

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 Work Practice Access and Egress

Purpose

To ensure safe access to and egress from all workplaces and work areas to prevent injuries caused by slips, trips, falls, blocked exits, and unsafe entry/exit conditions.

Scope

This safe work practice applies to all workers, supervisors, visitors, and contractors. All workplace entrances, exits, walkways, stairways, ladders, ramps, and temporary access routes

Responsibilities

Supervisors

- Ensure safe access and egress is maintained
- Conduct inspections
- Correct hazards promptly
- Train workers on access and egress requirements

Worker

- Workers must:
- Follow this safe work practice
- Keep routes clear
- Report hazards immediately
- Use access routes safely

Potential Hazards

- Slips, trips, and falls
- Blocked exits
- Poor lighting
- Ice, snow, and mud buildup
- Uneven walking surfaces
- Damaged stairs or handrails
- Improper ladder use
- Unsafe temporary access routes

Required PPE

- CSA-approved safety footwear
- High visibility clothing
- Hard hats (where required)
- Fall protection equipment (when required)

Safe Work Practice Steps

Before Starting Work

1. Inspect all access and egress routes before work begins.
2. Ensure entrances, exits, and walkways are free of obstructions.
3. Confirm stairs, ramps, ladders, and handrails are in good condition.
4. Check lighting in access routes and work areas.
5. Verify walking surfaces provide adequate traction.

During Work

1. Keep all access and egress routes clear at all times.
2. Do not store materials, tools, or equipment in walkways or near exits.
3. Maintain good housekeeping throughout the workday.
4. Remove debris, garbage, and hazards promptly.
5. Report unsafe conditions immediately to a supervisor.
6. Use designated walkways only.
7. Use handrails when climbing or descending stairs.
8. Walk carefully—do not run.
9. Use ladders, stairs, and platforms only as intended.

Emergency Egress

1. Emergency exits must remain clearly marked and accessible.
2. Never block fire exits or emergency escape routes.
3. Workers must know all primary and secondary exit routes.
4. Follow site emergency response procedures during evacuation.

Emergency Response

1. Stop work immediately
2. Secure the area
3. Provide first aid if required
4. Notify supervisor
5. Complete incident reporting

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced

Job Title:	Cell Phone 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 Work Practice Cell Phone Use

Scope

This Safe Work Practice on Cell Phone Use applies to all employees, contractors, and visitors in the workplace.

Responsibilities

Supervisors:

- Ensure workers understand and comply with cell phone use policies.
- Monitor for safe practices and correct unsafe behavior.

Workers:

- Follow safe work practices at all times.
- Use cell phones only in compliance with this SWP and company policy.
- Report unsafe conditions, incidents, and misuse of cell phones.

Potential Hazards

- Distraction leading to slips, trips, and falls
- Increased risk of vehicle or equipment collisions
- Reduced situational awareness in hazardous areas
- Hearing damage when using earbuds in high-noise areas
- Electrical hazards when charging devices improperly

Personal Protective Equipment (PPE)

- Workers must continue to wear required PPE while using cell phones in designated areas.

Safe Work Practice Steps

1. General Use:

- Use cell phones only during breaks, in designated safe areas, unless required for work purposes.
- Keep ringtones and notifications on silent or vibrate mode in shared workspaces.
- Avoid using cell phones while walking in operational or hazardous areas.

2. Vehicle and Equipment Operation:

- The use of cell phones is strictly prohibited while operating vehicles, forklifts, or heavy equipment unless a hands-free device is used in compliance with applicable laws.
- Pull over to a safe location before making or receiving calls or texts if hands-free options are not available.

3. Hazardous Work Areas:

- Do not use cell phones in areas where sparks, static discharge, or flammable atmospheres could present ignition hazards.
- Follow all posted signage regarding electronic device restrictions.

Training

All workers must be trained in the safe use of Cellphones in the workplace.

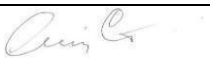
Emergency Procedures

In the event of an emergency requiring evacuation:

- Stop work immediately and follow designated evacuation routes.
- Do not block or delay at exits; proceed calmly and orderly.
- Assist coworkers where safe to do so.
- Report to the designated muster point.
- Notify supervisors of any hazards or obstructions encountered during evacuation.

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or OHS legislative requirements are introduced.

Job Title:	Circular Saws			
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 Work Practice – Circular Saws

Purpose

To ensure circular saws are used safely to prevent cuts, kickback injuries, electric shock, eye injuries, and other hazards.

Scope

Applies to all workers operating corded or cordless circular saws on job sites, shops, and workplaces.

Responsibilities

Supervisors:

- Ensure workers are trained
- Inspect equipment regularly
- Enforce safe work practices
- Remove defective tools from service

Workers:

- Follow this SWP
- Use required PPE
- Inspect tools before use
- Report hazards immediately

Potential Hazards

- Blade contact/cuts
- Kickback
- Flying debris
- Eye injuries
- Electric shock
- Noise exposure
- Dust inhalation
- Fire hazards
- Improper handling

Required PPE

- CSA-approved safety footwear
- Safety glasses or face shield
- Hearing protection
- Cut-resistant gloves (where appropriate)
- Dust mask/respirator when required

Safe Work Practice Steps

Before Starting Work

1. Inspect the circular saw for damage before use.
2. Ensure blade guard operates properly and returns freely.
3. Confirm blade is sharp, clean, and securely installed.
4. Check power cord, battery, and connections for damage.
5. Verify correct blade is installed for the material being cut.
6. Ensure work area is clean, dry, and free of hazards.
7. Remove loose clothing, jewelry, and tie back long hair.

Before Cutting

1. Inspect material for nails, screws, or defects.
2. Secure material with clamps or supports.
3. Mark cutting line clearly.
4. Ensure adequate lighting.
5. Position cord away from cutting path.
6. Keep bystanders clear of work area.

During Operation

1. Maintain firm two-handed grip on saw.
2. Keep hands away from blade and cutting path.
3. Allow blade to reach full speed before cutting.
4. Use steady pressure—do not force the saw.
5. Keep blade aligned with cut line.
6. Stand to one side of the saw to avoid kickback zone.
7. Never reach underneath material while cutting.
8. Never remove or disable blade guards.
9. Stop work immediately if saw binds or kicks back.

After Cutting

1. Release trigger and wait for blade to stop completely.
2. Set saw down only after blade stops rotating.
3. Disconnect power or remove battery before adjustments.
4. Clean saw and remove dust/debris.
5. Store saw in designated safe location.

Training

All workers must be trained in the safe use, handling, and storage of circular saws, as well as hazard recognition and proper PPE requirements.

Emergency Response

If an incident occurs:

1. Stop work immediately
2. Disconnect power source
3. Secure area
4. Provide first aid
5. Report incident to supervisor
6. Complete incident reporting

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced

Job Title:	Compressed Air			
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 Work Practice – Compressed Air

Purpose

To ensure the safe use of compressed air equipment and prevent injuries caused by hose failure, flying debris, high-pressure air injection, noise, and equipment malfunction.

Scope

Applies to all workers using air compressors, pneumatic tools, air hoses, compressed air systems, and blow guns and attachments.

Responsibilities

Supervisors:

- Ensure workers are trained
- Maintain equipment inspections
- Enforce safe work practices
- Remove defective equipment from service

Worker:

- Follow this SWP
- Use required PPE
- Inspect equipment before use
- Report hazards immediately

Potential Hazards

- Flying debris
- Eye injuries
- Hose whip
- Equipment failure
- High-pressure air injection into skin
- Noise exposure
- Slips/trips from hoses
- Fire or explosion hazards

Required PPE

- CSA-approved safety footwear
- Safety glasses with side shields or face shield
- Hearing protection
- Gloves (where required)
- Respiratory protection if dust exposure exists

Safe Work Practice Steps

Before Starting Work

1. Inspect compressor, hoses, fittings, and tools before use.
2. Check hoses for cuts, cracks, wear, or leaks.
3. Ensure all fittings and couplings are secure.
4. Verify pressure settings are within manufacturer specifications.
5. Ensure guards and safety devices are functioning.
6. Confirm work area is clean and free of hazards.

During Operation

1. Operate equipment only if trained and authorized.
2. Keep hoses routed to avoid trip hazards and damage.
3. Maintain firm control of air hoses and tools.
4. Use proper attachments for the job.
5. Keep body clear of pressurized fittings and hose connections.
6. Never kink, bend, or pinch hoses.
7. Monitor for leaks, unusual noise, or equipment problems.
8. Shut down equipment immediately if defects are found.

Safe Use of Compressed Air

1. Never direct compressed air toward yourself or others.
2. Never use compressed air to clean clothing or skin.
3. Use approved blow guns with pressure-limiting devices.
4. Reduce air pressure before disconnecting hoses.
5. Depressurize system before maintenance or repairs.

Training

All workers must be trained in the safe use, handling, and storage of air compressors, as well as hazard recognition and proper PPE requirements.

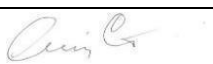
Emergency Response

If an incident occurs:

1. Shut down equipment immediately
2. Isolate air supply
3. Secure area
4. Provide first aid if required
5. Notify supervisor
6. Complete incident report

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced

Job Title:	Concrete Foundations			
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 Work Practice – Concrete Foundations

Purpose

To ensure safe work practices during excavation, formwork, reinforcing, pouring, and finishing of concrete foundations to prevent injuries, equipment incidents, and structural failures.

Scope

Applies to all workers involved in excavation for foundations, formwork installation, rebar placement, concrete pouring, concrete finishing, and foundation stripping/removal.

Responsibilities

Supervisors:

- Ensure workers are trained and competent
- Conduct inspections
- Enforce safe work practices
- Correct hazards immediately

Workers:

- Follow this SWP
- Wear required PPE
- Report hazards immediately
- Work safely at all times

Potential Hazards

- Cave-ins and trench collapse
- Slips, trips, and falls
- Falls into excavation
- Contact with moving equipment
- Rebar impalement hazards
- Concrete burns/skin irritation
- Pinch points
- Struck-by hazards
- Manual handling injuries

Required PPE

- CSA-approved safety footwear
- Hard hat
- High visibility clothing
- Safety glasses
- Gloves
- Hearing protection (where required)
- Fall protection equipment (where required)

Safe Work Practice Steps

Before Starting Work

1. Conduct a hazard assessment before work begins.
2. Confirm underground utilities have been identified and marked.
3. Inspect excavation area for stability and hazards.
4. Ensure excavation protection is in place (sloping, shoring, or trench box).
5. Verify safe access/egress to excavation is provided.
6. Inspect all tools, equipment, and machinery before use.
7. Review emergency procedures with crew.

Excavation and Site Preparation

1. Keep spoil piles at least 1 metre (3 ft) from excavation edge.
2. Install barriers or guardrails around open excavations when required.
3. Keep workers clear of unsupported excavation walls.
4. Ensure ladders/access points are readily available.
5. Monitor for water accumulation, loose soil, or wall movement.

Formwork and Rebar Installation

1. Inspect forms before installation.
2. Ensure forms are braced and secured properly.
3. Install rebar according to engineered drawings.
4. Cap exposed rebar to prevent impalement hazards.
5. Keep work area clean and free of debris.

Concrete Pouring

1. Ensure all workers understand pour sequence.
2. Inspect pump trucks, hoses, and equipment before use.
3. Maintain communication with pump operator at all times.
4. Stay clear of suspended loads and pump booms.
5. Never stand under concrete pump booms.
6. Monitor forms for movement or failure during pour.
7. Avoid direct skin contact with wet concrete.

Concrete Finishing

1. Use proper tools and equipment for finishing.
2. Maintain stable footing on wet/slippery surfaces.
3. Keep work area organized and clear.
4. Use safe lifting techniques when handling materials.

After Completion

1. Allow concrete to cure before stripping forms.
2. Remove forms safely using proper tools.
3. Inspect completed foundation for defects or hazards.
4. Clean and store tools and equipment properly.
5. Remove waste materials and maintain housekeeping.

Training

All workers must be trained in the safe use, handling, and storage of concrete foundations, as well as hazard recognition and proper PPE requirements.

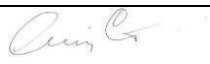
Emergency Response

If an incident occurs:

1. Stop work immediately
2. Secure the area
3. Contact emergency services if required
4. Provide first aid
5. Notify supervisor
6. Complete incident reporting

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced

Job Title:	Defective 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 Work Practice – Defective Tools and Equipment

Purpose

To ensure defective tools and equipment are identified, removed from service, and repaired or replaced to prevent injuries, equipment failure, and workplace incidents.

Scope

Applies to all workers using hand tools, power tools, pneumatic tools, electrical equipment, company-owned and personal tools used at the workplace

Responsibilities

Supervisors:

- Ensure regular inspections are completed
- Remove defective tools from service
- Arrange repairs or replacement
- Ensure workers are trained

Workers:

- Inspect tools before use
- Use tools safely
- Report defects immediately
- Follow this SWP at all times

Potential Hazards

- Cuts and lacerations
- Electric shock
- Burns
- Flying debris
- Equipment failure
- Struck-by hazards
- Pinch points
- Fire hazards

Required PPE

- CSA-approved safety footwear
- Safety glasses
- Gloves (where required)
- Hearing protection (where required)
- Face shield (where required)

Safe Work Practice Steps

Before Starting Work

1. Inspect all tools and equipment before use.
2. Check for cracks, loose parts, damaged guards, or excessive wear.
3. Inspect cords, plugs, hoses, batteries, and fittings for damage.
4. Verify safety guards and protective devices are in place.
5. Ensure tools are suitable for the intended task.

During Work

1. Use tools only as intended by manufacturer instructions.
2. Monitor tools for unusual noise, vibration, overheating, or malfunction.
3. Stop work immediately if a defect is identified.
4. Disconnect power source before inspecting damaged equipment.
5. Prevent others from using defective tools.

If a Tool is Defective

1. Stop using the tool immediately.
2. Shut off power, unplug, or isolate energy source.
3. Tag tool as **DEFECTIVE – DO NOT USE**.
4. Remove tool from service immediately.
5. Place tool in designated defective equipment area.
6. Report defect to supervisor right away.
7. Only qualified personnel may repair or replace the tool.

Storage and Maintenance

1. Store tools in clean, dry designated areas.
2. Keep tools maintained according to manufacturer recommendations.
3. Ensure routine inspections are completed.
4. Replace worn or damaged parts promptly.

Training

All workers must be trained in the safe use, handling, and storage of defective tools, as well as hazard recognition and proper PPE requirements.

Emergency Response

If an incident occurs:

1. Stop work immediately
2. Isolate equipment
3. Secure area
4. Provide first aid if required
5. Notify supervisor
6. Complete incident report

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced

Job Title:	Electric Power 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 Work Practice – Electric Power Tools

Purpose

To ensure electric power tools are used safely to prevent injuries from electrical shock, cuts, burns, flying debris, and equipment failure.

Scope

Applies to all workers using corded electric power tools, battery-powered tools, portable electric equipment and company-owned and personal electric tools used at the workplace

Responsibilities

Supervisors:

- Ensure workers are trained
- Conduct inspections
- Enforce safe work practices
- Remove defective tools from service

Workers:

- Follow this SWP
- Wear required PPE
- Inspect tools before use
- Report hazards immediately

Potential Hazards

- Electric shock
- Cuts and lacerations
- Burns
- Flying debris
- Eye injuries
- Noise exposure
- Fire hazards
- Kickback
- Trip hazards from cords

Required PPE

- CSA-approved safety footwear
- Safety glasses or face shield
- Hearing protection (where required)
- Gloves (where appropriate)
- Respiratory protection if dust exposure exists

Safe Work Practice Steps

Before Starting Work

1. Inspect tool before each use.
2. Check power cords, plugs, batteries, and chargers for damage.
3. Ensure guards and safety devices are installed and functioning.
4. Confirm tool is appropriate for the task.
5. Ensure accessories (blades, bits, discs) are in good condition and properly installed.
6. Verify work area is clean, dry, and well lit.
7. Remove loose clothing and secure long hair.

During Operation

1. Use tools only if trained and authorized.
2. Follow manufacturer operating instructions.
3. Keep hands away from moving parts.
4. Maintain a firm grip and stable footing.
5. Keep power cords clear of cutting or grinding paths.
6. Do not force tools—allow tool to operate at proper speed.
7. Use proper guards at all times.
8. Keep bystanders clear of work area.
9. Stop work immediately if tool malfunctions.

Electrical Safety

1. Never use electric tools in wet or damp conditions unless rated for such use.
2. Inspect extension cords before use.
3. Use grounded or approved double-insulated tools.
4. Protect cords from sharp edges, heat, and traffic areas.
5. Disconnect power before adjustments, cleaning, or changing accessories.
6. Remove battery before servicing cordless tools.

After Use

1. Turn tool off and wait for moving parts to stop completely.
2. Unplug tool or remove battery.
3. Clean tool after use.
4. Inspect for damage.
5. Store in designated dry storage area.

Training

All workers must be trained in the safe use, handling, and storage of electric power tools, as well as hazard recognition and proper PPE requirements.

Emergency Response

If an incident occurs:

1. Stop work immediately
2. Disconnect power source if safe to do so
3. Secure area
4. Provide first aid
5. Notify supervisor
6. Complete incident report

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced

Job Title:	Excavating & 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 Work Practice – Excavating and Trenching

Purpose

To ensure excavation and trenching work is performed safely to prevent cave-ins, collapses, utility strikes, falls, and other workplace injuries.

Scope

Applies to all workers involved in excavation work, trenching, utility installation, foundation digging, backfilling, and ground disturbance activities.

Responsibilities

Supervisors:

- Ensure safe work procedures are followed
- Conduct inspections
- Verify utility locates are complete
- Ensure protective systems are in place
- Correct hazards immediately

Workers:

- Follow this SWP
- Wear required PPE
- Inspect work areas
- Report hazards immediately
- Refuse unsafe work

Potential Hazards

- Cave-ins and trench collapse
- Falling materials
- Contact with underground utilities
- Contact with heavy equipment
- Slips, trips, and falls
- Hazardous atmospheres
- Flooding or water accumulation
- Falling into excavation

Required PPE

- CSA-approved safety footwear
- Hard hat
- High visibility clothing
- Safety glasses
- Gloves
- Hearing protection (where required)
- Fall protection equipment (where required)

Safe Work Practice Steps

Before Starting Work

1. Conduct a hazard assessment before excavation begins.
2. Obtain required permits, locates, and approvals before ground disturbance.
3. Identify underground and overhead utilities.
4. Ensure workers are trained and authorized.
5. Inspect excavation equipment and tools before use.
6. Review emergency procedures with all workers.

Excavation Setup

1. Mark excavation boundaries clearly.
2. Barricade or guard excavation areas to prevent unauthorized access.
3. Keep public and non-essential workers away from excavation zones.
4. Ensure spoil piles are kept a minimum of **1 metre (3 ft)** from excavation edges.
5. Keep heavy equipment a safe distance from excavation edges.

Entering Excavations / Trenches

1. No worker may enter an unsafe excavation.
2. Ensure walls are properly protected using:
 - Sloping
 - Benching
 - Shoring
 - Trench boxes/cages
3. Inspect excavation walls for cracks, loose soil, or movement.
4. Provide safe access and egress (ladders, ramps, stairs).
5. Keep ladders accessible and secure.

Manitoba identifies cave-ins as one of the highest-risk construction hazards, especially where soil conditions or water affect stability.

During Excavation Work

1. Inspect excavation daily and after rain, thawing, or ground movement.
2. Monitor soil conditions continuously.
3. Watch for water accumulation or flooding.
4. Never work under suspended loads.
5. Maintain communication between workers and equipment operators.
6. Keep workers clear of moving equipment.
7. Stop work immediately if unsafe conditions arise.

Backfilling and Completion

1. Backfill according to project requirements.
2. Remove shoring or protective systems safely.
3. Keep workers clear during backfilling.
4. Restore work area and remove hazards.
5. Remove barricades only when safe.

Training

All workers must be trained in the safe work practices of trenching and excavating as well as the hazard recognition and proper PPE requirements.

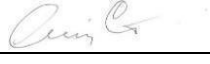
Emergency Response

If an incident occurs:

1. Stop work immediately
2. Secure the area
3. Keep workers out of excavation
4. Contact emergency services if required
5. Provide first aid if safe
6. Notify supervisor
7. Complete incident reporting

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced.

Job Title:	Extension Ladders			
Developed By:	Safety Manager		Date:	Feb 10, 2009
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Revised By:	Kayla Mossman	Safety Coordinator	Date:	April 10, 2026

Safe Work Practice – Extension Ladders

Purpose

To ensure extension ladders are inspected, set up, and used safely to prevent falls, ladder collapse, and other injuries.

Scope

Applies to all workers using extension ladders for access and egress, elevated work, maintenance work, construction activities and inspection tasks.

Responsibilities

Supervisors:

- Ensure workers are trained
- Inspect ladder use regularly
- Enforce safe work practices
- Remove unsafe ladders from service

Workers:

- Follow this SWP
- Inspect ladders before use
- Use ladders safely
- Report hazards immediately

Potential Hazards

- Falls from height
- Slips and trips
- Ladder collapse
- Electrical contact
- Overreaching
- Falling objects
- Unstable ground conditions

Required PPE

- CSA-approved safety footwear
- Hard hat (where required)
- High visibility clothing
- Fall protection equipment (where required)
- Gloves (where appropriate)

Safe Work Practice Steps

Before Starting Work

1. Inspect ladder before each use.
2. Check side rails, rungs, locks, ropes, feet, and brackets for damage.
3. Ensure ladder is clean and free of mud, grease, or ice.
4. Remove defective ladders from service immediately.
5. Confirm ladder is suitable for task and height required.

Ladder Setup

1. Place ladder on stable, level ground.
2. Secure ladder against movement at top and bottom whenever possible.
3. Set ladder at proper **4:1 angle** (1 foot out for every 4 feet up).
4. Ensure ladder extends at least **1 metre (3 feet)** above landing surface for access/egress.
5. Maintain proper overlap of ladder sections:
 - 1 m for ladders under 11 m
 - 1.25 m for ladders 11–15 m
 - 1.5 m for ladders over 15 m
6. Keep area around ladder clear of obstructions.

Manitoba requires extension ladders to have locking devices that securely hold sections in place and meet overlap requirements.

During Use

1. Maintain three-point contact at all times.
2. Face ladder while climbing or descending.
3. Keep body centered between side rails.
4. Do not overreach or lean outside rails.
5. Climb one rung at a time.
6. Carry tools using a belt or hoist—keep hands free.
7. Only one worker on ladder unless manufacturer allows otherwise.
8. Never stand on top three rungs.
9. Do not move ladder while occupied.

Electrical Safety

1. Never use metal ladders near energized electrical equipment.
2. Maintain safe clearance from overhead power lines.
3. Use non-conductive ladders where electrical hazards exist.

Storage and Maintenance

1. Store ladders in clean, dry areas.
2. Protect from damage and excessive moisture.
3. Conduct regular inspections.
4. Repair only by qualified personnel or replace.

Training

All workers must be trained in the safe work practices of extension ladders as well as the hazard recognition and proper PPE requirements.

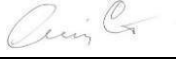
Emergency Response

If an incident occurs:

1. Stop work immediately
2. Secure area
3. Provide first aid
4. Contact emergency services if required
5. Notify supervisor
6. Complete incident reporting

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced.

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

Safe Work Practice – Fall Protection

Purpose

To ensure workers are protected from falls when working at heights or near openings by using appropriate fall protection systems and safe work procedures.

Scope

Applies to all workers exposed to fall hazards, including construction work, roofing, scaffolds and ladders, elevated platforms, excavations and edges and mechanical lifts and structures.

Responsibilities

Supervisors:

- Ensure compliance with Part 14 requirements
- Verify training and competency
- Inspect work areas and systems
- Ensure rescue plans are in place
- Remove unsafe equipment from service

Workers:

- Follow this SWP
- Use required fall protection systems
- Inspect equipment before use
- Report hazards immediately
- Refuse unsafe work

When Fall Protection is Required

Fall protection is required when a worker may fall:

- **3 metres (10 ft) or more**, or
- Less than 3 metres where there is increased risk of injury, or
- Into operating machinery, water, hazardous substances, or openings in work surfaces.

Required PPE

- Workers must wear:
- CSA-approved full body harness
- Shock-absorbing lanyard or SRL
- CSA-approved safety footwear
- Hard hat (with chin strap when required)
- High visibility clothing
- Gloves (where required)

Safe Work Practice Steps

Before Starting Work

1. Conduct a job-specific hazard assessment.
2. Confirm fall protection plan is in place (if required).
3. Inspect all equipment:
 - Harness
 - Lanyards/SRL
 - Lifelines
 - Anchors
4. Verify all anchor points are rated and approved.
5. Ensure rescue plan is in place before work begins.
6. Confirm workers are trained and competent.

Anchor Point Requirements

1. Anchors must be **engineered or certified** for use.
2. Permanent anchors must support **at least 22.2 kN per worker**.
3. Temporary anchors must meet manufacturer or engineered specifications.
4. Never use unapproved objects (pipe, conduit, handrails, etc.).
5. Ensure anchor location prevents swing fall hazards.

During Work

1. Always maintain 100% tie-off when required.
2. Keep lifelines adjusted to minimize free fall distance.
3. Avoid working under suspended loads.
4. Keep tools secured to prevent dropped objects.
5. Maintain stable footing and work positioning.
6. Move carefully to avoid pendulum (swing fall) effects.
7. Stop work immediately if equipment or conditions become unsafe.

Ladder / Elevated Work Considerations

1. Maintain three-point contact when climbing ladders.
2. Use fall protection when required by height or task risk.
3. Ensure ladder is secured before climbing.
4. Do not climb with materials that affect balance.

Rescue Planning

1. A rescue plan must be in place before work starts.
2. Rescue equipment must be readily available.
3. Workers must know how to initiate rescue procedures.
4. Suspended workers must be retrieved quickly to prevent suspension trauma.

Training

All workers must be trained in the safe work practices of Fall Protection as well as the hazard recognition and proper PPE requirements.

Emergency Response

If a fall occurs:

1. Stop work immediately
2. Initiate rescue plan
3. Call emergency services if required
4. Provide first aid after rescue
5. Secure the area
6. Report incident to supervisor
7. Complete incident investigation

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced

Job Title:	Fire Extinguishers			
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 Work Practice – Fire Extinguishers

Purpose

To ensure fire extinguishers are properly selected, inspected, and used safely to control small fires and protect workers while preventing injury, property damage, and fire escalation.

Scope

Applies to all workers who may work in areas with fire hazards, use or access portable fire extinguishers, perform hot work or work with flammable materials and respond to workplace fire emergencies

Responsibilities

Supervisors

- Ensure extinguishers are available and maintained
- Ensure workers are trained in emergency procedures
- Conduct workplace fire risk assessments
- Enforce safe evacuation procedures
- Replace or service used/damaged extinguishers

Workers:

- Know extinguisher locations and types
- Follow PASS procedure only when safe
- Never put themselves at risk
- Report hazards immediately
- Participate in fire drills and training

Potential Hazards

- Burns and fire exposure
- Smoke inhalation
- Toxic fumes
- Explosion risk
- Electrical shock (electrical fires)
- Incorrect extinguisher use causing fire spread

Required PPE

- CSA-approved safety footwear
- Safety glasses (if time permits)
- Gloves (if available and safe)
- High visibility clothing
- Escape route awareness at all times

Safe Work Practice Steps

Before an Emergency (Prevention & Preparedness)

1. Ensure fire extinguishers are accessible and not blocked.
2. Confirm extinguishers are clearly marked and properly mounted.
3. Verify correct extinguisher type is available for workplace hazards (A, B, C, etc.).
4. Ensure workers are trained in emergency response and extinguisher use.
5. Conduct regular workplace inspections for fire hazards.
6. Ensure emergency evacuation routes are clearly posted and known.

Manitoba requires employers to provide appropriate fire extinguishers and ensure they are maintained according to the Fire Code.

When a Fire is Discovered

1. Alert others immediately (verbal alarm).
2. Activate fire alarm system if available.
3. Call emergency services (911) if required.
4. Assess the fire quickly:
 - Is it small and controllable?
 - Do you have a clear escape route?
 - Are you trained and confident?
5. If ANY answer is NO → evacuate immediately.

Using a Fire Extinguisher (PASS Method)

Only attempt to extinguish a small, contained fire if safe to do so.

1. **P – Pull** the safety pin
2. **A – Aim** at the base of the fire
3. **S – Squeeze** the handle
4. **S – Sweep** side to side at the base of flames

Additional safety rules:

- Keep your back to an exit at all times
- Maintain a safe distance (typically 2–3 metres)
- Never allow fire to block your escape route
- Evacuate if fire does not reduce immediately

After Use of Extinguisher

1. Evacuate area immediately even if fire appears out.
2. Report use of extinguisher to supervisor.
3. Ensure extinguisher is removed from service for recharging/replacement.
4. Participate in incident investigation if required.

Inspection and Maintenance

1. Extinguishers must be visually checked regularly for:
 - Pressure gauge in green zone
 - No physical damage or corrosion
 - Pin and seal intact
 - Clear access and visibility
2. Ensure annual servicing is completed by qualified personnel.
3. Maintain records of inspections and maintenance.

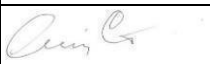
Emergency Response

If fire occurs:

1. Sound alarm / alert others
2. Evacuate if fire cannot be safely controlled
3. Call 911
4. Proceed to muster point
5. Do not re-enter until cleared

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced.

Job Title:	Floor Openings			
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 Work Practice – Floor Openings

Purpose

To prevent injuries and fatalities by ensuring all floor openings are properly identified, guarded, and controlled to prevent workers from falling through openings in walking/working surfaces.

Scope

Applies to all workers and supervisors working around floor holes and penetrations, uncovered openings in floors or platforms, stairwell openings, elevator shafts, roof and mezzanine openings, and temporary construction openings

Responsibilities

Supervisors:

- Ensure all floor openings are protected
- Conduct regular inspections
- Provide appropriate fall protection systems
- Enforce compliance with SWP
- Correct hazards immediately

Workers:

- Follow this SWP
- Never bypass protections
- Use fall protection when required
- Report hazards immediately
- Refuse unsafe work conditions

Potential Hazards

- Falls from height
- Serious injury or death from falling through openings
- Struck-by falling objects through openings
- Trips and slips around unprotected edges
- Inadequate lighting near openings

Required PPE

- CSA-approved safety footwear
- Hard hat (where required)
- High visibility clothing
- Fall protection system (when required near unguarded openings)
- Safety glasses (where overhead work is occurring)

Safe Work Practice Steps

Before Starting Work

1. Identify all floor openings during hazard assessment.
2. Determine if openings are temporary or permanent.
3. Confirm required controls are in place:
 - Guardrails OR
 - Covers OR
 - Fall protection systems
4. Ensure all openings are clearly marked and visible.
5. Verify adequate lighting around openings.

Protecting Floor Openings

1. All floor openings must be protected to prevent falls.
2. Acceptable protection methods include:
 - Guardrail systems
 - Secure, load-rated covers
 - Travel restraint or fall arrest systems (when guardrails are not feasible)
3. Covers must be:
 - Strong enough to support expected loads
 - Securely fastened to prevent movement
 - Clearly marked (e.g., “HOLE COVER – DO NOT REMOVE”)
4. Guardrails must remain in place unless temporarily removed for work, and then alternate fall protection must be used.

During Work

1. Stay alert to floor openings at all times.
2. Do not remove guardrails or covers without authorization.
3. Maintain safe distance from unprotected edges.
4. Use fall protection if working near or over openings.
5. Keep tools and materials away from openings to prevent falling objects.
6. Ensure openings remain visible and not obstructed.

Temporary Removal of Protection

1. Guardrails or covers may only be removed if necessary for work.
2. Workers must use fall protection when protection is removed.
3. Barriers or spotters must control access to the area.
4. Protection must be replaced immediately after work is completed.

Training

All workers must be trained in the safe work practices of floor openings as well as the hazard recognition and proper PPE requirements.

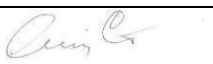
Emergency Response

If an incident occurs:

1. Stop work immediately
2. Secure the area
3. Call emergency services if required
4. Provide first aid if safe
5. Notify supervisor
6. Complete incident report and investigation

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced

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 Work Practice –Hand Tools

Purpose

To ensure hand tools are selected, inspected, and used safely to prevent injuries such as cuts, punctures, strains, and struck-by incidents.

Scope

Applies to all workers using hand tools including, hammers, screwdrivers, wrenches, pliers, utility knives, chisels, pry bars and hand saws

Responsibilities

Supervisors:

- Ensure workers are trained
- Conduct regular inspections
- Remove unsafe tools from service
- Ensure compliance with SWP
- Provide proper tools for tasks

Workers:

- Follow this SWP
- Inspect tools before use
- Use tools safely and correctly
- Report defects immediately
- Refuse unsafe tools or conditions

Potential Hazards

- Cuts and lacerations
- Eye injuries from flying debris
- Pinch points
- Struck-by injuries
- Repetitive strain injuries
- Tool slippage or breakage
- Improper use or misuse

Required PPE

- CSA-approved safety footwear
- Safety glasses or face shield (as required)
- Gloves appropriate to task
- Hearing protection (if applicable)

Safe Work Practice Steps

Before Starting Work

1. Inspect all hand tools before use.
2. Check for:
 - Cracks, chips, or damage
 - Loose or worn handles
 - Mushroomed heads (e.g., hammers, chisels)
 - Bent or broken parts
3. Ensure correct tool is selected for the task.
4. Verify tools are clean and in good working condition.
5. Remove defective tools from service immediately.

Manitoba regulation requires hand tools to be inspected before use and removed if defective.

During Use

1. Use tools only for their intended purpose.
2. Maintain a firm grip and stable stance.
3. Keep cutting edges directed away from the body.
4. Do not use excessive force or make improvised tools.
5. Keep work area clean and well lit.
6. Ensure bystanders are clear of work zone.
7. Use clamps or vises to secure material when possible.
8. Stop work if tool becomes damaged or unsafe.

Cutting and Striking Tools

1. Keep cutting tools sharp and in good condition.
2. Always cut away from body and hands.
3. Do not use tools with loose or damaged handles.
4. Use correct striking tools for chisels or punches.
5. Never strike hardened steel surfaces with non-rated tools.

After Use

1. Clean tools after use.
2. Store tools in designated storage areas.
3. Protect sharp edges with guards or sheaths.
4. Report damaged tools immediately.

Inspection and Maintenance

- Inspect tools before every use
- Remove defective tools immediately
- Only qualified persons may repair tools
- Replace worn or damaged tools promptly
- Maintain tools according to manufacturer instructions

Training

All workers must be trained in the safe work practices for hand tools as well as the hazard recognition and proper PPE requirements.

Emergency Response

If an incident occurs:

1. Stop work immediately
2. Provide first aid if required
3. Secure the area
4. Report to supervisor
5. Complete incident report
6. Remove involved tools from service

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced

Job Title:	Housekeeping			
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 Work Practice Housekeeping

Scope

This practice applies to all employees, supervisors and contractors at the worksite.

Responsibilities

Employer: Provide adequate facilities, storage, and waste disposal systems to ensure effective housekeeping. Ensure compliance with standards.

Supervisors: Enforce housekeeping practices, monitor work areas, and correct unsafe conditions promptly.

Workers: Maintain clean work areas, follow safe housekeeping procedures, and report hazards or unsafe conditions immediately.

Hazards

- Slips, trips, and falls due to debris, spills, or clutter
- Fire hazards from improper storage of flammable materials
- Struck-by or caught-between injuries from poorly stored equipment or materials
- Exposure to hazardous substances from spills or leaks
- Reduced emergency access due to blocked exits or passageways

Safe Work Practice Steps

1. Keep work areas clean and free from unnecessary clutter at all times.
2. Ensure walkways, aisles, stairways, and emergency exits are kept clear and unobstructed.
3. Clean up spills immediately using appropriate spill kits and PPE.
4. Dispose of waste materials in designated containers; do not allow waste to accumulate.
5. Store tools, equipment, and materials in their designated locations when not in use.
6. Secure stacked materials to prevent shifting or falling.
7. Label and store hazardous substances according to WHMIS and OHS Code requirements.
8. Ensure proper lighting in all work areas to maintain visibility.
9. Report unsafe conditions, such as damaged flooring, poor lighting, or blocked exits, immediately.
10. Participate in regular housekeeping inspections and corrective actions.

Training

All workers must receive training in proper housekeeping procedures, hazard recognition, spill response, and safe material storage practices.

Emergency Procedures

In the event of an emergency:

- Remove obstructions from evacuation routes immediately.
- Report and respond to spills, leaks, or fires according to emergency procedures.
- Provide first aid if injuries occur and contact emergency services if required.
- Document incidents in accordance with company and Alberta OHS requirements.

Review

This Safe Work Practice will be reviewed annually or whenever workplace conditions, procedures, or legislation changes.

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 Work Practice – Manual Lifting and Carrying

Purpose

To ensure manual lifting and carrying tasks are performed safely to prevent strains, sprains, back injuries, and other musculoskeletal injuries.

Scope

Applies to all workers performing manual lifting, carrying materials, loading and unloading, pushing and pulling and moving equipment or supplies.

Responsibilities

Supervisors:

- Assess lifting hazards
- Provide lifting aids where possible
- Train workers in proper lifting techniques
- Enforce safe work practices
- Correct hazards promptly

Workers:

- Follow this SWP
- Use proper lifting techniques
- Use lifting aids when available
- Request help when needed
- Report hazards immediately

Potential Hazards

- Back injuries
- Muscle strains and sprains
- Shoulder injuries
- Repetitive strain injuries
- Slips, trips, and falls while carrying loads
- Crushed fingers or toes
- Fatigue and overexertion

Required PPE

- CSA-approved safety footwear
- Gloves (where required)
- High visibility clothing (where required)
- Additional PPE based on worksite hazards

Safe Work Practice Steps

Before Starting Work

1. Assess the load before lifting.
2. Determine weight, size, and shape of object.
3. Check for sharp edges, loose contents, or unstable loads.
4. Plan the lift and travel path.
5. Ensure path is clear of obstructions, slip hazards, and trip hazards.
6. Use mechanical lifting aids whenever possible:
 - Dollies
 - Carts
 - Pallet jacks
 - Hoists
7. Ask for assistance if load is too heavy, bulky, or awkward.

Safe Lifting Technique

1. Stand close to the load.
2. Position feet shoulder-width apart for stability.
3. Bend at knees and hips, not at the waist.
4. Keep back straight and maintain natural posture.
5. Get a firm grip on the load.
6. Tighten abdominal muscles before lifting.
7. Lift smoothly using leg muscles.
8. Keep load close to body.
9. Avoid sudden or jerky movements.
10. Do not twist—turn with your feet.

Carrying Loads

1. Keep load close to waist level.
2. Maintain clear line of sight.
3. Take small controlled steps.
4. Avoid twisting while carrying.
5. Use team lifting when required.
6. Communicate clearly during team lifts.

Lowering Loads

1. Position feet securely.
2. Bend knees while keeping back straight.
3. Lower load slowly and under control.
4. Keep fingers and toes clear of pinch points.

Training

All workers must receive training in proper manual lifting & carrying procedures, hazard recognition, spill response, and safe material storage practices.

Emergency Response

If an injury occurs:

1. Stop work immediately
2. Report injury to supervisor
3. Seek first aid or medical attention
4. Secure area if needed
5. Complete incident report

Review

This Safe Work Practice will be reviewed annually or whenever workplace conditions, procedures, or legislation changes.

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 Work Practice – Mold Remediation

Purpose

To ensure mold remediation work is completed safely to minimize worker exposure to mold spores, contaminated materials, and airborne biological hazards.

Scope

Applies to all workers involved in mold inspection, mold cleanup, removal of contaminated materials, demolition of mold-damaged building materials and drying and restoration work.

Responsibilities

Supervisors:

- Ensure hazard assessments are completed
- Provide proper PPE and equipment
- Ensure workers are trained
- Maintain safe containment procedures
- Correct hazards immediately

Workers:

- Follow this SWP
- Wear required PPE
- Follow containment procedures
- Report hazards immediately
- Refuse unsafe work

Potential Hazards

- Exposure to airborne mold spores
- Respiratory irritation
- Eye and skin irritation
- Allergic reactions
- Exposure to contaminated dust and debris
- Structural instability from water damage
- Electrical hazards in wet areas
- Slips, trips, and falls

Required PPE

Workers must wear PPE appropriate to contamination level:

- CSA-approved safety footwear
- Gloves
- Safety glasses or goggles
- Disposable coveralls (as required)
- N95 respirator or approved respirator
- Full-face respirator for heavy contamination (if required)
- Respiratory protection must match exposure risk and contamination level.

Safe Work Practice Steps

Before Starting Work

1. Conduct a hazard assessment of affected area.
2. Identify source of moisture or water intrusion.
3. Stop and repair leaks or moisture issues before remediation.
4. Determine extent of mold contamination.
5. Restrict access to affected area.
6. Ensure workers are trained and authorized.
7. Inspect PPE and remediation equipment before use.

Area Preparation / Containment

1. Isolate contaminated work area using plastic sheeting or barriers.
2. Seal vents and openings to prevent spread of spores.
3. Use negative air machines or HEPA filtration when required.
4. Post warning signs restricting access.
5. Remove non-essential personnel from area.

Containment is critical to prevent cross-contamination to unaffected areas.

Mold Removal

1. Wear required PPE before entering work area.
2. Remove contaminated porous materials (drywall, insulation, carpet) when necessary.
3. Bag contaminated materials immediately in sealed disposal bags.
4. Avoid dry sweeping or actions that release spores into air.
5. Use HEPA vacuum or approved cleaning methods.
6. Clean non-porous surfaces using approved cleaning agents.
7. Handle materials carefully to minimize airborne dust.

During Work

1. Maintain containment at all times.
2. Monitor air quality and worker exposure where required.
3. Keep work area clean and organized.
4. Watch for electrical hazards in damp areas.
5. Stop work immediately if unsafe conditions develop.

Cleanup and Disposal

1. Place waste in sealed bags or containers.
2. Dispose of contaminated materials according to site requirements.
3. HEPA vacuum and clean work area thoroughly.
4. Remove containment only after cleanup is complete.
5. Confirm area is dry and visibly clean.

All remediated areas should be dry and free from visible contamination.

Training

All workers must receive training in proper mold remediation procedures, hazard recognition, spill response, and safe material storage practices.

Emergency Response

If an incident occurs:

1. Stop work immediately
2. Leave contaminated area if unsafe
3. Secure area
4. Provide first aid if required
5. Notify supervisor
6. Complete incident reporting

Review

This Safe Work Practice will be reviewed annually or whenever workplace conditions, procedures, or legislation changes.

Job Title:	Motor Vehicle 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 Work Practice – Motor Vehicle Operation

Purpose

To ensure motor vehicles are operated safely to prevent collisions, injuries, property damage, and unsafe driving incidents while performing work-related duties.

Scope

Applies to all workers operating company vehicles, personal vehicles used for work, rental vehicles, trucks, vans, and passenger vehicles and fleet vehicles used for company business.

Responsibilities

Supervisors:

- Ensure workers are authorized and licensed
- Ensure vehicles are maintained and inspected
- Provide safe driving training where required
- Enforce safe driving policies
- Investigate incidents

Workers:

- Follow this SWP
- Operate vehicles safely
- Complete inspections
- Report hazards and incidents immediately
- Refuse unsafe work

Potential Hazards

- Motor vehicle collisions
- Poor weather and road conditions
- Distracted driving
- Fatigue
- Speeding
- Mechanical failure
- Blind spots
- Backing incidents
- Wildlife or pedestrian hazards

Required PPE / Safety Equipment

Workers must ensure vehicles have:

- Seat belts
- First aid kit (if required)
- Emergency roadside kit
- Fire extinguisher (if required)
- High visibility vest (where required)
- Winter emergency supplies during cold weather

Safe Work Practice Steps

Before Operating Vehicle

1. Ensure you hold a valid driver's licence for the vehicle being operated.
2. Be fit for duty (not impaired, fatigued, or distracted).
3. Complete pre-trip inspection:
 - Tires
 - Lights
 - Mirrors
 - Brakes
 - Windshield
 - Horn
 - Fluid levels
4. Ensure vehicle is in safe operating condition.
5. Remove snow, ice, and frost from windows, mirrors, lights, and roof.
6. Adjust mirrors and seat before driving.

Manitoba requires vehicles used for work to be maintained in safe operating condition and inspected regularly.

During Operation

1. Always wear seat belt.
2. Obey all traffic laws and posted speed limits.
3. Drive defensively and maintain safe following distance.
4. Adjust speed for weather, traffic, and road conditions.
5. Maintain full attention on driving at all times.
6. Watch for pedestrians, cyclists, and wildlife.
7. Use signals for turns and lane changes.
8. Check mirrors and blind spots before moving or backing.
9. Use a spotter when backing in congested areas where possible.

Distracted Driving

Workers must NOT:

- Text while driving
 - Use handheld devices
 - Program GPS while driving
 - Eat or engage in distracting activities
1. Pull over safely before using phone or navigation.
 2. Use hands-free communication only if permitted by company policy and law.

Distracted driving is a major workplace vehicle hazard in Manitoba.

Weather / Winter Driving

1. Slow down during rain, snow, ice, or fog.
2. Increase following distance in poor conditions.
3. Use headlights when visibility is reduced.
4. Carry emergency winter supplies.
5. Avoid travel during severe weather when possible.

Winter driving is a significant risk factor in Manitoba.

Parking and Securing Vehicle

1. Park in safe designated areas.
2. Set parking brake before exiting.
3. Shut off engine and remove keys.
4. Secure vehicle against unauthorized use.
5. Do not leave running vehicle unattended unless operationally required.

Training

All workers must be trained in the safe work practices for motor vehicle operations as well as the hazard recognition and proper PPE requirements.

Emergency Response

If an incident occurs:

1. Stop vehicle safely
2. Assess for injuries
3. Call emergency services if required
4. Secure area and warn other traffic
5. Notify supervisor
6. Complete incident reporting

Review

This Safe Work Practice will be reviewed annually or whenever workplace conditions, procedures, or legislation changes.