

Job Title:	Attic Work			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

1. PURPOSE

To establish safe work practices for employees required to access and perform work in attic spaces, in compliance with the **Manitoba Workplace Safety and Health Act W210 and Regulation (M.R. 217/2006)**. Part 15 Confined Spaces

2. SCOPE

This procedure applies to all workers, supervisors, and contractors performing work in attic spaces.

3. RESPONSIBILITIES

Employer

- Ensure hazard assessments are completed prior to work
- Provide required PPE, equipment, and training
- Ensure compliance with Manitoba WSH legislation

Supervisor

- Verify pre-job hazard assessment is completed
- Ensure workers follow this procedure
- Stop work if unsafe conditions exist
- Ensure compliance with Manitoba WSH legislation

Workers

- Confined Space Entry training
- Complete hazard assessment
- Confirm the confined space is low risk
- Emergency Response Plan
- Communication with standby worker
- Follow all safe work procedures
- Use required PPE (Specific for the task)
- Report hazards, incidents, or unsafe conditions immediately

4. HAZARD IDENTIFICATION

Potential hazards include, but are not limited to:

- Heat stress / high temperatures
- Poor ventilation
- Dust, mold, insulation fibers (respiratory hazards)
- Working on ladders
- Fall Protection system
- Low lighting
- Electrical hazards (exposed wiring)
- Fall hazards (through ceiling or openings)
- Low or slopped roof
- Structural instability (joists/trusses)
- Limited access/egress
- Trip hazards
- Vermin / biological hazards

5. REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE)

Minimum PPE requirements:

- Hard hat
- Safety footwear
- Gloves
- Safety glasses / goggles
- Respiratory protection (N95 or higher where required)
- Protective clothing (Tyvek suit)
- Harness (if required)

6. TOOLS & EQUIPMENT

- Approved ladder or access system
- Flashlight
- Adequate lighting (portable lighting if needed)
- Ventilation equipment (fans, if required)
- Fall protection equipment (if required)
- Hand tools
- Air quality monitor (if required)
- Fall Protection: Harness, lanyard, Rope (if required)
- Lock (in the event Lock Out is required)

7. SAFE WORK PROCEDURE

7.1 Pre-Job Planning

- Conduct and document a **hazard assessment**
- Inspect all tools/equipment prior to use
- Confirm emergency procedures and rescue plan

7.2 Pre-Entry Requirements

- Trained in Confined Spaces entry / First Aid/CPR
- Inspect access point and ladder for safety
- Ensure adequate lighting is available
- Isolate hazards (e.g., lockout/tagout electrical hazards if applicable)
- Ensure proper ventilation

7.3 Entry Procedure

- Maintain three-point contact when climbing
- Enter attic carefully, maintaining balance
- Do not carry tools/equipment while climbing—use tool belts or hoisting methods

7.4 Working in Attic

- Don all PPE prior to entry
- Walk only on joists or structural members
- Do NOT step on drywall or insulation
- Maintain good housekeeping
- Avoid overreaching or unstable positioning
- Monitor for signs of heat stress:
 - Dizziness
 - Fatigue
 - Nausea
- Take regular breaks and stay hydrated
- Maintain safe distance from electrical hazards
- Ensure communication system is available

7.5 Ventilation & Air Quality

- Use ventilation equipment where necessary
- Stop work immediately if:
 - Air quality becomes unsafe
 - Worker experiences symptoms of exposure

7.6 Communication

- Communication system (voice, radio's, cell phones)
- Maintain communication with ground personnel
- Assign a standby worker where risk level requires

7.7 Emergency Procedures

- Evacuate immediately if unsafe conditions arise
- Follow established rescue procedures
- Contact emergency services if required
- Provide first aid as needed

8. TRAINING REQUIREMENTS

Workers must be trained in:

- Hazard recognition and control
- Proper use of PPE
- Confined space awareness
- Confined space entry
- Emergency procedures

9. LEGISLATIVE REFERENCES

- Manitoba Workplace Safety and Health Act W210
- Manitoba Workplace Safety and Health Regulation (M.R. 217/2006)
- Part 6 – Personal Protective Equipment
- Part 15 – Confined Spaces

10. SAFE WORK PROCEDURE REVIEW

This procedure must be reviewed:

- Annually
- When conditions or equipment change
- After an incident or near miss

11. WORKER ACKNOWLEDGEMENT / SIGN-OFF

I acknowledge that:

- I have read and understand this Safe Job Procedure
- I have received training on this procedure
- I agree to follow all safety requirements

Job Title:	Circular & Reciprocating Saws			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Circular & Reciprocating Saws

1. Purpose

To establish a safe method of operation for the use of circular or reciprocating saws to prevent injury, equipment damage, or property damage.

2. Scope

Applicable to all employees, contractors, and authorized operators using circular or reciprocating saws for cutting timber, metal, plastics, or other approved materials.

3. Responsibilities

Workers:

- Must follow this procedure and report hazards, defects, or incidents.
- Must be trained and competent before operating the equipment.

Supervisors:

- Ensure workers are trained and PPE is supplied.
- Verify equipment is maintained and inspected before use.

4. Required Personal Protective Equipment (PPE)

- Safety glasses or face shield
- Hearing protection
- Cut-resistant gloves (if safe to use and do not interfere with tool control)
- Long sleeves, fitted clothing (no loose items)
- Safety boots
- Dust mask or respirator where airborne dust is generated

5. Pre-Operation Checks

Before using the saw, operator must:

1. Inspect tool condition:
 - Check blade sharpness, cracks, missing teeth, warping.
 - Ensure guards are fitted, functional, and not tampered with.
 - Confirm power cord/battery condition – no cuts or exposed wires.
 - Verify trigger and lock-off switch operate smoothly.
2. Confirm appropriate blade type for the material being cut.
3. Ensure work area is clean, dry, and free of trip hazards.
4. Set up material securely using clamps or a bench if possible.
5. Ensure proper lighting and ventilation.
6. Check that all safety devices are present and operational.

Do not operate the saw if any defects are found. Tag out and report.

6. Safe Operating Procedure

1. Secure workpiece to prevent movement.
2. Maintain a stable stance – feet shoulder-width apart.
3. Always keep both hands on the saw when operating.
4. Allow blade to reach full speed before contacting material.
5. Maintain firm controlled pressure – **do not force the blade**.
6. Keep hands, body, and clothing clear of cutting line and blade path.
7. Avoid cutting materials containing nails, screws, or foreign objects.
8. Be aware of kickback — always stand to the side of the cut line.
9. If saw binds or stalls, release trigger immediately and remove the saw from the material.
10. Never remove guards or operate tool without them in place.
11. Disconnect power or remove battery before changing blades or maintenance.
12. Wait until blade stops completely before setting down.

7. Post-Operation Procedure

- Turn off and unplug or power down the saw.
- Make sure saw is free of debris and dust.
- Store saw, blades, and accessories safely in designated area.
- Report any damage or maintenance needed.

8. Emergency Procedures

- Stop work immediately if unsafe conditions occur.
- In event of injury:
 - Apply first aid.
 - Notify supervisor and complete incident report.
- In event of fire or electrical fault:
 - Disconnect power if safe to do so.
 - Follow workplace emergency response plan.

Job Title:	Corded & Cordless Drills			
Developed By:	Safety Manager		Date:	Feb 10, 2009
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Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Corded & Cordless Drills

1. Purpose

To provide a safe method of work for the operation of corded and cordless drills to reduce the risk of injury, property damage, and unsafe workplace practices.

2. Scope

This procedure applies to all workers authorized to operate all types of drills for drilling, fastening, or similar tasks.

3. Responsibilities

Operators:

- Follow this procedure at all times.
- Use drill only if trained and competent.
- Report hazards, defects, or incidents immediately.

Supervisors:

- Ensure training, supervision, and PPE compliance.
- Confirm tools are inspected and maintained regularly.

4. Personal Protective Equipment (PPE)

Minimum required:

- Safety glasses or face shield
- Hearing protection where noise levels are high
- Safety gloves for handling materials (remove if unsafe near rotating parts)
- Dust mask/respiratory protection if drilling into masonry, treated timber, or materials producing dust
- Appropriate work clothing (no loose sleeves or jewelry)
- Safety boots

5. Pre-Operation Checks

Before use, operator must:

1. Inspect drill body for cracks or damage.
2. Check power cord (corded) or battery housing (cordless) for defects.
3. Ensure chuck tightens and releases properly.
4. Confirm correct drill bit or attachment is fitted and secure.
5. Test trigger and speed control functions.
6. Maintain clean, dry workspace with adequate lighting and ventilation.
7. Identify hazards — electrical risk, dust, pinch points, nearby workers.

If equipment is faulty — **tag out, remove from use, and report.**

6. Safe Operating Procedure

1. Maintain firm grip and balanced stance — two hands on drill recommended.
2. Start tool before contact and allow drill to reach full speed.
3. Apply steady, even pressure — **do not force the drill.**
4. Keep hands clear of rotating bits and moving parts.
5. Avoid drilling above shoulder height where control is reduced.
6. When drilling into walls/unknown surfaces, check for:
 - Live electrical wiring
 - Water or gas lines
7. Use correct bit type for material (timber, metal, concrete, etc).
8. Withdraw bit periodically to clear debris and prevent overheating.
9. If drill binds, release trigger immediately to prevent wrist twist or kickback.
10. Do not lift or carry the drill by its cord or chuck.
11. Avoid loose clothing, hair, or accessories near the rotating chuck.

7. Post-Operation Procedure

- Release trigger and wait until bit fully stops.
- Disconnect power or remove battery before changing bits or attachments.
- Wipe down equipment and remove dust and debris.
- Return drill and accessories to storage.
- Report damage, defects, or consumables requiring replacement.

8. Emergency Response

- Stop work immediately if a hazard or injury occurs.
- Apply first aid for cuts, punctures, or impact injuries.
- In case of electric shock — isolate power source and seek medical attention.
- Complete incident report and notify supervisor and/or safety representative.

Job Title:	Drywall Installation and Taping			
Developed By:	Safety Manager		Date:	Feb 10, 2009
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Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure Drywall Installation & Taping

1. Purpose

To establish safe work practices for drywall installation, mudding, sanding, and taping activities to prevent injuries, illness, and property damage.

2. Scope

This procedure applies to all workers, supervisors, and contractors performing drywall and taping work on construction and renovation projects.

3. Responsibilities

Workers shall:

- Follow this procedure.
- Wear required PPE.
- Report hazards, incidents, and near misses.
- Inspect tools before use.
- Refuse unsafe work in accordance with Alberta OHS legislation.

Supervisors shall:

- Ensure workers are trained and competent.
- Conduct hazard assessments.
- Provide required PPE and equipment.
- Monitor compliance with this procedure.

Correct unsafe conditions immediately

4. Required Personal Protective Equipment (PPE)

- CSA-approved hard hat (where required)
- CSA-approved safety footwear
- Safety glasses with side shields
- Cut-resistant gloves when handling drywall
- Dust mask or respirator when sanding drywall compound
- Hearing protection when exposed to excessive noise
- High-visibility clothing where required

5. Hazards

Hazard	Potential Injury
Lifting drywall sheets	Strains, sprains, back injuries
Sharp edges and utility knives	Cuts and lacerations
Drywall dust	Respiratory irritation, eye irritation
Working at heights	Falls
Power tools	Cuts, electrical hazards
Slips, trips, and falls	Sprains, fractures
Falling materials	Head injuries

6. Safe Operating Procedure

Pre-Job Inspection

1. Conduct a hazard assessment.
2. Inspect work area for:
 - Trip hazards
 - Poor lighting
 - Overhead hazards
 - Electrical hazards
3. Verify tools and equipment are in good condition.
4. Confirm ladders and scaffolds have been inspected.
5. Ensure adequate ventilation.

Handling and Transporting Drywall

1. Assess load weight before lifting.
2. Use team lifting or drywall carts for large sheets.
3. Lift using proper body mechanics:
 - Bend knees
 - Keep back straight
 - Hold load close to body
4. Keep travel paths clear.
5. Store drywall flat and secure to prevent tipping.

Drywall Installation

1. Confirm framing is complete and stable.
2. Use appropriate fasteners and tools.
3. Maintain secure footing while installing sheets.
4. Keep hands clear of pinch points.
5. Do not stand on makeshift platforms.
6. Use approved ladders, scaffolds, or elevated work platforms when working above shoulder height.
7. Follow fall protection requirements when exposed to a fall hazard of 3 metres (10 feet) or greater, or where required by site-specific rules.

Utility Knife Use

1. Inspect knife before use.
2. Use sharp blades to reduce force required.
3. Cut away from the body.
4. Retract or cover blade when not in use.
5. Dispose of used blades in an approved sharps container.

Mixing and Applying Joint Compound

1. Review Safety Data Sheets (SDS) before use.
2. Wear safety glasses and gloves.
3. Follow manufacturer instructions.
4. Avoid skin and eye contact.
5. Clean spills immediately.

Sanding Operations

1. Use dust extraction systems when available.
2. Wear a NIOSH-approved dust mask or respirator suitable for drywall dust.
3. Ensure adequate ventilation.
4. Keep work area isolated from other trades where practical.
5. Clean dust regularly to prevent accumulation.

Working from Ladders

1. Inspect ladder before use.
2. Place ladder on firm, level ground.
3. Maintain three points of contact.
4. Do not stand on the top two steps of a stepladder.
5. Reposition ladder rather than overreaching.

7. Emergency Procedures

Injury

1. Stop work immediately.
2. Provide first aid.
3. Report injury to supervisor.
4. Seek medical attention if required.

Fire

1. Stop work.
2. Alert workers in the area.
3. Activate emergency procedures.
4. Use a fire extinguisher only if trained and safe to do so.
5. Evacuate if necessary.

Job Title:	Electric Pressure Washer			
Developed By:	Safety Manager		Date:	Feb 10, 2009
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Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Electric Pressure Washer

1. Required Training / Authorization

- Electric pressure washer operation training
- WHMIS (if detergents used)
- Electrical safety awareness (GFCI, cords)
- PPE training

2. Required Personal Protective Equipment (PPE)

- Safety glasses or face shield
- Hearing protection (as required)
- CSA-approved footwear with good traction
- Waterproof gloves
- Long sleeves/pants
- Rubber apron (optional)

3. Tools, Equipment & Materials

- Electric pressure washer
- GFCI-protected outlet
- Outdoor-rated extension cord
- Spray wand and nozzles
- Hose and water supply
- Detergents/cleaners (if applicable)

4. Associated Hazards

- Electrical shock
- High-pressure injection injuries
- Slips, trips, and falls
- Flying debris
- Noise exposure
- Chemical splashes
- Tripping hazards from hoses/cords

5. Pre-Use Inspection

Equipment:

- No visible damage to washer, hoses, gun, or nozzles
- Electrical cords intact
- All connections secure
- GFCI functioning
- Filters clean

• Work Area:

Remove loose objects

- Ensure drainage available
- Confirm area clear of unauthorized persons
- Ensure proper lighting

6. Safe Work Procedure

Preparation:

1. Put on PPE.
2. Place unit on stable surface.
3. Connect water supply and turn on.
4. Attach spray gun and nozzle.
5. Keep cords elevated and dry.
6. Plug into GFCI.

Start-Up:

1. Release air with machine OFF.
2. Turn machine ON.
3. Maintain firm grip.

Operation:

- Keep two hands on gun.
- Point wand before triggering.
- Maintain safe spray distance.
- Do not spray electrical fixtures or people.
- Walk cautiously on wet surfaces.
- Stop if GFCI trips or equipment malfunctions.

Shutdown:

1. Turn machine OFF.
2. Unplug.
3. Turn off water.
4. Release pressure.
5. Disconnect hoses and drain, Coil hoses and cords neatly

7. Emergency Procedures

Electric Shock:

- Disconnect power before touching victim.
- Call emergency services.

High-Pressure Injection:

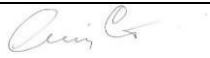
- Treat as medical emergency.
- Go to hospital immediately.

Slips/Falls:

- Stop work, provide first aid, investigate cause.

8. Environmental Considerations

- Prevent runoff into storm drains
- Use biodegradable detergents
- Avoid washing near electrical equipment or sensitive vegetation

Job Title:	Elevated Work Platform			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Elevated Work Platform

1. Purpose

To establish safe work practices for the operation of Elevating Work Platforms (EWPs) to prevent falls, tip-overs, contact with overhead hazards, struck-by incidents, and equipment damage.

2. Scope

This procedure applies to all workers who operate, work from, or work in the vicinity of an Elevating Work Platform (EWP), including scissor lifts, boom lifts, articulating boom lifts, and vertical mast lifts. The EWP is used to provide safe access to elevated work areas where ladders or other access methods are not practical or suitable.

3. Responsibilities

Workers:

- Be trained and competent in the specific EWP being operated.
- Read and understand the manufacturer's operating manual.
- Receive site-specific hazard orientation.
- Be trained in fall protection where required.
- Be authorized by the employer to operate the equipment.

Supervisors:

- Verify operator competency.
- Ensure inspections are completed.
- Conduct site hazard assessments.
- Ensure rescue procedures are available.

4. Required Personal Protective Equipment (PPE)

- CSA-approved hard hat
- Safety glasses with side shields
- High-visibility vest or clothing
- CSA-approved safety footwear
- Gloves appropriate to the task
- Full-body harness and lanyard attached to the designated anchor point when required by manufacturer or site requirements

5. Hazards

- Falls from elevation
- Tip-over due to unstable ground
- Contact with overhead power lines
- Struck by moving equipment or materials
- Crushing or entrapment hazards
- Falling objects
- Weather conditions (wind, rain, ice, lightning)
- Overloading platform capacity

6. Pre-Use Inspection

Before each shift:

Inspect the Equipment

- Tires and wheels
- Guardrails and gates
- Hydraulic hoses and fittings
- Controls and emergency stop functions
- Batteries, fuel levels, or charging systems
- Safety alarms and warning devices
- Fall protection anchor points
- Platform floor and access gate
- Decals and capacity markings

Inspect the Work Area

- Ground stability and levelness
- Overhead obstructions
- Power lines and electrical hazards
- Excavations, trenches, and drop-offs
- Vehicle and pedestrian traffic
- Weather conditions
- Adequate lighting

Remove defective equipment from service immediately and report deficiencies

7. Safe Operating Procedure

Before Elevating

1. Complete hazard assessment.
2. Verify inspection has been completed.
3. Confirm platform capacity will not be exceeded.
4. Ensure guardrails and gates are secure.
5. Establish exclusion zone below work area if required.
6. Wear and attach fall protection equipment where required.
7. Ensure all tools and materials are secured.

During Operation

1. Maintain both feet on platform floor.
2. Do not climb on guardrails or use ladders, boxes, or makeshift devices inside the platform.
3. Keep body parts within platform boundaries.
4. Maintain safe clearance from overhead power lines.
5. Operate controls smoothly and according to manufacturer instructions.
6. Travel only when permitted by the manufacturer and ground conditions are suitable.
7. Watch for pedestrians, vehicles, and obstructions.
8. Maintain communication with ground personnel when necessary.
9. Stop work during high winds, lightning, or severe weather.
10. Never exceed rated load capacity.

Electrical Hazards

- Identify all energized power lines before starting work.
- Maintain minimum approach distances required by Alberta OHS.
- Treat all power lines as energized unless confirmed otherwise.

8. Prohibited Practices

Do NOT:

- Use damaged or defective equipment.
- Override safety devices.
- Exceed load limits.
- Use EWP as a crane.
- Tie off to structures outside the platform unless approved by engineering and manufacturer requirements.
- Move equipment on unsuitable ground.
- Leave the platform elevated and unattended.
- Operate under the influence of drugs, alcohol, or impairing medication.

9. Emergency Procedures

Equipment Malfunction

- Stop work immediately.
- Use emergency lowering controls if required.
- Notify supervisor.
- Tag equipment out of service.

Medical Emergency

- Contact emergency services if required.
- Lower platform safely.
- Provide first aid by trained personnel.

Contact with Power Lines

- Remain on platform if safe to do so.
- Warn others to stay away.
- Contact utility provider and emergency services.
- Exit only if immediate danger exists and use emergency jump-clear procedures.

Job Title:	Extension Ladder Use			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Extension Ladder Use

1. Purpose

To establish safe practices for setting up, using, and storing extension ladders to reduce the risk of falls, injuries, equipment failure, and property damage.

2. Scope

Applies to all workers using extension ladders for access, work positioning, inspection tasks, or elevated activity.

3. Responsibilities

Workers:

- Must be trained and competent prior to ladder use.
- Follow this procedure and report hazards or damaged ladders.
- Use ladders only for intended purpose — access, not scaffolding.

Supervisors:

- Ensure ladders are fit for use and inspections are completed.
- Provide adequate PPE and maintain safe workplace conditions.

4. Required PPE

- Safety boots with slip-resistant soles
- Gloves for handling ladder (optional but recommended)
- Hard hat where overhead work or drop hazards exist
- Fall protection equipment if required by site rules or height regulations

5. Pre-Use Inspection

Inspect ladder before every use:

1. Check for cracks, bent rails, missing rungs, or corrosion.
2. Ensure feet, locks, pulleys, and ropes are intact and functioning.
3. Verify anti-slip feet are present and in good condition.
4. Clean off mud, oil, paint, or slippery substances.
5. Ensure ladder is of appropriate height — **do not stand on top 3 rungs**.

Do not use ladder if any defects are found – tag out and report.

6. Setup & Positioning

1. Confirm ground surface is stable, level, and firm.
2. Maintain correct ladder angle: **4:1 ratio** → base 1 ft out for every 4 ft of ladder height.
3. Fully extend ladder and secure rung locks before climbing.
4. Top of ladder should extend at least **3 ft above landing surface**.
5. Secure ladder from movement using:
 - Ties, ropes, or ladder stabilizer
 - Assistance from a second person where necessary
6. Do not place ladder on slippery, unstable, or uneven surfaces.
7. Keep ladder clear of doorways, walkways, and vehicle traffic unless barricaded.

7. Safe Climbing & Use

1. Face ladder while ascending or descending — **three points of contact at all times**.
2. Climb slowly — no running, jumping, or skipping rungs.
3. Maintain body centered between side rails — **no overreaching**.
4. Handle tools with tool belt or hoisting line — **keep hands free**.
5. Only one person on ladder at a time unless ladder is rated for more.
6. Do not exceed the ladder's load rating.
7. Stop work if ladder becomes unstable — climb down and reposition.
8. Never move or shift ladder while someone is on it.
9. Use fall protection where required (e.g., working at heights above regulation limits).

8. Working From the Ladder

1. Keep work at waist level whenever possible.
2. Do not stand on or above the third rung from the top.
3. Limit side loads — excessive pressure may cause tipping.
4. If task requires lateral movement beyond safe reach, **climb down and reposition ladder**.
5. Use platform ladders or scaffolding if job requires extended work time.

9. Storage & Post-Use

- Clean ladder and remove mud, chemicals, or debris.
- Store in a dry, secure area away from heat sources.
- Inspect for wear and damage after use and report issues.
- Transport ladders safely using tie-downs or designated racks.

10. Emergency Actions

- In event of slip, fall, or equipment failure — stop work immediately.
- Provide first aid according to training and site procedure.
- Report incident to supervisor and secure area to prevent further injury.

Job Title:	Fall Protection			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Fall Protection

1. Purpose

To ensure proper selection, inspection, use, and maintenance of fall protection equipment to prevent injuries or fatalities caused by falls from height.

2. Scope

Applies to all workers required to wear or use fall protection systems including harnesses, lanyards, anchors, lifelines, SRLs, and associated hardware.

3. Responsibilities

Workers:

- Must be Trained and have End User Certification to use fall protection equipment.
- Inspect and wear equipment correctly as per manufacturer guidelines.
- Report damaged or defective equipment and take out of service immediately.

Supervisors:

- Verify that required fall protection training is completed and workers are competent.
- Ensure equipment inspections and records are maintained.
- Stop working if fall hazards cannot be controlled.

4. Required PPE & Equipment

- Approved full-body harness
- Shock-absorbing lanyard or self-retracting lifeline (SRL)
- Anchors
- Connectors such as carabiners or snap hooks
- Hard hat, safety boots, and gloves (recommended)

5. Pre-Use Inspection

Inspect all fall protection equipment before each use. Check for:

Harness:

- Cuts, tears, fraying, missing stitching
- Buckle wear, deformation, broken stitching
- Webbing damage from chemicals, heat, or UV exposure

Lanyards/SRLs:

- Frayed, burnt, or stretched webbing
- Damaged shock pack or deployment indicators
- Rusty bent or cracked hooks/clasps

Connectors & Hardware:

- Cracks, corrosion, deformation
- Function of locking mechanisms
- Manufacturer labels and tags must be readable

Remove from service and tag out if defects are found.

6. Anchor Point Selection

1. Choose approved anchor points only — **never use pipes, guardrails, or makeshift fixtures.**
2. Anchor must withstand minimum required load capacity (as per regulation or manufacturer requirements).
3. Ensure anchors are positioned above worker where possible to reduce fall distance and swing potential.

7. Safe Operating Procedure

1. Select fall protection equipment appropriate for task and working height.
2. Use full-body harness and adjust snugly — chest strap level with chest, leg straps secure.
3. Connect lanyard or SRL to harness D-ring and anchor point using approved connectors.
4. Ensure locking mechanisms are fully closed and secure.
5. Keep lanyard free from sharp edges, heat sources, and chemicals.
6. Maintain minimal slack in lifeline to reduce fall distance.
7. Avoid tying knots in lifelines or lanyards — this reduces strength.
8. Stay below anchor point to reduce pendulum swing.
9. Never work alone when using fall protection systems.
10. If equipment becomes damaged during use — **stop work immediately and replace equipment.**

8. After Use

- Remove equipment carefully and avoid dragging or dropping gear.
- Tag out equipment if contaminated by dirt, oil, or debris.
- Hang harnesses and slings in dry, shaded, well-ventilated area.
- Do not store near heat sources, chemicals, sharp objects, or direct sunlight.

9. Periodic Maintenance & Inspection

- Conduct formal recorded inspections at intervals required by legislation or manufacturer.
- Remove expired or out-of-compliance equipment from circulation.
- Any equipment used during a fall arrest event must be **removed from service immediately**.

10. Emergency Procedure

- If a fall occurs — **contact emergency services immediately**.
- Perform rescue using approved rescue plan; never improvise.
- Provide first aid if safe to do so.
- Report incident and preserve equipment for investigation.

Job Title:	Fire Extinguishers			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Fire Extinguishers

1. Purpose

To provide safe work practices for the selection, handling, and operation of fire extinguishers to reduce injury risk, control fire hazards, and protect life and property.

2. Scope

Includes all workplace personnel required to use portable fire extinguishers to put out small fires.

Fire extinguishers should only be used if the fire is small, contained, and escape is possible.

3. Responsibilities

Workers:

- Should be trained in extinguisher use and operation.
- Assess fire size and escape routes before attempting to extinguish fire.
- Stop if fire grows, spreads, or produces heavy smoke.

Supervisors:

- Ensure extinguishers are accessible and inspected monthly.
- Provide training and conduct fire safety drills.

4. PPE (When Safe to Use Extinguisher)

- Close-fitting clothing
 - Heat-resistant gloves if available
 - Safety glasses or face shield (if time/situation allows)
- Do not delay escape to obtain PPE.*

5. Pre-Use Checks

Before operating a fire extinguisher:

1. Ensure extinguisher is appropriate for fire type:
 - **A** – Paper, wood, textiles
 - **B** – Flammable liquids
 - **C** – Electrical equipment
 - **D** – Combustible metals
 - **K/F** – Cooking oils, fats
2. Check pressure gauge — needle must be in the green zone.
3. Inspect for damage, corrosion, missing pin, broken seal.
4. Ensure clear escape route behind you.
5. Confirm fire is still small and controllable.

6. Safe Operating Procedure

Use the **PASS** method:

Step	Action	Description
P	Pull	Pull the pin to unlock handle.
A	Aim	Aim at the base of the fire.
S	Squeeze	Squeeze handles to discharge.
S	Sweep	Sweep side-to-side across fire base.

Additional safety measures:

1. Stand 2–3 meters away initially, move closer as fire diminishes.
2. Keep extinguisher upright while operating it.
3. Work from base of fire upward, not at flames themselves.
4. Stop use & evacuate if:
 - flames intensify
 - smoke thickens
 - extinguisher empties without controlling fire

7. Limitations

Do NOT attempt to fight the fire if:

- Fire is spreading rapidly.
- Smoke is dense or visibility is reduced.
- You are unsure of fuel source or extinguisher type.
- Fire is larger than a small, contained area.
- You do not have a clear escape path.

In these cases: **Evacuate and activate emergency response.**

8. After Use

- Evacuate once fire is extinguished to avoid rekindle.
- Notify supervisor and refill/replace used extinguisher.
- Do not re-hang extinguisher that has been discharged.
- Report location, fire cause, and extinguisher type used.

9. Maintenance & Storage

- Store in visible, unobstructed, clearly marked locations.
- Conduct monthly visual inspections.
- Schedule annual servicing by licensed technician.
- Replace or repair damaged or expired units.

10. Emergency Response

- Activate alarm or notify emergency services immediately if fire escalates.
- Evacuate using designated routes.
- Assemble at muster point for roll call.
- Provide first aid only if safe to do so.

Job Title:	Fixed or Retractable Knives			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Fixed or Retractable Knives

1. Purpose

To outline safe methods for using, handling, storing, and maintaining fixed or retractable knives to prevent cuts, lacerations, and other injuries.

2. Scope

Applies to all workers using knives for cutting tasks involving packaging, materials, trimming, scoring, or general utility work.

3. Responsibilities

Workers:

- Must be trained and authorized before using knives.
- Follow this procedure and use knives only as intended.
- Replace damaged knives.

Supervisors:

- Ensure training and PPE is provided and used.
- Maintain supply of approved knives and replacement blades.

4. Required PPE

- Cut-resistant gloves (where appropriate and safe for task)
- Safety glasses to protect from flying fragments
- Long sleeves and fitted clothing (no loose garments)
- Steel-toe or protective work footwear

5. Pre-Use Inspection

Before using knife:

1. Inspect handle, blade, and locking mechanism for damage or wear.
2. Ensure blade is sharp — dull blades require more force and increase injury risk.
3. Confirm retractable blades lock securely and operate smoothly.
4. Select appropriate blade type for material being cut.

6. Safe Operating Procedure

1. **Plan the cut** — ensure material is stable, supported, and away from the body.
2. Cut **away from hands, body, and others**.
3. Keep non-cutting hand behind blade path and out of the line of fire.
4. Maintain a secure grip — do not rush or force the knife.
5. Use multiple shallow passes instead of one deep cut.
6. Keep work area clean and well-lit.
7. When using retractable knives:
 - Extend blade only enough to cut material.
 - Retract blade fully when not cutting.
8. Do not use a knife as a pry tool, screwdriver, or for tasks other than cutting.
9. Store knife safely when not in use — never leave unattended or uncovered.

7. Blade Replacement

1. Place used blade in approved sharps disposal container — **never throw in general waste**.
2. Replace blade when dull, chipped, rusted, or damaged.
3. Ensure knife remains pointed away from body during blade changes.
4. Follow manufacturer instructions and secure blade fully before resuming work.

8. Handling & Transport

- Carry knives with blade retracted or sheathed.
- Never walk or climb with an exposed blade.
- Pass knives handle-first to others with blade covered.
- Store knives in designated holders, belts, or sheaths.

9. Post-Operation

- Clean knife and remove debris from housing or handle.
- Retract blade fully or sheath the knife when finished.
- Store knife in secure location.
- Report defects, dull blades, or near-miss incidents.

10. Emergency Procedures

- In event of laceration or injury:
 - Stop work immediately.
 - Apply first aid — pressure and dressing to control bleeding.
 - Seek medical attention if required.
- Report all injuries or incidents to supervisor and/or safety representative.

Job Title:	Flooring Installation			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Flooring Installation

1. Purpose

To establish safe practices for preparing, installing, cutting, and finishing flooring materials to minimize the risk of injury, slips/trips, equipment damage, and exposure to hazardous substances.

2. Scope

Applies to all employees and contractors installing or removing flooring including:

- Vinyl, laminate, timber, hybrid flooring
- Ceramic/porcelain/stone tiles
- Carpet/carpet tiles
- Underlay, adhesives, and moisture barriers

3. Responsibilities

Workers:

- Must be trained and competent in tool use and flooring techniques.
- Report unsafe conditions or faulty equipment.
- Use PPE and safety controls required for the task.

Supervisors:

- Ensure work areas are inspected and hazards controlled.
- Confirm PPE, ventilation, and equipment are adequate and available.

4. Required PPE

- Safety glasses or face protection
- Cut-resistant gloves (for knives/blades)
- Knee pads or cushioned knee protection
- Steel-toe or protective footwear
- Long sleeves / fitted work clothing
- Dust mask or respirator (cutting, sanding, adhesive fumes)
- Hearing protection when operating power tools

5. Pre-Work Hazard Controls

Before starting flooring work:

Floor & Work Area

- Remove debris, trip hazards, obstacles.
- Ensure surface is level, dry, structurally sound.
- Barricade or signpost area if flooring restricts access.

Chemical & Dust Controls

- Use low-VOC adhesives where possible.
- Provide ventilation for adhesives and cutting dust.
- Clean sawdust or tile debris regularly to prevent slips.

Tool & Material Checks

- Inspect knives, saws, grinders, trowels, rollers for defects.
- Check electrical leads for damage, test/ tag out if required.
- Ensure spare blades and cutting tools are available — **dull blades increase injury risk.**

6. Safe Operating Procedure – Installation

1. Review layout plan and measure accurately before cutting.
2. Lift materials using correct technique or team lift for heavy packs.
3. Use appropriate tool for each material (tile saw, flooring cutter, utility knife, etc.).
4. Cut away from body — keep free hand outside cutting path.
5. Apply adhesives or mortar evenly — avoid skin contact and inhalation.
6. Ensure alignment and spacing (expansion gaps, grout joints, direction).
7. Work on knees using protective padding to prevent strain.
8. Use rolling techniques or tapping tools to seat flooring securely.
9. Keep off newly laid flooring until set according to material requirements.

7. Safe Use of Tools

- Secure materials before cutting or trimming.
- Never force blades or tools — use multiple light passes.
- Keep electrical cords routed to avoid tripping.
- Use wet saws for tile cutting to reduce dust where appropriate.
- Disconnect power before adjusting tools or changing blades.

8. Housekeeping & Worksite Control

- Clean as you work — remove waste, dust, offcuts.
- Store materials flat to prevent warping or tipping.
- Mark wet adhesive zones to prevent accidental stepping.
- Dispose of used blades in approved sharps containers — **never general waste**.

9. Finishing Work

- Inspect surface for loose tiles/boards, nails, defects.
- Install trims, thresholds, and edging safely.
- Remove trip hazards immediately.
- Allow curing/drying time recommended by manufacturer.
- Do not permit traffic until flooring is secure and safe.

10. Post-Operation

- Clean tools and equipment, store safely.
- Remove rubbish, adhesives, and chemical containers appropriately.
- Secure unused materials for future work or disposal.
- Report tool damage, material defects, or incidents.

11. Emergency Procedures

- For cuts/lacerations → apply pressure, bandage, seek first aid.
- For chemical exposure → rinse affected area and follow SDS guidance.
- For dust inhalation/respiratory symptoms → move to fresh air, notify supervisor.
- In case of fire or electrical hazard → stop work, isolate power, evacuate if needed.

Job Title:	Forklift Operation			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Forklift Operation

1. Purpose

To establish safe work practices for the operation of forklifts to prevent injury to workers.

2. Scope

This procedure applies to all personnel who operate forklifts at company worksites, warehouses, yards, and construction projects.

3. Responsibilities

Supervisor:

- Ensure operators are trained and competent.
- Verify inspections are completed.
- Enforce safe work procedures.
- Remove unsafe equipment from service.
- Investigate incidents and corrective actions.

Workers shall not:

- Operate without authorization.
- Exceed rated load capacity.
- Carry passengers unless manufacturer designed.
- Use damaged equipment.
- Lift workers on forks or pallets.
- Travel with elevated loads.
- Allow anyone under suspended loads.
- Use mobile phones while operating.
- Leave forklift running unattended.
- Ride on loads.

4. Required Personal Protective Equipment (PPE)

Minimum PPE:

- CSA-approved safety footwear
- High-visibility vest or clothing
- Hard hat (where required)
- Safety glasses
- Work gloves as required by the task

Additional PPE may be required based on site hazards.

5. Required Training and Competency

Operators must:

- Complete forklift operator training.
- Demonstrate competency to a qualified evaluator.
- Be familiar with the manufacturer's operating instructions.
- Be authorized by the employer to operate the forklift.
- Receive site-specific orientation where applicable.

6. Pre-Operational Inspection

Before each shift, inspect:

Forklift

- Forks and mast
- Lift chains
- Hydraulic hoses and cylinders
- Tires and wheels
- Steering system
- Brakes and parking brake
- Horn and backup alarm
- Lights and warning devices
- Seat belt
- Fluid levels
- Battery or fuel system
- Operator compartment

Work Area

- Pedestrian traffic
- Ground conditions
- Overhead hazards
- Ramps and inclines
- Obstructions
- Adequate lighting

Do not operate defective equipment. Report defects immediately and tag equipment out of service if safety is affected.

7. Hazards

Potential Hazards

- Struck-by or caught-between incidents
- Forklift tip-over
- Falling loads
- Collisions with pedestrians or equipment
- Pinch points
- Poor visibility
- Uneven surfaces
- Overhead obstructions
- Mechanical failure
- Fueling or battery charging hazards

Controls

- Follow load capacity limits.
- Maintain clear travel paths.
- Separate pedestrian and equipment traffic where possible.
- Wear seat belt.
- Perform pre-operational inspections.
- Use spotters when visibility is restricted.
- Travel at safe speeds.
- Maintain safe distances from edges, ramps, and excavations.

8. Safe Operating Procedure

Starting the Forklift

1. Complete pre-use inspection.
2. Ensure area is clear of personnel.
3. Fasten seat belt.
4. Start forklift according to manufacturer's instructions.
5. Test steering, brakes, horn, and hydraulic controls.

Travelling

1. Drive at a safe speed.
2. Keep forks 10–15 cm (4–6 inches) above the ground while travelling unloaded.
3. Travel with load low and tilted slightly back.
4. Sound horn at blind corners and intersections.
5. Yield to pedestrians.
6. Maintain clear visibility.
7. If load blocks forward view, travel in reverse when safe to do so.
8. Keep arms and legs inside the operator compartment.

Loading and Unloading

1. Verify load weight does not exceed rated capacity.
2. Confirm load is stable and secured.
3. Center forks evenly under the load.
4. Lift smoothly without sudden movements.
5. Tilt mast back slightly before travel.
6. Never allow workers under suspended loads.
7. Do not lift personnel unless using an approved work platform.

Working Around Pedestrians

1. Maintain designated equipment routes where possible.
2. Make eye contact with pedestrians.
3. Use spotters when necessary.
4. Stop operations if workers enter the hazard zone.

Alberta OHS requires employers to separate pedestrian traffic from powered mobile equipment traffic where reasonably practicable.

9. Operating on Ramps and Inclines

Loaded Forklift

- Travel with load uphill.
- Do not turn on ramps.

Unloaded Forklift

- Travel with forks pointed downhill.
- Maintain control and safe speed.

10. Parking Procedure

When leaving the forklift unattended:

1. Lower forks fully to the ground.
2. Place controls in neutral.
3. Set parking brake.
4. Shut off engine/power source.
5. Remove key if required.
6. Park in designated area away from emergency exits and walkways.

Forklifts must be secured against unintended movement when unattended.

11. Refueling / Battery Charging

Propane or Fuel Powered Units

- Shut off engine.
- No smoking or open flames.
- Use approved fueling procedures.
- Clean up spills immediately.

Electric Forklifts

- Charge batteries in designated areas.
- Wear appropriate PPE when handling batteries.
- Ensure adequate ventilation.
- Follow manufacturer instructions.

12. Emergency Procedures

Equipment Failure

- Stop operation safely.
- Lower load to ground.
- Shut down equipment.
- Report defect immediately.

Tip-Over

Do NOT jump from the forklift.

- Hold steering wheel firmly.
- Brace feet.
- Lean away from the direction of the tip.
- Remain inside the operator compartment with seat belt fastened.

Collision or Injury

- Stop operations.
- Secure area.
- Notify supervisor.
- Provide first aid if trained.
- Complete incident reporting requirements.

Job Title:	Framing (Wood or Metal)			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Framing (Wood or Metal)

1. Purpose

To ensure safe practices when constructing structural framing components, reducing risks of falls from height, tool injuries, material handling incidents, and flying debris.

2. Scope

This procedure applies to personnel engaged in:

- Wall, floor, and roof framing
- Stud, joist, and rafter installation
- Blocking, bracing, sheathing, and layout work
- Use of nail guns, saws, drills, levels, and measuring tools

3. Responsibilities

Workers:

- Follow this procedure and use tools/equipment safely.
- Wear required PPE and maintain regular housekeeping.
- Report hazards, defects, or unsafe conditions immediately.

Supervisors/Foreman:

- Confirm workers are trained and competent.
- Ensure materials are suitable, workspace is controlled, and hazards are mitigated.

4. Required PPE

- Hard hat
- Safety glasses or face shield
- Hearing protection when operating power tools
- Cut-resistant gloves (optional depending on task)
- High-visibility clothing when working around mobile equipment
- Steel-toe boots
- Fall protection harness when working at heights

Additional PPE may be required during cutting, grinding, or overhead work.

5. Pre-Work Inspection

Before starting framing:

Site Hazards

- Inspect the area for uneven ground, debris, or unstable surfaces.
- Identify overhead hazards — electrical lines, suspended loads, scaffolding.
- Ensure fall protection systems are installed when working above 3 m.

Tools & Equipment

- Check saws, nail guns, drills, compressors for defects.
- Ensure electrical cords and air hoses are intact and secured.
- Verify ladders are Grade 1 or 1A and scaffolding is stable and inspected.

Material Handling

- Store lumber or metal studs in stable, organized stacks.
- Do not overload platforms, floors, or scaffolding.
- Use team lifts or mechanical aids for heavy beams.

6. Safe Work Procedure

Layout & Measurement

1. Review framing drawings and specifications.
2. Mark layout lines using tape measure, chalk line, and square.
3. Verify load-bearing points, anchor placements, and stud spacing.

Cutting & Preparation

4. Use saws and cutting tools on stable surfaces.
5. Keep hands clear of blade path — use clamps or supports.
6. Maintain blade guards and disconnect power during blade changes.
7. Remove offcuts to prevent slips and trips.

Assembly

8. Position plates, studs, joists, or rafters according to plans.
9. Keep body and hands away from nail/screw impact zones.
10. Use nail guns with safety tip engaged — never bypass safety features.
11. Install temporary bracing to stabilize frames before standing or lifting.

Lifting & Erection of Walls/Frames

12. Confirm path is clear and footing is secure.
13. Use team lifting techniques — good communication is mandatory.
14. Brace walls immediately after raising to prevent collapse.
15. Secure framing before releasing support.

Working at Heights

16. Use guardrails, scaffolds, or fall arrest systems when required.
17. Maintain three-point contact on ladders.
18. Do not stand on top plates or unbraced framing without fall protection.

Sheathing

19. Install sheathing panels one section at a time.
20. Use appropriate fasteners — do not overdrive nails.
21. Keep footing stable and avoid stepping between joists.

7. Housekeeping & Hazard Control

- Keep work area clean — remove sawdust, scrap wood, nails.
- Store tools and hoses to prevent tripping or puncture wounds.
- Mark off areas where overhead work is in progress.
- Collect nails, screws, and sharp waste in designated containers.

8. Post-Operation

- Return tools, nails, and materials to storage.
- Report damaged equipment for repair or replacement.
- Secure unfinished framing against wind or collapse.
- Clean up site, remove debris, and dispose of waste properly.

9. Emergency Procedures

- For cuts or punctures → apply first aid and seek medical attention.
- For falls → do not move injured worker unless necessary, call emergency response.
- For nail gun injuries → do not remove embedded fasteners, seek medical care immediately.
- Report all incidents to supervisor and complete documentation.

Job Title:	Fueled Heaters			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Fueled Heaters (Propane, Diesel, Kerosene, Natural Gas)

1. Purpose

To provide a safe method for operating fuel-powered heaters to prevent fire, explosion, carbon monoxide exposure, burns, and property damage.

2. Scope

Applies to all personnel who operate, refuel, transport, or work near portable or stationary fuel-burning heaters.

3. Responsibilities

Workers Must:

- Be trained and authorized to operate heaters.
- Follow this procedure and manufacturer instructions.
- Report damage, leaks, or unsafe conditions immediately.

Supervisors Must:

- Ensure heaters are inspected and maintained.
- Verify adequate ventilation and fire safety plan is in place.
- Enforce proper storage and handling of fuel sources.

4. Required PPE

- Safety gloves (heat and chemical resistant recommended)
- Safety glasses or face shield
- Steel-toe / protective footwear
- Fire-resistant clothing when required
- Respiratory protection if ventilation is inadequate (as per assessment)

5. Pre-Use Inspection

Before operating a fueled heater:

Equipment Check

- Ensure heater is CSA/UL approved and in serviceable condition.
- Inspect hoses, regulators, tanks, and fittings for leaks or cracks.
- Check for proper flame guards and spark arrestors.
- Confirm all safety shut-offs and ignition systems function properly.

Location & Ventilation

- Heater must be placed on stable, non-flammable surface.
- Maintain required clearance around heater (minimum 3 ft / 1 m — more if specified by manufacturer).
- Ensure proper ventilation to prevent CO buildup — **never operate in a sealed space.**
- Do not direct heater flames toward combustible materials.

Fuel Storage

- Store fuel containers upright and away from heat sources.
- Separate fuel storage from heater by minimum 3 m (or regulatory standard).
- Never store fuel inside heated construction spaces.

6. Safe Operation Procedure

1. Set heater in open, well-ventilated area.
2. Ensure fire extinguishers are readily accessible.
3. Open fuel supply slowly — check for leaks by smell or soapy-water test (no open flame).
4. Ignite heater using built-in ignition — **never use a match or lighter unless specified as safe.**
5. Position heater so it cannot be knocked over or bumped.
6. Do not leave heater operating unattended.
7. Keep combustible materials, flammable liquids, tarps, insulation, and debris well clear.
8. Ensure exhaust direction is away from workers and ignition-sensitive areas.
9. Monitor heater regularly for flame stability, temperature, and fuel levels.
10. Shut down heater before leaving site or when not required.

7. Refueling Procedure

- Turn heater **off** and allow to cool completely before refueling.
- Refuel outdoors or in well-ventilated areas only.
- Do not smoke or allow open flames nearby during refueling.
- Use proper containers approved for flammable liquids/gases.

- Do not overfill tanks — wipe up spills immediately.
- Dispose of fuel-contaminated rags in metal fire-safe containers.

8. Hazard Controls

Hazard	Control Measure
Carbon monoxide buildup	Ventilation, CO2 monitoring devices
Fire or explosion	Clear combustibles, proper ignition, fire extinguisher onsite
Burns	Allow cooling before handling, use gloves
Fuel leaks	Inspect equipment regularly, store fuel safely
Tip-over	Stabilize base, restrict access, do not elevate on unstable surfaces

9. Shutdown Procedure

1. Turn fuel supply valve off slowly.
2. Allow heater to run out of fuel in combustion chamber (if recommended by manufacturer).
3. Disconnect hoses after they have cooled down.
4. Store heater and fuel in designated, secure, ventilated location.

10. Emergency Response

- If fire occurs → activate extinguisher (Class B preferred) and evacuate area if uncontrollable.
- If carbon monoxide alarm sounds or symptoms appear (headache, dizziness, nausea) → **shut down heater immediately, ventilate, move to fresh air, call emergency services.**
- For burns → cool injury with water and seek first aid or medical attention if necessary.
- Report all incidents to supervisor and/or Safety Representative and document findings.

Job Title:	Hand Tools			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Hand Tools

1. Purpose

To establish safe methods for selecting, inspecting, and using hand tools to prevent injuries such as cuts, punctures, impact trauma, repetitive strain, and equipment failure.

2. Scope

This procedure applies to all workers who use:

- Cutting tools (knives, chisels, snips, saws)
- Striking tools (hammers, mallets, punches)
- Gripping tools (pliers, wrenches, clamps)
- Screwdrivers and manual fastener tools
- Measuring and layout tools
- Specialty trade hand tools

3. Responsibilities

Workers:

- Must be familiar with tool usage, hazards, and maintenance.
- Use hand tools only for their intended purpose.
- Report damaged or unsafe tools immediately and tag out of service.

Supervisors:

- Ensure workers are trained and competent.
- Inspect hand tools periodically and replace as necessary.
- Maintain safe work environments and storage areas.

4. Required PPE

- Safety glasses or face shield
 - Gloves appropriate for task (cut-resistant when necessary)
 - Steel-toe or protective footwear
 - Long sleeves/pants to protect skin from cuts/abrasions
 - Hearing protection where hammering noise is excessive
- (Additional PPE may be required depending on work environment.)*

5. Pre-Use Inspection

Check tool condition before use:

Component	Check for
Handles	Cracks, splinters, loose fit
Blades & edges	Chips, dullness, excessive wear
Metal parts	Rust, bending, deformation
Moving joints	Smooth movement, lubrication if required
Screwdrivers & wrenches	Proper head size, no slippage
Hammers	Secure head, no mushrooming of striking surfaces

Remove defective tools from service immediately.

6. Safe Operating Procedure

General Use

1. Select the correct tool for the task — **never improvise**.
2. Maintain a firm, balanced stance while working.
3. Keep workspace clear of debris, cords, or trip hazards.
4. Cut or strike away from body and other workers.
5. Keep hands clear of pinch points and cutting edges.
6. Do not apply excessive force — use a larger tool if needed.
7. Pass tools by handle first — never throw.
8. Use clamps or vices to secure materials where possible.
9. Maintain sharp edges — dull tools cause more injuries.
10. Store tools when not in use — do not leave on edges or elevated surfaces.

Cutting Tools (knives, chisels, hand saws)

- Keep blades sharp and guarded when not in use.
- Use slow, controlled movements — no jerking or excessive pressure.
- Always cut away from body and others.

Striking Tools (hammers, punches)

- Wear safety glasses to protect against flying debris.
- Strike squarely; do not hit hardened metal with hardened metal unless rated for impact.
- Replace mushroomed heads immediately.

Screwdrivers & Wrenches

- Match tool size exactly to fastener — prevents stripping or slips.
- Do not use wrenches as hammers or extensions for added leverage.
- Use insulated tools when working near electrical components.

Pliers & Gripping Tools

- Grip full surface — avoid twisting beyond manufacturer limitations.
- Keep cutting edges sharp; avoid cutting hardened wire unless tool is rated for it.

7. Housekeeping & Storage

- Keep tools organized in pouches, trays, or toolboxes.
- Store sharp tools with guards or in sheaths.
- Keep work areas clean to reduce slip/trip hazards.

8. Maintenance & Care

- Clean tools after use — remove oil, dust, resin, adhesives.
- Lubricate moving tools regularly.
- Sharpen blades using approved sharpening methods.
- Replace worn handles or components instead of modifying them.
- Tag and remove damaged tools from service — repair only by authorized personnel.

9. Emergency Procedures

- For cuts/lacerations → apply pressure, clean wound, seek first aid.
- For punctures or embedded objects → do not remove — secure and seek medical treatment.
- For eye injuries → flush with clean water and get medical attention immediately.
- Report incidents and near misses to supervisor immediately.

Job Title:	Insulation Installation			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Insulation Installation

1. Purpose

To provide safe methods for installing insulation materials while minimizing risks related to respiratory exposure, skin irritation, falls, electrical hazards, and confined work environments.

2. Scope

Applies to all workers performing:

- Batt insulation (fiberglass, mineral wool)
- Rigid foam board insulation
- Spray foam application
- Cellulose/blown-in insulation
- Vapor barrier installation

3. Responsibilities

Workers:

- Must be trained in handling insulation materials safely.
- Follow PPE requirements and hazard controls.
- Report unsafe conditions, defects, or health symptoms.

Supervisors:

- Ensure materials are properly stored and labeled.
- Verify ventilation and environmental conditions are adequate.
- Confirm workers are trained and equipped for confined or overhead spaces.

4. Required PPE

(Depending on material type)

- Safety glasses/goggles
- Dust mask or respirator (N95 minimum for fiberglass/cellulose)
- Gloves (chemical-resistant for spray foam)
- Long sleeves and long pants to prevent skin irritation
- Hard hat (overhead/attic or construction areas)
- Steel-toe boots or protective footwear
- Knee pads if working low to the ground
- Hearing protection if using blowers or power tools

5. Pre-Work Inspection & Preparation

Materials & Tools

- Ensure insulation is dry and stored off the ground.
- Inspect cutting tools (utility knife, insulation saw) for damage.
- Check blowers, hoses, and spray equipment for leaks or defects.

Work Area

- Confirm structure is stable and secure.
- Identify and mark overhead obstructions, nails, and low clearance hazards.
- Ensure adequate lighting and ventilation.
- Confirm fall protection requirements for attics, scaffolds, mezzanines.

Hazard Identification

- Evaluate electrical hazards — exposed wiring must be de-energized or protected.
- Check for mold, moisture.
- Monitor heat stress risk in attic or confined areas.

6. Safe Work Procedure

General Installation (All Types)

1. Review work plan and insulation type/thickness required.
2. Put on PPE before handling materials.
3. Work methodically to avoid gaps, compression, or air leakage.
4. Maintain clear footing — avoid tripping on batts or tools.
5. Keep insulation away from open flames or heat sources.

Batt/Blanket Insulation

6. Cut insulation on a stable surface using sharp blade.
7. Fit batts snugly — do not compress tightly or overfill cavities.
8. Install vapor barrier if required by design or code.
9. Ensure full coverage around pipes, wires, and ducting.

Rigid Board/Foam Panels

10. Cut panels with hands away from blade path.
11. Use approved adhesives or fasteners — avoid solvent-based near ignition.
12. Seal joints with tape or foam to maintain air barrier.

Blown-In Cellulose/Fiberglass

13. Set up blower outdoors or in ventilated area.
14. Secure hose connections — test flow before starting.
15. Maintain safe distance between operators and hose path.
16. Avoid overfilling — use depth guides to ensure even coverage.

Spray Foam Insulation

17. Only trained personnel may operate spray foam equipment.
18. Use chemical-resistant gloves and respirator.
19. Ensure ventilation — exhaust fumes externally.
20. Monitor curing — avoid ignition sources until hardened.

7. Housekeeping & Waste Management

- Keep work area free of scraps, loose fibers, and tripping hazards.
- Clean skin with cool water — not hot, which opens pores.
- Bag insulation waste and dispose of according to company/site standards.
- Store unused material dry and protected to prevent contamination.

8. Emergency Procedures

- **Respiratory difficulty or inhalation** → move worker to fresh air, seek medical attention.
- **Skin or eye irritation** → rinse with clean water, apply first aid.
- **Chemical exposure (spray foam)** → follow SDS instructions immediately.
- **Electric shock** → stop work, call for medical response, do not touch victim if energized.
- **Heat stress** → hydrate, rest, move to shaded/cool area.

All incidents and near misses must be reported immediately.

Job Title:	Manual Lifting & Carrying			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Manual Lifting & Carrying

1. Purpose

To provide safe methods for manually lifting, lowering, and carrying materials to prevent musculoskeletal injuries and ensure safe work practices.

2. Scope

Includes all personnel required to lift, push, pull, carry, or move materials by hand on job sites, in workshops, warehouses, and offices.

3. Responsibilities

Workers Must:

- Use proper lifting techniques as outlined in this procedure.
- Assess load weight and risk before lifting.
- Request help for awkward, heavy, or oversized loads.
- Stop work and report hazardous conditions or injuries.

Supervisors Must:

- Ensure workers are trained and fit for manual handling tasks.
- Provide equipment such as carts, dollies, straps, or mechanical aids.
- Monitor job sites for repetitive or high-risk lifting tasks.

4. Required PPE

- Safety footwear (steel-toe for construction or heavy material handling)
- Gloves for grip and material protection
- Work-appropriate clothing (no loose items)
- Back support belt if prescribed (not a substitute for technique)

5. Pre-Lift Risk Assessment

Before lifting, assess:

1. **Load Weight & Size**
 - Can the item be moved safely by one person?
 - Test by lifting a corner—if too heavy, get assistance.
2. **Shape & Grip**
 - Is the object awkward, slippery, or unstable?
 - Ensure good grip points or use straps/handles.
3. **Pathway**
 - Remove trip hazards, cords, tools, debris.
 - Plan route—know where you're going **before** you lift.
4. **Distance**
 - Longer carries increase fatigue—use mechanical aids.
5. **Environment**
 - Watch for uneven floors, stairs, ice, wet surfaces, low clearance.
 - Indoors/outdoors—weather and lighting affect safety.

If risks cannot be controlled → **do not lift manually.**

6. Safe Lifting Procedure (From Ground to Waist)

1. Stand close to load—feet shoulder-width apart.
2. Point feet in direction of intended travel.
3. Bend knees, keep back straight, head up.
4. Grip the load firmly with whole hand (not fingertips).
5. Tighten core muscles before lifting.
6. Lift slowly using leg muscles — **not your back.**
7. Keep load close to body—avoid reaching or twisting.
8. Turn by moving feet, not twisting your spine.

7. Carrying Loads Safely

- Maintain balance and clear line of sight.
- Carry load at waist height where possible.
- Take small steps; do not rush.
- Team carry when necessary—**one person leads communication.**
- Rest if load becomes unstable or grip weakens.

8. Lowering a Load Safely

1. Position feet for stable stance.
2. Bend knees, keeping back straight.
3. Lower load smoothly—don't drop or release suddenly.
4. Slide load if safer than placing directly.

9. Using Mechanical Aids & Team Lifting

Mechanical Aids

Use carts, dollies, pallet jacks, straps or hoists when:

- Load exceeds safe lifting limit.
- The shape is awkward or oversized.
- Distance is long or surface is uneven.

Team Lifting

- Agree on commands before lifting—“*Ready, Lift, Walk, Lower.*”
- Lift and lower at the same pace.
- Keep load even—distribute weight appropriately.
- Stop immediately if someone loses grip or footing.

10. Hazard Controls

Hazard	Control Measure
Back strains/sprains	Proper lifting technique, keep load close
Slips/trips	Clear path, dry surfaces
Dropped loads	Maintain grip, team lifting, stable footing
Fatigue	Rotate tasks, rest as needed
Pinch points	Wear gloves, keep hands clear when lowering

11. Emergency Procedures

- Stop work immediately if pain or discomfort occurs.
- For sprains/strains → rest, ice, compress, elevate (RICE method).
- Seek medical attention for numbness, sharp pain, or persistent discomfort.
- Report all manual-handling injuries and near misses to supervisor or safety rep.

Job Title:	Mold Remediation			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Mold Remediation

1. Purpose

To establish safe procedures for identifying and removing mold contamination to prevent exposure to airborne spores, respiratory illness, cross-contamination, and property damage.

2. Scope

Applies to personnel performing mold inspection, containment, removal, cleaning, disposal, and post-remediation verification involving:

- Walls, insulation, flooring, sheathing and framing
- HVAC and ducting systems
- Attics, crawlspaces, wet basements
- Drywall and porous material removal

This procedure does **not** cover asbestos or hazardous chemical contamination.

3. Responsibilities

Workers Must:

- Be trained in mold recognition, PPE use, and remediation practices.
- Follow containment, ventilation, and disposal requirements.
- Report health symptoms and unsafe conditions immediately.

Supervisors Must:

- Evaluate mold extent, moisture source, and remediation category.
- Ensure proper PPE, equipment, and engineering controls are available.
- Verify work areas are isolated and safe for occupancy before re-entry.

4. Required PPE

Minimum PPE required (increase if mold level or area is severe):

- N95 or better respirator (half/full face recommended for heavy contamination)
- Eye protection (sealed safety goggles)
- Disposable gloves (nitrile or chemical-resistant type)
- Disposable coveralls with hood (Tyvek-style)
- Rubber boots or safety footwear with disposable boot covers
- Hearing protection if power equipment is used

For black mold or high spore levels → **use full-face respirator with P100 cartridges.**

5. Pre-Work Assessment & Preparation

Inspection

- Identify mold sources and extent of contamination.
- Locate moisture source (leak, humidity, flood damage).
- Test materials for moisture before removing.
- Stop work if asbestos, lead paint, or unknown contaminants are suspected.

Work Area Setup

- Remove occupants from area if needed.
- Shut down HVAC to prevent spore spread.
- Establish containment using poly sheeting and zipper barriers.
- Install negative air ventilation with HEPA-filtered exhaust.

Equipment Check

- Verify HEPA vacuums, scrubbers, and air movers are operational.
- Inspect tools (knives, saws, sprayers, moisture meters).
- Confirm disinfectant and mold treatment chemicals are labeled and approved.

6. Safe Work Procedure

Containment & Control

1. Seal work zone using plastic sheeting (walls, doors, vents).
2. Set up negative air machines — exhaust outside structure.
3. Maintain air exchange to reduce airborne spore concentration.
4. Wet contaminated material before removal to minimize dust.

Cleaning & Removal Steps

5. Wear full PPE before entering containment zone.
6. Remove contaminated porous materials (drywall, insulation, ceiling tiles).
7. HEPA vacuum surfaces prior to chemical treatment.
8. Scrub non-porous materials with approved mold cleaner or detergent solution.
9. Apply antimicrobial or mold-inhibiting treatment only as directed.
10. Double-bag all contaminated waste — label and seal airtight.

Preventing Cross-Contamination

11. Do not remove PPE inside the work zone.
12. Use decontamination chamber or clean-down area at exit.
13. Wipe down tools and equipment before removal from work area.

Post-Remediation Verification

14. Conduct moisture reading to confirm area is dry (< recommended %).
15. Perform visual inspection for remaining mold or staining.
16. Run HEPA air scrubbers for minimum settling time before teardown.
17. Remove containment only after clearance is confirmed.

7. Housekeeping & Waste Disposal

- Bag waste immediately — do not drag through building.
- Dispose according to local environmental regulations.
- Launder reusable PPE separately from other clothing.
- Clean tools with disinfectant after each shift.
- Maintain HEPA equipment filters and replace as needed.

8. Health Hazards & Controls

Hazard	Control
Respiratory irritation/infection	Respirator, good ventilation, containment control
Skin/eye irritation	Gloves, eye protection, full body coveralls
Cross-contamination	Negative pressure, barriers, HEPA filtration
Electric shock in wet environments	De-energize circuits, use GFCIs
Slip/trip hazards	Maintain dry work areas, clean debris promptly

9. Emergency Procedures

- If respiratory distress occurs → exit immediately, move to fresh air, seek medical attention.
- For chemical exposure → rinse affected area using SDS guidance.
- Eye contact with mold or cleaners → flush with clean water for 15+ minutes.
- In case of structural instability or collapse risk → stop work and evacuate.

All incidents and near misses must be reported to supervision.

Job Title:	Painting			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Painting

1. Purpose

To provide safe guidelines for surface preparation, painting, and cleanup activities to prevent injuries, exposure to hazardous vapors, slips, falls, and property damage.

2. Scope

Applies to all workers involved in:

- Interior and exterior painting
- Spray, brush, and roller applications
- Surface preparation (sanding, scraping, chemical stripping)
- Ladder or scaffold use
- Paint-related cleanup and disposal

3. Responsibilities

Workers Must:

- Use PPE and follow ventilation requirements.
- Follow proper ladder and fall-protection procedures.
- Handle paints, thinners, and chemicals according to SDS instructions.
- Report unsafe conditions immediately.

Supervisors Must:

- Ensure workers are trained in painting safety and hazard recognition.
- Confirm adequate ventilation and fall protection.
- Verify safe storage and disposal of paints and chemicals.

4. Required PPE

- Safety glasses or goggles
- Gloves (chemical-resistant when handling solvents)
- Respiratory protection when sanding or spraying (For spray painting → **use a respirator with appropriate filters**)
- Coveralls or protective clothing
- Safety footwear (slip-resistant)
- Hearing protection when power tools are used

5. Pre-Work Preparation

Assess the Work Area

- Identify overhead hazards, trip hazards, and confined spaces.
- Ensure lighting is adequate for visibility.
- Remove or protect furniture, equipment, and electrical items.
- Confirm surfaces are clean, dry, and free from loose paint or mold.
- Check weather conditions for exterior painting.

Equipment Check

- Inspect ladders and scaffolding for defects.
- Test spray equipment, rollers, brushes, extension poles.
- Review SDS for paints, thinners, primers, and solvents.

Ventilation & Fire Controls

- Provide forced-air ventilation for indoor work.
- Keep ignition sources away from flammable products.
- Store flammable paints in approved containers.

6. Safe Work Procedure

Surface Preparation

1. Wear respiratory and eye protection while sanding or scraping.
2. Contain dust using drop sheets and vacuums with HEPA filters.
3. Clean surfaces with approved cleaners; allow to fully dry.

Painting Task

5. Mix paint only in well-ventilated areas.
6. Use drop cloths to prevent slips and protect surfaces.
7. Apply paint using brush, roller, or spray per manufacturer instructions.

8. Do not overreach — reposition ladder or scaffold as needed.
9. Work from top to bottom (ceilings → walls → trim).

Working at Height

10. Inspect ladders before using no broken rungs or loose hardware.
11. Maintain three points of contact while climbing.
12. Do not stand on top two rungs of a ladder.
13. Use scaffold or lift for extended high work.
14. Keep surfaces dry; immediately wipe spills or drips.

Spray Painting Controls

15. Wear appropriate respirator when spraying.
16. Use local exhaust or ventilation fans to remove fumes.
17. Keep flammable vapors away from sparks, heaters, and open flames.

Cleanup and Waste Disposal

19. Seal paint cans when not in use to reduce fumes.
20. Clean brushes and equipment using approved solvents.
21. Dispose of rags soaked in oil-based paint in metal sealed containers (fire hazard).
22. Return all tools to storage and remove protective coverings.

7. Hazards & Controls

Hazard	Control
Respiratory exposure to fumes	Use proper ventilation & respirators
Skin/eye irritation	Gloves, goggles, long sleeves
Slips from paint drips or spills	Use drop sheets & clean spills promptly
Falls from ladders or scaffolds	Follow fall protection and ladder safety
Fire/explosion from flammable paints	No ignition sources, proper storage
Electrical contact while painting	Inspect cords, keep tools dry, avoid wet outlets

8. Emergency Response

- For eye contact → flush with clean water for 15+ minutes.
- For inhalation exposure → move to fresh air immediately.
- In case of fire → use appropriate extinguisher (Class B for flammable liquids).
- Report injuries or near misses to supervisor right away.

Job Title:	Plumbing Installation			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Plumbing Installation

1. Purpose

To establish safe work practices for installing plumbing systems including water lines, drainage systems, fixtures, fittings, and associated components, while minimizing exposure to hazards such as sharp tools, confined spaces, hot work, chemical exposure, and pressurized systems.

2. Scope

Applies to all workers performing plumbing installation in residential, commercial, or industrial environments including:

- Water supply and drainpipe installation
- Fixture and appliance hookups
- Soldering/brazing, PVC and PEX assembly
- Testing pressurized systems
- Cutting, threading, and joining pipes

3. Responsibilities

Workers Must:

- Follow SJP, manufacturer guidelines, and local plumbing codes.
- Use appropriate PPE for task-specific hazards.
- Report unsafe conditions, leaks, or unknown substances.
- Ensure work area is kept clean and free of slip/trip hazards.

Supervisors Must:

- Confirm workers are trained and competent in plumbing operations.
- Provide job-specific hazard assessments before work begins.
- Ensure fire watch and permits are used when hot work is conducted.

4. Required PPE

- Safety glasses or face shield
- Cut-resistant gloves
- Safety boots (steel toe recommended)
- Hearing protection during cutting/grinding
- Respiratory protection when working with fumes or dust
- Welding gloves & heat-resistant PPE during soldering or brazing

Additional PPE may be required based on risk assessment.

5. Pre-Work Preparation

Site & Hazard Assessment

- Identify water, gas, and electrical shutoff points.
- Inspect work area for slip hazards, mold, sharp objects, or chemicals.
- Verify structural stability before entering crawlspaces or ceiling cavities.
- Ensure proper lighting and ventilation.
- Confirm all permits and lockout/tagout (LOTO) requirements.

Material & Equipment Checks

- Inspect pipes, fittings, valves, and tools for defects.
- Ensure fire extinguishers are available when performing hot work.
- Confirm no cross-connections or contamination hazards exist.
- Check ladders/scaffolding if working at height.

6. Safe Work Procedure

Material Handling & Cutting

1. Secure pipes before cutting to prevent kickback or falls.
2. Use pipe cutters instead of grinders when possible to reduce sparks.
3. Deburr edges to avoid cuts and ensure proper sealing.
4. Keep hands clear of blades and moving tools.

Assembly & Installation

5. Dry-fit components before final glue, heat, or compression.
6. Use correct solvent cement for PVC/CPVC and follow cure times.
7. For PEX installation, check expansion/compression tool calibration.
8. Ensure correct slope and alignment for drainage systems.
9. Support pipe runs at required intervals to prevent sagging.

Soldering/Brazing (Hot Work)

10. Obtain hot work permit before beginning.
11. Use heat shields to protect combustible materials.
12. Keep fire extinguisher within 10 meters.
13. Ventilate area to reduce fume exposure.
14. Conduct fire watch for minimum 30 minutes after work is complete.

Pressurized System Testing

15. Verify all connections are complete before pressure testing.
16. Never stand directly in front of pressurized joints/fittings.
17. Slowly increase pressure to test values.
18. Shut down immediately if leaks, popping, or shifting occur.

Fixture Connections

19. Shut off water/gas supply and verify de-energization.
20. Install fixtures per manufacturer torque and seal requirements.
21. Tighten fittings gradually → avoid over-torquing.
22. Verify operation, drainage flow, and no visible leaks.

7. Hazard Controls

Hazard	Control Measure
Cuts and punctures	Use gloves, deburr pipes, secure cutting tools
Burns from soldering/brazing	Heat-resistant gloves, shields, permits, fire watch
Pressurization hazards	Slow pressure increase, stand aside, verify seals
Chemical exposure	SDS review, ventilation, chemical-resistant gloves
Confined space hazards	Air monitoring, entry permit, standby worker
Slips and trips	Cleanup materials, keep floors dry and organized
Electrical contact near water	GFCI protection, lockout/tagout power sources

8. Cleanup and Waste Disposal

- Wipe spills immediately, especially oils and primers.
- Dispose of pipe shavings, cutoffs, used flux, rags, and empty solvent containers per environmental regulations.
- Store torches, fuel cylinders, and chemicals safely after use.
- Remove debris from floor and walkways to prevent tripping.

9. Emergency Actions

- Shut off water, gas, electrical power in event of rupture or leak.
- For burns → cool with water; seek medical attention for severe burns.
- For chemical splashes → flush area for 15+ minutes and seek treatment.
- Report all injuries, leaks, exposures, and near misses.

Job Title:	Roofing			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Roofing

1. Purpose

To outline safe practices for roofing work including installation, repair, removal, and inspection while protecting workers from falls, weather exposure, material hazards, and equipment risks.

2. Scope

Applies to all workers performing:

- Shingle, metal, membrane, or tile roof installation
- Roofing repair, re-roofing, tear-off, and replacement
- Work near roof edges, skylights, and openings
- Material lifting and rooftop equipment handling

3. Responsibilities

Workers Must:

- Follow all fall protection and roof safety procedures.
- Inspect harnesses, ladders, tools, and anchorage before use.
- Maintain housekeeping to prevent slips and trips.
- Stop work and report hazards or unsafe weather conditions.

Supervisors Must:

- Ensure fall protection equipment is available and properly used.
- Conduct jobsite hazard assessments daily.
- Confirm workers are trained and competent in roofing tasks.
- Ensure emergency rescue plan is in place for falls/incidents.

4. Required PPE

- CSA approved hard hat (where required)
- Safety boots with slip-resistant soles
- Cut-resistant work gloves
- Safety glasses or goggles
- High-visibility clothing (site dependent)
- Fall protection harness, lanyard, lifeline, anchors (when working at heights)
- Weather-appropriate PPE (heat, cold, rain gear)

5. Key Hazard Controls

Hazard	Control
Falls from height	Guardrails, lifelines, harnesses, lanyards, anchors
Roof edge exposure	Set clear warning lines, restrict access zones
Slips/trips	Keep materials organized, clean debris, secure cords
Heat/cold stress	Breaks, hydration, weather monitoring
Struck-by tools/materials	Secure tools, toe-boards, no overhead work zones
Ladder access	4:1 angle, tie-off, extend 3 ft beyond landing
Fragile roofing surfaces	Identify skylights/openings, cover or guard

6. Pre-Work Preparation

Site Assessment

- Inspect roof condition for weak structure, rot, or soft spots.
- Identify skylights, edges, vents, and roof penetrations.
- Confirm weather conditions (no work in high winds, lightning, snow/ice accumulation).
- Designate material staging and scrap disposal areas.
- Any worker working at height needs end user Fall Protection Certification.

Equipment Check

- Inspect fall protection equipment for wear, cuts, deformation.
- Verify anchors rated for minimum 5,000 lbs per worker.
- Inspect ladders, scaffolds, hoists, nailers, generators, and cutters.
- Confirm fire extinguishers available if hot work is used.

7. Safe Work Procedure

Accessing the Roof

1. Set ladder at **4:1 angle**, secure top and bottom.
2. Ensure ladder extends **minimum 3 feet above roof edge**.
3. Maintain **3 points of contact** while climbing.
4. Use hoists or lifts to raise heavy materials; do not carry large loads up a ladder.

Rooftop Work Preparation

5. Install guardrails or **100% fall protection** when within 6 ft of edge.
6. Set warning lines and controlled access zones.
7. Keep pathways clear to reduce tripping hazards.
8. Store materials away from roof edges to prevent sliding or falling.

Material Handling

9. Lift with legs—not back—use teams or mechanical assists.
10. Secure bundles, rolls, and sheets to prevent blow-offs.
11. Organize tools to avoid unnecessary climbing or movement.
12. Never toss tools or materials across the roof.

Roofing Installation

13. Follow manufacturer installation instructions.
14. Use kneeling pads when required to prevent strain.
15. Avoid overreaching—move positioning instead.
16. Monitor weather—stop work if wind or lightning increases.

Tear-off & Removal

17. Use debris chutes or bins; never throw roofing off the edge.
18. Sweep frequently to prevent slips from granules or nails.
19. Keep work area clean of cut-offs and torn shingles.

Hot Work or Torch Roofing (if applicable)

20. Obtain hot work permit.
21. Keep fire extinguisher within 10 meters at all times.
22. Ensure combustible materials are shielded or removed.
23. Maintain fire watch at least 30 minutes post-completion.

8. Weather Considerations

- Stop work during high winds, heavy rain, lightning, snow, extreme heat/cold.
- Use fall protection rated for wet or icy surfaces.
- Hydrate regularly and take breaks in hot weather.
- Wear thermal PPE in cold environments.

9. Cleanup & Completion

- Remove nails, scraps, and sharp materials from roof and ground areas.
- Securely lower tools and leftover materials—do not drop them.
- Remove fall protection only after job is complete and site is clear.
- Inspect roof for missed debris, loose shingles, and proper sealing.

10. Emergency Response

- In the event of a fall → initiate rescue plan immediately.
- For severe injuries → call emergency services.
- For minor cuts or punctures → clean, disinfect, and bandage.
- Document incidents, near misses, or equipment failures.

Job Title:	Siding Installation			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Siding Installation

1. Purpose

To establish safe work practices for the installation, repair, and removal of exterior siding while minimizing risks of falls, cuts, musculoskeletal injuries, and material handling hazards.

2. Scope

This procedure applies to all workers performing:

- Vinyl, wood, fiber-cement, metal, and engineered siding installation
- Removal of existing siding
- Use of ladders, scaffolding, and cutting equipment
- Material handling, fastening, and weather barrier installation

3. Responsibilities

Workers Must:

- Follow PPE and fall protection requirements.
- Maintain clean, organized working surfaces.
- Inspect and use tools and ladders safely.
- Report unsafe conditions, damaged equipment, or incidents immediately.

Supervisors Must:

- Ensure workers are trained in siding installation and hazard controls.
- Verify fall protection systems are installed and used correctly.
- Complete jobsite hazard assessments and daily safety planning.

4. Required PPE

- Safety glasses or goggles
- Cut-resistant work gloves
- Steel-toe boots with slip-resistant soles
- Hard hat (where overhead work is present)
- Hearing protection when cutting or sawing
- Respirator when cutting fiber cement or dusty materials
- Fall protection harness and lifeline when required

5. Hazard Controls

Hazard	Control
Falls from height	Guardrails, harnesses, lifelines, secured ladders
Cuts from saws/knives	Use cut-resistant gloves, sharp tools with guards
Dust inhalation	Wet cutting, respiratory protection, ventilation
Repetitive strain & lifting injuries	Lift properly, team carry, mechanical aids
Flying debris	Eye protection at all times
Weather exposure	Monitor wind, rain, heat, cold risks
Falling materials	Toe boards, controlled laydown zones, clear walkways

6. Pre-Work Preparation

Any worker working at height needs end user fall protection certification

Site Assessment

- Inspect ground for stability around work zones.
- Identify power lines, windows, and overhead obstructions.
- Confirm weather conditions—stop work during high wind, lightning, or storms.
- Establish designated cut and material staging areas.

Equipment & Material Check

- Inspect siding tools: nail guns, saws, snips, scoring knives.
- Ensure ladders meet angle & extension requirements.
- Inspect scaffolding—planks secure, level, fully decked.
- Confirm fasteners, flashings, and moisture barriers are available.

7. Safe Work Procedure Steps

Material Handling

1. Lift panels with assistance when long or flexible.
2. Store siding flat and secured to prevent blow-off.
3. Transport materials to heights using hoists instead of carrying by ladder.

Cutting & Fabrication

4. Use proper saw blades for siding material.
5. Wet cut fiber cement or use HEPA dust extraction.
6. Keep hands away from blade path; secure material before cutting.
7. Use knives safely. Cut away from body, use stable surface.

Installation

8. Install house wrap/flashings before siding.
9. Set starter strip level to ensure proper alignment.
10. Never overreach—move ladder or reposition scaffold.
11. Maintain recommended expansion gaps and fastener spacing.
12. Use nail guns with sequential trip triggers when possible.
13. Verify all fasteners seat properly—no pinching, warping, or over-driving.

Elevated Work Controls

14. Secure ladders top and bottom—**4:1 angle** rule.
15. Maintain 3 points of contact while climbing.
16. Install guardrails or use fall protection when edge risk exists.
17. Keep tools tethered when working above ground level.

Tear-Off and Removal

18. Check for hidden nails before prying off siding.
19. Remove panels systematically—avoid uncontrolled drops.
20. Dispose of sharp scrap materials immediately.

8. Weather & Environmental Conditions

- Stop work in **high winds** (risk of wind-lifted siding).
- Avoid cutting wet or frozen material—slip hazard and material failure risk.
- Use sun protection and hydration in hot weather.
- Use thermal gear, hand warmers, and non-slip boots in winter.

9. Cleanup & Completion

- Collect nails, offcuts, and sharp debris frequently.
- Tie down remaining materials securely at end of day.
- Lower tools and panels safely—never drop or throw from height.
- Remove fall protection only after all elevated tasks are complete.
- Conduct final inspection for gaps, loose panels, and sealant quality.

10. Emergency Response

- In case of fall → initiate rescue plan immediately. Call 911
- For major cuts or punctures → apply pressure, seek medical help.
- For eye injuries → flush with clean water 15+ minutes.
- Report all incidents, near misses, equipment failures to supervisor.

Job Title:	Step Ladder			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Step Ladder

1. Purpose

To ensure step ladders are used safely and effectively to prevent falls, injuries, and equipment damage during work at height.

2. Scope

This procedure applies to all employees who use step ladders for tasks such as:

- Light construction and maintenance work
- Painting, siding, electrical installations
- Accessing elevated work surfaces
- Interior or exterior tasks requiring short-to-moderate height access

3. Responsibilities

Workers Must:

- Inspect step ladder before each use.
- Ensure ladder is stable and positioned correctly.
- Maintain three points of contact when climbing and avoid over reaching.
- Report damaged ladders immediately and take out of service.

Supervisors Must:

- Ensure workers are trained in ladder safety.
- Remove defective ladders from service.
- Monitor work areas for hazards related to ladder use.

4. Required PPE

- Steel toed safety footwear.
- Work gloves (recommended for carry/set-up)
- Hard hat required when overhead work is present or work is outdoors
- Eye protection when using tools while on ladder

5. Pre-Use Inspection

- Broken, bent, or missing steps/rungs
- Cracks, splits, warping, or corrosion
- Damage to hinges or locking spreaders
- Loose screws, rivets, or structural weakness
- Slippery rungs or contaminants (paint, mud, grease)

If defective, tag and remove from service.

6. Safe Work Procedure

Setting Up the Ladder

1. Ensure ladder is the correct height—no climbing above 2nd rung from the top.
2. Place ladder on firm, level, non-slippery surface.
3. Fully open step ladder—**lock spreaders into place**.
4. Do not lean a step ladder like an extension ladder.
5. Keep ladder clear of doors unless locked/blocked open.

Climbing & Working

6. Maintain **three points of contact** (2 feet + 1 hand minimum).
7. Face the ladder when climbing—no sideways mounting.
8. Stand only on designated steps; never stand on top cap/last step.
9. Keep body centered between rails—**no overreaching**.
 - If you need to stretch → climb down and reposition ladder.
10. Keep tools secured or use tool belt—never carry heavy items in hands.
11. Only one person on the ladder at a time unless rated for two (rare).

Working Around Hazards

12. Keep ladder away from electrical hazards—use non-conductive ladder for electrical work.
13. Avoid ladder use during high wind, rain, or slippery conditions outdoors.
14. Do not place ladder on unstable surfaces (boxes, scaffolds, vehicles, uneven ground).
15. Use fall protection when required based on hazard assessment or height regulations.

7. Material Handling

- Hoist materials up separately if heavy or large.
- Maintain an arm's-length working range.
- Use a helper, platform, or mechanical lift for bulky loads.

8. Hazard Controls

Hazard	Control
Falls from height	3-point contact, proper step usage, no overreach
Ladder tipping	Level surface, locked spreaders, correct placement
Electrical contact	Use fiberglass ladder, avoid overhead lines
Slips & trips	Clean rungs, keep area clear, wear grip footwear
Overexertion/strains	Use correct ladder height, avoid extended reaching

9. Completion & Storage

- Inspect ladder for damage after use.
- Store ladders in dry, designated area.
- Do not leave set-up ladders unattended.
- Clean off mud, ice, or debris before storing.

10. Emergency Response

- For falls or injury → call emergency services immediately.
- Do not move injured worker unless in danger.
- Report all incidents and near misses to supervisor and/or safety representative for review.