inc.

## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.26 Safe Work Practice – Sealants, Adhesives, Cleaning Solvents and Flammables

<b>Date created:</b>	2007/01/09	<b>Date of last review:</b>	2021/11/01 Andre Lomas
<b>Approved by:</b>		Terry Burch	

#### Overview:

- Sealants, adhesives and cleaning solvents are used in day-to-day construction work to weather/waterproof seams/joints, clean tools and equipment. Take special care to protect the employee from hazards created from the use of these liquids. Wherever possible, solvents should be non-flammable and non-toxic. The Superintendent must be aware of all solvents/flammables that are used on the job and be sure that all employees who use these materials have been instructed in their proper use and any hazard they present. The following rules apply for solvents/flammables:

#### Tools/ Equipment:

- Use proper containers for carriage, storage and use of solvents/flammables.
- Ensure that the appropriate class of fire extinguisher is easily and immediately available.
- 

#### Personal Protective Equipment:

- Use goggles or face shields to protect the face and eyes from splashes or sprays.
- Use proper rubber gloves to protect hands.
- Wear protective clothing to prevent contamination of clothes.
- Use the correct respirator when breathing hazards exist.

#### WHMIS:

- Meet all WHMIS requirements.
- Superintendent/workers shall ensure they read, comply, use and dispose of products in accordance with the instructions on the MSDS, WHMIS requirements and local regulations.
- Never leave solvents/cleaners in open tubs or vats - return them to properly labelled storage drums or tanks. Ensure containers are WHMIS marked if materials/fluids transferred from the original containers.
- Use non-flammable solvents for general cleaning and use the correct solvent/cleaner for the job.
- Store flammables and solvents/cleaners in special storage areas.
- When flammable liquids are in use, make sure that no hot work or smoking is permitted in the area.
- Store soaked rags in a metal container with a tight-fitting metal lid and clearly marked with the contents.
- Provide adequate ventilation where any solvents and flammables are in use.
- Do not mix solvents or cleaners with other solvents or cleaners. Severe chemical reaction is highly possible and highly dangerous.

The information herein does not take precedence over applicable government legislation with which all management, employees and contractors shall be familiar.

# Spring Creek Mountain Village Inc.

## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.27 Safe Work Practice - Cleaning New Homes or Renovations

<b>Date created:</b>	2007/01/09	<b>Date of last review:</b>	2021/11/01 Andre Lomas
<b>Approved by:</b>		Terry Burch	

#### Overview:

- Cleaning new homes or renovations requires attention to detail, correct use of cleaners and solvents, safe use of stepladders and portable ladders, the proper disposal of cleaning solutions, solvents and materials such as rags

#### Site Conditions:

- All site rules including employee orientation must be followed.

#### Tools/ Equipment:

- Superintendent/employees shall review and comply with SWP - Portable Ladders/Step-ladders.

#### Personal Protective Equipment:

- Wear the proper PPE i.e., cut resistant clothing, footwear, eyewear, hearing, gloves and hardhat as required.
- PPE must be worn in accordance with MSDS

#### WHMIS:

- Meet all WHMIS requirements.
- Superintendent/workers shall ensure they read, comply, use and dispose of products in accordance with the instructions on the MSDS, WHMIS requirements and local regulations.
- Never leave solvents/cleaners in open tubs or vats - return them to properly labelled storage drums or tanks. Ensure containers are WHMIS marked if materials/fluids transferred from the original containers.
- Use non-flammable solvents for general cleaning and use the correct solvent/cleaner for the job.
- Store flammables and solvents/cleaners in special storage areas.
- Do not mix solvents or cleaners with other solvents or cleaners. Severe chemical reaction is highly possible and highly dangerous.

The information herein does not take precedence over applicable government legislation with which all management, employees and contractors shall be familiar.

# Spring Creek Mountain Village Inc.

## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.28 Safe Work Practice - Concrete Boring or Core Cutting

<b>Date created:</b>	2007/01/09	<b>Date of last review:</b>	2021/11/01 Andre Lomas
<b>Approved by:</b>		Terry Burch	

#### Over view:

- Core drills or cuts create strong noise and vibration. In addition, there is the possibility of cutting through utility installation. Take every precaution to ensure damage, vibration and noise is minimized.
- Conduct a Hazard Assessment of the area of work.

#### Site Conditions:

- Conduct a Hazard Assessment of the area of work.
- Install barricades to protect workers/public on the other side of the wall/floor.
- Provide proper ventilation.
- Ramps shall be adequate for entry and exit to the job area.
- Ensure there are no utilities sunk in the wall/floor where equipment frame mounting holes are to be drilled.
- The correct class of fire extinguisher shall be easily accessible.
- Ensure a first aider and first aid supplies are available and meet OH&S ACT Part 11.

#### Tools/ Equipment:

- The crew leader shall report to the Superintendent to ensure there have not been engineering design changes to utility installations.
- The crew leader shall review the location of electrical power lines (energized/not-energized) with the electrician.
- Workers shall use all tools in accordance with the manufacturer's instructions.
- Ensure hand tools are safe and properly maintained. A tag out system for damaged tools shall be in place.
- Ensure all extension cords are of the right gauge, have proper grounds and not frayed or cut.
- Inspect ladders prior to use and maintain in a safe working condition. Check the cone/bit is sharp, straight and appropriate for the material.
- Insert the bit in the cutter/drill chuck in accordance with the manufacturer's instructions and check operation before attempting the work.
- Install the cutter/drill frame mount in accordance with the manufacturer's instructions.
- Secure the drill to the mounting frame in accordance with the manufacturer's instructions.
- Ensure that lubrication is supplied in accordance with the manufacturer's instructions.

#### Personal Protective Equipment:

- Wear the proper PPE i.e. cut resistant clothing, footwear, eyewear, hearing, gloves and hardhat as required.

#### WHMIS:

- Meet all WHMIS and MSDS requirements.

The information herein does not take precedence over applicable government legislation with which all management, employees and contractors shall be familiar.

# Spring Creek Mountain Village Inc.

## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.29 Safe Work Practice - Concrete Floor Placement

<b>Date created:</b>	2007/01/09	<b>Date of last review:</b>	2021/11/01 Andre Lomas
<b>Approved by:</b>		Terry Burch	

#### Over view:

- During the normal course of work, concrete floor placement is a highly hazardous undertaking. In order to minimize or zero the risks the following guidelines shall be used.

#### Site Conditions:

- Install protective barricades to protect employees and the public.
- Provide proper ventilation.
- Ramps shall be adequate for concrete and gravel trucks.
- Take proper precautions overhead power lines e.g. concrete pump.
- Concrete pump operators and placers shall be competent to operate the equipment.
- No personnel shall be working below the discharge hose.
- No vehicles shall be parked within a distance equal to the depth of any open excavation.
- When placing gravel, persons shall not wheel barrows on the bank above other employees.
- Employees shall remove any lumps or rocks that may be a hazard.
- The correct class of fire extinguisher shall be easily accessible.
- Ensure a first aider(s) and first aid supplies are available and meet OH&S ACT Part 11.

#### Tools/ Equipment:

- Ensure hand tools are in safe working order and properly maintained.
- A tag out system for damaged tools shall be in place.
- Ensure all extension cords are of the right gauge, have proper grounds and are not frayed or cut.
- Employees shall be trained in proper use of all tools.
- Inspect ladders prior to use and maintain in a safe working condition.
- Stone slingers shall be safely positioned, fit for the purpose and operated by competent workers.
- Use all hoists and lifting devices in accordance with OH&S ACT Part 8.

#### Personal Protective Equipment:

- Employees shall wear the proper PPE i.e. footwear, eyewear, hearing, and hardhat as required.

#### WHMIS:

- Meet all WHMIS and MSDS requirements.

The information herein does not take precedence over applicable government legislation with which all management, employees and contractors shall be familiar.

# Spring Creek Mountain Village Inc.

## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.30 Safe Work Practice - Control of Client/Visitors to Construction sites

#### Formally: Control of Purchaser Visits

<b>Date created:</b>	2007/01/09	<b>Reviewed Date:</b>	2021/11/01 Andre Lomas
<b>Approved by:</b>		<b>Terry Burch</b>	

*This is an internal policy only. Not visitor/purchaser orientation information.*

#### Over view:

- People not connected with construction will likely have no knowledge of the risks involved to their property or person when visiting construction sites. Clients visiting sites shall be placed at minimal or zero risk. The following practices shall be **strictly** enforced.

#### Best Practices:

- Client/potential client visits will be kept to a minimum, reserved for only the serious clients.
- Best effort will be made to schedule site visits on weekends or, if necessary, weekday lunch hours.
- All construction areas will be fenced, including signage warning person they are entering a construction zone.
- Clients/Visitors shall receive a safety briefing \*see below and sign off.
- Permission will be requested through site superintendent or construction manager beforehand.
- Clients/Visitors will be escorted at all time only with a Sales staff.
- Clients/Visitors will be given PPE \*see below
- Visitors will not be allowed into a construction area with sandals or heels.
- Best effort will be made to keep tour to the desired destination only i.e.: prospective suite, plus common areas such as future gym/hot tub.
- Children under 13 will not be permitted on construction site tours.
- Should a Spring Creek Sales representative (Sales or Construction) feel that the client/visitor are not sufficiently safety aware or in danger the tour should be suspended.

#### Client/Visitor Orientation

Purchasers shall be advised and acknowledge in writing that they have read the visit rules, understand them and are totally responsible for not:

- 1) Setting foot on the site if they have not made a pre-arranged visit appointment.
- 2) Entering the site until the appointed SCMV representative arrives to meet them.
- 3) Permitting family members, friends under the age of 13-years or pets on the site.
- 4) Climbing on any temporary construction structures e.g. scaffolds or portable ladders.

#### Tools/ Equipment:

- No purchasers shall use any tools

#### Personal Protective Equipment:

- Purchasers shall be supplied with appropriate PPE such as hardhats and High Visibility vests.

#### WHMIS:

- Meet all WHMIS and MSDS requirements.

The information herein does not take precedence over applicable government legislation with which all management, employees and contractors shall be familiar.

# Spring Creek Mountain Village Inc.

## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.31 Safe Work Practice - Control of Purchaser Visits

Date created:	2007/01/09	Date of last review:	Replaced by SWP 6.3.30
Approved by:		Terry Burch	

#### Overview:

- People not **connected with** home construction will likely have no knowledge of the risks involved to their property or person when visiting construction sites. Purchasers visiting sites shall be placed at minimal or zero risk. The following practices shall be **strictly** enforced

#### Site Conditions:

- At excavation, a construction site warning notice shall be posted at the front of the site to be easily seen. After backfilling, the notice shall be posted on the front wall exterior cladding near entryways to be easily seen. After framing, a notice shall be placed in the window closest to the front door or main construction entrance.
- Clients shall receive a safety briefing and given a copy of this safety policy on signing the purchase agreement.
- Purchasers shall only walk over the site with Senior Management, superintendent or salesperson and clearly made aware of the hazard areas on the following pre-arranged and authorized occasions:
  - 5) After framing.
  - 6) After electrical installation.
  - 7) After drywall and exterior finish completion.
  - 8) Final Inspection.
  - 9) After 72-hours notice for additional visits.
  - 10) During normal business daylight hours.
- Purchasers shall be advised and acknowledge in writing that they have read the visit rules, understand them and are totally responsible for not:
  - 1) Setting foot on the site if they have not made a pre-arranged visit appointment.
  - 2) Entering the site until the appointed SCMV representative arrives to meet them.
  - 3) Permitting family members, friends under the age of 18-years or pets on the site.
  - 4) Climbing on any temporary construction structures e.g. scaffolds or portable ladders.
- Should SCMV representative feel that the purchasers are not sufficiently safety aware they shall not proceed on to the site until the purchaser(s) have been properly briefed.
- If representatives see other people during the visit, they shall politely ask for their removal i.e. to their vehicle or off the site and refuse to continue the visit until satisfied that it is safe to continue.

#### Tools/ Equipment:

- No purchasers shall use any tools

#### Personal Protective Equipment:

- Purchasers shall be supplied with appropriate PPE whenever outside the home or until the home is drywall boarded, sanded or if there is other hazards present.

#### WHMIS:

- Meet all WHMIS and MSDS requirements.

The information herein does not take precedence over applicable government legislation with which all management, employees and contractors shall be familiar.

# Spring Creek Mountain Village Inc.

## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.32 Safe Work Practice - Cribbing, Damp-Proofing and Weeping Tile

<b>Date created:</b>	2007/01/09	<b>Date of last review:</b>	2021/11/01 Andre Lomas
<b>Approved by:</b>		Terry Burch	

#### Over view:

- During the normal course of work, cribbing, damp-proofing and weeping tile installations are hazardous undertakings. In order to minimize or zero the risks, the following guidelines shall be used.

#### Site Conditions:

- Protective barricades shall be installed to protect employees and the public
- If no floor joists are installed, there shall be a ledge installed to walk on
- Ramps shall be adequate for concrete trucks.
- Precautions shall be taken for overhead power lines i.e. man lift, cherry picker, concrete pump.
- Inspect ladders prior to use and maintain in a safe working condition i.e. tied off/anchored.
- No personnel shall be working below the discharge hose.
- No vehicles shall be within a distance equal to the depth of the excavation.
- When spraying the outside wall, pay attention to proper footing when walking around the excavation.
- When placing gravel on top of the weeping tile, persons shall not wheel barrows on the bank above other employees.
- Employees shall remove any lumps or rocks that may be a hazard.
- Employees shall prepare for manual lifting by stretch exercises.
- Ensure a first aider(s) and first aid supplies are available and meet OH&S ACT Part 11.

#### Tools/ Equipment:

- Ensure hand held tools are in safe working order.
- A tag out system for damaged tools shall be in place.
- Ensure all extension cords are of the right gauge, have proper grounds and are not frayed nor cut
- Employees shall be trained in proper use of all tools especially explosive powder actuated tools and nail guns.
- Concrete pump operators and placers shall be competent to operate the equipment.
- Use all cranes, hoists and lifting devices in accordance with OH&S ACT Part 8 and the manufacturers' instructions.

#### Personal Protective Equipment:

- Employees shall wear the proper PPE such as cut resistant coveralls, footwear, eyewear, hearing, respiratory and hardhat as required.

#### WHMIS:

- Ensure there are no flames/sparks that could ignite fumes, sealant or tar. When spraying sealants or tar outside the basement, place the spray gun outside the basement then start sprayer.
- Meet all WHMIS and MSDS requirements.

The information herein does not take precedence over applicable government legislation with which all management, employees and contractors shall be familiar.

# Spring Creek Mountain Village Inc.

## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.33 Safe Work Practice - Defective Hand Tools

<b>Date created:</b>	2007/01/09	<b>Date of last review:</b>	2021/11/01 Andre Lomas
<b>Approved by:</b>		Terry Burch	

#### Over view:

If a tool is defective or damaged in some way, take the following action:

- 1) DO NOT USE IT.
- 2) Take it to your Superintendent and request repair or replacement.
- 3) Check all tools prior to any use i.e. not just at the beginning of the day or job.
- 4) Never use a defective tool even for "just one more little job". Ensure that defective tools are repair tagged, taken out of service and/or replaced.

#### Site Conditions:

- Broken or damaged tools must be reported to a Superintendent who in turn must tag the tools out and document steps taken for its repair.

#### Tools/ Equipment:

- Tools require replacement or repair when:
  - Chisels and wedges with mushroomed heads
  - Split or cracked handles
  - Wrenches with worn-out jaws
  - Tools not complete, such as files without handles
  - Broken or inoperative guards
  - Insufficient or improper grounding due to damage on double-insulated tools.
  - No ground wire/pin on the plugs or cords of standard tools.
  - No ground wire/pin on the plugs or cords of standard tools.
  - An on/off switch not in good working order.
  - Safety switch and/or cut-out not in good working order
  - Frayed, cut or otherwise damaged electrical extension cords and distribution boxes
  - Chipped or broken drill bits
  - A cracked tool blade
  - The wrong grinder wheel being used
  - Guard on a power saw wedged back or broken

#### Personal Protective Equipment:

- PPE must be worn in accordance with manufacture specs and site policy at all times

#### WHMIS:

- Fuel or cleaners used with tools will be used and stored in accordance with WHMIS system

The information herein does not take precedence over applicable government legislation that all management, employees and contractors shall be familiar.

# Spring Creek Mountain Village Inc.

## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.34 Safe Work Practice - Drywall, Taping and Sanding

<b>Date created:</b>	2007/01/09	<b>Date of last review:</b>	2021/11/01 Andre Lomas
<b>Approved by:</b>		Terry Burch	

#### Overview:

- During the normal course of work drywall, taping and sanding can be hazardous undertakings, especially with respect to respiration and manual lifting. In order to minimize or zero the risks the following guidelines shall be used:

#### Site Conditions:

- Provide proper access and ramps/stairs to the building on all floors for delivery of materials.
- Employees shall prepare for manual lifting by stretch exercises.
- If power is shut off do not switch on until the reason for shut off is ascertained and then only if safe to do so.
- Wall openings less than 1.2 meters above the floor shall be guarded or barricaded.
- For anyone working more than 3.0 meters above the floor, there shall be adequate fall protection.
- Floor openings shall be properly covered and secured or barricaded.
- Provide proper ventilation.
- Ensure a first aider(s) and first aid supplies are available and meet the OH&S ACT Part 11.

#### Tools/ Equipment:

- Inspect all ladders prior to use and maintain according to manufacturers' specifications and OH&S ACT.
- Scaffolds shall be properly erected, inspected to the manufacturers' specifications and OH&S ACT, and entry/exit points tagged.
- When stilts are used, the floor shall be cleared of debris that could lead to tripping.
- Stilts shall not be used on stairs, where guardrails are only one meter in height or where fall protection regulations apply.
- Tag out system for damaged tools should be in place.

#### Personal Protective Equipment:

- Employees shall wear the proper PPE such as fire or cut resistant coveralls, footwear, eyewear, hearing, fall protection, dust masks and hardhat as required.
- **All employees** in the building shall wear proper respiratory protection when sanding is being done.

#### WHMIS:

- Meet all WHMIS and MSDS requirements.

The information herein does not take precedence over applicable government legislation with which all management, employees and contractors shall be familiar.

# Spring Creek Mountain Village Inc.

## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.35 Safe Work Practice - Excavation and Trenching

<b>Date created:</b>	2007/01/09	<b>Date of last review:</b>	2021/11/01 Andre Lomas
<b>Approved by:</b>		Terry Burch	

#### Over view:

- During the normal course of work, excavation is a hazardous undertaking. In order to minimize or zero the risks the following guidelines shall be used:

#### Site Conditions:

- Install protective barricades to protect employees and the public.
- **No digging shall start until all utilities are located and clearly marked. Locate slips shall be available on site.**
- All work materials shall be at least 2 meters back from the edge of the excavation.
- Before approaching the excavation site, employees shall make eye contact with any equipment operators.
- The spoil pile shall be placed at least 1 meter away from the edge of the excavation.
- No vehicles shall be within a distance equal to the depth of the excavation.
- The excavation shall have adequate entrance and exit points.
- The walls and faces of the excavation shall be cut back to a 45° angle if they are over 1.5 meters in depth or temporarily and properly shored.
- The trench shall have adequate entrance and exit points every 8 meters.
- Ensure a first aider(s) and first aid supplies are available and meet the OH&S ACT.

#### Tools/ Equipment:

- Ladders shall be secured and extend at least three rungs above ground level.
- Operators of mobile equipment must be suitably trained and experienced

#### Personal Protective Equipment:

- Employees shall wear the proper PPE such as fire or cut resistant coveralls, footwear, eyewear, hearing, fall protection, dust masks and hardhat as required

#### WHMIS:

- Meet all WHMIS and MSDS requirements.

The information herein does not take precedence over applicable government legislation with which all management, employees and contractors shall be familiar for their specialty.

# Spring Creek Mountain Village Inc.

## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.36 Safe Work Practice - Exterior Finish (brick, caulk, eavestrough, siding, stone and stucco)

<b>Date created:</b>	2007/01/09	<b>Date of last review:</b>	2021/11/01 Andre Lomas
<b>Approved by:</b>		Terry Burch	

#### Over view:

- During the normal course of work, exterior installation is highly hazardous. In order to minimize or zero the risks the following guidelines shall be used

#### Site Conditions:

- When working over 3.0 meters, use at least one of the following: guardrails, fall arrest harnesses, fall restraint devices, safety nets or other method approved by the OH&S ACT.
- Ensure a first-aider(s) and first aid supplies are available and meet OH&S ACT Part 11.

#### ADDITIONAL FOR STUCCO AND BRICK

- Take extra care with scaffolds due to the extra weight of the materials.
- Ensure all equipment guards are in place and railings comply with the OH&S ACT.
- Use proper respiratory equipment when mixing stucco materials/mortar.

#### ADDITIONAL FOR EAVESTROUGH INSTALLATION

- Under no circumstances shall installers position themselves on/over the down facing edge of a roof to install eaves trough **UNLESS** Fall Protection measures in accordance with the OH&S ACT are taken first.

#### Tools/ Equipment:

- Inspect ladders prior to use, erect and maintain according to the manufacturers' specifications and OH&S ACT.
- Erect all scaffolds by a competent worker in accordance with the manufacturers' specifications, OH&S ACT requirements. Inspect daily by a competent worker before use and tag at each entry/exit point.
- Tools shall be in good repair and properly grounded or double insulated.
- Ensure all extension cords are the right gauge, have proper grounds and properly maintained.

#### Personal Protective Equipment:

- Employees shall wear the proper PPE such as fire or cut resistant clothing, footwear, eyewear, hearing, fall protection, dust masks and hardhat as required.

#### WHMIS:

- Meet all WHMIS and MSDS requirements.

The information herein does not take precedence over applicable government legislation with which all management, employees and contractors shall be familiar.

# Spring Creek Mountain Village Inc.

## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.37 Safe Work Practice – Floor Material Laying, Sanding and Tile Setting

<b>Date created:</b>	2007/01/09	<b>Date of last review:</b>	2021/11/01 Andre Lomas
<b>Approved by:</b>		Terry Burch	

#### Over view:

- During the normal course of flooring material installation, work may be hazardous especially when installing hardwood/laminates and the use of sanders, sealants and volatile paints, lacquers, glues etc. Compacted sawdust in filter bags and temporary storage containers/buckets is highly subject to spontaneous combustion or ignition from hot nail/screw pieces/heads caught in the sawdust many hours after the cessation of work. In order to minimize or zero the risks the following guidelines shall be used.

#### Site Conditions:

- Provide proper ventilation.
- Exercise care during installation of stairway floor coverings to prevent tripping.
- Clear all floors of sharp objects before installation of material.
- Dispose of broken or used blades and sander belts in a safe and proper manner.
- Properly empty and dispose of the sawdust in all filters and containers/buckets prior to breaks and at the end of the day or shift.
- Powered sanders produce a considerable amount of heat during prolonged use. Ensure that the equipment is cool to hand touch before leaving at the end of the day or shift.
- The correct class of fire extinguisher shall be easily accessible.
- Ensure a first aider(s) and first aid supplies are available and meet OH&S ACT Part 11.

#### Tools/ Equipment:

- Tools shall be in good repair and properly maintained.
- Train employees in the proper use of power tools – especially all types of floor sanders, powered tile cutters and seam-sealers.
- Ensure all equipment guards are in place, all electrical cords are free from cuts, frays, missing grounding pins (if not double-insulated) and all controls operate effectively.
- Use proper lifting techniques and preparatory stretching exercises before carrying flooring material i.e., large rolls of carpet, tile boxes or hardwood bundles.

#### Personal Protective Equipment:

- Employees shall wear the proper PPE such as fire or cut resistant coveralls, footwear, eyewear, hearing protection, fall protection, dust masks, proper respirator and hardhat as required.
- Wear the appropriate dust mask or respirator for the flooring material/glues/sealants in use.

#### WHMIS:

- Meet all WHMIS and MSDS requirements.

The information herein does not take precedence over applicable government legislation with which all management, employees and contractors shall be familiar.

# Spring Creek Mountain Village Inc.

## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.38 Safe Work Practice – Framing

<b>Date created:</b>	2007/01/09	<b>Date of last review:</b>	2021/11/01 Andre Lomas
<b>Approved by:</b>		Terry Burch	

#### Overview:

- During the normal course of work, framing is a highly hazardous undertaking. In order to minimize or zero the risks the following guidelines shall be used.

#### Site Conditions:

- Used or broken blades shall be disposed of in a proper manner.
- Ensure employees are trained in the proper use of powered-fastening tools.
- Floor openings shall be covered, secured or barricaded.
- If employees are working more than 3.0 meters above the ground, there shall be adequate fall protection.
- Wall openings less than 1.2 meters above the floor shall be guarded or barricaded.
- Ensure all safety precautions have been taken prior to and during installing and lifting of roof trusses. Employees shall never be under suspended loads as they are being lifted.
- Tag line(s) shall be used on all rope/chain hoist or crane lifted loads.
- Good housekeeping practices on the jobsite shall be maintained.
- Ensure a first-aider(s) and first aid supplies are available and OH&S ACT Part 11.
- Complete a Fall Protection Plan for all fall situations where hand/guard rails are not being used.
- Employees shall prepare for manual lifting by stretch exercises.

#### Tools/ Equipment:

- Ensure tools are in safe working order and used as per manufacturers' specifications.
- A tag out system shall be in place for damaged tools.
- Extension cords shall be properly grounded and maintained.
- Inspect ladders prior to use and maintain according to manufacturers' specifications and OH&S ACT.
- 

#### Personal Protective Equipment:

- Employees shall wear the proper PPE such as fire or cut resistant coveralls, footwear, eyewear, hearing, fall protection, dust masks and hardhat as required.
- When using a chainsaw, manufacturers recommend that hardhat, face protection and cut-proof clothing be worn.
- Follow the 3A.4.11 - Safe Work Practice – Fall Protection.

#### WHMIS:

- Meet all WHMIS and MSDS requirements.

The information herein does not take precedence over applicable government legislation with which all management, employees and contractors shall be familiar.

# Spring Creek Mountain Village Inc.

## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.39 Safe Work Practice - General Safety Information

<b>Date created:</b>	2007/01/09	<b>Date of last review:</b>	2021/11/01 Andre Lomas
<b>Approved by:</b>		Terry Burch	

#### Personal Protective Equipment General Information

- Prior to requiring that a worker wear PPE, an employer shall complete a hazard assessment and shall take reasonable measures to put in place engineering techniques, systems, work practices or administrative controls to eliminate or reduce as much as possible the hazards identified at a work site. However, not all hazardous conditions may be eliminated and PPE will be required where there exists a danger to the health and safety of a worker. Proper PPE shall be worn for all work as soon as employees leave their vehicles.
  
- **Hardhats:** Where a danger of injury to a worker's head exists or may exist i.e. where overhead work is being done, where materials are being hoisted overhead or where materials may be stored overhead. Thought shall be given to hazards to the head from the side as well as above. Hardhat protection shall be worn:
  - 100% of the time when on the exterior of the site.
  - 100% of the time until interior boarding is complete.
  
- **Eye Protection:** Whenever a danger of injury or irritation of a worker's eyes exists i.e. during use of power or pneumatic tools, drywall sanding, etc.
  
- **Full-face Shield:** Shall be provided to the employee when required in the operation of tools such as chainsaws, grinders, etc. Even if a full-face shield is used eye protection shall still be worn, as full-face shields do not provide complete eye protection from smaller objects that may deflect off the shield.
  
- **Hearing Protection:** Shall be worn by employees when exposed to noise levels greater than 82 dB e.g. chainsaw, air hammer, circular saw, etc.
  
- **Foot Protection:** Where danger of injury to a worker's foot exists or may exist, i.e. where housekeeping is poor, material delivery, uneven terrain. In any event CSA approved footwear shall be worn:
  - 100% of the time when on the exterior of the structure.
  - 100% of the time until final flooring is put down.
  
- **Limb and Body Protection:** Employees are required to wear:
  - A minimum of short pants, no shorter than 3 inches above the knee and short-sleeved shirt always.
  - Chainsaw pants shall be worn when using a chainsaw.
  - In any event, approved clothing shall be worn where any danger of injury to employees' hands, arms, legs or trunk of their body exists, i.e. material delivery, handling or use of harmful substances that may damage the skin or health by absorption through the skin.

**Respiratory Protective Equipment:** Where there is/may be exposure to airborne contaminants or combination of airborne contaminants in concentrations exceeding applicable exposure limits, e.g. spray painting and sanding.

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- **Lifting:** Lifting on work sites is done manually or mechanically. Follow the practices below:
- **Manual Lifting:** Proper lifting techniques shall be employed, i.e., keep object as close to the body as possible, lift with legs not back. Know personal physical limits and do not be afraid to ask for help. Remove potential tripping or slipping hazards in the area before beginning a lift.
  - **Mechanical Lifting:** Equipment or machinery shall be of sufficient size to lift anticipated loads safely. Equipment or machinery shall be properly maintained. Employees shall be competent in the operation of the equipment, including obtaining certification where required.
  - **Riding:** It is absolutely forbidden to ride on any lift equipment that is not designed nor authorized to carry persons.
- **Trucking:** Truck operations often present a hazard to employees or other pedestrian traffic in the work area. Truck drivers shall be competent in the operation of the truck and any other equipment associated with the truck, i.e., conveyors, hoists, as well as any techniques used to load and unload materials. All equipment shall be suitable, properly maintained and capable of performing the task for which it is to be used.
- **Vehicle Parking:** No vehicles shall park on areas of construction sites where gravel has not been laid. Employees shall make themselves aware of the day's activities on the site and shall move their vehicles to assist delivery of material or tools of other contractors in a spirit of immediate and polite cooperation. Vehicles shall not block access to other construction sites or normal road traffic.
- **Vehicle Back-up Warning:** Vehicles over 6,000 kilograms shall have back-up warning devices. Employees assisting the vehicle movement shall be competent for the job and always visible to the driver. The safest procedure is to have a person guide the vehicle driver to the chosen delivery point.
- **Delivery of Materials:**
- **Check of the Delivery Area:** All drivers/co-drivers shall step down from the cab of the delivery vehicle and walk the area. Ensure that entry to, exit from and the condition of the proposed delivery area(s) do not present a safety hazard to the driver, driver's vehicle/equipment or other employees on site, i.e. driving too close to trenches/excavations, overhead power lines, bad/soft soil conditions, etc.
  - **Assistance:** Where the drivers think it necessary, they shall call for assistance from other site worker(s) to ensure that vehicle movement/use of delivery equipment does not present a safety hazard to the driver, driver's vehicle/equipment, other workers, passing vehicles and pedestrians. This shall include vehicle and/or pedestrian traffic control on and off the site.
  - **Refusal to Deliver Material:** If the drivers consider the conditions of delivery present an imminent, serious safety or environmental danger. SCMV authorizes drivers to refuse to complete the delivery. Drivers shall immediately write down the names and employer names of those involved or the circumstances. Drivers shall then contact SCMV Superintendent for assistance. Drivers should also contact their supervisor.
  - **Refusal to Accept Delivery of Material:** Should a worker on the site consider that the delivery of the material is not being conducted in a safe manner. SCMV authorizes the worker to ask the driver to stop delivery immediately. The worker and driver shall agree on the safe procedure to be used and continue the delivery. Should they not agree, the worker and driver shall immediately write down their names and contractors' names. The driver and worker should contact their respective supervisors to advise them of the incident.

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- **Delivery PPE:** Drivers and other employees shall wear PPE in accordance with sub-section 1 above. Unloading operations may need fall protection if material deliveries are above 3.0 metres in height.
  
- **Access to Buildings:** Proper access to the building shall be available at all times of work or visits. This includes proper ramps (minimum 600 mm wide), stairs and guardrails as required. Ramps shall have a maximum slope of 4/12 and be equipped with cleats. All ramps and steps shall be kept clear of ice, snow and mud/debris.
  
- **Housekeeping:** Job sites shall be kept clean and tidy as follows:
  - Scrap material placed in a safe and tidy manner in the designated scrap barrel or waste bin.
  - New materials delivered for use shall be stored in the designated area and stacked in a safe and tidy manner.
  - Cables and cords shall be kept clear of workspaces to prevent tripping hazards.
  - Fire extinguisher(s) shall be always readily available, especially for the use of volatile chemicals or solvents.
  
- **Lighting:** There shall be adequate lighting at all times when performing work as follows:
  - SCMV shall supply lighting for entrances, exits, stairwells and corridors.
  - Contractors shall supply lighting for the type of work performed.
  
- **Primacy of Legislation:** The information herein does not take precedence over applicable government legislation that all management, employees and contractors shall be familiar.

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### 6.3.40 Safe Work Practice – Insulation

<b>Date created:</b>	2007/01/09	<b>Date of last review:</b>	2021/11/01 Andre Lomas
<b>Approved by:</b>		Terry Burch	

#### Overview:

- During the normal course of work, insulation installation can be a hazardous undertaking, especially with respect to respiration. To minimize or zero the risks, the following guidelines shall be used.

#### Site Conditions:

- Wear clothing adequately covering the body and limbs.
- Provide proper ventilation.
- Floor openings shall be properly covered and secured or barricaded.
- For anyone working more than 3 metres above the floor, there shall be adequate fall protection.
- Wall openings less than 1.2 metres above the floor shall be properly guarded or barricaded.
- Dispose of broken or used blades in a safe and proper manner.
- Ensure a first aider(s) and first aid supplies are available and meet the OH&S Act, Code Part 11.

#### Tools/ Equipment:

- Inspect ladders prior to use and maintain according to manufacturers' specifications and OH&S Act.
- Hand tools shall be in good repair.
- Scaffolds shall be properly erected and inspected by a competent worker to the manufacturers' specifications, OH&S Act and tagged at each entry/exit if over 3 Metres in height.

#### Personal Protective Equipment:

- Employees shall wear the proper PPE such as cut resistant coveralls, footwear, eyewear, fall protection, dust mask or respirator and hardhat as required.

#### WHMIS:

- Meet all WHMIS and MSDS requirements.

The information herein does not take precedence over applicable government legislation that all management, employees and contractors shall be familiar.

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### 6.3.41 Safe Work Practice - Interior Finish and Cabinets

<b>Date created:</b>	2007/01/09	<b>Date of last review:</b>	2021/11/01 Andre Lomas
<b>Approved by:</b>		Terry Burch	

#### Over view:

- During the normal course of work, interior finishing and cabinet installation can be a highly hazardous undertakings, especially when performing work on high windows, sanding, installing heavy cabinets, etc. In order to minimize or zero the risks, the following guidelines shall be used.

#### Site Conditions:

- If power is shut off do not switch on until the reason for shut off is ascertained and then only if safe to do so
- Use proper lifting techniques when installing cabinets, i.e. use two people and braces.
- Where required, because of the nature of the work, ensure adequate fall protection.
- When working over 3.0 meters, at least one of the following shall be used: guardrails, harnesses, a fall restraining device, safety nets or other method approved by WHS and in accordance with OH&S ACT Parts 8 and 9.
- Always use push sticks when doing narrow and or short cuts on table saws.
- The correct class of fire extinguisher shall be easily accessible.
- Ensure a first-aider(s) and first aid supplies are available and meet the OH&S ACT Part 11.

#### Tools/ Equipment:

- Inspect ladders/step ladders prior to use and maintain according to manufacturers' specifications and OH&S ACT.
- Tools shall be in good repair and grounded or double insulated.
- Ensure employees are trained in the proper use of all tools.
- A tag out system should be in place for damaged tools.
- Ensure all extension cords are the right gauge, have proper grounding and properly maintained.
- Ensure all equipment guards are in place and operate properly.

#### Personal Protective Equipment:

- Employees shall wear the proper PPE such as fire or cut resistant coveralls, footwear, eyewear, hearing protection, fall protection, dust masks and hardhat as required.
- Employees shall wear the correct respiratory protection when sanding.

#### WHMIS:

- Meet all WHMIS and MSDS requirements.

The information herein does not take precedence over applicable government legislation with which all management, employees and contractors shall be familiar.

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### 6.3.42 Safe Work Practice – Pandemic Site Protocols

Safe Job Procedure	Site Operation During Pandemic		
Created by:	Bow Valley Safety	Date Created:	April 2020
Approved by:	Terry Burch	Date Approved:	April 1 2020
Reviewed by:	Andre Lomas	Date Reviewed:	2021/11/01
Hazards Present:	Airborne contagions, contaminated surfaces, workers		
PPE Required:	Disposable gloves, masks, safety glasses		
Additional Requirements	Sanitizers		

**Safe Work Practices:**

- Encourage safe distant communication - keep everyone informed, insecure and worried workers are much more likely to have incidents and be less focused on their work
- Be cognizant of stress and how it may be affecting workers, financial, relationships, health and future
- Maintain social distancing of 2 metres
- Practice good personal hygiene washing hands frequently
- No sharing of equipment and tools
- Keeping all equipment cleaned more frequently
- Wash clothes from job site daily
- Remind workers of sickness reporting procedures, when to stay home or Call 811
- Review site shutdown procedure should the situation change and require operational shutdown.

**Procedure:**

When a Pandemic or public health emergency is declared it is important to ensure the following steps are taken as soon as practicable

If it is considered safe to continue operating the work site, the site management / supervisors will implement any applicable measures below:

- Employers / site superintendents must review any relevant updates from authoritative sources each day (see links below) to check if there are any changes to work site operations. All pertinent information should be communicated to the workers either before or at the start of each day.
- Maintain higher inventory of PPE such as masks, disposable gloves, and cleaning products
- Use remote work site sign in and establish health questionnaire to check for symptoms before workers start their shift.
- Post signs to remind everyone of new work site safety measures.
- Increase the cleaning frequency on all frequently touched surfaces such as workstations, countertops, handles, doorknobs, copiers, microwaves, fridges, coolers, or any other shared tools and equipment.
- Rearrange shifts and schedules to comply with any maximum numbers of workers working in any one area.
- Reduce numbers of passengers in vehicles, to maintain distance or consider separate vehicles.
- Limit meetings and gatherings to the minimum number of people, in open areas if possible, outside, parkades or other area where workers can practice 2 metre distancing

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- Consider using other methods to communicate instead of meetings, post notices on safety board, send emails, by telephone.
- Organise work so workers are able to work at least 2 metres distant from each other where practicable, or ensure the appropriate PPE is available.
- Avoid sharing of equipment, even pens for sign in should be used by individuals not shared around
- Limit the number of people at anyone time or close lunch rooms and site trailers
- Porta Potti / bathroom facilities - ensure hand sanitizer is stocked, and consider adding a spray bottle with diluted bleach to be placed inside for individuals to use for cleaning before/after use
- Make sure there are hand washing facilities on site, hot running water is preferred, but if not possible any water and soap or hand sanitizer
- Adhere to a strict back to work procedure to ensure workers have a clean bill of health before returning to work.

### Applicable legislation, standards or documentation:

[ACA Construction Pandemic Planning](#)  
[Alberta Health Services](#)  
[World Health Organisation](#)

*This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually*

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### 6.3.43 Safe Work Practice - Man Lifts

<b>Date created:</b>	2007/01/09	<b>Date of last review:</b>	2021/11/01 Andre Lomas
<b>Approved by:</b>		Terry Burch	

#### Over view:

Working with man lifts is inherently dangerous because of the equipment mobility and ability to raise workers to considerable heights.

- **Reference:** Self-propelled boom-type elevating work platforms are covered in CSA Standard CAN3-B354.4 - "Boom-Type Elevating Work Platforms."

#### Site Conditions:

- No persons shall operate a Man Lift unless certified in accordance with the manufacturers' specifications.
- Any persons using the man lift must be trained and certified or under supervision in order to use the machinery. All employees and contractors must have authorization before using the machines.
- An inspection must be conducted, and an inspection form filled out before every usage. Superintendents are responsible to:
  - 1) Facilitate and/or provide proper instruction to their workers on protection requirements and the training required to meet those requirements.
  - 2) Determine the type of man lift equipment required.
  - 3) Inspect the work site and complete a written Hazard Assessment prior to the start of work.
- Erect barriers in the area of equipment operation to prevent injury to passers-by. Employ Qualified Flag Person(s) should the Hazard Assessment reveal a need.
- Post signs clearly warning of overhead work.
- Prior to the start of work every day each worker shall check the fall protection harness, lanyard and anchor points in complete accordance with the manufacturers' instructions.
- No worker shall move or elevate a man lift until the guardrails have been properly erected and the worker correctly tied off.
- Never interfere with nor modify man lift guards and safety devices.
- Never exceed the weight rating capacity of the man lift.
- Ensure there is no danger from uneven/soft ground or overhead power.
- Always maintain a dead-slow speed when driving the equipment anywhere, loaded or unloaded.

#### Tools/ Equipment:

- If power tools are used on the platform, the worker shall ensure that the tools are properly secured to the platform and extension cords/hoses do not become entangled in the man lift booms or other equipment.

#### Personal Protective Equipment:

- Workers must always wear hard hats and fall arrest equipment when they are using the aerial platform.

#### WHMIS:

The information herein does not take precedence over applicable government legislation that all management, employees and contractors shall be familiar.

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### 6.3.44 Safe Work Practice - Mechanical (fireplaces, metal work, plumbing and gas fitting)

<b>Date created:</b>	2007/01/09	<b>Approved by</b>	Terry Burch
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#### Over view:

- During the normal course of work, installation of mechanical services is a hazardous undertaking. In order to minimize or zero the risks, the following guidelines shall be used

#### Site Conditions:

- Floor openings shall be properly covered, secured or barricaded.
- Secure compressed gas cylinders in an upright position.
- Wall openings less than 1.2 meters above the floor shall be guarded or barricaded
- Use proper lifting techniques when carrying and moving heavy objects such as furnaces, fireplaces and tubs. Prepare for manual lifting by doing stretch exercises.
- Do not move heavy objects unless there is proper access to the destination. Check the entire route. Ask for assistance if weight, distance or access to the installation point is hazardous.
- If open flame (hot work) is being used, the area shall be properly ventilated and the area below shall be kept clean of all combustibles, approved fire proof covers put in place to stop material from falling behind walls or on sensitive materials. The correct class of fire extinguisher shall be immediately and easily accessible and a hot work permit must be completed
- When hot work is conducted, another person will watch for falling hot debris, sparks and maintain a fire watch for one hour after all hot work is complete.
- If trenches are dug for services, proper excavation and trenching rules shall be followed.
- If there is work from heights, ensure the use of proper fall protection equipment.
- Ensure a first-aider(s) and first aid supplies are available and meet the OH&S ACT Part 11.

#### Tools/ Equipment:

- Ensure employees are trained in the proper use of power tools and heat torches.
- A tag out system for damaged tools shall be in place.
- Ensure all extension cords are the right gauge, have proper grounds and properly maintained.
- Electrical tools shall be grounded or double insulated.
- Inspect ladders prior to use and maintain according to manufacturers' specifications and OH&S Act requirements.

#### Personal Protective Equipment:

- Employees shall wear the proper PPE such as fire or cut resistant coveralls, footwear, eyewear, hearing, fall protection, dust masks and hardhat as required.
- When using chainsaws or large boring equipment, use the manufacturers' recommended PPE. Generally, this includes hardhat, face protection (face shield **and** safety glasses) as well as cut-resistant clothing.

#### WHMIS:

- Meet all WHMIS and MSDS requirements.

The information herein does not take precedence over applicable government legislation with which all management, employees and contractors shall be familiar.

# Spring Creek Mountain Village Inc.

## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.45 Safe Work Practice – Painting

<b>Date created:</b>	2007/01/09	<b>Approved by:</b>	Terry Burch
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#### Overview:

- During the normal course of work, painting can be a highly hazardous undertaking, especially when performing work on high window frames, sanding, spray painting and using volatile paints, lacquers, etc. In order to minimize or zero the risks, the following guidelines shall be used:

#### Site Conditions:

- If power is shut off do not switch on until the reason for shut off is ascertained and then only if safe to do so.
- When working over 3.0 meters, at least one of the following shall be used: guardrails, harnesses, a fall restraining device, safety nets or another method approved by WHS and in accordance with OH&S ACT Code Parts 8 and 9.
- The correct class of fire extinguisher shall be easily accessible.
- Ensure a first-aider(s) and first aid supplies are available and meet the OH&S ACT Code Part 11.

#### Tools/ Equipment:

- Inspect ladders prior to use and that they are maintained according to manufacturers' specifications and OH&S ACT. Follow SWP – Portable Ladders and Stepladders.
- Tools shall be in good repair.
- Provide proper ventilation.
- 

#### Personal Protective Equipment:

- Employees shall wear the proper PPE such as coveralls, footwear, eyewear, hearing protection, fall protection, dust masks, proper respirator and hardhat as required.
- **All employees** in suite when spraying applications are being done shall wear respiratory protection.
- Ensure proper use, handling, maintenance and fit of all respiratory equipment in accordance with OH&S ACT Code Parts 4 and 18.
- Ensure air equipment is in good repair.

#### WHMIS:

- Properly dispose of paint cans and supplies in accordance with MSDS, environmental regulations or better.
- Meet all WHMIS and MSDS requirements.

The information herein does not take precedence over applicable government legislation with which all management, employees and contractors shall be familiar.

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## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.46 Safe Work Practice - Portable Ladders/Step Ladders

<b>Date created:</b>	2007/01/09	<b>Date of last review:</b>	2021/11/01 Andre Lomas
<b>Approved by:</b>		Terry Burch	

#### Over view:

- Protect employees from injuries associated with the use of portable ladders and stepladders.

#### Site Conditions:

- Portable ladders should only be used when there are no permanent, temporary stairways or work platforms available for the task.
- Select the correct ladder for the job.
- Superintendents are responsible to provide proper instruction to their employees on protection requirements, training and work site job hazard assessment.
- Never paint wooden ladders.
- Never use conductive metal ladders, wire or wire-reinforced wooden ladders in power line areas.
- Ensure surface is level and firm.
- Always tie off the ladder and set it at the proper angle.
- Ensure ladder feet are on level; firm ground and dug in or properly anchored.
- Never climb ladders higher than the third step from the top.
- Always maintain three points of contact when climbing up or down.
- Never erect or place ladders on boxes, tables, scaffold platforms, man-lift platforms, on vehicles or against an unsafe support.

#### Tools/ Equipment:

- Follow manufacturers' instructions.
- Inspect all ladders prior to performing a task.
- 

#### Personal Protective Equipment:

- Employees shall wear the proper PPE such as coveralls, footwear, eyewear, hearing protection, fall protection, dust masks, proper respirator and hardhat as required.

#### WHMIS:

- Meet all WHMIS and MSDS requirements.

The information herein does not take precedence over applicable government legislation that all management, employees and contractors shall be familiar.

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## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.47 Safe Work Practice – Roofing

<b>Date created:</b>	2007/01/09	<b>Date of last review:</b>	2021/11/01 Andre Lomas
<b>Approved by:</b>		Terry Burch	

**Over view:**

- During the normal course of work, roofing is a highly hazardous undertaking. In order to minimize or zero the risks, the following guidelines shall be used

**Site Conditions:**

- Five point harnesses, lanyards, and adequately secured anchors shall be used, OH&S Act and CSA approved.
- Follow SWP - Fall Protection Recovery and complete the Fall Protection Work Plan
- Protect employees from opening/holes in the roof using adequate covers or appropriate guarding.
- Roof ladders shall be securely fastened and project at least one-meter (3 rungs) above roof level.
- Take proper precautions to ensure there is no contact with overhead power lines.
- Ensure employees comply with the OH&S Act Part 38 - Roofing Material Storage. Materials shall not be stored closer than 2 Metres from the rake or roof edge and positioned to distribute the load uniformly on the roof structure. Horizontal storage ledges shall be properly secured and prevent material from falling below, i.e. 4/12 and up slide guards installed continuously along the eave length.
- Inspect roof surfaces for slipping hazards. Eliminate hazards or take measures to have workers avoid them.
- Ensure workers are aware of the fall hazards and effective measures are implemented to control those hazards.
- Place warning tape with signs showing “Danger – Work Overhead” or a similar phrase.
- Ensure roof brackets are securely attached on a solid surface and when measured perpendicular to the roof deck, slide guards consisting of roof brackets and their planks shall extend at least 150 millimetres above the roof deck. Brackets shall be placed a maximum of 2.4 meters apart.
- Employees shall prepare for manual lifting by stretch exercises.
- If open flame is in use, the area shall be properly ventilated and the area below shall be kept clean of all combustibles. The correct class fire extinguisher shall be easily accessible.
- If open flame is used a hot work permit must be filled out and turn into the site office.
- Maintain a fire watch for one hour after open flame has been used.

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### **Tools/ Equipment:**

- Roofers' hoists shall meet OH&S Act or manufacturers' specifications and never ridden by workers.
- Maintain equipment according to manufacturers' specifications or better.
- Inspect ladders prior to use and maintain according to manufacturers' specifications and OH&S Act.
- Employees shall be trained in the proper installation, use and maintenance of all fall protective equipment.
- Ensure a first aider(s) and first aid supplies are available and they shall meet the OH&S ACT Part 11.

### **Personal Protective Equipment:**

- Employees shall wear the proper PPE such as fire or cut resistant coveralls, roofer approved footwear, eyewear, hearing, fall protection and hardhat as required. When working in areas where there are no overhead hazards roofers are not required to wear hardhats but some type of hat to protect the neck and head from sunburn.

### **WHMIS:**

- Meet all WHMIS and MSDS requirements.

The information herein does not take precedence over applicable government legislation with which all management, employees and contractors shall be familiar.

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## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.48 Safe Work Practice – Working Alone – Construction Sites

<b>Date created:</b>	2007/01/09	<b>Date of last review:</b>	2021/11/01 Andre Lomas
<b>Approved by:</b>		Terry Burch	

**Over view:**

- Workers are often working on sides of buildings when other crewmembers are working elsewhere on the site. OH&S ACT Part 28, 393(1) definition is: *“a worker is working alone at a work site and assistance is not readily available if there is an emergency or the worker is injured or ill.”* This SWP shall prevent injuries to workers or loss of materials and equipment. Follow the activities listed below:

**Site Conditions:**

- The employee shall be supplied/possess and trained to use a cell phone to contact SCMV Superintendent or Project Manager. The cell phone shall have a battery charge for at least 50 percent longer than the scheduled work-alone time. The employee shall carry a properly operating and accurately set timepiece if the cell phone does not have an accurate time screen.
- Both the employee and Superintendent shall carry out a test phone call to confirm cell phone operation before the Superintendent departs the work site.
- If the test shows that there is no cell phone operation in that area, the Superintendent shall arrange to use a local standard phone, i.e. show home, pay phone (adequate coin change/calling card provided); OR revisit the work site every hour to 1 1/2 hours.
- The Superintendent and employee shall carry the cell phone on their person.
- If the employee is injured/ incapacitated and can use the phone they shall call immediately.
- The employee shall phone the Superintendent every hour on the hour. If the employee cannot contact the Superintendent after 10 minutes, the employee shall contact the Project Manager.
- If the employee cannot contact either Superintendent or Project Manager although both transmitting and receiving phones are in good working order, e.g. ringing tone heard, voice mail system cuts in, etc., The Superintendent shall ensure first-aid supplies and emergency preparedness information is on site and meets the OH&S Act, Code Part 11.

**Tools/ Equipment:**

- The Superintendent/crew leader shall ensure that employees are trained in the proper use of the equipment the employee is to operate to complete the tasks whilst working alone.

**Personal Protective Equipment:**

- Employees shall wear the proper PPE such as coveralls, footwear, eyewear, hearing protection, fall protection, dust masks, proper respirator and hardhat as required.

**WHMIS:**

- Meet all WHMIS and MSDS requirements.

The information herein does not take precedence over applicable government legislation that all management, employees and contractors shall be familiar.

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## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.49 Safe Work Practice – Working Alone – Office Administration Area

<b>Date created:</b>	2007/01/09	<b>Date of last review:</b>	2021/11/01 Andre Lomas
<b>Approved by:</b>		Terry Burch	

#### Over view:

Office employees are often working alone to provide customer service from the administration office area to campground residents until late at night when no other SCMV employees are on site. OH&S ACT, Code, Part 28, 393(1) definitions of "Working Alone" is: "a worker is working alone at a work site and assistance is not readily available if there is an emergency or the worker is injured or ill." SCMV has installed exterior lighting, surveillance recording equipment and alarms designed to safeguard employees while working alone. However, the alarm and surveillance recording systems do not account for an employee who may be incapacitated out of surveillance camera or alarm switch range. A security company patrols the entire SCMV site on a regular basis.

- This SWP shall protect administration workers as far as reasonably practicable.

#### Site Conditions:

- The Office Manager shall ensure that all employees, likely to be working late or tasked to work alone, receive training in the proper use of the surveillance, security and business equipment the employee is to operate when working alone. In addition, the Office Manager shall ensure that all such employees shall be fully conversant with the section "Violence, Discrimination and Harassment."
- Before the last regular office person leaves the building, **both** employees shall inspect all exterior doors and windows to ensure all are firmly closed and locked.
- **Visits by Security Company Patrol Personnel** - the security company patrolperson shall enter the office customer area to confirm physically that the SCMV employee is not under threat.
- **Incapacitation or Personal Distress** - If the employee working alone is incapacitated or in personal distress and is able use the phone, he/she shall call the security company immediately. Leaving a voice message is not making personal contact. Should the employee then feel there is a need to call for an ambulance, they shall call 911.
- Management shall ensure first-aid supplies and emergency preparedness information is easily accessible in the office and meets OH&S ACT Code Part 11 and Schedule 2.

**Exterior Threat** – Should the employee feel that there is a physical threat to their person, e.g., a person lurking outside the office or making obscene/threatening gestures through the doors/windows; he/she shall:

1. Stay calm.
2. Under no circumstances approach or attempt to question the person outside.
3. Ensure that the entry door counter electric-lock switch is in the "locked" position and that the customer exit-only door is secure.
4. Telephone the security company and then describe the activity to the duty-person and follow the instructions given. They shall not hang-up the phone until the security company duty-person informs them to do so.

**Immediate Inside Physical Threat** – Should the employee be under immediate threat from a person in the customer service area or from the remaining office area he/she shall:

1. Stay calm and not antagonise the other person by threatening gestures or attempting to use the phone.
2. If possible (without incurring further personal danger), press the alarm switch mounted under the service counter.
3. If the security company duty-person calls to check on the employee, then the employee shall not acknowledge the security staff as a sign that assistance is required.

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**Departure at the End of the Work Alone Period** – The employee shall ensure:

1. The area of work is clean and tidy; all draws, and closet/cupboard doors are closed.
2. Turn off all unnecessary appliances or equipment and see that security lighting remains on - as previously instructed by the Office Manager.
3. Check **all** office-building doors and windows are secure.
4. Telephone the security company duty-person and inform the duty person that the employee is about to vacate the building and will activate the security alarm system

**Tools/ Equipment:**

- Panic button should be tested before the start of the summer season

The information herein does not take precedence over applicable government legislation that all management, employees and contractors shall be familiar.

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# Spring Creek Mountain Village Inc.

## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.50 Safe Work Practice – Cell Phone Usage

<b>Date created:</b>	2007/01/09	<b>Date of last review:</b>	2021/11/01 Andre Lomas
<b>Approved by:</b>		Terry Burch	

#### Cell Phone/Wireless Devices Policy

##### Over view:

- Cell phones will only be used with hands free devices and in accordance with the traffic safety act (Distracted driving law: bill 16).
- Cell Phones are not permitted to be used when operating mobile equipment on site. Operations must stop and machine be positioned safely. Work is not to commence until cell phone call is completed.
- Protecting employees from injuries associated with the IMPROPER use of cell phones while operating a motor vehicle and mobile equipment.

##### Site Conditions:

- Using a cell phone improperly while operating a motor vehicle or mobile equipment may be hazardous to the worker and the public. Cell phones can only be used with hands free devices while operating any motor vehicles and cannot be used in mobile equipment.
- Safe Work Procedure, Highway Traffic Act, Local Regulation, Manufacturer's Recommendations

##### **SUPERVISOR RESPONSIBILITY**

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
- Compliance
- Enforcement

##### **EMPLOYEE RESPONSIBILITY**

- Make driving your first priority
- Whenever possible, let your Voice Mail take your incoming calls
- Do not engage in stressful or emotional conversations
- Utilize a hands-free device at all times
- Do not taking notes or look up phone numbers while driving
- Ensure cellular phones are turned off when refueling
- No texting while driving or operating any equipment
- Use of company phones are for business "ONLY"

##### Tools/ Equipment:

- Hands free device

##### Personal Protective Equipment:

➤

##### Legislation:

- Meet all WHMIS and SDS requirements.
- Traffic safety act

The information herein does not take precedence over applicable government legislation with which all management, employees and contractors shall be familiar.

# Spring Creek Mountain Village Inc.

## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.51 Safe Work Practices – Rigging and Hoisting

<b>Safe Job Procedure</b>	Rigging and Hoisting		
Created by:	SCMV	Date Created:	2007/01/09
Hazards Present:	Pinch points, overhead hazards, heavy loads, awkward loads, unstable loads,		
PPE Required:	Hard hat, Safety boots, Gloves, Safety vest, reflective striping,		
Additional Requirements			
<p><b>Safe Work Practices:</b></p> <ul style="list-style-type: none"> <li>➤ Designate one member of the crew to act as a signaler. Instruct the equipment operator to recognize signals from that person only. Identify signaler.</li> <li>➤ Inspect all lifting devices and rigging for damage before hooking up. Frayed chokers or slings must not be used and should be destroyed when found.</li> <li>➤ Check site for overhead powerlines and other hazards. Set up appropriate controls.</li> <li>➤ Use slings of proper length. Never shorten slings by twisting, knotting, or by using nuts and bolts on chain slings.</li> <li>➤ Place slings or chokers so load is balanced. Hoist or crane hook should be directly over the balance point.</li> <li>➤ Once the chokers or slings have been positioned, get clear of the load before giving the “all ready” signal.</li> <li>➤ If the slings or chokers must be held in position, ensure all hands are clear of pinch points before giving the “all ready” signal. Hold slings or chokers in position only until tension is enough to keep them in place, then get clear of load before hoisting.</li> <li>➤ Keep bystanders out of the work area. Never permit anyone to ride the load or lifting hook.</li> <li>➤ Anticipate the load swing or roll and position yourself so as not to be struck or pinned by the load. Tag lines should be used to control the load whenever possible.</li> <li>➤ Never place yourself between the load and a stationary object.</li> <li>➤ Never stand under the load or boom. Remain clear of stacked material that could be struck by the load.</li> <li>➤ Remove any unnecessary blocks or objects in the area where the load is to be set down. Place blocking so the slings can be easily removed.</li> <li>➤ Keep your feet and other body parts out from under the load when lowering or setting down.</li> <li>➤ Lower the load slowly to control the load when placing.</li> <li>➤ Remove the chokers or slings from the load when placing.</li> <li>➤ Remove the chokers or slings from the load after the tension has been removed from the lines.</li> </ul> <p><b>This procedure does not apply to load/cargo securement on public highways covered by Alberta Transportation Safety Association. Refer to Maintenance Department.</b></p>			
<b>Applicable legislation, standards or documentation:</b>			
<i>This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually</i>			

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## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.52 Safe Job Procedure – Housekeeping – Room Cleaning

<b>Safe Job Procedure</b>	<b>House Keeping Room Cleaning</b>		
Created by:	SCMV / Bow Valley Safety	Date Created:	Mar 29 2022
Hazards Present:	Hazardous cleaning products, sharps, bio-hazards, slips, trips, heavy lifting, ergonomics, fatigue, violence, working alone, harassment		
PPE Required:	Appropriate footwear, gloves, aprons, safety glasses for hazards present		
Additional Requirements:	Report to work before 9am and ready to start work at 9am.  Have your carts ready the day before and check your carts in the morning before heading of to the units as well.		

**SAFE WORK PRACTICES:**

- Practice safe lifting techniques. [Safe Job Procedure 6.3.56](#)
- Follow or establish safety procedures for working alone, or for avoiding working alone wherever possible.
- Get current training on chemical hazards, WHMIS and SDSs.
- Know basic and emergency first aid.
- Follow company safety rules.
- Know how to report hazards.
- Practice good housekeeping procedures.
- Follow routine practices when handling linens and towels.
- Alternate arms when performing manual tasks.
- Take scheduled breaks and stretch breaks as necessary.

The main risk factors for repetitive motion injuries (RMIs) in housekeeping are:

- heavy physical workload and excessive bodily motions which are a high risk for back injuries
- forceful upper limb motions in awkward positions which are a high risk for neck or shoulder and arm injuries

Space limitations require workers to use many uncomfortable postures. These are:

- standing or walking
- stooping
- squatting
- kneeling
- stretching

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- reaching
- bending
- twisting
- crouching

A housekeeper changes body position every three seconds while cleaning a room. If we assume that the average cleaning time for each room is twenty-five minutes, we can estimate that a housekeeper assumes 8,000 different body postures every shift.

In addition, forceful movements while using awkward body positions include lifting mattresses, cleaning tiles, and vacuuming every shift. Housekeeping is a physically demanding and very tiring job. It can be classified as "moderately heavy" to "heavy" work because the energy required is approximately 4 kilocalories per minute (4kcal/min).

### **SAFE JOB PROCEDURE:**

Upon entering the unit

- Strip beds and washrooms separating sheets and towels in separate bags.
- Check all cupboards and drawers in the kitchen, washrooms, and the bedrooms making sure no guests' item has been left behind.
- Check the "bed in a bag" if it has been used.
- Check the lint traps in the dryer and if dirty, vacuum when vacuuming the unit.
- Check BBQ and clean before finishing the floors in the unit. Clean the outside of the BBQ as well with stainless steel polish cleaner.
- Set the thermostat, humidifier, and the air control to the right setting:  
Thermostat: Heat 18, Cool 22  
Humidifier: between 20 & 25  
Air Control: Green light
- Check the fire place is working.
- Check the TV's are working. Log out any personal accounts eg. Netflix.

Living Area

- Check underneath the sofa cushions and wipe down.
- Check the sofa bed and underneath the sofa.
- Wipe down all living room furniture's, TV and TV remotes, fireplace glass and the mantle.
- Wipe down the patio door glass and the windows.

Patio

- Clean the BBQ inside and out.
- Wipe down all patio furniture's.
- Clean patio

Finally

- Check all lights including inside the closets.
- Vacuum and mop the floors.
- Make sure the fireplace is turned off and all doors are securely locked.

General

- Report any lost and found items to the supervisor/ Manager.
- Help put the laundry away after the room are done.
- Stock the carts up.
- Inform of any housekeeping cleaning supplies needed.

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**Applicable legislation, standards, or documentation:**

*This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually*

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### 6.3.53 Safe Work Practices – Lightning

<b>Date created:</b>	2018/07/25	<b>Date of last review:</b>	2021/11/01 Andre Lomas
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- Thunder is a good indicator - loud crackling means its close, whereas rumbling means the storm is further away.
- Because light travels faster than sound, you will see lightning before you hear the thunder.
- **30-30 Rule**
  - **30 Seconds:** Count the seconds between seeing the lightning flash and hearing the thunderclap. If this time is 30 seconds or less, then the lightning storm is less than **10km away**. Seek shelter immediately. Preferably in a building, all-metal vehicle (not a convertible) or in a low-lying area.
  - **30 Minutes:** After seeing the last lightning flash or thunder clap, wait 30 minutes before leaving shelter.
- Communicate lightning storm as much as possible to worksite.
- Shut down aerial work/ any workers out in the open or up on a roof/structure.
- Postpone crane operations promptly. Do not wait for the rain.
- Do not be the tallest object in an area.
- Do not stand out in the open.
- Do not stand next to **metal objects**.
- Do not Stay next to water – ponds or running water – indoors or out.
- Do get into a car, van, truck, or bus with the windows closed all the way. Do not touch the doors or other metal inside. (**Open cabs on heavy equipment will not protect you.**)
- The safest place to be is in a well-constructed building, fully enclosed with a roof.
- If you are out in the open, squat down with your feet together and only let your feet touch the ground. Do not lie flat on the ground.
- Inside a building:

Keep as many walls as possible between you and the outside. Stay away from doors, windows, and fireplaces.

Stay away from anything that will conduct electricity.

Avoid handling electrical appliances and regular telephones (cordless phones and cell phones do not increase the risk of a lightning strike).

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### 6.3.54 Safe Work Practices – Construction Heaters

<b>Date created:</b>	2017/09/28	<b>Date of last review:</b>	2021/11/01 Andre Lomas
<b>Approved by:</b>		Terry Burch	

<p><b>Possible Hazards of Construction Heaters</b> When you're using any type of temporary heater on your construction site, there are risks involved</p>
<p><b>Fires and Burns</b> Fires and burns are always a risk. There are several ways to reduce the risk such as placement, equipment condition and the activity of workers.</p>
<p><b>Carbon Monoxide Poisoning</b> Whenever you're burning fuels to produce heat, the risk of carbon monoxide building up on your jobsite is always there. Proper ventilation can greatly reduce this risk.</p>

<p><b><u>Construction Heaters</u></b> <b><u>Precautions</u></b></p>	<ul style="list-style-type: none"> <li>• All connections must be made by a competent worker holding a valid ROT who can inspect the burner, controls, regulator, and hose for defects.</li> <li>• Never operate heaters without adequate ventilation. Do not block or restrict openings meant to ventilate emission gasses.</li> <li>• Repair or replace any damaged parts. Gas-burning equipment should only be repaired by licensed service personnel.</li> <li>• Make sure all hose and valve connections are clean.</li> <li>• Use fitting wrenches to make connections. Don't use adjustable pipe wrenches.</li> <li>• The cylinder should be placed well clear of any heat source and never at the flame end of a heater.</li> <li>• <b>Secure the cylinder and keep it at least 10 feet away from the heater.</b> Hose length must be between 15 feet and 75 feet.</li> <li>• Have a 4A40BC fire extinguisher on hand before lighting the heater.</li> <li>• Cylinder valves in use must be fully opened and check for leaks with soapy water or a leak detector. Sometimes you may notice a gas odour or frost appearing on a fitting, but these signs are not always reliable.</li> <li>• If a leak is detected, shut off the cylinder valve and make corrections. Fully close valves when not in use.</li> <li>• Secure the cylinder by tying or wiring it to a column or other upright. Keep cylinders out of traffic areas where they may be knocked over.</li> <li>• Keep heaters away from flammable materials. The heat from a burner is effective well past the tip.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Connection and disconnection of cylinders shall be done in a well-ventilated area with no source of ignition within 10 ft (3 m) of the point of connection.</li> <li>• <b>Watch for a drop in pressure</b> or reduced flame efficiency. This indicates that gas is being withdrawn too quickly, and may require additional cylinders to be hooked up in manifold.</li> <li>• Never apply heat to the cylinder.</li> <li>• If cylinders must be manifolded, use no more than three 100-pound cylinders. If other heaters with manifolded cylinders are to be operated in the same area, they must be at least fifty feet away or be separated by a firewall.</li> <li>• Never attempt to tie down, defeat, or bypass safety devices on a construction heater.</li> <li>• If the heater is defective, replace it. If the heater is inadequate, get extra heaters or replace it with a larger one.</li> </ul>
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<p><b><u>Propane Specific</u></b></p> <p>Propane can pose as a danger when cylinders are being transported, stored, or connected, when propane equipment is being lighted, and when people are working in areas with propane heaters and torches. Here are the most common propane hazards.</p> <ul style="list-style-type: none"> <li>• <i>Fire or explosion:</i> Propane is flammable. An explosion can result from the accumulation of gas due to leaks at connections, ruptured lines, incorrect lighting procedures, or inadequate ventilation around stored cylinders.</li> <li>• <i>Asphyxiation due to displacement of breathable air:</i> Propane gas is heavier than air, so it can accumulate in low-lying areas and confined spaces.</li> <li>• <i>Frostbite:</i> Liquid propane absorbs heat quickly from the body. If it touches the skin or eyes, it can cause frostbite.</li> <li>• <i>Cylinder pressure:</i> If the pressure in a propane cylinder is too high, the cylinder's relief valve can go off and release large amounts of gas into the air. At 18° C (65° F) the pressure will be about 100 psi.</li> <li>• <i>Cylinder weight:</i> Workers may injure themselves if they don't use proper ergonomic techniques when lifting or moving heavy cylinders.</li> <li>• <i>Carbon monoxide:</i> When propane burns, it releases carbon monoxide (CO). CO is a colourless gas—you can't see it, taste it, or smell it. But even in small amounts, it can harm or kill you. It is essential to have plenty of ventilation where propane is being burned.</li> </ul>	
<b>Placement:</b>	<ul style="list-style-type: none"> <li>• Keep propane tanks upright, on a firm, level surface that is at least six feet from the heater.</li> <li>• Choose a flat and dry area that is firm.</li> <li>• Do not use heaters in an area where they can come into contact with combustible materials.</li> <li>• Do not place a heater directly on a plywood floor. Instead, place it on a 4-foot by 4-foot square of fire-resistant drywall or cement-board.</li> <li>• Protect all hoses from physical damage and exposure to extreme heat. Don't run hoses through a non-secured doorway because a closed door will pinch the hose. This will damage the hose, which will make it difficult for gas to flow into the heater. If a hose is run through a window, put a block on the sill to prevent the window from closing on and pinching the hose.</li> </ul>

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<p><b>Safe Usage:</b></p>	<ul style="list-style-type: none"> <li>• Do not operate a heater in an <b>unventilated area</b>. Always open a few windows slightly to allow excess accumulation of fumes to escape.</li> <li>• Remember that <b>propane is heavier than air</b> and will collect in low areas such as trenches, pits, and basements where it can create a flammable or explosive situation.</li> <li>• Be sure heaters are in good condition and operating properly. If a heater is not working, as it should, stop using immediately, report the problem to a supervisor and ask for a replacement.</li> <li>• <b>If the flame goes out, act with caution.</b> Shut off the gas supply, then determine whether escaped gas is concentrated in the area. Because of its strong odour, you can usually smell propane. However, in a confined space, test with a gas detection device. If escaped gas is detected or even suspected, ventilate and purge the area thoroughly before relighting the unit.</li> <li>• Warning: If the heater is in a confined or low-lying area, escaped gas can accumulate. Never attempt to relight. Notify your supervisor or certified operator.</li> <li>• Never expose any part of your skin to liquid propane. Propane under pressure is extremely cold and can cause frostbite.</li> <li>• Don't allow propane gas to saturate your clothing. A highly flammable situation can remain for some time after the exposure. Saturated clothing should be removed and aired outside.</li> </ul>
<p><b>Propane Safety Review:</b></p>	<p>The safe use of propane depends on twelve basic rules:</p> <ol style="list-style-type: none"> <li>1) Don't store cylinders inside a building.</li> <li>2) Always use a certified ROT holder to connect, disconnect and operate propane cylinders.</li> <li>3) Keep heat sources and flammables away from cylinders.</li> <li>4) Always secure cylinders to prevent upset.</li> <li>5) Never transport cylinders in an enclosed vehicle or trunk. 6) Always use proper gear for hoisting or moving cylinders around the worksite.</li> <li>7) Keep heaters in good condition. Repairs and maintenance should be done only by licensed service personnel.</li> <li>8) Always have a fire extinguisher handy (4A40BC minimum).</li> <li>9) Protect stored cylinders or bulk tanks from onsite traffic.</li> <li>10) Don't tamper with controls or safety devices.</li> <li>11) Never enter an area where leaking gas is suspected.</li> <li>12) Don't block or restrict openings meant for ventilation of heater exhaust</li> </ol>

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### 6.3.55 Safe Work Practices – Office

<b>Job:</b>	Office / Administrative				
<b>Approved by:</b>	Terry Burch	<b>Position:</b>	V.P. of Construction	<b>Review Date:</b>	2021/11/01 Andre Lomas
<b>Protective Mechanisms</b>		<b>Hazards Present</b>		<b>Training Required</b>	
1. OH&S & Local Legislation		1. Slips, trips and Falls – fall on even ground		1. Safety Orientation	
2. WMHIS Regulations		2. Violence/ Harassment		2. WHMIS training	
3. Working Alone Policy		3. Musculoskeletal injuries		3. Violence / Harassment awareness	
4. General Safety - SWP		4. Fire			
<b>General</b>	To ensure employees are aware of the potential and existing hazards in the office environment.				
<b>Application</b>	Protecting workers from injuries associated with office environment				
<b>Selection and Use:</b>	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.				
<b>Supervisor Responsibilities</b>	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.				
<b>Worker Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Ensure you are conversant with emergency evacuation.</li> <li>2. Ensure that all electrical cords are in good condition and are not overloaded.</li> <li>3. Ensure that computer monitors are adjusted to correct height and kept clean.</li> <li>4. Ensure fans/space heaters are used to manufacturer specifications.</li> <li>5. Ensure floors and aisles are kept clear and not cluttered.</li> <li>6. Ensure that only one drawer of filing is open at one time and that drawers are closed when not in use.</li> <li>7. Ensure proper type of fire extinguisher is available.</li> <li>8. When transporting materials of a heavy nature ensure that handcarts and trolleys are used properly.</li> <li>9. Operate microwave according to manufacturers specifications.</li> <li>10. Ensure coffee makers are used according to manufacturer specifications.</li> <li>11. Ensure photocopier is maintained according to manufacturers specifications.</li> <li>12. Ensure chairs are in good repair.</li> <li>13. Ensure rugs are kept clean and in good repair – free of tripping hazard.</li> <li>14. Ensure paper cutter blade is placed in closed lock position.</li> </ol>				

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	15. Ensure all loose clothing is tied back when using paper shredder.
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**6.3.56 Safe job Procedure – Manual Lifting**

Safe Job Procedure	Manual Lifting		
Created by:	Bow Valley Safety	Date Created:	Oct 19 2021
Approved by:	Andre Lomas - SCMV	Date Approved:	Oct 19 2021
Reviewed by:		Date Reviewed:	
Hazards Present:	Heavy objects, awkward loads		
PPE Required:	Gloves, steel toed boots		
Additional Requirements	Pipes, conduit, reinforcing rods and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors.		
<p><b>Safe Work Practices:</b></p> <ul style="list-style-type: none"> <li>• Ensure that you know your physical limitations and the approximate weight of materials.</li> <li>• The use of power equipment or mechanical lifting devices should be considered and employed where practical.</li> <li>• Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements, training and selection of lifting equipment</li> </ul>			
<p><b>Procedure:</b></p> <ol style="list-style-type: none"> <li>10. Ensure a good grip before lifting and employ proper lifting technique.</li> <li>11. Avoid reaching out.</li> <li>12. Size up the load. If you think you need help, ask for it.</li> <li>13. Get a good footing.</li> <li>14. Bend your knees and get a good grip on the object to be lifted.</li> <li>15. Keep your back straight, lift with your legs, and keep the object being lifted close to your body.</li> <li>16. Keep your balance and do not twist or turn as you lift.</li> <li>17. To put the object down again, do not bend from the waist. Keep your back straight and bend your knees, keeping the object close to your body until it is placed in a secure position.</li> </ol>			
<p><b>Applicable legislation, standards or documentation:</b></p>			
<p><i>This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually</i></p>			

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### 6.3.57 Safe Job Procedure - Snow Blower Operation

<b>Safe Job Procedure</b>	Snow Blower Operation		
Created by:	SCMV / Bow Valley Safety	Date Created:	2022/01/07
Hazards Present:	Extreme Cold Temperatures, Traffic, Pedestrians, Airborne snow, uneven ground.		
PPE Required:	Safety boots, Gloves, Warm seasonal clothing, safety vest, reflective striping, safety glasses		
Additional Requirements			
<b>Safe Work Practices:</b>			
<ul style="list-style-type: none"> <li>• DO NOT USE equipment unless trained.</li> <li>• If equipment is damaged or malfunctions, DO NOT USE.</li> <li>• Report to your supervisor immediately.</li> <li>• DO NOT REMOVE or circumvent any safety devices on the equipment.</li> <li>• ALWAYS WEAR prescribed personal protective equipment.</li> <li>• FAMILIARIZE yourself with the operating manual before use.</li> <li>• Do not operate this equipment with loose clothing or long hair that might get caught in rotating parts.</li> <li>• If the unit gets clogged shut the engine off before clearing.</li> <li>• Remember that your surrounding area can change its structure in seconds and will not be the same as you remember it on your last pass just seconds ago.</li> <li>• Be always aware of other traffic in your vicinity.</li> <li>• Allow the engine to cool before refuelling.</li> <li>• Obey safety stickers on the unit.</li> </ul>			
<b>Pre-Use Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Check engine oil and fuel levels.</li> <li>2. Check for loose or worn parts.</li> <li>3. Adjust runner to allow 1/8" (3mm) to 1/4" (30mm) clearance between scraper blade and uneven or loose gravel surfaces.</li> <li>4. With the key in STOP position, squeeze Auger Clutch Lever to engage position pull the Recoil Starter Handle.</li> <li>5. If you cannot pull the handle then the impeller may be frozen and you may have to move the unit to a warm area to thaw.</li> <li>6. If unit is equipped with operation lights, check for proper operation.</li> <li>7. After starting the snow blower, test all controls that operate the blower. Check the drive clutch, the auger clutch and the chute adjustment. When disengaged the clutches should quickly stop the auger, impeller and drive wheels.</li> <li>8. Keep the locking pin in the right wheel hub when blowing snow for best traction.</li> </ol>			
<b>Start-up Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Turn the discharge chute straight ahead.</li> <li>2. Make sure the traction and attachment clutches are fully disengaged. Push the primer bulb 2 or 3 times.</li> <li>3. If the engine is cold, apply the choke. Set the throttle to the starting position.</li> <li>4. Insert the key and push to the RUN position. Pull the rope in a continuous full arm stroke.</li> <li>5. If using the electric start, follow the first six steps listed above then push the start button. Do not hold the start button for more than 15 sec.</li> </ol>			

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**Operation:**

1. Visually inspect the area to remove snow.
2. Check area for obstacles, bystanders, wind direction, objects that may damage the unit or get thrown by accident and property that may be damaged by thrown snow or other projectiles.
3. Have a plan in your head before you start blowing snow.
4. Engage the auger clutch with the unit clear of snow. Now engage the drive clutch, the auger will remain engaged until the drive clutch is released.
5. Increase the throttle to full for normal operation.
6. Transporting should be done at a lower throttle.
7. Always adjust the discharge chute for height and direction before engaging the auger.
8. Slow down before changing direction.
9. Release the drive clutch to stop the unit and allow the auger to run for a short time to let it clear and avoid freezing.
10. Throttle the engine down before shutting it off with the key.

**Applicable legislation, standards or documentation:**

*This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually*

**6.3.58 Safe Job Procedure - Snow Removal**

<b>Safe Job Procedure</b>	Snow Clearing and Removal		
Created by:	SCMV / Bow Valley Safety	Date Created:	2022/01/07
Hazards Present:	Extreme Cold Temperatures, Traffic, Pedestrians, Airborne snow, uneven ground, heavy lifting		
PPE Required:	Safety boots, Gloves, Warm seasonal clothing, safety vest, reflective striping, safety glasses		
Additional Requirements			

**Safe Work Practices:**

- Be aware of the safety hazards and all risks associated with snow removal activities.
- DRESS FOR THE CONDITIONS and SAFETY: Dress warmly for working outside in frigid temperatures, and fierce winds.
- Follow SJP 6.3.59 Working in Extreme Temperatures
- Take ADEQUATE BREAKS and REST PERIODS to warm up and maintain effective outputs.
- Be ware of traffic, pedestrians, and powered mobile equipment
- Exposure to cold can cause injury and illness in workers removing snow
- Physical exertion during snow removal can also cause injuries and illnesses.
- Snow removal can be strenuous, particularly because cold weather can be taxing on the body, and can create the potential for exhaustion, dehydration, back injuries, or heart attacks, and can increase the risk of falls.
- Make sure that workers take steps to minimize overexertion and help prevent injuries, such as the following:
  1. Scoop or push small amounts of snow at a time. Use a smaller shovel or take smaller scoops of snow if snow is wet and heavy.
  2. Use proper form if lifting is necessary; keep the back straight and lift with the legs.
  3. Do not overload the snowblower; let it operate at a modest speed.
  4. Take frequent breaks and drink fluids (avoid caffeine or alcohol).
- 5. Use a spotter when using the skid steer

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1. Inspect and don all personal protective equipment and warm winter clothing.
2. Use the mechanical equipment to remove all snow from the entrance ways, sidewalks and paths first.
3. Use light weight shovel, appropriate to the task, ensuring handle is long enough so you don't have to stoop.
4. Push snow with appropriate shovel designed for this if practical, rather than lifting the snow.
5. If needing to throw snow, push close to area. Take smaller amounts that you can easily lift and turn your feet to the direction you're throwing - don't twist at the waist.
6. Try to use safe body mechanics. For shoveling, these include: • a wide stance, a wide grip on the shovel, and trying to keep your back straight and upright; • bending the knees and hips when lifting rather than rounding your back forward; • take small steps to turn to avoid twisting your back especially when carrying loads; • forcefully twisting with a load greatly increases the stress on your back and shoulders.
7. Alternate your hands periodically to break up the same movement.
8. Be extremely cautious throughout this procedure, it is very easy to slip on the snow and ice. Take small steps and walk slowly.
9. Pace yourself. Take frequent micro breaks to stretch your back if you are shoveling for long periods. Caution: DO NOT shovel for several hours straight. Stop every 30-60 minutes to stretch and warm up. The colder the weather the more breaks that are required. Shoveling for long periods of time can cause back injuries, muscle strains, frost bite and hypothermia.
10. Take breaks as required and replace fluids lost due to dehydration, maintain an easy pace in order not to become fatigued and experience energy loss.
11. Once snow has been cleared, spread salt or other de-icing agent on the area, where appropriate.
12. **Pushing the snow:**
  - Push the snow from the center to the sides and then lift it.
  - Push the snow with a wide blade shovel and lift and throw with a smaller blade shovel.
13. **Snow scoops:**
  - Push the scoop, pulling it will cause strain to the back and neck.
  - Do not lift the scoop, pushing it forward quickly and stopping, or tilting it gently will allow the snow to slide out. Do not use your knees to help push and lift the scoop.
  - Keep your arms at a 90-degree angle to the handle.
  - If the snow is wet or packed, do not fill the scoop as this will make it harder to handle.
14. **Lifting the snow:**
  - Do not reach- always move your feet. Keep your feet at hip width apart and the shovel close to your body. The throw height should not exceed 4 feet or a distance of 3 feet. Avoid awkward throwing postures.
  - Squat with your legs apart, knees bent and back straight.
  - Lifts with your legs... do not bend at your waist.
  - Scoop small amounts of snow into the shovel and walk to where you want to dump it.
  - Do not hold a shovelful of snow with your arms outstretched - it puts too much weight on your spine.
15. **Shoveling stairs:**
  - Avoid twisting to access the snow or throwing it to the side or over the shoulder.
  - Stand lower than the step that you are shoveling and pull the snow towards you. Repeat this until you reach the bottom step.
  - Scoop and lift the snow or push the snow to the disposal area.

### Applicable legislation, standards or documentation:

*This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually*

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### 6.3.59 Safe Job Procedure – Working in Extreme Weather Conditions

<b>Safe Job Procedure</b>	Working in Extreme Weather Conditions (Cold and Hot)		
Created by:	SCMV / Bow Valley Safety	Date Created:	2022/01/07
Hazards Present:	Heat edema, Heat rashes, Heat cramps, Heat exhaustion, Heat Syncope, Heat stroke & hyperpyrexia  Frostbite, Hypothermia		
PPE Required:	Gloves, Appropriate seasonal clothing, hats, insulated clothing		
Additional Requirements			

**SAFE WORK PRACTICES IN COLD TEMPERATURES:**

- Utilize the heater in a vehicle, if available.
- Take breaks in a warmer environment.
- Wear layered, weather-appropriate clothing.
- At 25-30C below zero wind chill, frostbite can set in in mere minutes. Hats, insulated gloves, face protection (ski mask or scarf-no dangling ends!), warm jacket with or without a vest, insulated boots, and snow pants, should be worn.
- Cold exposure can cause frostbite (freezing in the deep layers of skin and tissue) and hypothermia (drop of body temperature to less than 95°F).

**First aid for frostbite is:**

- Move the individual to a warm place.
- Handle the area gently. never rub the affected area(s) to warm up.
- Seek professional medical attention as soon as possible.

**First aid for hypothermia is:**

- Call 911
- Gently move the individual to a warm place.
- Monitor breathing and circulation.
- Give CPR and rescue breathing if needed.
- Warm the individual slowly by wrapping in blankets or putting dry clothes on them. Do not warm the individual too quickly. Warm the core first (trunk, abdomen). This is important as most will try to warm hands and feet first and this may cause shock.
- Do not leave the individual, wait for emergency medical services to arrive.

**SAFE JOB PROCEDURE IN COLD TEMPERATURES:**

1. Supervisors review the Environment Canada Weather report before the beginning of the work day to determine what precautions may be required
2. Temperatures on each worksite shall be monitored (wind speed also)
3. Workers are to take micro-breaks in vehicles/buildings to warm up
4. If working alone, workers are to maintain regular communication with supervisors
5. Workers should wear clothing in multiple layers
6. A wool knit cap or a liner under a hard hat should be worn to help reduce excessive heat loss
7. Face, neck, and hand protection is required
8. Clothing should be clean since dirt fills air cells in fibres of clothing and destroys its insulating ability
9. Remove snow from clothes before entering heated shelters to keep clothing dry
10. Ensure proper gloves for temperate conditions are being used

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### **SAFE WORK PRACTICES IN HOT TEMPERATURES:**

- Utilize the air conditioner in a vehicle.
- Take breaks in a cooler environment – buildings, utilize shady areas.
- Rotate tasks to stay out of the sun.
- Drink lots of water to stay hydrated.
- Wear clothing that allows sweat to evaporate.
- Use sunscreen, re-apply every few hours.

### **First aid for heat exhaustion or heat stroke is:**

- Call 911 immediately, heat exhaustion and heat stroke required medical attention and can be a medical emergency
- Stay with the person until help arrives
- Move the individual to a cooler, shadier location if possible
- Remove as many clothes as possible
- Apply cold, wet clothes or ice to the head, face, neck, armpits, and groin
- Encourage the individual to drink water, but do not force them to drink

### **SAFE JOB PROCEDURE IN HOT TEMPERATURES:**

1. Temperatures on each worksite shall be monitored
2. Workers to take micro-breaks in vehicles/buildings to cool down
3. Stay hydrated, with water.
4. If working alone, workers are to maintain regular communication with supervisors.

### **Applicable legislation, standards or documentation:**

*This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually*

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### 6.3.60 Safe Job Procedure – Wildlife Encounters

<b>Safe Job Procedure</b>	Wildlife Encounters		
Created by:	SCMV / Bow Valley Safety	Date Created:	02/03/2022
Hazards Present:	Aggressive wildlife		
PPE Required:	Hi Vis Clothing, Bear Spray, Noise Maker		
Additional Requirements:			

**SAFE WORK PRACTICES:**

The Bow Valley is a major movement corridor for grizzly bears, black bears, cougars, wolves, elk, coyotes, and other large mammals. Any encounters when handled calmly and appropriately usually end without injury to humans or wildlife.

When working in urban environments, it is important to follow some best practices. Never feed or approach wildlife. This includes feeding coyotes and squirrels. While you may not be injured, a food-conditioned animal may become accustomed to receiving a food reward and may aggressively approach unsuspecting people. Currently there are no records of rabies in species other than bats in AB, however, if you are bitten or scratched by a wild animal, you should seek medical attention. Feeding birds inappropriate foods such as bread and crackers can also be detrimental to wildlife.

**SAFE JOB PROCEDURE:**

What to do if you encounter any large wildlife on site:

- Do not approach or feed wildlife.
- If the animal is aware of your presence; act non-threatening – stay calm and back away.
- If the animal is unaware of your presence; go quietly to a safe distance, stay calm and observe.
- Take note of your surroundings and pay attention to how the animal is behaving and what direction it is moving.
- Inform all co-workers and your supervisor of the wildlife on site. Ensure anyone moving into the area stays away from the wildlife.
- If possible and safe to do so, allow the animal to naturally move away from the work site, and into a safe area away from vehicles, people, and roads.
- If the animal is behaving in an aggressive manner, or continues to stay in the area, contact **Bow Valley Wildsmart** for advise 403 591 7755.

Report all sighting of bear, cougar, wolf, and aggressive wildlife to **Bow Valley Wildsmart - 403 591 7755.**

**BEAR SPECIFIC INFORMATION:**

All bears are individuals, so all bear encounters will be unique. Serious attacks are rare, but you must always be cautious and alert when outdoors.

**What should I do if I see a bear but the bear doesn't see me?**

- Don't attract attention. Leave the way you came without calling attention to yourself. Retreat slowly while keeping your eye on the bear.
- If you have no choice but to move forward, give the bear as much space as you can.
- Stay alert. Even if you think you are a safe distance away from the bear, remain quiet and alert. Continue watching for the bear until you reach your destination.

**What should I do if I see the bear and the bear sees me?**

- Look around. If you see cubs or an animal carcass, the bear will want to protect them. If you see either, back away from them.

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- Back away. Leave the area the way that you came. Keep your eye on the bear without staring at it aggressively. As you back away, seek out a place of safety. Remember that both black bears and grizzly bears can climb trees, so if you do choose to climb a tree, go as high as you can.
- Speak to the bear. Let the bear know you are human and not a prey animal.
- Prepare to use your bear spray.

### What is a defensive encounter?

A defensive encounter occurs when the bear is feeling stressed or threatened. It may have been surprised by your sudden appearance or feels you are a threat to itself, its cubs or its food source. In such an encounter, the bear may show some of the following behaviours:

- Vocalizing, such as blowing, huffing, "woofing", growling or snapping its jaws
- Flicking the ears back
- Swatting the ground
- Swaying the head
- Making a bluff charge

### What should I do in a defensive encounter?

Industrial workers have an important role in preventing human-bear encounters and bear mortalities. Don't let a careless moment result in an injury to you, your fellow employees or the needless death of a bear.

- Prepare to use your bear spray.
- Back away slowly without turning your back to the bear.
- If the bear charges, do not run. Stand your ground. A bear may come very close to you when making a bluff charge, and it may make more than one bluff charge. NEVER run. Remember that bluff charges are made to communicate that you've invaded the bear's space and it wants you to move off. The majority of charges are, in fact, bluffs, and do not end with the bear making contact. Shooting the bear out of fear in bluff situations may result in the needless death of a bear.
- When the bear approaches, use your bear spray:
  - At 9 to 15 m (30 to 50 ft) fire a warning blast for ½ to 1 second, aiming the bear spray slightly downward.
  - At 6 to 9 m (20 to 30 ft) fire 1 to 2-second blasts in continuous succession, aiming slightly downward in front of the bear's head until the bear leaves.
  - At 0 to 6 m (0 to 20 ft) fire 1 to 2-second blasts in continuous succession, aiming at the head or into the nose and mouth of the bear until the bear leaves.
- Try to keep some bear spray in reserve. Always re-evaluate your situation.
- After spraying the bear, back away. Keep the bear in sight as you leave the area, and stay alert. Bears may be attracted to the bear spray residue.
- If the bear does make contact, play dead. Cover the back of your neck with your hands. Lie on your stomach with your legs anchored in the ground. If the bear rolls you over, roll back on to your stomach. Don't move until you're sure the bear has left the area.
- Once the bear has stopped, remain quiet. Yelling at the bear may provoke it into a further attack.
- Defensive attacks are short. If the bear has started to bite or if the attack is prolonged, it may have turned predatory (see below).

### The bear sees me, is not showing signs of stress and is closing the distance. Why?

A bear that does not leave the area once it has detected you may be curious, looking for a handout, attempting to assert its dominance or be assessing you as a potential food source. In these cases, the bear is not showing signs of stress and is:

- Staring intently
- Circling around you to detect your scent
- Remaining quiet
- Approaching in a slow, hesitant manner
- Keeping its head and its ears up

### What should I do in these kinds of encounters?

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- Do not run. Prepare to fight with all means at your disposal. Do not play dead in a predatory encounter.
- Make yourself look big and shout at the bear. Yell aggressively at the bear.
- Use your noisemaker and bear spray. Continue to use your bear spray, even when in close contact with the bear.
- If the bear makes contact, fight back as forcefully as you can.

### **ELK SPECIFIC INFORMATION:**

- Elk can be dangerous
- If the animal is responding to your presence, **you are too close**.
- Give elk plenty of room. Keep at a distance of **at least 30 metres** (or 3 school bus lengths).
- Do not approach elk or their calves.
- Make noise. Elk can endanger themselves or humans by suddenly running into traffic or fences if spooked.

### **HANDLING AN ATTACK**

- If you are charged by an elk, position yourself behind a solid structure such as a tree or car. Because of their long legs, elk have difficulty making tight turns to get around these objects.
- If you have bear spray, consider using it.

### **CALVING SEASON – MAY 15 – JUNE 30**

During calving season, protective mothers will aggressively protect their newborns by kicking and charging at people.

#### **Danger signs during calving season:**

- Female elk is staring directly at you with flattened ears and raised rump hair, along with curled lips and grinding teeth
- Additional danger signs include charging or kicking, and circling or following

### **RUTTING SEASON – SEPT 1 – OCT 15**

During rutting season, bull elk will attack anything that comes too close to them or their mates.

#### **Danger signs during rutting season:**

- You are in danger if a bull elk appears agitated, has his antlers lowered towards you, and is pawing the ground or thrashing bushes
- Charging is another obvious danger sign

### **Applicable legislation, standards, or documentation:**

<https://www.alberta.ca/bears-and-industrial-workers.aspx#jumplinks-2>

*This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually*

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### 6.3.64 Confined Space Entry – Code Of Practice

#### 6.3.64.1 GENERAL

Confined space is defined by regulation as; “an enclosed or partially enclosed space having restricted access and egress and which, due to its design, construction, location, atmosphere, the materials or substances in it or other conditions is or may become hazardous to a worker entering it or does not have any easy means of escape or rescue of a worker entering it”.

Responsibility for safety, both at the time of entry and during the entire operation, rest with the supervisor who must ensure that adequate steps have been taken to eliminate or control the hazards.

No worker will enter a confined space until such time as:

- A confined space specific hazard assessment and confined space entry permit has been established for that particular job and been reviewed and understood by all members of the crew involved.
- A permit system is in use and the confined space entry operation is closely monitored by adequate supervision.
- A means of communication and alert has been set up.
- A means of rescue and rescue personnel are available.

#### 6.3.64.2 HAZARDS

Hazards commonly encountered in confined spaces include:

- A) Toxic vapours, from materials such as chlorine, H<sub>2</sub>S and sludge scale resulting from:
  - Poor ventilation in the work area.
  - A gradual release of toxic substances.
  - Chemical reactions.
- B) Lack of oxygen causing asphyxiation, resulting from:
  - Chemicals that are used to reduce the possibility of explosion (such as nitrogen) absorbing or replacing oxygen.
  - Rusting (oxidation) of the metal in tanks that have been closed for an extended period of time.
  - Nitrogen Purging
- C) Flammable gases, vapours and liquids with potential of fire or explosion.
- D) Electric shock from portable lights, tools or associated electrical equipment.
- E) Injury from mechanical equipment such as augers, pumps, etc., inadequately activated.
- F) Pyrophoric iron (iron sulfide) deposits.
- G) Bodily injury from direct contact with corrosives or dermatitis - producing chemicals.
- H) Ignition from static electricity.
- I) Contaminants entering from other areas through ducts, piping. etc.

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### 6.3.64.3 CONFINED SPACE PREPARATION CHECKLIST

Before entry into a confined space:

- ✓ **Confined Space Specific Hazard Assessment** and **Confined Space Entry Permit** must be completed.
- ✓ A **method of rescue** must be established.
- ✓ A **system of communication** between the safety watch and the worker(s) in the confined space must be established and maintained at all times. The system must be checked for effectiveness and establish an understandable contact with the support help and is not simply a check of the condition of the equipment.
- ✓ Hazardous materials contained in the space must be removed or diluted to a safe level by washing, steaming and purging.
- ✓ All internal electrical equipment must be locked in.
- ✓ The equipment to be entered must be isolated by disconnecting or binding and not by closing process valves.
- ✓ Before work begins in any manhole, vault or other confined space, the air must be tested by a competent person trained to use the appropriate gas detection equipment. Testing of the atmosphere in the confined space ensures no toxic or inflammable vapours or oxygen deficiency is in evidence or that contamination of the atmosphere can occur during the entry.
- ✓ Where proper test competently performed indicate a hazardous level of fumes, gases or oxygen deficiency in any confined space, entry must not be allowed until the space to be entered has been isolated and any contaminants have been removed by adequate ventilation or other acceptable means.
- ✓ In some cases, the atmosphere may have to be tested for the presence of toxic vapours and radioactive sources.
- ✓ Adequate ventilation, either natural or forced, must be provided
- ✓ All workers are trained in appropriate methods for first aid, SCBA, evacuation and rescue techniques

### 6.3.64.4 CONFINED SPACE ENTRY PROCEDURE

1. Secure the site by erecting signs, barricades and any other traffic control device required to protect the workers from traffic.
2. Ensure that all equipment is at the site and ready for use (if required).
  - Testing equipment
  - Harness
  - Communication device (if required)

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- Life-line
  - Lighting
  - Rescue equipment
3. Ensure that any atmospheric hazards present in the sewer are identified and controlled.
    - Use ventilation techniques to remove any harmful substances.
    - Where ventilation is not practical, test must be carried out by a competent worker until the work is completed.
    - Where the oxygen level in the sewer, manhole, or vault is less than 19%, do not enter unless you are wearing a breathing apparatus or proper ventilation equipment is available.
    - For further information see the appropriate current Occupational Health and Safety Regulations.
  4. If harmful substances are present or the air is deficient of oxygen, ensure the worker is:
    - Protected by correct use of breathing apparatus.
    - Attended by, and in communication with another worker stationed at or near the entrance of the confined space.
    - Protected by appropriate rescue equipment available for immediate use.
    - Aware of, and familiar with, any relevant codes of practice.
    - Physically capable of effecting a rescue.
  5. Where possible, mechanical venting should be continued in any confined space found to contain hazardous levels of fumes, gases or oxygen deficiency, even after mechanical venting has corrected the hazard. The confined space must also be continually monitored while personnel are working there.
  6. Where mechanical venting has corrected hazardous levels of fumes, gases or oxygen deficiency in a confined space but cannot be continuously provided. Workers entering the confined space must wear a rescue harness attached to individual lifelines and a worker must be posted at the entrance prepared and equipped to provide rescue in case of emergency.
  7. Check for any physical hazards in the sewer where work will be carried out (e.g. broken rungs, cracked walls).
    - Complete and adequate vessel isolation blanking and blinding
    - Temporary equipment for patches, diversion lines and tie-ins are available
    - Check roof strength
    - Decking or flooring support
    - Protection from falling, splashes or dripping materials
  8. Ensure that all workers know what procedures to follow in case of an emergency situation.
  9. It is mandatory that a worker stand safety watch outside the entrance manway of the vessel or enclosed space when anyone is working inside. The safety watch must not leave the post or perform any other duty until replaced by a relief worker. If there is more than one crew working in a vessel at different elevations, such as a high tower, it is mandatory that a workman stands watch at each manway from where the crews are working.

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### 6.3.64.5 EMERGENCY

The safety watch will enter the enclosed space in an emergency only after support help has arrived on the scene and after outfitting himself with the appropriate safety equipment and including fresh air supply if required.

#### **STANDBY PERSON(S)**

There must be a standby person(s) at the tank/vessel entrance who is:

- A) Equipped with respiratory protective equipment.
- B) Capable of effecting a rescue as required.
- C) Able to communicate at all times with the worker(s) inside.

The standby person(s) must:

- A) Never leave his post unless he is properly relieved by a qualified person(s).
- B) Be able to summon for additional assistance.
- C) Have access to a sounding alarm (such as an air horn) for emergencies.

### 6.3.64.6 ADDITIONAL CONSIDERATIONS

#### **CONFINED SPACE - ELECTRICAL**

Only 31 volt, or less, service transformers are to be used in connection with drop lights when working inside metallic vessels, unless 100 volt service is essential for the operation of equipment. In this instance a ground circuit interrupter (Grouse Hinds circuit guard or equal) shall be used.

All electrical equipment must be checked for ground continuity; 100 volt power must have ground fault circuit interrupters installed; and must be explosion proof if there is a possibility that flammable vapours, gases or duct exist.

Consideration must be given to the potential of generating static electricity, which may develop while working with media such as high-pressure steam or air, inert gas or performing sandblasting.

Trucks, hose lines air movers etc., may require grounding to reduce static electricity.

#### **BODY HARNESS & LIFELINES**

Workers must be equipped with a body harness with a lifeline attached when:

- A) They are wearing respiratory protective equipment.
- B) Rescue may be difficult.
- C) There is less than 19.5 kPa partial pressure present.

It is a good practice to use the body harness for any vessel work.

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### ISOLATION

The vessel must be completely isolated from other systems and equipment

• To isolate the vessel:

- A) LOCKOUT all power-driven internal equipment (such as agitators) and any power sources according to proper lockout procedures.
- B) BLANK-OFF or disconnect and blind all connecting pipelines.

Where threaded pipes are used, threaded plugs or caps must be of the same material

• Blank, blinds and plugs must be:

- A) Of the same specifications as the system or better
- B) Tagged prior to vessel entry

### 6.3.64.7 CLEANING

Depending on the nature of the contents, empty the residual material of the vessel by:

- A) Draining
- B) Pumping out
- C) Floating off

In addition, the vessel must be cleaned by:

- A) Hot or cold flushing
- B) Steaming
- C) Chemical neutralization
- D) Inert gas and/or air purge

Sludge or encrustation should be removed, to the greatest possible degree, by operation from outside the vessel.

Water from steaming, and drained from vessels, and any tank hydrocarbons must be put into 45-gallon drums and retrograded.

### 6.3.64.8 VENTILATION

All clean-out doors (where provided) must be opened, and the tank/vessel thoroughly ventilated, preferably by a positive method of mechanical exhaust ventilation so arranged as to:

- A) Remove contamination from all pockets or corners. Hydrocarbons may be trapped in draw off lines, baffles and sumps.
- B) Avoid re-circulating contaminated air.

After the tank/vessel is cleaned and ventilated, the mechanical exhaust ventilation equipment must be kept operating to:

- A) Provide secondary protection in case of accidental introduction of harmful substances.
- B) Remove contamination that may be produced by work in the tank/vessel, such as welding, cutting, painting and coating.
- C) Cool the tank/vessel to improve working conditions.

Excessive heat can develop during welding and cutting operations in confined spaces. General exhaust ventilation at the minimum rate of 56.6 cubic metres (2000 cubic feet) per minute PER welder will control both the welding fumes and the heat developed during welding.

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Additional air supply air cooling may be necessary to maintain desirable work place temperatures for torch cutting over extended periods.

### **HOT WORK**

No hot work on metal is permitted unless both sides have been inspected and cleaned. No hot work outside the confined space while there is a valid confined space permit issued. Be aware smoke or toxic fumes may be released due to welding and burning.

### **GAS TESTING**

When any ignition source must be used in the confined space, a combustible gas test of the atmosphere in that space is required immediately before beginning the job and the monitored frequently throughout the job.

To prevent possible hazards from fire and explosion, open flames and welding should not be permitted when flammable vapour concentration of any amount are present.

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### 6.3.65 Respirator - Code of Practice

Code of Practice	Respiratory Protective Equipment		
Created by:	BVS	Date Created:	February 2 2022
Approved by:	Andre Lomas	Date Approved:	November 27 2023
Hazards Present:	Airborne contaminants		
PPE Required:	NIOSH approved half face cartridge/filter respirators		
Additional Requirements:	<b>All Workers Affected Must Be Trained in the RPE Code of Practice</b>		

**Safe Work Practices:**

- Site superintendents are responsible for Selecting and Providing RPE.
- Health Surveillance: Workers must be medically fit to wear a respirator. (A sample respirator user screening form can be found in Appendix E of CSA Standard Z94.4-02)
- Fit-Testing: RPE that depends on an effective seal for its safe use must be properly fit-tested by a competent (trained) person. (this must be done every three years or when physical conditions change)
- NIOSH Approval: RPE required at the worksite must be NIOSH approved (it will bear a NIOSH approval # e.g. TC- XXXX)
- Clean-Shaven: Workers must be clean shaven where the respirator contacts the face.

Task	Airborne Hazard	Type of Respirator	Make/Model	Type of Cartridge	Cartridge Make/Model	RPE Use Mandatory ?
Sanding / cutting wood	Wood particles/dust	Particulate P95 Respirator	3M - 8210 N95, 8511 N95	Particulate	n/a	NO
Sweeping and cleaning up floors						
Gluing	Vapours	Full Facepiece <b>OR</b> Half facepiece respirator with safety glasses	3M 6502 QL	Organic Vapour	3M Organic Vapour Cartridge / Filter 60921	YES
Preparing surfaces						
Mixing chemicals						
Handling fertilisers and chemicals						
Handling hazardous cleaning products (check SDS)						
Applying finishes with brush/cloth						
Cutting / Drilling /chipping Concrete/Stone/Tile	Silica Dust	Full Facepiece <b>OR</b> Half facepiece respirator with safety glasses	3M 6502 QL	Particulate	3M Particulate / Organic Vapour P100 Filter 2097	YES
Excavator / Equipment Operations						
Using grinders/saws						

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Insulators	Fiberglass and refractory ceramic fibre	Full Facepiece <b>OR</b> Half facepiece respirator with safety glasses	3M 6502 QL	Particulate	3M Particulate / Organic Vapour P100 Filter 2097	YES
Moving Trailers	Dust/ Bio hazards	Full Facepiece <b>OR</b> Half facepiece respirator with safety glasses	3M 6502 QL	Particulate	3M Particulate / Organic Vapour P100 Filter 2097	YES
Welding	Welding Fumes airborne metal oxides	Full Facepiece <b>OR</b> Half facepiece respirator with safety glasses	3M 7503	Particulate / Organic Vapour	3M Particulate / Organic Vapour P100 Filter 2097	YES
	Harmful gases					

**Maintenance/Cleaning/Storage of Respiratory Protective Equipment**

- Maintenance: Cartridges/filters must be replaced as per the manufacturer's instructions or earlier if smell, taste or irritation from contamination is detected or if there is resistance to breathing. (see the manufacturer's instructions)
- Cleaning: RPE should be cleaned after each use. Wipes may be used, but should not be the only method of cleaning RPE (see the manufacturer's instructions)
- Storage: RPE must be stored in a manner that will prevent its contamination (e.g. sealed bag (Ziploc™))

**Applicable legislation, standards or documentation:**

CSA Standard Z94.4-02, NIOSH

*This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually*

# Spring Creek Mountain Village Inc.

## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### 6.3.66 Noise Management Code of Practice

Safe Job Procedure	Noise Assessment, Control & Management		
Created by:	BVS	Date Created:	Mar 1 2024
Approved by:	A Lomas/J Glowatsky	Date Approved:	Mar 7 2024
Hazards Present:	Noise levels above 82 dBs		
PPE Required:	Hearing Protection		
Additional Requirements	Sound Level Meter ANSI /ASA S1.4-2024 Part 1-3		
<p><b>Safe Work Practices:</b></p> <p>Where workers may be exposed to noise at a worksite in excess of 82 dBA a <b>noise exposure assessment</b> (see below) must be completed in accordance with CSA Standard Z107.56-18.</p> <p>All reasonable practical measures will be taken to reduce the noise workers are exposed to in all areas of the work site where workers are present.</p> <p>Workers exposure must not exceed 85 dBA. If a worker has been or may have been exposure to excess noise SCMV will provide audiometric tests for the worker at SCMV expense.</p> <p>All worksite areas where there is or potential for excessive noise warning signs must be posted "CAUTION – HIGH NOISE AREA" hearing protection may be required.</p>			
<p><b>Fit Testing of Hearing Protection</b></p> <p>Fit testing of hearing protection will be performed using a qualitative method below.</p> <p><b>Foam Ear Plugs</b></p> <ol style="list-style-type: none"> <li>1. Using your finger tips to feel if the ear plugs are fully inserted, use a mirror or have a co worker visually confirm.</li> <li>2. Cup your hands tightly over your ears.</li> <li>3. If sounds are much more muffled <b>with</b> hands in place, the earplugs may not be sealed properly. Reinsert and repeat.</li> <li>4. Talk out loud. Your voice should sound hollow as if talking into a barrel.</li> <li>5. Listen for noises are you. Noise should be much quieter than before earplugs were inserted.</li> </ol> <p><b>Ear Muffs</b></p> <ol style="list-style-type: none"> <li>1. Read manufacturers instructions on how to don ear muffs.</li> <li>2. Make sure they cover the whole ear and ensure there is nothing between the muff and your skin to prevent a good seal.</li> <li>3. Listen for noise around you. Noise should be much quieter than before putting the ear muffs on.</li> </ol>			

# Spring Creek Mountain Village Inc.

## GENERAL POLICIES, HEALTH AND SAFETY MANUAL

### **Audiometric Testing**

Where workers may or have been exposed to excess noise (>85dBA) they will receive:

1. A baseline audiometric test within 6 months of employment or being exposed to excessive noise.
2. A 2<sup>nd</sup> follow up test within 12 months of the baseline test.
3. Regular maintenance audiometric tests at least every two years after the follow up test under.2 above.

### **Procedure: Noise Exposure Assessment**

4. Must be performed by a competent person trained in conducting noise assessments, calibration, operation and maintenance of the equipment. The assessor must be able to demonstrate an understanding of the method used for measurement.
5. Noise assessments must be completed for all areas where noise may exceed 82 dBA and recorded on the 6.3.66.1 Noise Exposure Assessment Form
6. Any work area identified where noise exceeds 85 dBA warning signs will be posted to warning workers that hearing protection must be worn.
7. Supervisor/manager will ensure workers wear appropriate hearing protection devices in these areas, and fit test devices.
8. Records must be kept for at least three years.

### **Applicable legislation, standards or documentation:**

CSA Standard Z94.2-14 (R2019), OHS Code Part 16 216-224

*This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually*



**Spring Creek Mountain Village Inc.**  
GENERAL POLICIES, HEALTH AND SAFETY MANUAL

**ELEMENT 7-INSPECTIONS & MAINTENANCE**

**7.1 WORKSITE INSPECTION POLICY**

**7.1.1 Purpose**

To proactively identify new potential hazards and confirm the performance of controls in place. To reduce the risk of injuries to workers and damage to tools, vehicles, and/or equipment, by identifying and correcting unsafe acts and conditions.

**7.1.2 Scope**

All company employees are required to participate as requested in both informal and formal inspections at all worksites.

**7.1.3 Informal Inspections**

Supervisory personnel who do most of their work on the job site should conduct on-going inspections. They should constantly watch for unsafe acts and unsafe conditions. A supervisor can immediately correct a problem by discussing an unsafe act with a worker or by issuing instructions to have an unsafe condition corrected. The supervisor must record and follow-up situations that require additional corrective action.

**7.1.4 Formal Inspections**

Routine (periodic) inspections are conducted at regularly scheduled intervals, as detailed below. Intermittent (irregular) inspections may also be conducted as identified by hazard and work site conditions. Formal inspections are completed by management/supervisors with participation from the workers and sub contractors. The Safety Coordinator shall conduct additional formal inspections based on the Superintendents' inspection reports or as the Safety Coordinator may see fit. Inspection reports are reviewed by Senior Management to ensure corrective actions are completed within required timeframes.

**7.1.5 Frequency**

Frequency is determined by level of risk identified in the [Hazard Assessment Process](#). Formal inspections are conducted for each area at the following minimum intervals and results recorded on the relevant inspection forms:

- Construction Work Sites & Maintenance Work Shop – MONTHLY
- Offices & double wide storage trailer - QUARTERLY

**7.1.6 Training**

All employees who participate in inspections are trained in the [Inspection Procedure](#) below and assessed for competency by management.

The information contained in this manual shall not take precedence over any applicable government legislation with which all employees and contractors shall be familiar.

	2025/09/23
<b>Kris Kernick, Legal Counsel and Director of Development</b>	<b>Date</b>
	2025/09/23
<b>Edward Marran, Vice President</b>	<b>Date</b>

***Official signed copy at Project Management Office***