

Job Title:	Access and Egress			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Access and Egress

Scope

This procedure applies to all workers accessing and exiting construction sites, buildings, work areas, roofs, scaffolds, elevated work platforms, excavations, and other locations where safe entry and exit are required.

Responsibilities

Supervisor

- Ensure safe access and egress are maintained.
- Conduct regular workplace inspections.
- Correct hazards promptly.
- Verify workers receive required training.
- Ensure emergency exits remain accessible.
- Enforce compliance with this procedure.

Worker

- Follow designated access routes.
- Wear required PPE.
- Report unsafe conditions immediately.
- Maintain good housekeeping.
- Inspect ladders and access equipment before use.
- Never bypass safety controls or barriers.
- Follow all site safety rules and supervisor instructions.

Potential Hazards

- Slips, trips and falls
- Falls from heights
- Falling objects
- Poor lighting
- Ice and snow
- Mud and uneven ground
- Obstructed walkways
- Damaged stairs or ladders
- Unprotected floor openings
- Vehicle and equipment traffic
- Excavations
- Weather conditions

Required PPE

- CSA-approved hard hat
- CSA-approved Grade 1 safety footwear
- High-visibility apparel
- Safety glasses
- Work gloves
- Fall protection equipment (where required)

Safe Operating Steps

1. Pre-Job Planning

- Complete a hazard assessment before work begins.
- Identify all designated access and egress routes.
- Ensure emergency exits remain available.
- Verify workers understand site access requirements.
- Establish pedestrian routes separate from vehicle traffic whenever practical.

2. Inspection

Inspect all access and egress routes before use.

Check for:

- Ice or snow accumulation
- Mud or standing water
- Loose materials
- Uneven surfaces
- Damaged stairs
- Broken handrails
- Poor lighting
- Open holes
- Damaged ladders
- Obstructions

3. Accessing the Work Area

- Use designated walkways and entrances.
- Maintain three points of contact when using ladders.
- Use stairs where provided.
- Keep hands free while climbing.
- Use approved material hoists or rope systems for tools and materials.
- Never climb while carrying heavy or awkward loads.
- Maintain secure footing at all times.

4. Elevated Work Areas

- Install guardrails where required.
- Use approved fall protection when exposed to fall hazards.
- Ensure access ladders extend above landing surfaces where required.
- Keep platforms free of debris.
- Maintain adequate lighting.

5. Excavation Access

Where workers enter excavations:

- Provide ladders, ramps or stairs.
- Position ladders to allow safe exit.
- Keep access routes clear.
- Never jump into or out of excavations.
- Inspect access points daily.

6. Housekeeping

Maintain access routes by:

- Removing scrap materials
- Cleaning spills immediately
- Keeping cords and hoses organized
- Removing snow and ice
- Applying sand or ice melt when required
- Storing materials away from walkways

7. Weather Conditions

During adverse weather:

- Remove snow and ice promptly.
- Apply traction materials.
- Increase lighting during low visibility.
- Inspect temporary walkways more frequently.
- Suspend access to unsafe areas until hazards are corrected.

8. Emergency Access

- Keep exits unlocked and unobstructed.
- Maintain access for emergency responders.
- Clearly identify emergency exits.
- Ensure workers know evacuation routes and muster points.

Emergency Procedures

Slip, Trip or Fall

- Stop work immediately.
- Notify the supervisor.
- Administer first aid if trained.
- Contact emergency services if required.
- Secure the area to prevent additional incidents.

Blocked Emergency Exit

- Remove the obstruction immediately if safe.
- Notify the supervisor.
- Do not resume work until a safe exit route is restored.

Damaged Access Equipment

- Remove equipment from service.
- Tag as **Out of Service**.
- Report to the supervisor.
- Replace or repair before reuse.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Air Compressor Operation			
Developed By:	Safety Manager		Date:	Feb 10, 2009
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Safe Job Procedure – Air Compressor Operation

Scope:

Operation of portable or stationary air compressors to supply compressed air for pneumatic tools, equipment, cleaning, inflation, and construction activities.

Responsibilities:

Supervisor:

- Ensure workers receive training.
- Verify pre-use inspections are completed.
- Remove defective equipment from service.
- Ensure required PPE is worn.
- Monitor compliance with this procedure.

Worker:

- Follow this Safe Job Procedure.
- Inspect equipment before use.
- Wear required PPE.
- Report defects immediately.
- Never operate unsafe equipment.

Potential Hazards

- High-pressure compressed air
- Flying debris
- Hose whip from disconnected hoses
- Excessive noise
- Pinch points
- Moving engine components
- Carbon monoxide exposure (gas-powered units)
- Burns from hot engine or compressor components
- Fuel spills and fire hazards
- Slips, trips, and falls from hoses

Required PPE

- CSA-approved hard hat (where required)
- CSA-approved safety glasses with side shields
- Hearing protection
- CSA-approved safety footwear
- Work gloves
- High-visibility apparel (where required)
- Respiratory protection if airborne contaminants are present

Safe Operating Steps

1. Pre-Use Inspection

- Conduct a visual inspection before each use.
- Ensure guards are installed and secure.
- Inspect hoses for:
 - Cuts
 - Cracks
 - Blisters
 - Loose fittings
- Verify safety clips, locking couplers or whip checks are installed.
- Check compressor oil level (if applicable).
- Check fuel level and inspect for leaks.
- Ensure pressure relief valve is operational.
- Verify pressure gauge is functional.
- Drain moisture from the air receiver if required.
- Confirm the compressor has current inspection/maintenance.

2. Set Up

- Position compressor on firm, level ground.
- Keep work area clean and free of trip hazards.
- Maintain adequate ventilation.
- Never operate gasoline or diesel compressors inside enclosed spaces unless properly vented.
- Secure hoses to minimize trip hazards.
- Ensure electrical compressors are connected to properly grounded power.

3. Operation

- Wear required PPE.
- Start compressor following manufacturer's instructions.
- Allow pressure to build gradually.
- Never exceed manufacturer-rated operating pressure.
- Ensure regulator is adjusted for the tool being used.
- Connect hoses using positive locking couplers.
- Never kink, pinch, or sharply bend hoses.
- Maintain good housekeeping.
- Keep unauthorized persons away.
- Monitor gauges during operation.
- Shut down immediately if unusual vibration, overheating, leaks, or abnormal noises occur.

4. Using Pneumatic Tools

- Disconnect air supply before changing accessories or servicing tools.
- Inspect tool before use.
- Never point compressed air at yourself or others.
- Never use compressed air to clean clothing or skin.
- Maintain secure footing while operating tools.
- Keep hands clear of moving parts.
- Ensure hoses cannot become entangled.

5. Shutdown

- Turn compressor off.
- Allow pressure to bleed down safely.
- Close outlet valves.
- Disconnect hoses only after pressure is released.
- Drain moisture from tank if required.
- Coil hoses properly.
- Store compressor in a clean, dry location.

Emergency Procedures

Equipment Failure

- Shut compressor off immediately.
- Isolate energy source.
- Tag equipment "Out of Service."
- Report defect to supervisor.

Hose Failure

- Shut compressor off.
- Allow pressure to bleed off.
- Replace damaged hose before reuse.

Fire

- Shut engine off if safe.
- Use appropriate fire extinguisher.
- Evacuate if necessary.
- Notify supervisor.

Injury

- Stop work immediately.
- Provide first aid.
- Contact emergency services if required.
- Report incident according to company procedures.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Circular & Reciprocating Saws			
Developed By:	Safety Manager		Date:	Feb 10, 2009
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Safe Job Procedure – Circular & Reciprocating Saws

Purpose

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

Scope

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

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

Required PPE

- CSA-approved safety footwear
- Safety glasses with side shields
- Hearing protection
- Work gloves suitable for the task
- Respiratory protection when cutting materials that generate dust or airborne contaminants
- Hard hat where overhead hazards exist

Hazards and Control Measures

Hazard	Potential Injury	Control Measures
Contact with blade	Lacerations, amputation	Keep hands clear of cutting path and guards in place.
Kickback	Impact injuries	Maintain proper grip and body position; support materials correctly.
Flying debris	Eye injuries	Wear safety glasses and inspect material before cutting.
Noise exposure	Hearing damage	Wear hearing protection.
Dust generation	Respiratory irritation	Use dust control methods and respiratory protection when required.
Damaged blades	Blade failure, injury	Inspect blades before use and replace damaged blades immediately.
Electrical hazards	Shock or burns	Inspect cords and use GFCI protection.
Material movement	Loss of control	Secure materials before cutting.
Hidden utilities	Electrical shock, flooding, gas release	Inspect work area before cutting.
Fatigue or awkward posture	Strains and sprains	Use proper body positioning and take breaks as needed.

Pre-Use Inspection

Before each use:

1. Inspect saw body for damage.
2. Verify all guards operate correctly.
3. Ensure blade is sharp, properly installed, and suitable for the material.
4. Inspect power cords, batteries, and plugs.
5. Verify trigger switch functions properly.
6. Confirm all adjustments are secure.
7. Remove defective equipment from service and report deficiencies.

Safe Operating Steps

1. Preparation

1. Complete a hazard assessment.
2. Select the correct saw and blade for the material.
3. Review manufacturer operating instructions.
4. Ensure adequate lighting and housekeeping.
5. Identify hidden electrical, plumbing, gas, or communication lines before cutting.
6. Establish a clear work area free of bystanders.

2. Material Setup

1. Secure materials using clamps or stable supports.
2. Ensure the cut-off piece can fall away safely without pinching the blade.
3. Mark cutting lines clearly.
4. Maintain stable footing before starting work.

3. Operating a Circular Saw

1. Verify the blade guard moves freely and returns automatically.
2. Hold the saw firmly with both hands.
3. Allow the blade to reach full operating speed before contacting the material.
4. Maintain control throughout the cut.
5. Keep hands and body out of the cutting path.
6. Do not force the saw through the material.
7. Allow the blade to stop completely before setting the saw down.
8. Disconnect power before changing blades or performing adjustments.

4. Operating a Reciprocating Saw

1. Select the proper blade for the material.
2. Ensure the blade is securely locked in place.
3. Hold the saw with both hands whenever possible.
4. Position the shoe firmly against the material before starting the cut.
5. Start slowly and maintain control throughout the cut.
6. Keep hands away from the blade travel area.
7. Avoid cutting blindly into walls, floors, or ceilings.
8. Allow the blade to stop completely before setting the tool down.
9. Disconnect power before changing blades or performing maintenance.

5. Completion of Work

1. Turn off and unplug or remove battery power.
2. Clean saw and work area.
3. Inspect equipment for damage.
4. Store tools and blades securely.
5. Report any equipment defects to supervision.

Prohibited Practices

- Operating saws with guards removed or disabled.
- Using damaged blades or equipment.
- Carrying a saw by the power cord.
- Reaching underneath material while cutting.
- Making adjustments while the saw is energized.
- Using excessive force during cutting.
- Cutting materials that have not been properly secured.
- Operating equipment while fatigued, impaired, or distracted.

Emergency Procedures

Injury Response

1. Stop work immediately.
2. Shut down equipment.
3. Provide first aid if trained.
4. Contact emergency services (911) for serious injuries.
5. Report all incidents and near misses to supervision.

Equipment Failure

1. Stop using the equipment immediately.
2. Disconnect power source.
3. Tag and remove defective equipment from service.
4. Notify supervisor.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Concrete Foundations			
Developed By:	Safety Manager		Date:	Feb 10, 2009
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Safe Job Procedure – Concrete Foundations

Scope

Construction of concrete foundations, including site preparation, excavation, footing installation, formwork, reinforcing steel, concrete placement, stripping forms, waterproofing, and backfilling.

Responsibilities

Supervisor:

- Ensure workers are trained.
- Verify hazard assessments are completed.
- Inspect excavations and formwork.
- Ensure PPE is worn.
- Monitor compliance with this procedure.

Worker:

- Follow this Safe Job Procedure.
- Wear required PPE.
- Report hazards immediately.
- Inspect tools before use.
- Never enter an unsafe excavation.
- Use proper lifting techniques.
- Follow supervisor instructions.

Potential Hazards

- Excavation collapse
- Falls into excavations
- Falling objects
- Heavy equipment
- Pinch points
- Rebar impalement hazards
- Concrete burns
- Silica dust
- Manual lifting injuries
- Formwork collapse
- Slips and trips
- Underground utilities
- Adverse weather conditions

Required PPE

- CSA-approved hard hat
- CSA-approved safety boots (Grade 1)
- Safety glasses with side shields
- High-visibility clothing
- Work gloves
- Hearing protection
- Respiratory protection (when required)
- Fall protection equipment where exposed to fall hazards

Safe Operating Steps

1. Pre-Job Planning

- Conduct a hazard assessment.
- Review engineered drawings.
- Locate and identify underground utilities before excavation.
- Obtain required excavation registration if workers will enter an excavation greater than 1.5 meters deep.
- Ensure emergency procedures are communicated.
- Inspect work area for overhead power lines and other hazards.

2. Excavation

- Use qualified operators.
- Keep unauthorized personnel away.
- Install sloping, benching, shoring, or engineered support systems as required.
- Keep spoil piles at least 1 metre from excavation edges.
- Provide safe access and egress.
- Inspect excavations before each shift and after rain or ground movement.
- Do not enter unsafe excavations.

3. Footing Preparation

- Verify excavation dimensions.
- Install compacted granular base if specified.
- Ensure excavation remains dry.
- Remove loose material.
- Install reinforcing steel as required.

4. Formwork Installation

- Inspect all formwork materials.
- Install forms according to manufacturer specifications or engineered design.
- Brace forms securely.
- Verify dimensions before pouring.
- Ensure walkways are stable and free of hazards.
- Cap exposed rebar to prevent impalement.

5. Reinforcing Steel

- Wear gloves.
- Use proper lifting techniques.
- Secure reinforcing steel before concrete placement.
- Install rebar caps on exposed vertical bars.

6. Concrete Placement

- Inspect forms before pouring.
- Confirm concrete delivery route is clear.
- Maintain communication between pump operator and workers.
- Stay clear of suspended concrete buckets.
- Do not overload forms.
- Vibrate concrete safely without damaging forms.
- Wear waterproof gloves and boots when handling wet concrete.

7. Finishing

- Maintain stable footing.
- Keep work area free of excess concrete.
- Use finishing tools properly.
- Avoid overreaching.

8. Form Removal

- Remove forms only after concrete has achieved sufficient strength.
- Remove bracing carefully.
- Stay clear of suspended materials.
- Stack removed materials safely.

9. Waterproofing

- Follow manufacturer instructions.
- Wear required chemical PPE.
- Maintain adequate ventilation.
- Eliminate ignition sources when using flammable products.

10. Backfilling

- Inspect foundation walls before backfill.
- Use appropriate equipment.
- Keep workers clear of moving equipment.
- Place fill evenly to avoid wall damage.
- Compact in lifts as required.

Emergency Procedures

Excavation Collapse

- Stop work immediately.
- Do not enter the excavation to attempt a rescue.
- Contact emergency services.
- Secure the area.

Concrete Burns

- Flush affected area with clean water.
- Remove contaminated clothing.
- Obtain medical attention.

Equipment Incident

- Shut equipment down if safe.
- Report immediately.
- Tag defective equipment out of service.

Injury

- Provide first aid.
- Contact emergency services if required.
- Report incident according to company procedures.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Corded or Cordless Drills			
Developed By:	Safety Manager		Date:	Feb 10, 2009
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Safe Job Procedure – Corded or Cordless Drills

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.

Scope

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

Responsibilities

Workers:

- 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

Required PPE

- CSA-approved safety footwear
- Safety glasses with side shields
- Hearing protection (when required)
- Work gloves appropriate for the task
- Hard hat where overhead hazards exist
- High-visibility apparel where required
- Respiratory protection when drilling materials that generate dust or airborne contaminants

Hazards and Control Measures

Hazard	Potential Injury	Control Measures
Rotating drill bit	Cuts, punctures, entanglement	Keep hands clear of rotating parts and secure loose clothing.
Flying particles	Eye injuries	Wear safety glasses and inspect materials before drilling.
Bit breakage	Lacerations, impact injuries	Use correct bit type and inspect before use.
Material movement	Pinching, impact injuries	Secure workpiece with clamps or supports.
Electrical hazards	Shock or burns	Inspect cords and use GFCI protection.
Hidden utilities	Shock, gas release, flooding	Locate utilities before drilling into walls, floors, or ceilings.
Dust generation	Respiratory irritation	Use dust control methods and respiratory protection when required.
Battery hazards	Burns, fire	Inspect batteries and chargers before use.
Repetitive motion	Strains and sprains	Use proper posture and take breaks as required.
Torque reaction (bit binding)	Wrist, hand, or arm injuries	Maintain firm grip and use auxiliary handles when provided.

Pre-Use Inspection

Before each use:

1. Inspect drill housing for cracks or damage.
2. Verify trigger switch operates correctly.
3. Inspect chuck for wear or damage.
4. Ensure drill bits are sharp and suitable for the task.
5. Inspect power cords, plugs, batteries, and chargers.
6. Verify auxiliary handles are secure where equipped.
7. Confirm ventilation openings are clean and unobstructed.
8. Remove defective equipment from service and report deficiencies.

Safe Operating Steps

1. Preparation

1. Conduct a hazard assessment before beginning work.
2. Select the proper drill, bit, and accessory for the material being drilled.

3. Review manufacturer instructions when required.
4. Ensure adequate lighting and housekeeping.
5. Locate hidden electrical, gas, plumbing, and communication lines before drilling.
6. Ensure all required PPE is worn.

2. Material Setup

1. Secure the workpiece using clamps or other approved methods.
2. Confirm the workpiece is stable and supported.
3. Mark drilling locations clearly.
4. Ensure there is adequate clearance behind the material being drilled.

3. Operating a Corded Drill

1. Inspect extension cords and routing to prevent trip hazards.
2. Plug into a properly grounded outlet or approved GFCI-protected source.
3. Maintain a firm two-handed grip when appropriate.
4. Start drilling at a slow speed.
5. Apply steady pressure without forcing the drill.
6. Reduce pressure when nearing breakthrough.
7. Disconnect power before changing bits or making adjustments.

4. Operating a Cordless Drill

1. Ensure battery is fully seated and locked in place.
2. Use only manufacturer-approved batteries and chargers.
3. Maintain firm control of the tool during operation.
4. Apply steady pressure and appropriate speed for the material.
5. Remove the battery before changing bits, maintenance, or storage.
6. Store batteries away from excessive heat, moisture, and metal objects.

5. Completion of Work

1. Turn off the drill and allow all moving parts to stop.
2. Disconnect power or remove battery.
3. Remove drill bits carefully, as they may be hot.
4. Clean tool and work area.

5. Inspect equipment for damage.
6. Store drill, batteries, chargers, and accessories in a secure location.

Prohibited Practices

- Using damaged drills, cords, batteries, or accessories.
- Wearing loose clothing, jewelry, or unsecured long hair near rotating equipment.
- Carrying a corded drill by the power cord.
- Changing bits while the drill is energized.
- Using excessive force during drilling.
- Drilling without securing the workpiece when practical.
- Operating the drill with damaged guards or safety features.
- Using unauthorized accessories or batteries.

Emergency Procedures

Injury Response

1. Stop work immediately.
2. Turn off and disconnect the drill.
3. Provide first aid if trained and safe to do so.
4. Contact emergency services (911) if required.
5. Report all injuries, incidents, and near misses to supervision.

Equipment Failure

1. Stop using the drill immediately.
2. Disconnect power or remove battery.
3. Tag defective equipment and remove it from service.
4. Report defects to supervision.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Drywall			
Developed By:	Safety Manager		Date:	Feb 10, 2009
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Safe Job Procedure – Drywall

Purpose

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

Scope

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

Responsibilities

Workers:

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

Supervisors:

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

Potential Hazards

- Manual handling injuries from lifting and carrying drywall sheets
- Cuts and lacerations from utility knives and cutting tools
- Slips, trips and falls from debris and materials
- Falls from ladders, scaffolds, or elevated work platforms
- Struck-by hazards from falling materials or tools
- Exposure to drywall dust, silica, and airborne contaminants during sanding
- Eye injuries from dust and debris
- Noise exposure from power tools
- Electrical hazards when working near energized systems
- Musculoskeletal injuries from repetitive movements and overhead work

Safe Operating Procedure

1. Pre-Job Planning

1. Conduct a hazard assessment before starting work.
2. Review site-specific hazards and emergency procedures.
3. Verify workers have received required training.
4. Inspect work area for trip hazards, floor openings, and overhead hazards.
5. Ensure adequate lighting and ventilation are available.
6. Confirm ladders, scaffolds, and elevated work platforms have been inspected before use.

2. Material Handling

1. Inspect drywall sheets for damage before handling.
2. Use team lifting techniques or mechanical lifting devices for large sheets.
3. Keep loads close to the body while carrying.
4. Avoid twisting while lifting or carrying materials.
5. Store drywall flat and in stable stacks to prevent tipping.
6. Maintain clear access routes and exits.

3. Cutting Drywall

1. Inspect utility knives and cutting tools before use.
2. Use sharp blades to reduce excessive force.
3. Cut away from the body and keep hands clear of the cutting path.
4. Replace damaged or dull blades immediately.
5. Dispose of used blades in an approved sharps container.
6. Maintain a clean work area free of scrap materials.

4. Installing Drywall

1. Verify framing is complete and stable before installation.
2. Identify and avoid electrical, plumbing, and mechanical systems.
3. Secure drywall sheets using appropriate fasteners.
4. Maintain three-point contact when using ladders.
5. Do not overreach while working from ladders or scaffolds.
6. Use approved fall protection when required by Manitoba regulations.
7. Keep workers clear of suspended loads and material lifts.

5. Taping and Mudding

1. Review Safety Data Sheets (SDS) for all compounds and additives.
2. Follow manufacturer instructions for mixing and use.
3. Wear gloves when handling joint compounds.
4. Maintain good ventilation in enclosed spaces.
5. Clean spills immediately to prevent slip hazards.

6. Sanding Operations

1. Wear an approved respirator (minimum N95) when sanding drywall.
2. Use dust collection or vacuum-assisted sanding equipment whenever possible.
3. Avoid dry sweeping; use HEPA vacuum equipment or wet cleanup methods.
4. Wear safety glasses or goggles to protect against airborne dust.
5. Ensure adequate ventilation throughout the work area.
6. Stop work immediately if asbestos-containing materials are suspected in older buildings and notify supervision.

7. Housekeeping

1. Remove scrap drywall, mud containers, and debris regularly.
2. Keep walkways, exits, and work areas clear.
3. Store tools and equipment safely when not in use.
4. Dispose of waste materials in designated containers.

Emergency Procedures

Injury

1. Stop work immediately.
2. Notify supervisor.
3. Administer first aid if trained.
4. Contact emergency services if required.
5. Complete incident reporting documentation.

Fire

1. Stop work and activate alarm if necessary.
2. Evacuate to the designated muster point.
3. Contact emergency services.
4. Do not re-enter until authorized.

Dust Exposure

1. Leave the affected area.
2. Move to fresh air.
3. Seek medical attention if symptoms persist.
4. Report exposure to supervision.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Electric Pressure Washer			
Developed By:	Safety Manager		Date:	Feb 10, 2009
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Safe Job Procedure – Electric Pressure Washer

Purpose

To establish safe work procedures for operating electric pressure washers to prevent injuries, electrical hazards, and property damage while ensuring compliance with Manitoba Workplace Safety and Health requirements.

Responsibilities

Worker

- Follow Manitoba Workplace Safety and Health requirements
- Inspect equipment before use
- Use PPE at all times
- Maintain electrical safety practices
- Follow chemical SDS instructions
- Report hazards and defects immediately

Supervisor

- Ensure workers are trained and competent
- Provide safe equipment and GFCI protection
- Enforce safe chemical use and PPE compliance
- Inspect job sites for hazards
- Investigate incidents and implement corrective actions

Required PPE:

- CSA-Approved Safety Footwear
- Safety Glasses or Face Shield
- Hearing Protection (as required)

Potential Hazards

- Electrical shock or electrocution
- High-pressure injection injuries (skin penetration)
- Slips and falls on wet surfaces
- Flying debris or particles
- Chemical exposure from detergents or cleaning agents
- Noise exposure
- Burns from hot water (if heated unit used)
- Hose whip injury from burst or disconnected hoses
- Equipment malfunction or pressure failure
- Trip hazards from hoses and cords

Safe Operating Procedure

1. Pre-Job Planning

1. Conduct a hazard assessment before starting work.
2. Identify electrical hazards and ensure safe power source availability.
3. Review Safety Data Sheets (SDS) for cleaning chemicals.
4. Ensure work area is clear of bystanders and slip hazards.
5. Verify pressure washer is suitable for task and surface type.
6. Ensure drainage is adequate to prevent pooling water.

2. Equipment Inspection

Before use, inspect:

- Power cord for cuts, frays, or exposed wiring
- Plug and GFCI protection functionality
- Hose for cracks, leaks, or bulges
- Spray wand and trigger lock mechanism
- Nozzles for blockage or wear
- Connections and fittings for tightness
- Pressure settings and safety shutoff systems

Do not use damaged equipment. Tag out and report immediately.

3. Setup Procedure

1. Place pressure washer on stable, level surface.
2. Connect water supply before turning unit on.
3. Ensure hose connections are secure and leak-free.
4. Plug unit into a GFCI-protected outlet only.
5. Route cords and hoses to prevent tripping hazards.
6. Select correct nozzle for cleaning task.
7. Establish safety perimeter around work area.

4. Starting the Pressure Washer

1. Ensure trigger is locked before startup.
2. Turn on water supply fully.
3. Turn on power switch.
4. Release trigger slowly to remove air from system.
5. Check for leaks or abnormal pressure.
6. Test spray direction away from people and equipment.

5. Safe Operating Practices

1. Hold wand firmly with both hands when possible.
2. Never point spray at people, animals, or electrical equipment.
3. Maintain safe distance from cleaning surface.
4. Use correct pressure setting for material being cleaned.
5. Avoid using ladders while operating pressure washer unless approved and secured.
6. Be aware of recoil force when triggering spray.
7. Keep electrical cords and connections dry and elevated.
8. Do not leave unit running unattended.

6. Chemical Use (If Applicable)

1. Review SDS before use.
2. Use only approved detergents for pressure washer system.
3. Mix chemicals according to manufacturer instructions.
4. Avoid skin and eye contact.
5. Do not mix incompatible chemicals.
6. Rinse surfaces thoroughly after chemical application.

7. Shutdown Procedure

1. Turn off pressure washer.
2. Turn off water supply.
3. Squeeze trigger to release residual pressure.
4. Disconnect power from GFCI outlet.
5. Disconnect hoses and drain water.
6. Clean and store nozzles and accessories.
7. Inspect equipment for damage or wear.

8. Storage

- Store equipment in dry, protected area
- Coil hoses and cords properly to prevent damage
- Keep nozzles and accessories organized
- Drain water completely before storage in freezing conditions
- Lock and secure equipment when not in use

Prohibited Practices

Workers shall NOT:

- Use equipment with damaged cords or hoses
- Bypass GFCI protection
- Spray electrical panels, outlets, or energized equipment
- Point spray at people or animals
- Use pressure washer from unstable ladders or surfaces
- Leave equipment running unattended
- Use improper or unapproved chemicals

Emergency Procedures

Electrical Shock

1. Do not touch victim if still in contact with power source.
2. Shut off power at source if safe.
3. Call emergency services (911).
4. Provide first aid if trained.
5. Report incident immediately.

High-Pressure Injury

1. Stop work immediately.
2. Seek medical attention—injuries may appear minor but are serious.
3. Do not ignore puncture wounds.
4. Report incident to supervisor.

Slip/Fall Injury

1. Stop work and assess area.
2. Provide first aid if needed.
3. Secure area to prevent further incidents.
4. Report to supervisor.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

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

Safe Job Procedure – Elevated Work Platform

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.

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.

Responsibilities

Worker:

- Follow all Manitoba Workplace Safety and Health requirements.
- Operate only equipment for which training and authorization have been received.
- Conduct and document required inspections.
- Wear required PPE and fall protection equipment.
- Report hazards, incidents, and equipment defects immediately.
- Follow manufacturer instructions and site-specific procedures. Manitoba regulations require employers to develop safe work procedures, train workers, and ensure compliance when elevated work platforms are used.

Supervisor:

- Ensure workers are trained and competent
- Verify all EWP operators have completed proper training/certification for the specific equipment.
- Ensure workers understand:
 - Equipment controls
 - Safe operating procedures
 - Hazard recognition
 - Emergency lowering procedures
 - Manufacturer limitations
- Supervisors must provide adequate supervision and only allow competent workers to operate equipment.

Required PPE:

- Hard Hat
- CSA-Approved Safety Footwear
- Safety Glasses
- High-Visibility Vest
- Full Body Harness and Lanyard (when required by manufacturer or site procedures)

Potential Hazards

- Falls from elevation
- Tip-over due to unstable ground conditions
- Contact with overhead power lines
- Struck-by or caught-between hazards
- Falling tools or materials
- Equipment malfunction
- Collision with structures, vehicles, or personnel
- Overloading platform capacity
- Improper use of fall protection equipment
- Adverse weather conditions affecting stability and visibility

Safe Operating Steps

1. Pre-Operation Planning

1. Conduct a hazard assessment of the work area.
2. Review site-specific safety requirements and emergency procedures.
3. Verify operator training and authorization.
4. Confirm the manufacturer's operating manual is available on the machine.
5. Identify overhead hazards, power lines, floor openings, traffic, and unstable ground conditions.
6. Determine if fall protection is required based on the equipment type and manufacturer instructions.

2. Pre-Use Inspection

- Inspect and document the following before each shift:
- Tires and wheels
- Guardrails and gates
- Controls and emergency stop functions
- Hydraulic hoses and fittings
- Batteries, fuel levels, or charging systems
- Fall protection anchor points
- Warning decals and placards
- Emergency lowering system
- Structural components for damage

7. Parking and Shutdown

1. Lower platform completely when work is finished.
2. Park on firm, level ground.
3. Turn off power and remove keys.
4. Secure equipment against unauthorized use.
5. Recharge batteries or refuel only in designated areas.
6. Complete post-use inspection and report defects.

Emergency Procedures

Equipment Failure at Height

1. Stop work immediately.
2. Notify ground personnel.
3. Use emergency lowering procedures according to the manufacturer's instructions.
4. Do not climb out of the platform.
5. Await rescue assistance if unable to lower safely.

Contact with Power Lines

1. Remain on the platform if safe to do so.
2. Warn others to stay away.
3. Contact emergency services and utility provider.
4. Exit only if fire or imminent danger exists and perform a jump clear without touching equipment and ground simultaneously.

Fall or Injury

1. Stop work immediately.
2. Contact emergency services if required.
3. Administer first aid if trained.
4. Notify supervisor.
5. Complete incident reporting documentation.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Excavating and Trenching			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure - Excavating and Trenching

Scope

This procedure applies to all employees, contractors and trades involved in: Excavating, trenching, installing underground services, foundation excavation, utility installation, backfilling, site grading and working in or around excavations.

Responsibilities

Supervisor:

- Conduct and document hazard assessments.
- Verify utility locates have been completed.
- Ensure excavations are inspected by a competent person before each shift and after events that could affect stability (e.g., rain, vibration, freezing/thawing).
- Ensure workers are trained and competent.
- Verify protective systems are installed where required.
- Remove unsafe excavations from service until hazards are corrected.
- Ensure emergency procedures are communicated and understood.

Worker:

- Follow this Safe Job Procedure.
- Wear required PPE.
- Inspect access and egress points before entering.
- Report unsafe conditions immediately.
- Stay clear of operating equipment.
- Never enter an excavation that has not been declared safe by a competent person.
- Follow all supervisor instructions and site safety rules.

Potential Hazards

- Trench collapse or cave-in
- Contact with underground utilities
- Falling into excavations
- Falling objects or materials
- Mobile equipment
- Spoil pile collapse
- Hazardous atmospheres

- Water accumulation
- Slips, trips and falls
- Overhead power lines
- Manual material handling
- Struck-by incidents
- Noise and vibration
- Weather conditions

Required PPE

- CSA-approved hard hat
- CSA Grade 1 safety boots
- High-visibility apparel
- Safety glasses with side shields
- Work gloves
- Hearing protection (where required)
- Respiratory protection (where required)
- Fall protection equipment where required

Safe Operating Steps

1. Pre-Job Planning

Before excavation begins:

- Complete a documented hazard assessment.
- Obtain all required permits.
- Contact utility locate services before digging.
- Review underground utility information with all workers.
- Confirm excavation dimensions and engineered requirements.
- Develop an emergency rescue plan.
- Ensure a competent person has been designated to supervise excavation activities.

2. Site Preparation

- Barricade the work area.
- Install warning signs.
- Keep unauthorized persons out.
- Establish equipment travel routes.
- Maintain adequate lighting if required.
- Remove surface hazards before excavation begins.

3. Utility Locates

Before digging:

- Confirm all underground utilities have been located and marked.
- Hand expose utilities when working within required tolerance zones.
- Do not rely solely on drawings.
- Stop work if unknown utilities are discovered.
- Notify the supervisor immediately.

4. Excavation Operations

- Excavations shall be performed by competent operators.
- Keep workers clear of operating equipment.
- Never allow workers beneath suspended loads.
- Maintain safe distances from excavation edges.
- Remove loose material from excavation walls.
- Inspect excavation stability continuously.

5. Ground Protection

Where required:

- Slope excavation walls according to soil conditions.
- Install trench boxes or shoring systems.
- Use engineered support systems when necessary.
- Do not enter unprotected excavations where cave-in hazards exist.
- Follow engineered designs where applicable.

6. Spoil Piles

- Keep excavated material a minimum of **1 metre (3 ft.)** from the edge of the excavation.
- Prevent spoil from falling back into the excavation.
- Do not place heavy equipment close to excavation edges unless approved by a competent person.

7. Access and Egress

Where workers enter excavations:

- Provide ladders, ramps or stairs.
- Ensure ladders extend at least **1 metre (3 ft.)** above the landing surface.
- Locate ladders so workers do not travel excessive distances within the trench.
- Keep access routes clear at all times.

8. Atmospheric Hazards

Where hazardous atmospheres may exist:

- Test the atmosphere before entry.
- Ventilate the excavation if required.
- Do not enter where oxygen deficiency or hazardous gases are present.
- Follow confined space procedures if applicable.

9. Water Accumulation

- Prevent water from collecting in excavations.
- Pump water out where necessary.
- Inspect excavation stability after heavy rain.
- Stop work if water compromises excavation safety.

10. Working Around Equipment

- Maintain eye contact with equipment operators.
- Stay outside swing radius.
- Wear high-visibility clothing.
- Use designated signalers where required.
- Never walk behind moving equipment.

11. Backfilling

- Remove unnecessary personnel from the excavation.
- Remove shoring or trench boxes according to engineered procedures.
- Backfill evenly.
- Compact material as specified.
- Remove barricades only after the area is safe.

Emergency Procedures

Trench Collapse

- Stop work immediately.
- Call **911**.
- Do **not** enter the trench to perform a rescue unless trained and equipped.
- Secure the area.
- Notify site management.

Utility Strike

- Stop work immediately.
- Evacuate the area if required.
- Contact the utility owner.
- Notify the supervisor.
- Do not attempt repairs unless authorized.

Equipment Incident

- Shut equipment down if safe.
- Provide first aid if required.
- Contact emergency services.
- Report the incident immediately.

Injury

- Stop work.
- Provide first aid.
- Contact emergency services if required.
- Complete incident reporting.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

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

Safe Job Procedure – Extension Ladder Use

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.

Scope

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

Responsibilities

Worker:

- Inspect ladders before each use.
- Follow Manitoba Workplace Safety and Health requirements.
- Use ladders only for their intended purpose.
- Maintain three-point contact when climbing.
- Report hazards, incidents, and defective equipment immediately.
- Follow all site-specific safety procedures.

Supervisors:

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

Required PPE:

- Hard Hat
- CSA-Approved Safety Footwear
- Safety Glasses
- High-Visibility Clothing
- Fall Protection Equipment (where required)

Potential Hazards

- Falls from height
- Ladder collapse or failure
- Ladder movement or slipping
- Contact with overhead power lines
- Overreaching and loss of balance
- Falling tools or materials
- Improper ladder setup
- Adverse weather conditions
- Musculoskeletal injuries from handling ladders
- Slips, trips and falls around the work area

Extension ladders must be inspected before each use, secured against movement, and used in accordance with Manitoba Workplace Safety and Health requirements.

Safe Operating Steps

1. Pre-Job Planning

1. Conduct a hazard assessment before starting work.
2. Determine if the task can be completed safely from the ground or another work platform.
3. Inspect the work area for overhead hazards, electrical conductors, traffic, and unstable surfaces.
4. Select the appropriate ladder type and length for the task.
5. Ensure workers are trained and competent in ladder use.

2. Ladder Inspection

Inspect the ladder before each use for:

- Cracked, bent, broken, or damaged rails
- Damaged rungs or steps
- Missing feet or non-slip pads
- Defective locks, ropes, or pulleys
- Loose hardware or fasteners
- Missing manufacturer labels
- Corrosion or excessive wear

Do not use damaged ladders. Remove defective ladders from service and report them immediately.

3. Ladder Setup

1. Place the ladder on a firm, stable, level surface.
2. Secure the ladder against movement whenever possible.
3. Set the ladder using the 4:1 ratio (1 metre out for every 4 metres of working height).
4. Ensure extension ladder locks are fully engaged before climbing.
5. Maintain required overlap between ladder sections.
6. When used for access to a roof, platform, or landing, extend the ladder at least 1 metre above the landing surface.
7. Barricade or isolate the area if the ladder is located in a doorway, corridor, or vehicle travel path.
8. Do not place ladders on boxes, scaffolds, materials, or unstable objects to gain additional height.

4. Electrical Safety

1. Maintain safe clearance from overhead electrical conductors.
2. Never use a metal ladder near energized electrical equipment or power lines.
3. Treat all electrical conductors as energized unless verified otherwise.
4. Stop work immediately if minimum safe distances cannot be maintained.

5. Climbing and Working from an Extension Ladder

1. Face the ladder when ascending or descending.
2. Maintain three-point contact at all times.
3. Keep your body centered between the side rails.
4. Do not overreach; reposition the ladder as required.
5. Carry tools using a tool belt, hoist line, or other approved method.
6. Do not carry heavy or bulky materials while climbing.
7. Do not stand on the top rungs of the ladder.
8. Only one worker may be on the ladder unless it is specifically designed for multiple users.
9. Keep both feet on the ladder rungs while working.
10. Do not move, shift, or "walk" the ladder while occupied.

6. Fall Protection Requirements

1. Follow site-specific fall protection requirements.
2. Where required by hazard assessment or applicable regulations, use approved fall protection equipment.
3. Inspect harnesses, lanyards, and connectors before use.
4. Ensure anchor points are approved and capable of supporting required loads.
5. Do not use fall protection equipment that is damaged or has been subjected to a fall.

7. Weather Conditions

1. Do not use ladders during high winds, electrical storms, or severe weather.
2. Remove snow, ice, mud, and debris from ladder rungs and footwear before climbing.
3. Ensure ladder feet remain secure on the supporting surface.

8. Dismantling and Storage

1. Descend the ladder maintaining three-point contact.
2. Lower extension sections carefully.
3. Inspect ladder for damage after use.
4. Store ladders in a dry, secure location.
5. Protect ladders from damage during transport and storage.

Emergency Procedures

Fall Incident

1. Stop work immediately.
2. Call emergency services if required.
3. Administer first aid if trained.
4. Notify the supervisor.
5. Secure the area and complete incident reporting.

Ladder Failure

1. Stop work immediately.
2. Remove the ladder from service.
3. Tag and report defective equipment.
4. Investigate the cause before returning equipment to service.

Electrical Contact

1. Do not touch the ladder if energized.
2. Keep all personnel clear of the area.
3. Contact emergency services and the utility provider.
4. Follow site emergency response procedures.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

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

Safe Job Procedure – Fall Protection Equipment

Purpose

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

Scope

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

Responsibilities

Worker:

- Complete required fall protection training.
- Inspect equipment before each use.
- Use fall protection equipment as trained.
- Report damaged or defective equipment immediately.
- Follow all Manitoba Workplace Safety and Health Regulations and company procedures.
- Participate in rescue planning and emergency response activities.

Supervisor

- Ensure workers are trained and competent.
- Verify fall protection systems are appropriate for the work.
- Ensure inspections are completed and documented.
- Remove defective equipment from service.
- Ensure rescue procedures are established before work begins.

Potential Hazards

- Falls from elevated work areas
- Failure of fall arrest equipment
- Improper fit or adjustment of harnesses
- Inadequate anchor points
- Swing falls
- Contact with lower levels or obstructions
- Suspension trauma following a fall
- Equipment damaged by wear, impact, chemicals, heat, or UV exposure
- Improper storage or maintenance of equipment

Required PPE:

- Hard Hat
- CSA-Approved Safety Footwear
- Safety Glasses
- High-Visibility Clothing
- Full Body Harness
- Shock-Absorbing Lanyard or Self-Retracting Lifeline (SRL)
- Approved Anchor System

Safe Operating Steps

1. Pre-Job Planning

1. Conduct a hazard assessment before beginning work.
2. Determine if fall hazards exist and identify the required control measures.
3. Ensure workers have received approved fall protection training.
4. Develop a rescue plan before work begins.
5. Verify that anchor points and fall protection systems have been selected for the specific task.
6. Review manufacturer instructions for all equipment.

2. Equipment Inspection

Inspect all fall protection equipment before each use.

Harness Inspection

- Check webbing for cuts, fraying, burns, abrasions, mold, or chemical damage.
- Inspect stitching for loose, broken, or pulled threads.
- Examine D-rings and hardware for cracks, deformation, corrosion, or excessive wear.
- Verify labels and identification tags are legible.

Lanyard and SRL Inspection

- Inspect rope, webbing, and shock absorbers for damage.
- Check connectors, hooks, and carabiners for proper operation.
- Verify locking mechanisms function correctly.
- Inspect SRLs for proper retraction and locking action.

Anchor Systems

- Inspect anchor points and connectors for damage.
- Ensure anchor devices are approved and installed according to manufacturer specifications.

Do not use defective equipment. Remove damaged equipment from service immediately and report it to supervision.

3. Donning and Adjusting a Harness

1. Hold the harness by the dorsal D-ring and allow straps to hang freely.
2. Inspect the harness during donning.
3. Put on shoulder straps and secure leg straps.
4. Fasten chest and waist straps if applicable.
5. Adjust all straps to ensure a snug fit without restricting movement.
6. Verify the dorsal D-ring is positioned between the shoulder blades.
7. Have a competent worker verify proper fit when required.

4. Selecting and Using Anchor Points

1. Connect only to approved anchor points.
2. Verify anchor points are capable of supporting required loads.
3. Position anchors above the worker whenever possible to reduce free-fall distance.
4. Minimize swing-fall hazards by working directly below the anchor point.
5. Never attach to guardrails, piping, conduit, scaffolding components, or structures not designed as anchors.
6. Use only compatible connectors and hardware.

5. Working at Heights

1. Maintain 100% tie-off when required.
2. Keep lanyards and lifelines free from sharp edges and pinch points.
3. Avoid creating trip hazards with lifelines.
4. Do not alter or modify fall protection equipment.
5. Ensure sufficient fall clearance exists below the work area.
6. Maintain awareness of lower-level hazards.
7. Follow site-specific fall protection requirements at all times.

6. After a Fall Event

1. Stop work immediately.
2. Activate the rescue plan.
3. Obtain emergency medical assistance if required.
4. Remove all equipment involved in the fall from service.
5. Tag equipment as unusable pending inspection or replacement.
6. Report and investigate the incident according to company procedures.

7. Cleaning, Maintenance and Storage

1. Clean equipment according to manufacturer recommendations.
2. Use mild soap and water only unless otherwise specified.
3. Allow equipment to air dry away from direct heat.
4. Store equipment in a clean, dry location protected from:
 - Moisture
 - Chemicals
 - Direct sunlight
 - Extreme temperatures
 - Mechanical damage
5. Maintain inspection and maintenance records where required.

Emergency Procedures

Fall Arrest Event

1. Initiate emergency rescue procedures immediately.
2. Contact emergency services if required.
3. Monitor the suspended worker continuously.
4. Prevent suspension trauma by implementing the rescue plan as quickly as possible.
5. Provide first aid once the worker is safely recovered.

Injury

1. Stop work immediately.
2. Notify the supervisor.
3. Provide first aid if trained.
4. Seek medical attention as required.
5. Complete incident reporting documentation.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Fire Extinguisher			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Fire Extinguisher Use

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.

Scope

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

Responsibilities

Worker:

- Know the location of fire extinguishers and emergency exits.
- Participate in fire safety training.
- Inspect extinguishers during routine workplace inspections.
- Report damaged, missing, or discharged extinguishers.
- Follow emergency response procedures.
- Use extinguishers only when trained and when conditions are safe.

Supervisor:

- Ensure adequate fire extinguishers are provided and maintained.
- Ensure workers receive fire safety training.
- Conduct workplace inspections.
- Maintain emergency response procedures.
- Investigate fire incidents and corrective actions.

Potential Hazards

- Burns from fire or hot surfaces
- Smoke inhalation
- Exposure to hazardous combustion products
- Explosion hazards
- Reduced visibility during fire events
- Improper extinguisher selection
- Equipment failure due to poor maintenance
- Re-ignition of fire
- Panic during emergency situations
- Strains or injuries while transporting extinguishers

Fire Extinguisher Types

Class	Fire Type
Class A	Ordinary combustibles (wood, paper, cloth, cardboard)
Class B	Flammable liquids and gases
Class C	Energized electrical equipment
Class D	Combustible metals
Class K	Cooking oils and fats

Workers must know the location and type of extinguisher available before beginning work.

Safe Operating Steps

1. Pre-Use Inspection

Inspect fire extinguishers before use and during workplace inspections.

Verify:

- Extinguisher is in designated location
- Access is unobstructed
- Safety pin and tamper seal are intact
- Pressure gauge is within operating range
- Hose and nozzle are undamaged
- No signs of corrosion, leakage, dents, or damage
- Inspection tag is current and legible
- Operating instructions are visible

Do not use damaged or expired extinguishers. Report deficiencies immediately.

2. Assess the Situation

Before attempting to fight a fire:

1. Activate the fire alarm if required.
2. Notify nearby personnel.
3. Call emergency services if necessary.
4. Confirm the fire is small, contained, and in the early stages.
5. Ensure a safe escape route is available.
6. Verify the correct extinguisher type is available.

Do not attempt to fight a fire if:

- The fire is spreading rapidly.
- Smoke is reducing visibility.
- Hazardous materials are involved.
- The fire has reached the ceiling.
- You are not trained to use the extinguisher safely.

Evacuate immediately if any of these conditions exist.

3. Using a Fire Extinguisher (PASS Method)

P – Pull

- Pull the safety pin from the extinguisher.

A – Aim

- Aim the nozzle at the base of the fire.

S – Squeeze

- Squeeze the handle to discharge the extinguishing agent.

S – Sweep

- Sweep the nozzle side to side across the base of the fire until extinguished.

Continue monitoring the area for signs of re-ignition.

4. During Fire Suppression

1. Maintain a safe distance from the fire.
2. Keep your back toward a clear exit path.
3. Move cautiously and watch for changing fire conditions.
4. Avoid breathing smoke or combustion products.
5. Stop immediately and evacuate if the fire grows or conditions worsen.

5. After Extinguisher Use

1. Report extinguisher use to supervision.
2. Monitor the area for re-ignition until emergency responders arrive or the hazard is eliminated.
3. Remove discharged extinguishers from service.
4. Arrange for inspection, servicing, or replacement.
5. Complete required incident reporting documentation.

Fire Prevention Requirements

Workers shall:

- Maintain good housekeeping.
- Properly store flammable and combustible materials.
- Keep exits and emergency equipment accessible.
- Follow hot work procedures when welding, grinding, or cutting.
- Report fire hazards immediately.
- Dispose of combustible waste regularly.
- Ensure smoking restrictions are followed.

Emergency Procedures

Fire Emergency

1. Stop work immediately.
2. Activate alarm systems if required.
3. Notify occupants in the area.
4. Call 911 or designated emergency contacts.
5. Use a fire extinguisher only if safe to do so.
6. Evacuate to the designated muster point.
7. Do not re-enter the building until authorized.

Injury During Fire Response

1. Move to a safe area.
2. Obtain first aid or medical assistance.
3. Contact emergency services if necessary.
4. Report the incident to supervision.
5. Complete required documentation.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

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:	Kayla Mossman	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Fixed or Retractable Knives

Purpose

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

Scope

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

Responsibilities

Worker:

- Inspect knives before use.
- Use the correct knife for the task.
- Follow safe cutting techniques.
- Wear required PPE.
- Report damaged tools and injuries immediately.
- Dispose of used blades properly.

Supervisor:

- Ensure workers receive training on knife safety.
- Provide appropriate cutting tools and PPE.
- Ensure proper blade disposal containers are available.
- Monitor compliance with safe work procedures.
- Investigate incidents and implement corrective actions.

Required PPE:

- Safety Glasses
- Cut-Resistant Gloves (as appropriate for the task)
- CSA-Approved Safety Footwear
- Long Pants
- High-Visibility Clothing (where required)

Potential Hazards

- Cuts and lacerations
- Puncture wounds
- Hand and finger injuries
- Flying debris from cutting operations
- Slips and falls caused by loss of balance during cutting
- Contact with hidden utilities or materials
- Blade breakage
- Improper blade disposal
- Injuries to nearby workers

Safe Operating Steps

1. Pre-Use Inspection

1. Inspect the knife for damage or defects.
2. Verify blades are sharp and securely installed.
3. Ensure retractable mechanisms operate correctly.
4. Check handles for cracks, damage, or excessive wear.
5. Confirm blade locking devices function properly.
6. Remove damaged knives from service immediately.

2. Work Area Preparation

1. Ensure adequate lighting.
2. Keep the work area clean and organized.
3. Secure materials before cutting.
4. Remove unnecessary personnel from the cutting area.
5. Identify hidden hazards such as wiring, piping, or cables behind materials being cut.
6. Ensure stable footing and proper body positioning.

3. Safe Knife Use

1. Select the proper knife for the task.
2. Use sharp blades to reduce the amount of force required.
3. Cut away from your body whenever possible.
4. Keep hands and fingers clear of the cutting path.
5. Maintain full attention while using knives.
6. Make controlled cuts using steady pressure.
7. Use a cutting surface or backing material where practical.
8. Never use excessive force.
9. Do not use knives as screwdrivers, pry bars, chisels, or scrapers unless specifically designed for that purpose.
10. Do not attempt to catch a dropped knife.

4. Retractable Knife Safety

1. Retract the blade immediately after use.
2. Engage blade locks before cutting.
3. Verify the blade is fully retracted before carrying or storing.
4. Carry retractable knives in approved pouches or holders when not in use.

5. Fixed-Blade Knife Safety

1. Use a sheath or blade cover whenever the knife is not being used.
2. Store fixed-blade knives securely.
3. Maintain control of the knife at all times.
4. Never carry an exposed fixed-blade knife in a pocket.

6. Blade Replacement

1. Wear cut-resistant gloves when changing blades.
2. Follow manufacturer instructions.
3. Remove used blades carefully.
4. Dispose of used blades immediately in an approved sharps container.
5. Never leave used blades on work surfaces, in garbage containers, or on the ground.
6. Verify replacement blades are secured before returning the knife to service.

7. Storage and Transportation

1. Retract or cover blades before transport.
2. Store knives in designated tool storage areas.
3. Keep knives out of walkways and work surfaces when not in use.
4. Secure knives during transportation to prevent movement or accidental exposure.

Prohibited Practices

Workers shall not:

- Use damaged knives.
- Carry exposed blades.
- Leave knives unattended with blades exposed.
- Throw knives to another worker.
- Use excessive force when cutting.
- Use knives for unintended purposes.
- Carry knives in clothing pockets without proper sheaths or covers.
- Dispose of blades in regular garbage containers.

Emergency Procedures

Cut or Laceration Injury

1. Stop work immediately.
2. Apply pressure to control bleeding.
3. Obtain first aid assistance.
4. Seek medical attention if necessary.
5. Report the injury to the supervisor.
6. Complete incident reporting documentation.

Serious Injury

1. Call emergency services if required.
2. Provide first aid within the scope of training.
3. Secure the work area.
4. Notify supervision immediately.
5. Preserve the scene for investigation if required.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

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

Safe Job Procedure – Flooring Installation

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.

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

Responsibilities

Worker:

- Follow this Safe Job Procedure.
- Wear required PPE.
- Inspect tools and equipment before use.
- Follow manufacturer instructions.
- Maintain housekeeping standards.
- Report hazards, incidents, and defective equipment immediately.

Supervisor:

- Ensure workers are trained and competent.
- Provide appropriate PPE and equipment.
- Review hazard assessments.
- Monitor compliance with safe work procedures.
- Investigate incidents and implement corrective actions.

Required PPE:

- CSA-Approved Safety Footwear
- Safety Glasses
- Cut-Resistant Gloves
- Hearing Protection (when using power tools)
- Respiratory Protection as required by hazard assessment

Potential Hazards

- Manual lifting and material handling injuries
- Cuts and lacerations from utility knives and cutting tools
- Exposure to dust, adhesives, sealants, and flooring compounds
- Slips, trips, and falls
- Knee, back, and shoulder strain from repetitive movements
- Noise exposure from power tools
- Flying particles during cutting operations
- Electrical hazards from power tools
- Exposure to silica dust when cutting tile, concrete, or masonry products
- Contact with hazardous substances contained in adhesives or coatings
- Struck-by hazards from moving materials or equipment

Safe Operating Steps

1. Pre-Job Planning

1. Complete a hazard assessment before starting work.
2. Review Safety Data Sheets (SDS) for adhesives, sealants, and coatings.
3. Inspect the work area for hazards.
4. Ensure adequate ventilation when using adhesives or coatings.
5. Verify workers have received required training.
6. Ensure emergency exits remain accessible throughout the project.

2. Material Handling

1. Inspect flooring materials before handling.
2. Use proper lifting techniques.
3. Obtain assistance or use material handling equipment for heavy or awkward loads.
4. Store materials in a stable manner to prevent shifting or collapse.
5. Keep access routes clear.
6. Avoid carrying materials that obstruct vision.

3. Work Area Preparation

1. Remove debris, trip hazards, and obstructions.
2. Verify subfloors are structurally sound and suitable for installation.
3. Identify hidden utilities before fastening into floors or walls.
4. Ensure adequate lighting is available.
5. Establish barriers or signage where public access may occur.

4. Cutting Flooring Materials

1. Inspect cutting tools before use.
2. Use the appropriate cutting tool for the material being cut.
3. Secure materials before cutting.
4. Cut away from the body whenever possible.
5. Keep hands clear of cutting paths.
6. Wear safety glasses during cutting operations.
7. Use dust collection systems where practical.
8. When cutting tile, concrete, or masonry products, implement silica dust controls in accordance with Manitoba requirements.
9. Remove damaged cutting tools from service.

5. Adhesives and Flooring Compounds

1. Follow manufacturer instructions.
2. Review SDS information before use.
3. Wear appropriate gloves when handling adhesives.
4. Maintain adequate ventilation.
5. Avoid skin and eye contact.
6. Clean spills immediately according to manufacturer recommendations.
7. Store products in approved containers.

6. Installation Activities

1. Maintain good housekeeping throughout the installation.
2. Keep tools organized and stored safely when not in use.
3. Use knee pads to reduce strain injuries.
4. Avoid awkward body positions and repetitive movements where possible.
5. Take regular task variation breaks during extended kneeling activities.
6. Follow manufacturer installation procedures.
7. Keep work areas free of loose materials and debris.

7. Power Tool Use

1. Inspect tools before use.
2. Use guards and safety devices provided by the manufacturer.
3. Verify electrical cords are in good condition.
4. Disconnect power before maintenance or blade changes.
5. Follow the applicable Safe Job Procedures for power tools.
6. Wear hearing protection where required.

8. Housekeeping and Cleanup

1. Remove scrap materials regularly.
2. Dispose of waste materials in designated containers.
3. Clean adhesive spills promptly.
4. Store tools and materials safely at the end of each shift.
5. Maintain clear walkways and exits.

Prohibited Practices

Workers shall not:

- Use damaged tools or equipment.
- Bypass safety guards.
- Leave cutting tools unattended with exposed blades.
- Use adhesives in poorly ventilated areas without appropriate controls.
- Create tripping hazards with cords, tools, or materials.
- Lift materials beyond their capabilities without assistance.

Emergency Procedures

Injury

1. Stop work immediately.
2. Notify the supervisor.
3. Administer first aid if trained.
4. Seek medical attention as required.
5. Complete incident reporting documentation.

Chemical Exposure

1. Follow SDS first aid instructions.
2. Flush affected area with water if applicable.
3. Move affected worker to fresh air if inhalation exposure occurs.
4. Seek medical attention if symptoms persist.
5. Report the incident to supervision.

Fire

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

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

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

Safe Job Procedure – Forklift

Purpose

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

Scope

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

Responsibilities

Worker:

- Operate forklift only if trained and authorized
- Conduct pre-use inspections
- Follow safe load limits and procedures
- Report defects and hazards immediately
- Follow Manitoba Workplace Safety and Health requirements

Supervisor:

- Ensure operator certification is valid
- Maintain equipment inspection records
- Enforce traffic management and pedestrian separation
- Ensure defective equipment is removed from service
- Provide training and refresher instruction

Potential Hazards

- Tip-over or rollover incidents
- Struck-by or caught-between injuries
- Falling loads or unstable loads
- Pedestrian collisions
- Crushing injuries
- Poor visibility during reverse or load handling
- Mechanical failure or brake failure
- Battery charging hazards (acid exposure, hydrogen gas)
- Fuel handling hazards (propane, diesel, gasoline)
- Slips, trips, and falls in work areas
- Overloading equipment beyond rated capacity

Required PPE:

- CSA-Approved Safety Footwear
- Hard Hat (where required)
- High-Visibility Clothing
- Safety Glasses
- Hearing Protection (as required by site conditions)

Safe Operating Steps

1. Pre-Operation Planning

1. Confirm operator certification and authorization.
2. Review site-specific hazards and traffic patterns.
3. Identify pedestrian areas and establish separation zones.
4. Inspect travel routes for:
 - Uneven surfaces
 - Ice, snow, or debris
 - Overhead obstructions
 - Tight corners or blind spots
5. Confirm load weights and stability requirements before lifting.

2. Pre-Use Inspection

Complete and document inspection before each shift:

- Tires or wheels condition
- Forks (cracks, bends, wear)
- Hydraulic systems (leaks, damage)
- Mast and chains (wear, lubrication, integrity)
- Steering and brakes
- Horn, lights, alarms
- Seatbelt function
- Fluid levels (fuel, oil, hydraulic fluid)
- Battery condition (if electric)
- Warning labels and data plate

Do not operate defective equipment. Tag out and report immediately.

3. Starting and Operating the Forklift

1. Mount using three-point contact.
2. Adjust seat and fasten seatbelt.
3. Ensure forks are lowered before starting.
4. Start equipment following manufacturer instructions.
5. Test controls in a safe area.
6. Keep hands and feet inside operator compartment at all times.

4. Safe Driving Practices

1. Obey all site speed limits.
2. Keep forks low when traveling (15–20 cm / 6–8 inches off ground).
3. Travel in reverse when load blocks forward visibility.
4. Use horn at intersections and blind corners.
5. Maintain safe distance from pedestrians and other equipment.
6. Never carry passengers unless the forklift is designed for it.
7. Avoid sudden stops, starts, or sharp turns.
8. Slow down on ramps and inclines; travel with load upgrade when possible.
9. Always maintain clear visibility.

5. Load Handling

1. Check load weight does not exceed forklift capacity.
2. Center and secure load before lifting.
3. Ensure forks are fully under load.
4. Tilt mast back slightly when lifting and transporting.
5. Raise loads only as high as necessary.
6. Avoid unstable or damaged pallets.
7. Do not stack loads where stability is compromised.
8. Never stand or walk under raised forks or loads.
9. Use spotters when visibility is restricted.

6. Parking and Shutdown

1. Lower forks fully to the ground.
2. Set parking brake.
3. Place controls in neutral.
4. Turn off ignition and remove key.
5. Park in designated areas only.
6. Do not block exits, fire equipment, or travel routes.

7. Battery Charging / Fueling Safety

Electric Forklifts

- Charge in designated ventilated areas
- Avoid open flames or sparks
- Wear PPE when handling batteries
- Follow spill response procedures for acid leaks

Propane/Fuel Forklifts

- Turn off engine before refueling
- No smoking or ignition sources nearby
- Check for leaks after cylinder change
- Store fuel cylinders safely

8. Special Conditions

- Stop operation during high winds when handling elevated loads
- Use caution on icy or wet surfaces
- Increase spacing between equipment in congested areas
- Follow site-specific traffic management plans

Prohibited Practices

Workers shall NOT:

- Operate without training or authorization
- Exceed rated load capacity
- Carry passengers without proper seating
- Use forklifts to lift personnel unless approved lift platform is used
- Leave forks elevated while traveling
- Use damaged or unsafe equipment
- Perform unauthorized modifications
- Operate under the influence of drugs or alcohol

Emergency Procedures

Tip-Over

1. Stay in the operator seat.
2. Hold on firmly to steering wheel.
3. Brace feet and lean away from impact.
4. Do not attempt to jump.

Collision or Injury

1. Stop equipment immediately.
2. Secure area and shut down forklift.
3. Call emergency services if required.
4. Provide first aid if trained.
5. Report incident to supervisor.

Equipment Failure

1. Stop operation safely.
2. Lower load if possible.
3. Shut down equipment.
4. Tag equipment out of service.
5. Report immediately.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

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:	Kayla Mossman	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Framing

Purpose

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

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

Responsibilities

Worker:

- Follow all Manitoba Workplace Safety and Health requirements
- Use PPE at all times
- Inspect tools and materials before use
- Follow safe lifting and tool practices
- Report hazards and defective equipment immediately
- Maintain clean and organized work areas

Supervisor:

- Ensure workers are trained and competent
- Provide safe tools and equipment
- Enforce fall protection requirements
- Inspect work areas regularly
- Ensure compliance with safe work procedures
- Investigate incidents and implement corrective actions

Required PPE:

- CSA-Approved Safety Footwear
- Hard Hat
- Safety Glasses
- Cut-Resistant Gloves
- Hearing Protection (when using power tools)
- High-Visibility Clothing (as required)
- Respiratory Protection (as needed for dust)

Potential Hazards

- Falls from ladders, scaffolds, or incomplete structures
- Struck-by injuries from hammers, nail guns, and falling materials
- Cuts and punctures from lumber, metal studs, and fasteners
- Musculoskeletal injuries from lifting and repetitive work
- Pinch points during assembly of framing members
- Electrical hazards from hidden wiring
- Exposure to wood dust and airborne particles
- Nail gun misfires or ricochets
- Collapse of unstable or improperly braced structures
- Slips, trips, and falls on uneven surfaces or debris

Safe Operating Steps

1. Pre-Job Planning

1. Conduct a hazard assessment before starting work.
2. Review drawings, plans, and specifications.
3. Identify load-bearing and non-load-bearing structures.
4. Confirm workers are trained and competent for assigned tasks.
5. Inspect work area for hazards such as:
 - Open edges
 - Uneven ground
 - Overhead power lines
 - Stored materials or debris
6. Ensure emergency exits remain accessible.

2. Material Handling

1. Inspect lumber or steel studs for defects (cracks, warping, bends).
2. Use proper lifting techniques.
3. Team lift long or heavy materials.
4. Keep materials organized and stacked safely.
5. Avoid carrying materials that block vision.
6. Store materials away from walkways and work areas.

3. Work Area Setup

1. Establish a clean and level work area.
2. Remove trip hazards and debris.
3. Ensure adequate lighting.
4. Set up safe access using ladders or scaffolds.
5. Install guardrails or fall protection where required.
6. Verify underground and hidden utilities before fastening.

4. Framing Operations

1. Follow approved plans and measurements.
2. Assemble framing members on stable surfaces.
3. Secure temporary bracing to prevent collapse.
4. Ensure structures are plumb, level, and square.
5. Install fasteners according to specifications.
6. Avoid placing hands in pinch points during assembly.
7. Do not remove structural supports until authorized.

5. Power Tool Use

General Requirements

1. Inspect tools before use.
2. Use proper guards and safety devices.
3. Ensure cords and plugs are in good condition.
4. Disconnect power before changing blades or performing maintenance.
5. Follow manufacturer instructions.

Nail Guns / Fastening Tools

1. Treat nail guns as loaded at all times.
2. Never point at yourself or others.
3. Keep finger off trigger until ready to fire.
4. Ensure material is stable before firing.
5. Do not bypass safety mechanisms.
6. Use sequential trigger mode where required by site policy.

6. Working at Heights

1. Use ladders, scaffolds, or EWP only if inspected and approved.
2. Maintain three-point contact when using ladders.
3. Do not overreach.
4. Use fall protection where required.
5. Keep work platforms clear of debris and tools.
6. Do not work on unstable or incomplete framing without proper fall protection.

7. Housekeeping

1. Remove scrap lumber and debris regularly.
2. Keep walkways clear at all times.
3. Store tools safely when not in use.
4. Remove protruding nails or fasteners from scrap material.
5. Maintain organized work zones to prevent trips and falls.

Prohibited Practices

Workers shall NOT:

- Work on unstable framing without bracing
- Use damaged tools or equipment
- Bypass safety guards on tools
- Carry materials that obstruct vision in unsafe areas
- Stand on unsecured or incomplete structures
- Fire nail guns without proper control and positioning
- Leave protruding nails or hazards in walkways

Emergency Procedures

Injury

1. Stop work immediately.
2. Provide first aid if trained.
3. Notify supervisor.
4. Seek medical attention if required.
5. Complete incident report.

Structural Collapse or Near Miss

1. Evacuate the area immediately.
2. Do not re-enter until assessed.
3. Report to supervisor.
4. Secure the area to prevent further access.
5. Conduct investigation before resuming work.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

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

Safe Job Procedure – Fueled Heaters

Purpose

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

Scope

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

Responsibilities

Worker:

- Follow Manitoba Workplace Safety and Health requirements
- Inspect equipment before use
- Maintain proper ventilation
- Report hazards, leaks, or defects immediately
- Follow manufacturer instructions
- Use PPE at all times

Supervisor:

- Ensure workers are trained in heater use
- Provide proper equipment and ventilation controls
- Enforce inspection and maintenance requirements
- Ensure fuel is stored safely and correctly
- Investigate incidents and enforce corrective actions

Required PPE:

- CSA-Approved Safety Footwear
- Safety Glasses
- Work Gloves
- High-Visibility Clothing
- Hearing Protection (as required)
- Respiratory Protection (as required by hazard assessment)

Potential Hazards

- Carbon monoxide (CO) poisoning
- Fire and explosion from fuel leaks or improper ignition
- Oxygen depletion in enclosed spaces
- Burns from hot surfaces or flame contact
- Fuel spills and environmental contamination
- Improper ventilation
- Electrical hazards (fans, controls, ignition systems)
- Improper fuel storage or handling
- Mechanical failure of heater components
- Overheating or ignition of nearby combustibles

Safe Operating Steps

1. Pre-Job Planning

1. Conduct a hazard assessment before use.
2. Verify heater is appropriate for the work environment (indoor/outdoor rated).
3. Confirm adequate ventilation is available at all times.
4. Ensure carbon monoxide monitoring is in place when required.
5. Review manufacturer instructions and safety requirements.
6. Identify and remove all flammable and combustible materials from the area.
7. Ensure workers are trained in heater operation and emergency procedures.

2. Equipment Inspection

- Fuel lines, hoses, and fittings for leaks or damage
- Regulators and valves for proper operation
- Electrical cords and ignition systems
- Burner assembly and flame guards
- Fuel tanks for leaks or corrosion
- Safety shut-off systems
- Air intake and exhaust vents

3. Setup Requirements

1. Place heater on a stable, level, non-combustible surface.
2. Maintain required clearance from combustible materials (as per manufacturer specs).
3. Ensure adequate fresh air intake and ventilation.
4. Position heater away from walkways to prevent contact injuries.
5. Secure fuel cylinders/tanks to prevent tipping.
6. Route hoses and cords to prevent trip hazards or damage.
7. Verify fire extinguisher is accessible nearby.

4. Fuel Handling and Refueling

Propane / Natural Gas

1. Inspect cylinders before connection.
2. Ensure proper regulator is used.
3. Check for leaks using approved leak detection solution only.
4. Never use open flame to check for leaks.
5. Turn off heater before changing cylinders.

Diesel / Kerosene

1. Refuel only when heater is off and cool.
2. Use approved fuel containers.
3. Avoid spills; use spill containment if required.
4. Clean up spills immediately.
5. Store fuel away from ignition sources.

5. Starting and Operating the Heater

1. Verify all connections are secure.
2. Ensure area is clear of personnel and combustibles.
3. Follow manufacturer start-up procedures.
4. Ignite heater using approved ignition system only.
5. Monitor flame quality and operation during startup.
6. Confirm proper ventilation is maintained continuously.
7. Do not leave operating heaters unattended unless approved by site procedures.
8. Monitor for unusual smells, sounds, or smoke.

6. Safe Operation Practices

- Maintain required clearances at all times
- Ensure continuous ventilation in enclosed or semi-enclosed spaces
- Monitor carbon monoxide levels when applicable
- Keep heater surfaces free from obstructions
- Do not dry clothing or materials on heaters unless designed for that purpose
- Keep combustible materials away from heat source
- Shut down immediately if unsafe conditions are observed

7. Shutdown Procedure

1. Turn off fuel supply and ignition.
2. Allow heater to cool before handling or moving.
3. Disconnect fuel sources if required.
4. Store equipment safely in designated area.
5. Inspect heater after use for damage or leaks.
6. Report any defects immediately.

8. Storage

- Store fuel cylinders upright and secured
- Store heaters in dry, ventilated areas
- Keep fuel away from ignition sources
- Label all fuel containers appropriately
- Follow WHMIS requirements for fuel storage

Prohibited Practices

Workers shall NOT:

- Use heaters in unventilated enclosed spaces
- Operate damaged or leaking equipment
- Refuel hot or operating heaters
- Bypass safety devices or controls
- Leave heaters unattended in unsafe conditions
- Use unauthorized fuels
- Store fuel near heat sources or ignition points

Emergency Procedures:

Carbon Monoxide Exposure

- Stop work immediately.
- Move all personnel to fresh air.
- Shut down heater if safe to do so.
- Seek medical attention if symptoms occur (headache, dizziness, nausea).
- Report incident to supervision.

Fire or Explosion

- Activate emergency response procedures.
- Use fire extinguisher only if safe and trained.
- Evacuate area immediately if fire spreads.
- Call emergency services (911).
- Do not re-enter until cleared.

Fuel Leak or Spill

- Stop source of leak if safe.
- Eliminate ignition sources.
- Contain spill using absorbent materials.
- Report immediately.
- Dispose of waste according to environmental regulations.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

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

Safe Job Procedure – Hand Tools

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.

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

Responsibilities:

Worker:

- Select and use the correct tool for the job
- Inspect tools before use
- Follow safe handling procedures
- Maintain tools in good condition
- Report damaged tools immediately
- Use required PPE at all times

Supervisor:

- Ensure workers are trained in tool safety
- Provide proper tools and PPE
- Remove defective tools from service
- Monitor compliance with safe work procedures
- Investigate incidents and implement corrective actions

Required PPE:

- CSA-Approved Safety Footwear
- Safety Glasses
- Cut-Resistant Gloves (as required)
- Hearing Protection (if applicable)

Potential Hazards

- Cuts, lacerations, and puncture wounds
- Struck-by injuries from tool failure or misuse
- Repetitive strain injuries (RSI)
- Pinch points during tool use
- Flying debris or fragments
- Slips and loss of control during tool use
- Improper tool selection for the task
- Tool breakage due to wear or misuse
- Electrical hazards (for insulated hand tools near energized systems)
- Musculoskeletal injuries from improper posture or force

Safe Operating Steps

1. Pre-Job Planning

1. Assess the task and identify hazards.
2. Select the correct tool for the job.
3. Ensure workers are trained in proper tool use.
4. Inspect the work area for hazards such as:
 - Slippery surfaces
 - Poor lighting
 - Overhead hazards
 - Electrical risks
5. Ensure adequate space to perform the task safely.

2. Tool Inspection

Before each use, inspect tools for:

- Cracks, bends, or deformation
- Loose, cracked, or splintered handles
- Mushroomed or damaged striking surfaces
- Worn, dull, or chipped cutting edges
- Loose fittings or attachments
- Rust or corrosion affecting performance
- Insulated tool damage (if used for electrical work)

Do not use defective tools. Remove from service immediately and report.

3. Safe Use of Hand Tools

General Requirements

1. Use the correct tool for the task—never improvise.
2. Maintain a firm grip and stable footing.
3. Keep work area clean and well-lit.
4. Focus on the task; avoid distractions.
5. Use tools only as intended by the manufacturer.
6. Apply controlled force—do not overexert or use excessive force.

Cutting Tools (Knives, Chisels, Blades)

- Cut away from the body
- Keep hands clear of cutting path
- Use sharp tools to reduce force required
- Secure material before cutting
- Store blades safely when not in use

Striking Tools (Hammers, Mallets)

- Inspect hammer heads for secure attachment
- Do not use damaged or loose handles
- Strike squarely to prevent glancing blows
- Wear safety glasses to protect from flying debris

Wrenches and Pliers

- Use correct size tool for fasteners
- Pull instead of pushing where possible
- Do not use extensions (cheater bars) unless approved
- Ensure jaws are not worn or damaged

Screwdrivers

- Use correct tip type and size
- Do not use as chisels or pry bars
- Keep hands behind handle when applying force

4. Ergonomics and Safe Body Positioning

1. Maintain neutral wrist and body posture where possible.
2. Avoid repetitive forceful motions for extended periods.
3. Take regular breaks during repetitive tasks.
4. Position work at a comfortable height when possible.
5. Avoid overreaching or awkward positions.

5. Work Area Safety

- Keep tools organized and within reach
- Remove clutter and trip hazards
- Ensure proper lighting
- Keep others clear of active work zones
- Store unused tools safely

6. Tool Maintenance

1. Clean tools after use.
2. Sharpen cutting tools as required.
3. Replace damaged or worn components.
4. Lubricate moving parts when necessary.
5. Store tools in dry, secure locations.
6. Tag and remove defective tools from service immediately.

Prohibited Practices

Workers shall NOT:

- Use damaged or defective tools
- Use tools for unintended purposes
- Carry sharp tools in pockets without protection
- Throw tools or pass them in unsafe manners
- Use excessive force or makeshift extensions
- Leave tools in unsafe locations (ladders, edges, walkways)

Emergency Procedures

Injury (Cut, Puncture, or Strain)

1. Stop work immediately.
2. Apply first aid as trained.
3. Control bleeding if necessary.
4. Seek medical attention if required.
5. Report incident to supervisor.
6. Complete incident report.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

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

Safe Job Procedure – Insulation Installation

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.

Scope

Applies to all workers performing: Batt insulation (fiberglass, mineral wool), rigid foam board insulation, spray foam application, cellulose/blown-in insulation and vapor barrier installation

Responsibilities:

Worker

- Follow Manitoba Workplace Safety and Health requirements
- Use required PPE at all times
- Follow manufacturer instructions and SDS guidance
- Report hazards and defective equipment immediately
- Maintain clean and safe work areas
- Use respiratory protection when required

Supervisor

- Ensure workers are trained and competent
- Provide appropriate PPE and equipment
- Review hazard assessments and SDS documents
- Ensure ventilation and controls are adequate
- Monitor compliance with safe work procedures
- Investigate incidents and implement corrective actions

Required PPE:

- CSA-Approved Safety Footwear
- Safety Glasses or Goggles
- Cut-Resistant Gloves
- Long Sleeves
- Disposable Coveralls (as required)
- Respiratory Protection (N95 minimum or higher depending on hazard assessment)
- Hearing Protection (as required)
- Hard Hat (where required)

Potential Hazards

- Respiratory irritation from airborne fibers and dust
- Skin irritation from fiberglass or mineral wool
- Eye irritation from particulates and chemicals
- Exposure to hazardous chemicals (spray foam, adhesives, vapours)
- Falls from ladders, scaffolds
- Cuts from sharp materials or tools
- Electrical hazards from contact with wiring
- Fire hazards from improper installation around heat sources

Safe Operating Steps

1. Pre-Job Planning

1. Conduct a hazard assessment before starting work.
2. Identify ventilation requirements for the work area.
3. Ensure workers are trained and competent for the assigned insulation type.
4. Inspect work area for:
 - Electrical wiring
 - Sharp objects
 - Structural hazards
 - Poor ventilation
5. Confirm emergency exits remain accessible.

2. Material Handling and Storage

1. Inspect insulation materials for damage or contamination.
2. Store materials in dry, clean areas away from moisture.
3. Handle materials carefully to avoid releasing fibers into the air.
4. Use proper lifting techniques to prevent strain injuries.
5. Keep work areas organized to prevent tripping hazards.

3. Work Area Preparation

1. Isolate work area to restrict unauthorized access.
2. Cover or protect surfaces not being insulated.
3. Ensure adequate lighting is available.
4. Turn off or protect electrical circuits where necessary.
5. Set up ladders or scaffolding securely.

4. Installing Batt or Roll Insulation

1. Measure and cut insulation using sharp tools on a stable surface.
2. Avoid tearing or compressing insulation unnecessarily.
3. Fit insulation snugly into cavities without gaps or voids.
4. Do not cover electrical boxes or recessed fixtures unless rated for insulation contact.
5. Secure insulation using appropriate fasteners or friction fit.
6. Minimize airborne dust during handling.

5. Blown-In Insulation

1. Set up blower equipment according to manufacturer instructions.
2. Ensure hoses and connections are secure.
3. Wear full respiratory protection to prevent dust inhalation.
4. Maintain communication between operator and feeder.
5. Control dust release during filling operations.
6. Do not overfill cavities or block ventilation pathways.

6. Spray Foam Insulation (If Applicable)

1. Follow manufacturer instructions and SDS strictly.
2. Ensure proper ventilation and containment.
3. Wear full chemical-resistant PPE including respirator (as required).
4. Mix and apply materials according to specifications.
5. Avoid skin and eye contact at all times.
6. Restrict access to curing areas.
7. Allow proper curing time before re-entry.

7. Working at Heights

1. Use ladders, scaffolds, or EWP only if inspected and approved.
2. Maintain three-point contact when using ladders.
3. Use fall protection where required.
4. Ensure space has adequate ventilation and lighting.
5. Use caution when moving in uneven spaces.

8. Housekeeping and Cleanup

1. Clean work areas regularly to control fiber accumulation.
2. Use HEPA vacuum systems—do not dry sweep insulation dust.
3. Dispose of waste insulation in designated containers.
4. Remove PPE carefully to avoid contamination.
5. Wash exposed skin after work to remove fibers or chemicals.

Prohibited Practices

Workers shall NOT:

- Work without required respiratory protection in dusty environments
- Leave insulation materials exposed in work areas
- Block electrical panels or fixtures with insulation
- Use damaged or wet insulation materials
- Perform spray foam application without proper training

Emergency Procedures

Exposure (Dust, Fibers, or Chemicals)

1. Stop work immediately.
2. Move to fresh air or well-ventilated area.
3. Remove contaminated clothing.
4. Flush eyes or skin with water if irritated.
5. Seek medical attention if symptoms persist.
6. Report incident to supervisor.

Fall or Physical Injury

1. Stop work immediately.
2. Provide first aid if trained.
3. Call emergency services if required.
4. Secure area to prevent further injury.
5. Report incident and complete documentation.

Fire Hazard

1. Stop work immediately.
2. Activate emergency procedures.
3. Evacuate area if necessary.
4. Use fire extinguisher only if trained and safe to do so.
5. Contact emergency services.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

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

Safe Job Procedure – Manual Lifting& Carrying

Purpose

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

Scope

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

Worker Responsibilities

- Use mechanical lifting aids whenever possible
- Follow proper lifting techniques
- Report unsafe conditions or heavy loads
- Participate in training programs
- Use PPE as required
- Work within personal physical limits

Supervisor Responsibilities

- Identify and control manual handling hazards
- Provide mechanical lifting equipment
- Ensure workers are trained in safe lifting practices
- Monitor workloads and ergonomic risks
- Investigate MSI incidents and implement corrective actions

Required PPE:

- CSA-Approved Safety Footwear
- Safety Gloves (as required)
- High-Visibility Clothing (where required)

Potential Hazards

- Back strains and sprains
- Shoulder, neck, and knee injuries
- Slips, trips, and falls while carrying loads
- Dropped loads causing foot or hand injuries
- Pinch points and crush injuries
- Overexertion and fatigue
- Awkward postures and repetitive lifting
- Poor visibility while carrying large objects
- Uneven or slippery surfaces
- Sudden load shifts or unstable materials

Safe Operating Steps

1. Pre-Job Planning

1. Assess the load before lifting:
 - Weight
 - Size and shape
 - Stability
 - Grip availability
2. Determine if mechanical lifting aids are available (dollies, carts, forklifts, hoists).
3. Use mechanical assistance whenever possible—avoid manual lifting where feasible.
4. Plan the travel path:
 - Clear of obstacles
 - Well-lit
 - Even and dry surface
5. Identify team lifting requirements for heavy or awkward loads.

2. Work Area Preparation

1. Remove trip hazards from the route.
2. Ensure adequate lighting.
3. Open doors and secure access points.
4. Ensure sufficient space for lifting and turning.
5. Confirm destination area is clear and prepared for load placement.

3. Proper Lifting Technique

Step-by-Step Lifting Procedure:

1. **Position yourself close to the load**
 - Keep feet shoulder-width apart for balance.
2. **Test the weight of the load**
 - Lightly push or lift one corner first if unsure.
3. **Bend at the knees, not the waist**
 - Keep back straight and maintain natural curve.
4. **Grip the load firmly**
 - Use full hand grip, not fingertips.
5. **Lift using your legs, not your back**
 - Stand up smoothly and steadily.
6. **Keep the load close to your body**
 - Avoid holding it away from your torso.
7. **Avoid twisting while lifting or carrying**
 - Turn your feet instead of your back.
8. **Move carefully and maintain clear vision**
 - Ensure path is visible and stable.

4. Carrying Loads Safely

1. Maintain balanced posture while walking.
2. Do not rush or run while carrying loads.
3. Keep load at waist height when possible.
4. Avoid obstructing vision with the load.
5. Set down loads carefully using reverse lifting technique.
6. Take breaks when handling repetitive or heavy loads.

5. Team Lifting

1. Assign a team leader to coordinate movement.
2. Ensure all workers understand the lift plan.
3. Lift on a clear verbal command (“1, 2, 3, lift”).
4. Maintain even load distribution between workers.
5. Move slowly and communicate throughout the lift.
6. Set down load together in a controlled manner.

6. Pushing and Pulling Loads

- Push instead of pull whenever possible
- Keep back straight and use body weight to assist movement
- Avoid sudden forceful movements
- Ensure wheels or equipment are in good condition
- Do not exceed equipment load limits

7. Ergonomic Practices

- Rotate tasks to reduce repetitive strain.
- Avoid prolonged bending or kneeling positions.
- Adjust work height where possible.
- Use mechanical aids whenever available.
- Take regular rest breaks during heavy work periods.

8. Use of Mechanical Aids

Examples include:

- Hand trucks / dollies
- Pallet jacks
- Carts
- Hoists or lifts
- Forklifts (operator certified only)

Prohibited Practices:

Workers shall NOT:

- Lift loads beyond personal capability
- Twist while lifting heavy objects
- Carry loads that block vision in unsafe areas
- Use damaged carts or lifting equipment
- Rush or run while carrying materials
- Attempt to catch falling heavy objects

Emergency Procedure:

If an injury occurs:

- Stop work immediately and ensure the area is safe.
- Do not continue lifting or carrying if pain or discomfort is experienced.
- Notify your supervisor immediately.
- If the injury is serious (e.g., severe back injury, suspected fracture, head injury, loss of consciousness):
- Call **911** immediately.
- Do not move the injured worker unless they are in immediate danger.
- Keep the injured worker calm and comfortable until emergency responders arrive.
- If trained, provide first aid within the scope of your training.
- Report the incident according to company procedures and complete all required incident/injury documentation.
- Secure the work area if the incident was caused by a hazard (e.g., unstable load, poor housekeeping, obstructed walkway) until corrective actions have been taken.
- Investigate the incident to determine the root cause and implement corrective measures before work resumes.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

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

Safe Job Procedure – Mold Remediation

Purpose

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

Worker Responsibilities

- Follow Manitoba Workplace Safety and Health requirements
- Use PPE correctly at all times
- Follow containment and decontamination procedures
- Report hazards and exposure immediately
- Do not disturb unknown building materials
- Maintain clean and controlled work zones

Supervisor Responsibilities

- Ensure workers are trained and fit-tested for respirator use
- Confirm proper containment setup
- Verify moisture source is corrected before remediation
- Provide appropriate equipment and PPE
- Ensure proper waste disposal procedures
- Conduct final inspection and clearance

Required PPE:

- Full or half-face respirator (P100 or as per hazard assessment), N95 minimum (low-risk only)
- CSA-approved safety footwear
- Safety glasses or goggles
- disposable coveralls (Tyvek or equivalent)
- nitrile gloves (or chemical-resistant gloves)
- head protection (if required)
- hearing protection (as needed)

Potential Hazards

- Inhalation of mold spores and bioaerosols
- Skin and eye irritation
- Allergic reactions or respiratory illness
- Exposure to contaminated dust and debris
- Asbestos or lead-containing materials in older buildings
- Chemical exposure from cleaning agents or biocides
- Confined or poorly ventilated spaces
- Slips, trips, and falls in wet environments
- Structural instability in water-damaged materials
- Electrical hazards in wet areas
- Improper containment leading to cross-contamination

Safe Operating Procedure

1. Pre-Job Planning

1. Conduct a site hazard assessment before starting work.
2. Identify moisture source causing mold growth and ensure it is controlled.
3. Determine extent of contamination (small, moderate, or large-scale remediation).
4. Review Safety Data Sheets (SDS) for all chemicals used.
5. Confirm workers are trained and fit-tested for respirator use.
6. Identify potential hazardous materials (asbestos, lead paint) before disturbing surfaces.
7. Develop a containment and remediation plan.

2. Work Area Isolation and Containment

1. Establish controlled work zones.
2. Seal off affected areas using polyethylene sheeting.
3. Use zipper doors or airlocks for entry/exit.
4. Set up negative air pressure using HEPA filtration systems.
5. Shut down HVAC systems to prevent spread of spores.
6. Post warning signage: “Mold Remediation – Authorized Personnel Only.”
7. Remove or cover non-affected materials to prevent contamination.

3. PPE Donning Procedure

1. Inspect all PPE before use.
2. Put on disposable coveralls.
3. Fit respirator and perform seal check.
4. Wear gloves and ensure sleeves overlap.
5. Tape gloves to sleeves and boots if required for containment level.
6. Ensure PPE is intact before entering containment area.

4. Mold Removal Process

1. Lightly mist surfaces to reduce airborne spores before disturbance.
2. Remove contaminated porous materials (drywall, insulation, carpet) as required.
3. Cut and remove materials carefully to minimize dust generation.
4. Place removed materials directly into sealed disposal bags.
5. Clean non-porous surfaces using HEPA vacuuming followed by approved cleaning solution.
6. Do not dry sweep or use compressed air.
7. Replace materials only after area has been verified clean and dry.

5. Cleaning and Decontamination

1. HEPA vacuum all affected surfaces.
2. Wipe down with approved antimicrobial solution.
3. Dispose of cleaning materials as contaminated waste.
4. Clean tools and equipment within containment before removal.
5. Shower/change procedures should be followed after exiting containment when required.

6. Waste Handling and Disposal

1. Seal waste in labeled, heavy-duty bags.
2. Double-bag contaminated materials if required.
3. Transport waste in covered containers.
4. Dispose of materials according to local environmental and municipal regulations.
5. Do not transport contaminated materials through clean areas.

7. Dismantling Containment

1. HEPA vacuum all surfaces before removing containment barriers.
2. Carefully remove plastic sheeting to avoid spreading spores.
3. Dispose of containment materials as contaminated waste.
4. Perform final HEPA cleaning of surrounding area.
5. Conduct visual inspection for remaining contamination.

8. Clearance and Verification

1. Confirm moisture source has been corrected.
2. Verify area is dry and free of visible mold.
3. Conduct final HEPA vacuum and cleaning.
4. Document remediation completion.
5. Only re-occupy area after supervisor clearance.

Prohibited Practices

Workers shall NOT:

- Enter containment without required PPE
- Dry sweep or use compressed air in mold areas
- Use non-HEPA vacuum equipment
- Disturb mold without containment controls
- Eat, drink, or smoke in contaminated areas
- Reuse contaminated PPE
- Ignore signs of asbestos or hazardous materials

Emergency Procedures

Exposure Incident

1. Exit contaminated area immediately.
2. Remove contaminated PPE safely.
3. Wash exposed skin and eyes with water.
4. Seek medical attention if symptoms occur.
5. Report exposure to supervisor.

Equipment Failure (HEPA / Negative Air Unit)

1. Stop work immediately.
2. Secure containment area.
3. Replace or repair equipment before continuing.
4. Do not continue without proper negative pressure.

Suspected Asbestos or Hazardous Material Discovery

1. Stop all work immediately.
2. Do not disturb materials further.
3. Notify supervisor immediately.
4. Follow regulated hazardous material procedures before resuming.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Office Work			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure – Office Work

Scope

This procedure applies to employees performing office and administrative duties, including: Computer work, telephone use, filing and document handling, printing and photocopying, meetings, general office housekeeping and manual handling of office supplies

Responsibilities

Supervisor

- Provide worker orientation and training.
- Conduct workplace inspections.
- Ensure ergonomic assessments are completed when required.
- Correct identified hazards promptly.
- Maintain emergency equipment and procedures.
- Ensure workers follow safe work procedures.

Worker

- Follow this Safe Job Procedure.
- Maintain good housekeeping.
- Report hazards and injuries immediately.
- Use office equipment safely.
- Practice proper ergonomic techniques.
- Participate in required safety training.
- Follow emergency procedures.

Potential Hazards

- Poor workstation ergonomics
- Repetitive motions
- Eyestrain
- Slips, trips and falls
- Electrical hazards
- Manual lifting injuries
- Fire hazards
- Poor housekeeping
- Stress and fatigue
- Cuts from paper or office equipment

Safe Work Procedure

1. Before Starting Work

- Complete required orientation and training.
- Inspect your workstation for hazards.
- Ensure walkways and exits are clear.
- Adjust your workstation before beginning work.
- Report unsafe conditions to your supervisor.

2. Ergonomic Workstation Setup

Adjust the workstation to promote neutral body posture:

- Sit with feet flat on the floor or on a footrest.
- Knees at approximately 90 degrees.
- Back fully supported by the chair.
- Shoulders relaxed.
- Elbows close to the body and bent about 90 degrees.
- Wrists kept straight while typing.
- Top of the monitor at or slightly below eye level.
- Position the monitor approximately an arm's length away.
- Place frequently used items within easy reach.

3. Computer Work

- Alternate tasks throughout the day.
- Take short movement and stretching breaks every 30–60 minutes.
- Avoid prolonged static postures.
- Use proper keyboard and mouse positioning.
- Reduce screen glare where possible.
- Adjust screen brightness for comfort.

4. Telephone Use

- Use a headset when making frequent or lengthy calls.
- Avoid cradling the phone between your shoulder and ear.
- Maintain good posture while speaking.

5. Manual Handling

When lifting office supplies:

- Use proper lifting techniques.
- Avoid twisting while carrying.
- Request assistance for heavy or awkward items.
- Use carts or dollies whenever possible.

6. Office Equipment

Before using printers, copiers or shredders:

- Follow manufacturer instructions.
- Keep hands clear of moving parts.
- Do not bypass safety guards.
- Report damaged equipment immediately.

7. Electrical Safety

- Inspect cords before use.
- Do not overload power bars or outlets.
- Keep liquids away from electrical equipment.
- Do not use damaged electrical cords.
- Report electrical hazards immediately.

8. Housekeeping

- Maintain a clean and organized workspace
- Keeping walkways clear.
- Securing cords to prevent trip hazards.
- Closing filing cabinet drawers when not in use.
- Cleaning spills immediately.
- Properly storing office supplies.

9. Fire Safety

- Know the location of emergency exits.
- Know the location of fire extinguishers.
- Keep exits unobstructed.
- Participate in emergency drills.
- Report fire hazards immediately.

Emergency Procedures

Medical Emergency

- Call emergency services if required.
- Notify the supervisor.
- Provide first aid if trained.
- Complete required incident reporting.

Fire

- Activate the fire alarm.
- Evacuate using designated exits.
- Proceed to the designated muster point.
- Do not use elevators unless authorized.

Electrical Incident

- Disconnect power if safe to do so.
- Do not touch exposed energized components.
- Report immediately.
- Remove defective equipment from service.

Spill

- Clean minor spills immediately if safe.
- Use appropriate cleaning materials.
- Report larger spills or hazardous substance releases to the supervisor.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

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

Safe Job Procedure – Painting

Purpose

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

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

Responsibilities

Worker:

- Follow Manitoba Workplace Safety and Health requirements
- Use PPE at all times
- Follow SDS and manufacturer instructions
- Maintain good housekeeping
- Report hazards and incidents immediately
- Use equipment safely and correctly

Supervisor:

- Ensure workers are trained and competent
- Provide appropriate PPE and ventilation controls
- Enforce safe use of chemicals and equipment
- Maintain SDS documentation
- Investigate incidents and implement corrective actions

Required PPE:

- CSA-Approved Safety Footwear
- Safety Glasses or Goggles
- Chemical-Resistant Gloves
- Respiratory Protection (N95 minimum or higher depending on products used)
- Disposable Coveralls (as required)
- High-Visibility Clothing (where required)

Potential Hazards

- Inhalation of paint vapours, fumes, and solvents
- Skin and eye irritation from paints and coatings
- Exposure to volatile organic compounds (VOCs)
- Flammable liquids and fire hazards
- Falls from ladders, scaffolds, or elevated work platforms
- Slip hazards from wet paint or spills
- Electrical hazards when working near outlets or fixtures
- Chemical burns or sensitization from coatings or cleaners
- Strains from repetitive brushing, rolling, or overhead work
- Spray paint mist exposure (airborne particles)

Safe Operating Procedure

1. Pre-Job Planning

1. Conduct a hazard assessment before starting work.
2. Review SDS for all paints, primers, and solvents.
3. Ensure proper ventilation is available for interior work.
4. Identify flammable materials and ignition sources.
5. Verify workers are trained in safe use of coatings and equipment.
6. Inspect work area for hazards such as:
 - Electrical outlets and fixtures
 - Trip hazards
 - Inadequate lighting
 - Unstable surfaces or heights

2. Work Area Preparation

1. Remove or protect furniture, equipment, and surfaces.
2. Install drop sheets and masking materials.
3. Ensure ventilation systems or fans are operating.
4. Clearly mark wet paint areas to prevent slips.
5. Ensure emergency exits remain accessible.

3. Surface Preparation

1. Inspect surfaces for damage, moisture, or contamination.
2. Clean surfaces using appropriate methods (scraping, sanding, washing).
3. Control dust using HEPA vacuum systems where required.
4. Wear respiratory protection during sanding or scraping.
5. Repair cracks or defects before painting.

4. Paint Handling and Mixing

1. Review product SDS before use.
2. Use approved containers and mixing tools.
3. Open containers carefully to avoid splashes.
4. Mix paints in well-ventilated areas.
5. Keep lids closed when not in use.
6. Store flammable materials away from heat sources.

5. Painting Application

Brush and Roller Application

1. Use proper technique to avoid overexertion.
2. Maintain stable footing when using ladders or extension poles.
3. Avoid overreaching—reposition ladder as needed.
4. Keep work area free of spills and drips.

Spray Painting (If Applicable)

1. Ensure proper ventilation and containment.
2. Wear appropriate respirator and full PPE.
3. Test spray equipment before use.
4. Maintain correct spray distance and pressure.
5. Avoid spraying near ignition sources.
6. Control overspray using barriers or masking.

6. Working at Heights

1. Use ladders, scaffolds, or EWP only if inspected and approved.
2. Maintain three-point contact when using ladders.
3. Do not stand on top rungs or unstable surfaces.
4. Use fall protection when required.
5. Keep tools secured to prevent dropping hazards.

7. Cleanup Procedures

1. Clean brushes, rollers, and equipment using approved methods.
2. Dispose of solvent waste in designated containers.
3. Do not pour paint or chemicals down drains.
4. Remove masking and drop sheets carefully.
5. Dispose of contaminated materials properly.
6. Wash hands and exposed skin after work.

8. Storage

- Store paints and chemicals in approved, labeled containers
- Keep flammable products in ventilated storage areas
- Protect materials from heat and freezing temperatures
- Ensure lids are tightly sealed
- Follow WHMIS labeling requirements

Prohibited Practices

Workers shall NOT:

- Use paints or solvents without reading SDS
- Work in poorly ventilated areas without respiratory protection
- Smoke or use open flames near flammable coatings
- Use damaged ladders or equipment
- Spray paint without proper PPE or containment
- Leave spills unattended
- Store chemicals in unapproved containers

Emergency Procedures

Chemical Exposure

- Stop work immediately.
- Move to fresh air or ventilated area.
- Flush eyes or skin with water if exposed.
- Seek medical attention if symptoms occur.
- Report incident to supervisor.

Fire or Flammable Vapor Ignition

- Activate emergency procedures.
- Use fire extinguisher only if trained and safe.
- Evacuate area if fire spreads.
- Call emergency services (911).
- Do not re-enter until cleared.

Spill Response

- Stop source of spill if safe.
- Contain spill using absorbent materials.
- Remove ignition sources.
- Dispose of contaminated materials properly.
- Report spill immediately.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

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

Safe Job Procedure – Plumbing Installation

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.

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

Responsibilities

Worker

- Follow Manitoba Workplace Safety and Health requirements
- Use PPE at all times
- Follow lockout/tagout procedures
- Use chemicals safely according to SDS
- Report hazards and defects immediately
- Maintain clean and safe work areas

Supervisor

- Ensure workers are trained and competent
- Enforce lockout/tagout and confined space procedures
- Provide appropriate PPE and equipment
- Review hazard assessments
- Investigate incidents and implement corrective actions

Required PPE:

- CSA-Approved Safety Footwear
- Safety Glasses
- Cut-Resistant Gloves
- Hearing Protection (as required)
- High-Visibility Clothing (where required)
- Respiratory Protection (as required by hazard assessment)

Potential Hazards

- Exposure to sewage, bacteria, and biological contaminants
- Contact with pressurized water or gas systems
- Chemical exposure (solvents, adhesives, pipe cleaners, flux)
- Burns from soldering or hot materials
- Cuts and punctures from pipes and tools
- Confined space hazards (manholes, crawl spaces, trenches)
- Trench collapse or cave-in hazards
- Electrical hazards (bonding/grounding or hidden wiring)
- Slips, trips, and falls in wet environments
- Musculoskeletal injuries from lifting heavy pipe and fixtures
- Working at heights (pipes above ceilings or roofs)

Safe Operating Procedure**1. Pre-Job Planning**

1. Conduct a hazard assessment before starting work.
2. Review drawings, specifications, and system layout.
3. Identify shut-off valves and isolation points.
4. Confirm whether confined space or trenching work is involved.
5. Review Safety Data Sheets (SDS) for all chemicals and solvents.
6. Ensure workers are trained and competent for assigned tasks.
7. Verify emergency procedures and rescue plans where applicable.

2. Isolation and System Shutdown

1. Shut off and lock out water, gas, or related systems before work begins.
2. Verify zero energy/pressure conditions before opening lines.
3. Tag out systems to prevent accidental activation.
4. Drain or vent systems safely before disassembly.
5. Confirm isolation points with supervisor when required.

3. Work Area Preparation

1. Inspect area for hazards (wet floors, electrical sources, obstructions).
2. Establish safe access routes.
3. Provide adequate lighting and ventilation.
4. Set up barricades or signage where required.
5. Ensure tools and materials are organized and accessible.

4. Pipe Installation and Assembly

1. Measure and cut piping accurately using appropriate tools.
2. Deburr pipe ends to prevent injury or joint failure.
3. Assemble piping using correct fittings and approved materials.
4. Apply solvents, adhesives, or solder in well-ventilated areas.
5. Avoid skin and eye contact with chemicals.
6. Support piping properly during installation to prevent strain or collapse.
7. Ensure proper alignment and secure fastening of all systems.

5. Soldering and Hot Work

1. Obtain hot work permit if required.
2. Clear area of flammable materials.
3. Use heat-resistant gloves and eye protection.
4. Maintain fire extinguisher nearby.
5. Never leave open flame unattended.
6. Allow materials to cool before handling.

6. Working in Confined Spaces (If Applicable)

1. Follow confined space entry procedures.
2. Test atmosphere before entry (oxygen, gases, vapours).
3. Use ventilation and continuous monitoring.
4. Assign trained attendant/standby worker.
5. Use approved retrieval and rescue systems.
6. Do not enter without authorization and permit.

7. Pressure Testing and Commissioning

1. Verify all joints and connections are secure.
2. Gradually pressurize system as per specifications.
3. Monitor for leaks or failures.
4. Keep personnel clear of pressurized lines.
5. Depressurize system safely after testing.

8. Housekeeping

1. Remove scrap materials and debris regularly.
2. Clean up water spills to prevent slip hazards.
3. Store tools safely when not in use.
4. Dispose of chemical containers according to regulations.
5. Maintain clear walkways and exits.

Prohibited Practices

Workers shall NOT:

- Work on live or pressurized systems without authorization
- Bypass lockout/tagout procedures
- Enter confined spaces without proper permits and training
- Use damaged tools or equipment
- Leave open flames unattended
- Mix incompatible chemicals
- Ignore trench or excavation safety requirements

Emergency Procedures

Exposure to Sewage or Chemicals

- Stop work immediately.
- Wash affected area thoroughly with water.
- Remove contaminated clothing.
- Seek medical attention if required.
- Report exposure to supervisor.

Gas Leak

- Stop work immediately.
- Eliminate ignition sources if safe.
- Evacuate area.
- Call emergency services and utility provider.
- Do not re-enter until cleared.

Injury

- Provide first aid if trained.
- Call emergency services if necessary.
- Secure the area.
- Notify supervision immediately.
- Complete incident report.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

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

Safe Job Procedure – Roofing

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.

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

Worker Responsibilities

- Follow Manitoba Workplace Safety and Health requirements
- Use fall protection correctly at all times
- Inspect all equipment before use
- Follow manufacturer installation instructions
- Maintain safe housekeeping practices
- Report hazards and unsafe conditions immediately

Supervisor Responsibilities

- Ensure fall protection systems are in place and inspected
- Confirm workers are trained and competent
- Monitor weather conditions and work stoppage decisions
- Enforce safe work procedures
- Ensure rescue plan is in place before work begins
- Investigate incidents and implement corrective actions

Required PPE:

- CSA-Approved Safety Footwear
- Hard Hat
- Safety Glasses
- Cut-Resistant Gloves
- High-Visibility Clothing
- Full Fall Protection System (harness, lanyard/SRL, lifeline as required)
- Hearing Protection (as required)

Potential Hazards

- Falls from roof edges, skylights, or openings
- Slips on wet, icy, or loose roofing materials
- Falling tools, materials, or debris
- Exposure to weather (heat stress, cold stress, wind)
- Electrical hazards from overhead power lines
- Burns from hot tar, torches, or adhesives
- Cuts and punctures from tools and materials
- Structural collapse of weakened roof surfaces
- Musculoskeletal injuries from lifting materials
- Chemical exposure from adhesives, sealants, and solvents

Safe Operating Procedure

1. Pre-Job Planning

1. Conduct a hazard assessment before starting work.
2. Review weather conditions (no roofing in high winds, ice, or storms).
3. Identify fall hazards and roof access points.
4. Confirm fall protection system is required and available.
5. Review roof structure for weak or unstable areas.
6. Identify overhead electrical hazards and maintain safe distances.
7. Ensure workers are trained in fall protection and roofing safety.

2. Site Preparation

1. Establish controlled access zones below roof work.
2. Set up warning signage and barricades to protect pedestrians.
3. Inspect ladders, scaffolds, and access equipment.
4. Ensure materials are staged safely and secured from wind.
5. Identify roof anchors and install engineered anchor points where required.

3. Ladder and Roof Access Safety

1. Inspect ladders before use.
2. Secure ladder at top and bottom.
3. Extend ladder at least 1 metre above roof edge.
4. Maintain three-point contact when climbing.
5. Do not carry heavy materials while climbing—use hoists or ropes.

4. Fall Protection Use

1. Inspect harness, lanyard/SRL, and anchor points before use.
2. Connect to approved anchor before stepping onto roof.
3. Maintain 100% tie-off at all times when required.
4. Position lifelines to minimize swing fall hazards.
5. Do not tie off to non-approved structures (vents, pipes, gutters).
6. Ensure adequate fall clearance distance below working level.

5. Roofing Operations

Material Handling

1. Use proper lifting techniques or mechanical assistance.
2. Secure materials to prevent sliding or wind displacement.
3. Do not overload roof structures.

Installation

1. Work from secure positions—avoid loose or unstable surfaces.
2. Keep tools secured with lanyards when required.
3. Maintain awareness of roof edges and openings.
4. Install materials according to manufacturer specifications.
5. Avoid stepping on skylights or fragile roof sections.

Hot Work (If Applicable)

1. Obtain hot work permit.
2. Remove combustibles from work area.
3. Keep fire extinguisher nearby.
4. Monitor ignition sources continuously.
5. Allow materials to cool before leaving area.

6. Weather Condition

1. Stop work during high winds, lightning, heavy rain, or icy conditions.
2. Avoid roofing during extreme heat without hydration and rest breaks.
3. Remove snow and ice before working on roof surfaces.
4. Monitor roof surface conditions continuously.

7. Housekeeping

1. Remove debris regularly to prevent slip hazards.
2. Keep tools organized and secured.
3. Do not leave loose materials near roof edges.
4. Clear walkways, ladders, and access points.

Prohibited Practices

Workers shall NOT:

- Work on roofs without fall protection where required
- Work in unsafe weather conditions
- Step on skylights or fragile surfaces
- Carry materials while climbing ladders
- Use damaged or unsecured access equipment
- Tie off to non-approved anchor points
- Leave tools or materials unsecured near edges

Emergency Procedures

Fall or Near-Fall Incident

- Stop work immediately.
- Provide first aid if trained.
- Call emergency services if required.
- Do not move injured worker unless necessary for safety.
- Secure the area and report incident.

Fall Arrest Activation

- Initiate rescue plan immediately.
- Do not delay rescue (suspension trauma risk).
- Use trained rescue personnel and equipment.
- Call emergency services if required.

Injury

- Stop work immediately.
- Provide first aid.
- Notify supervisor.
- Seek medical attention if required.
- Complete incident report.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Scaffolding			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	April 10, 2026

Safe Job Procedure- Scaffolding

Purpose

To establish safe work procedures for the erection, inspection, use, alteration, and dismantling of scaffolds to prevent falls, structural collapse, falling objects, and other workplace injuries.

Scope

This procedure applies to all workers, supervisors, and subcontractors who erect, inspect, use, alter, or dismantle scaffolding at Manitoba worksites.

Responsibilities

Supervisor:

- Ensure competent supervision.
- Verify worker training.
- Ensure daily inspections are completed.
- Remove unsafe scaffolds from service.
- Enforce compliance with this procedure.
- Ensure required fall protection is used.

Worker:

- Follow this Safe Job Procedure.
- Inspect scaffolds before use.
- Report defects immediately.
- Use required PPE.
- Do not alter scaffolds unless authorized.
- Follow manufacturer instructions and supervisor directions.

Potential Hazards

- Falls from height
- Scaffold collapse
- Falling tools or materials
- Overloading
- Electrical contact
- Uneven ground
- Slips and trips
- Weather (wind, rain, snow, ice)
- Pinch points
- Manual handling injuries

Required PPE

- CSA-approved hard hat
- CSA-approved safety footwear
- Safety glasses with side shields
- High-visibility apparel
- Work gloves
- Full body harness with approved lanyard when required
- Additional PPE as identified in the hazard assessment

Required Training & Competency

Workers shall:

- Receive scaffold hazard awareness training.
- Be trained in this Safe Job Procedure.
- Be trained in fall protection where required.
- Be competent to perform assigned scaffold duties.
- Work under the supervision of a competent person during scaffold erection, modification, and dismantling.

Tools & Equipment

- Scaffold components
- Base plates
- Screw jacks
- Mud sills
- Guardrails
- Midrails
- Toe boards
- Cross braces
- Access ladder or stair tower
- Fall protection equipment
- Scaffold inspection tag

Safe Operating Steps

1. Pre-Job Planning

- Complete a hazard assessment.
- Review site conditions.
- Confirm scaffold type is suitable.
- Determine load requirements.
- Verify weather conditions.
- Establish exclusion zones where required.

2. Inspection Before Assembly

Inspect all scaffold components for:

- Damage
- Bent frames
- Missing locking pins
- Cracks
- Corrosion
- Defective planks
- Missing guardrail components

Remove damaged equipment from service immediately.

3. Scaffold Erection

Only competent persons shall erect scaffolding.

- Install on stable, level ground.
- Use mud sills when required.
- Install base plates and screw jacks.
- Install all cross bracing.
- Fully secure all platforms.
- Install guardrails, midrails, and toe boards.
- Install safe ladder or stair access.
- Tie scaffold to the structure as required.
- Install fall protection during erection where required.

4. Scaffold Inspection

Inspect:

- Before first use
- At the beginning of each shift
- After alteration
- After severe weather
- Following any event affecting structural integrity

Verify:

- Level and plumb
- Bracing secure
- Guardrails installed
- Platforms fully decked
- Safe access
- No damaged components
- Proper scaffold tag displayed

5. Safe Use

Workers shall:

- Use designated access points.
- Maintain three-point contact while climbing.
- Keep platforms clean.
- Stay within rated load capacity.
- Evenly distribute materials.
- Never climb guardrails.
- Never move mobile scaffolds while occupied.
- Maintain required clearance from energized electrical equipment.
- Wear fall protection where required.
- Secure tools to prevent falling objects.

6. Mobile Scaffolds

Before movement:

- Workers must dismount.
- Secure materials.
- Lock platforms.
- Unlock casters only during movement.
- Relock wheels before use.

7. Alterations

- Only competent persons may alter scaffolds.
- Reinspect before returning to service.
- Update scaffold tag after modifications.

8. Dismantling

- Remove materials first.
- Dismantle from the top down.
- Maintain structural stability.
- Lower materials safely—do not throw components.
- Maintain exclusion zones below.
- Use fall protection where required.

Emergency Procedures

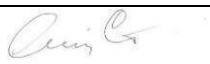
In the event of: scaffold collapse, worker fall, structural failure, and falling objects; Workers shall:

1. Stop work immediately.
2. Notify the supervisor.
3. Contact emergency services if required.
4. Prevent access to the affected area.
5. Do not reuse the scaffold until inspected and approved.
6. Report the incident according to company procedures.

Prohibited Practices

- Using damaged scaffold components
- Exceeding scaffold load limits
- Climbing scaffold cross braces
- Removing guardrails while in use
- Working on unstable foundations
- Moving occupied mobile scaffolds
- Using makeshift platforms or ladders on scaffold decks
- Working during unsafe weather conditions unless hazards are controlled

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

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

Safe Job Procedure – Siding Installation

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.

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

Responsibilities

Worker

- Follow Manitoba Workplace Safety and Health requirements
- Use PPE correctly at all times
- Inspect tools and access equipment before use
- Follow manufacturer installation instructions
- Maintain safe housekeeping practices
- Report hazards and defects immediately

Supervisor

- Ensure workers are trained and competent
- Provide safe access equipment and PPE
- Monitor weather and work conditions
- Enforce fall protection requirements
- Investigate incidents and implement corrective actions

Required PPE:

- CSA-Approved Safety Footwear
- Safety Glasses
- Cut-Resistant Gloves
- Hearing Protection (when using power tools)
- High-Visibility Clothing (where required)
- Respiratory Protection (as required by dust exposure)
- Fall Protection Equipment (when working at height as required)

Potential Hazards

- Falls from ladders, scaffolds, or elevated work platforms
- Struck-by injuries from tools, fasteners, or falling materials
- Cuts and lacerations from siding materials and sharp edges
- Musculoskeletal injuries from lifting and repetitive installation
- Exposure to silica dust (cement/fibre cement siding cutting)
- Noise exposure from power tools
- Electrical hazards from hidden wiring or overhead lines
- Slips and trips on uneven ground or debris
- Wind hazards affecting materials and worker balance
- Chemical exposure from sealants, adhesives, and coatings

Safe Operating Procedure

1. Pre-Job Planning

1. Conduct a hazard assessment before starting work.
2. Review site drawings and siding installation specifications.
3. Identify fall hazards and determine if fall protection is required.
4. Check weather conditions (avoid high winds, storms, icy surfaces).
5. Identify electrical hazards such as overhead power lines.
6. Ensure workers are trained and competent for assigned tasks.
7. Verify access equipment is inspected and safe for use.

2. Work Area Preparation

1. Establish controlled work zones below elevated work.
2. Set up barricades or warning signage.
3. Ensure adequate lighting and safe access routes.
4. Remove debris and trip hazards.
5. Stage materials securely to prevent tipping or wind displacement.
6. Protect surrounding structures and landscaping as required.

3. Access Equipment Setup (Ladders/Scaffolds/EWP)

1. Inspect ladders, scaffolds, or EWP before use.
2. Ensure ladders are placed on stable, level surfaces and secured.
3. Maintain three-point contact when climbing ladders.
4. Do not overreach—reposition ladder as needed.
5. Use guardrails on scaffolds where required.
6. Use fall protection when required by height or hazard assessment.

4. Material Handling

1. Inspect siding materials for damage or defects.

2. Use proper lifting techniques or team lifts for long/heavy materials.
3. Store materials flat and stable to prevent movement.
4. Keep materials clear of walkways and edges.
5. Avoid carrying materials that obstruct vision.

5. Cutting and Preparation

1. Use correct cutting tools for material type.
2. Secure materials before cutting.
3. Wear safety glasses and cut-resistant gloves.
4. Control dust—use HEPA vacuum or wet cutting for fibre cement.
5. Avoid cutting materials in windy or uncontrolled environments.
6. Dispose of scrap materials safely and promptly.

6. Installation Process

1. Follow manufacturer installation instructions.
2. Ensure proper alignment and fastening spacing.
3. Use approved fasteners for siding material type.
4. Avoid placing hands in pinch points during installation.
5. Maintain safe distance from edges and openings.
6. Secure tools to prevent falling hazards when working at height.
7. Install weather barriers and flashing as required.

7. Working at Heights

1. Use ladders, scaffolds, or EWP only if inspected and approved.
2. Maintain fall protection when required.
3. Do not work in high winds or unsafe weather conditions.
4. Keep platforms clear of debris and tools.
5. Avoid stepping on unstable siding or unfinished surfaces.

8. Sealants and Finishing Work

1. Review SDS for sealants and adhesives.
2. Use gloves when handling chemicals.
3. Ensure adequate ventilation.
4. Avoid skin and eye contact.
5. Clean spills immediately.

9. Housekeeping

1. Remove scrap materials regularly.
2. Keep work areas clean and organized.
3. Store tools safely when not in use.
4. Maintain clear access routes and exits.

5. Dispose of waste materials properly.

Prohibited Practices

Workers shall NOT:

- Work without required fall protection when needed
- Use damaged ladders, scaffolds, or tools
- Leave tools or materials unsecured at height
- Bypass tool safety guards
- Carry materials that obstruct vision in unsafe conditions
- Cut fibre cement without dust control measures

Emergency Procedures

Fall or Injury

1. Stop work immediately.
2. Provide first aid if trained.
3. Call emergency services if required.
4. Secure the area.
5. Report incident to supervisor.

Tool or Equipment Failure

1. Stop using equipment immediately.
2. Tag out defective tools.
3. Report to supervisor.
4. Do not resume work until repaired or replaced.

Exposure (Dust/Chemicals)

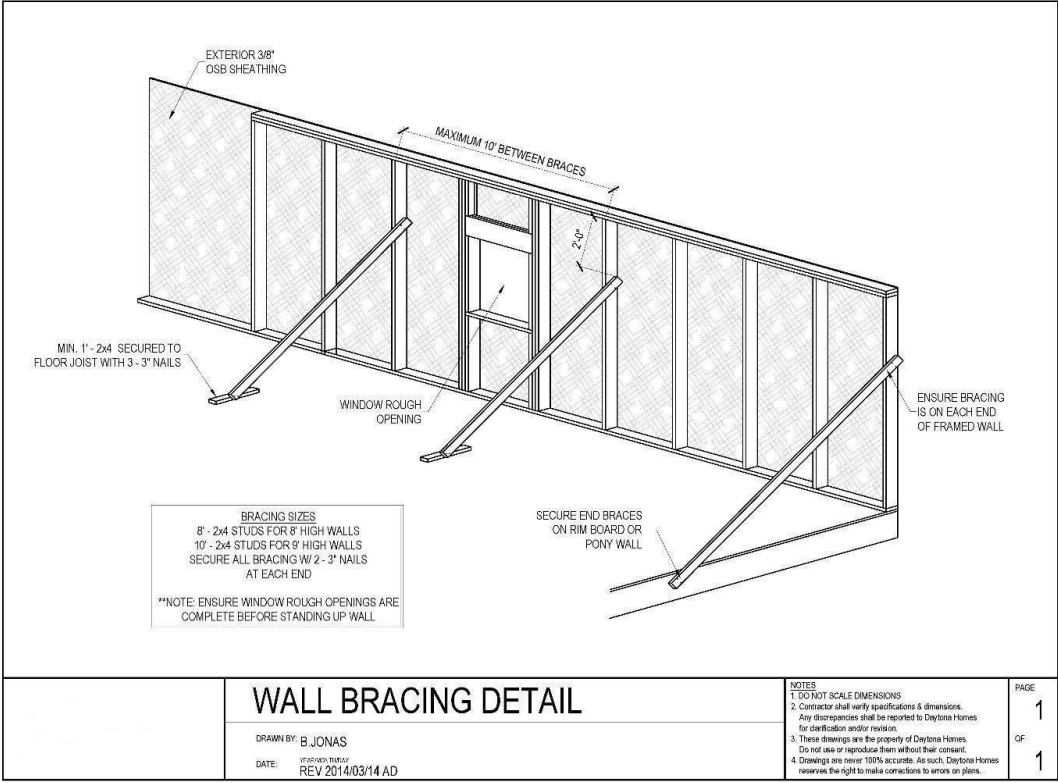
1. Move to fresh air.
2. Wash affected skin or eyes if required.
3. Seek medical attention if symptoms persist.
4. Report exposure immediately.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Health & Safety Manual



Daytona Homes
Health & Safety Manual



Job Title:	Unauthorized Access			
Developed By:	Safety Manager	Charlotte Charbonneau	Date:	July 15, 2026
Approved By:	Craig Corbett CEO		Date:	July 29, 2026
				
Revised By:			Date:	

Safe Job Procedure – Unauthorized access (Trespassing)

Purpose

To establish a safe work procedure for protecting workers and contractors against personal harm or property damage by unauthorized person(s) in the houses.

Scope

This procedure applies to all workers, supervisors, and contractors performing work in Daytona Homes.

Responsibilities

Workers:

- Inspect the house before starting work or bringing any tools or equipment into the house
- Remove yourself immediately from any unsafe situations
- Immediately report all incidents, equipment and/or property damage
- Contact Supervisor, Project Manager and Safety Manager as soon as reasonably possible
- Take pictures and document findings, complete an incident report and forward to the Safety Manager
- Note any issues on the daily hazard assessment, include pictures of access and damage
- Contact 911 or the Police non-emergency line (204) 986-6222 depending on the situation
- Refuse unsafe work in accordance with Manitoba OHS legislation
- Do not engage with any unauthorized persons in the house
- Secure windows and doors at the end of the day where possible

Supervisors:

- Ensure personal safety, worker and contractors' safety by performing inspections in homes suspected of unauthorized entry
- Remove yourself immediately from any unsafe situations
- Contact Project Manager and Safety Manager as soon as reasonably possible
- Take pictures and document findings, complete an incident report and forward to the Safety Manager
- Note any issues on the daily hazard assessment, include pictures of access and damage
- Contact 911 or the Police non-emergency line (204) 986-6222 depending on the situation
- Refuse unsafe work in accordance with Manitoba OHS legislation
- Do not engage with any unauthorized persons in the house
- Secure windows and doors at the end of the day where possible

Contractors:

- Inspect the house before starting work or bringing any tools or equipment into the house
- Remove yourself immediately from any unsafe situations
- Note any issues on the daily hazard assessment, include pictures of access and damage
- If the house is occupied by an unauthorized person, leave the house immediately.
- Contact the Daytona Supervisor for the area, notify the companies direct report and office
- Note any issues on the daily hazard assessment, include pictures of access and damage
- Contact 911 or the Police non-emergency line (204) 986-6222 depending on the situation
- Refuse unsafe work in accordance with Manitoba OHS legislation
- Do not engage with any unauthorized persons in the house
- Secure windows and doors at the end of the day where possible
- Do not leave any tools or equipment in the home overnight
- Lock the door if going on lunch or break

Potential Hazards:

- Personal injury
- Fire
- Theft
- Damaged property
- Damaged equipment
- Unauthorized person(s) injured
- Legal consequences

Safe Work Practice:

Do:

Ensure it is safe to enter the house

Note any issues on the daily hazard assessment

Contact emergency services if needed

Report to the appropriate people as noted on the Safe Work Procedure

Close windows and doors before leaving the house

Do not:

Enter the house if there is an authorized person inside

Bring in tools/equipment until you know the house is safe

Leave tools, personal items or equipment in the house over night

Engage with any unauthorized person in the house