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*Critical Tasks (CT)

PART 1 – PROJECT INFORMATION	
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Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

PART 2 – HAZARD IDENIFICATION

POTENTIAL HAZARDS

☒ Other Trades/Contractors	☒ Excavation or Trenches	☐ Limited Communication
☐ Limits of Approach (Power Lines)	☐ Heat or Cold Stress	☐ Violence
☐ Electrical Shock	☒ Noise - Above 85 Decibels	☐ Crane Misadventure
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CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)

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ENGINEERING

☒ Isolation	Separating workers from the hazard by distance or the use of barriers
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ADMINISTRATIVE

- ☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.
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PERSONAL PROTECTIVE EQUIPMENT

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☐	Other		☐	Other	

RISK RATING AFTER CONTROLS - LOW

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
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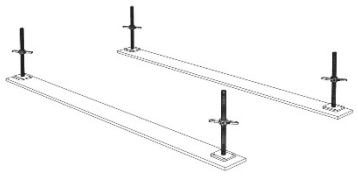
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3. Conduct an FLHA for the task ensure all site-specific conditions, controls and risks are identified. Coordinate the activities with other personnel and contractors, as required.
4. Ensure the work area is clear of other trades or personnel.
5. Ensure pre-use inspections are completed for all mobile equipment and other components are conducted to ensure they're safe for use.
6. Review and have available all applicable manufacturer and engineering documentation.
7. Scaffolds must be set up, so they are vertically straight (plumb) and horizontally even (level), with all connections securely fastened to ensure safety and stability.
8. Workers involved in erecting scaffolds need to be familiar with the regulations specific to the type of scaffold being used, such as building wood frame scaffolds according to WorkSafeBC and CSA Standards.
9. The vertical supports of scaffolds must rest on a solid, flat, and level foundation, avoiding the use of unstable materials like pallets, boxes, building blocks, or bricks.
10. Scaffolds taller than three times their minimum base dimension must be stabilized, either by securing them to the building or using other appropriate methods to prevent tipping.
11. Ensuring all scaffold connections are securely fastened is crucial for preventing accidents and maintaining the scaffold's structural integrity.
12. Workers must be trained and knowledgeable about the specific standards and regulations for the type of scaffold they are working with.
13. A solid, level foundation is essential for scaffold safety; unstable materials should not be used.
14. Scaffolds exceeding the height-to-base ratio of 3:1 require additional stabilization measures to ensure they are secure and stable.
15. Scaffolds that are 4 feet or more above the ground must have guardrails around their open sides to ensure safety.
16. Toe-boards must be installed around the open sides of scaffolds to prevent tools and equipment from falling off.
17. Scaffold planks must be at least 2 by 10 inches (5cm x 25cm) in nominal dimension, extend between 6 inches (15cm) and 12 inches (30cm) beyond the supports at each end, be supported at intervals not exceeding 7 feet (2.1m) for heavy work and 10 feet (3m) for light work, and be of the same thickness as adjoining planks.
18. Scaffold platforms must have a minimum nominal width of 20 inches (two planks side by side), except a 12-inch wide work platform may be used with ladder jacks, pump jacks, or similar systems, must not leave more than one opening in the work platform, which must be no greater than 10 inches in width, and if not level, must be designed to ensure adequate footing for workers.
19. Scaffolds must only be erected or dismantled by qualified workers or under their supervision.

20. Damaged or weakened scaffolds must not be used until they have been properly repaired.
21. Only materials being used at the time should be kept on the scaffold, and scaffolds must not be overloaded.

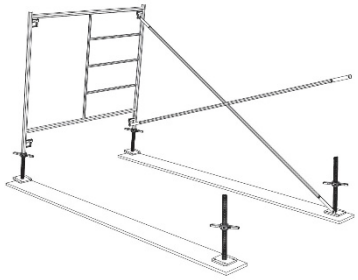
PART 5 - SAFE JOB STEPS

Scaffolding should be assembled by at least two individuals, with one person who is knowledgeable about scaffold erection supervising the work. These step-by-step instructions serve as a general guide, using the example of constructing a scaffold that is 7 x 5 feet and 1 frame high.

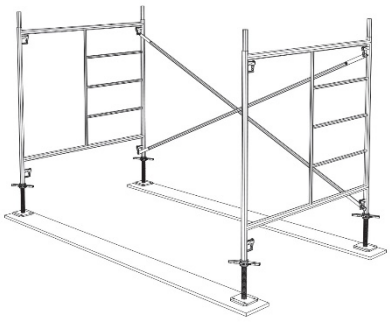
1. Select and prepare the ground area, ensuring it is level and firm. Place suitable sills and check that there are no holes beneath them. Gather the necessary equipment and place it near the work area. Position the adjustable leveling jack plates on the sills in locations that match your scaffold dimensions, but do not secure the bases to the sills at this stage.



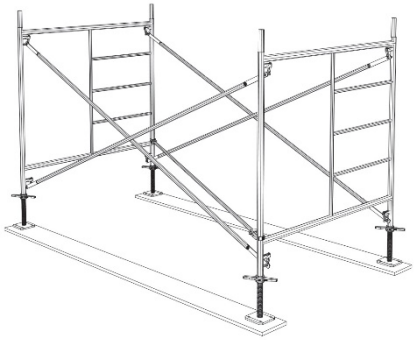
2. Adjust the nuts of the leveling jack, starting at the highest point of the ground. Set the nuts at the highest ground level to 3-6 inches from the top of the sill, depending on the slope. Position the first frame onto the base at this highest point. Connect the first cross brace to the frame, allowing it to lean slightly forward and rest on the sill while you prepare to install the next frame.



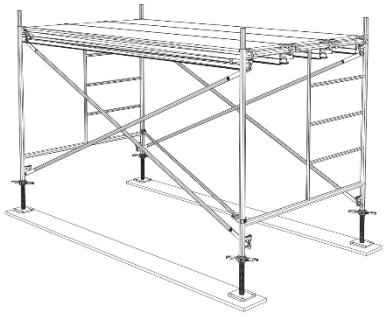
3. Install the second frame onto the levelling jack. Secure the first cross brace to the second frame.



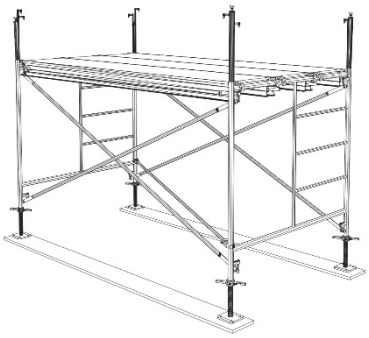
4. Install the second cross brace to connect both frames. Next, level and plumb the scaffolding, starting at the highest point. Use the leveling jack to lower the highest corner closer to the sill, if possible. Then, raise all four corners to that level. Ensure the bottom cross braces of each frame are level with each other, which will make the frames plumb. Install the diagonal brace to keep the scaffolding square. Check the level again and adjust the plumb if necessary. Finally, fasten the leveling jack to the sills using nails or screws.



5. Place and secure the deck, which can be an all-aluminum platform or include a wooden deck or scaffold planks. If utilizing wooden planks, ensure they extend beyond the supporting points by at least 6 inches but no more than 12 inches. Fasten the deck securely to prevent any movement.



6. Attach the guardrail posts onto the coupling pins situated in the top of the frames. Insert a pigtail lock through both the top and bottom of each coupling pin to prevent any separation.



7. Attach the guardrails to the posts on all the exposed sides.



8. Install toe boards as required. The gap between the bottom of the toe board and the top of the platform must not be more than 1/2 inches.



PART 6 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

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PART 7 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s).
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PART 8 - EMERGENCY AND REPORTING REQUIREMENTS

In the event of an emergency:

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PART 9 - OTHER

EMPLOYEE ACKNOWLEDGEMENT

All employees instructed in the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instructions.

PRINT NAME	SIGNATURE	DATE

SUPERVISORS REVIEW		
PRINT NAME	**SIGNATURE**	**DATE**
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4. Ensure the work area is clear of other trades or personnel.
5. Verify that all workers have completed relevant training, including PPE use, handling hazardous materials, and emergency procedures.
6. Ensure all workers have and are wearing safety glasses to protect their eyes from splashes and debris.
7. Check that respirators are available and properly fitted for each worker.
8. Ensure that respirators have been fit-tested within the past 12 months.
9. Confirm that workers are clean-shaven within the past 24 hours, preferably 12 hours, to ensure a proper seal.
10. Ensure that chemical-resistant gloves are available and worn to protect hands from corrosive materials.
11. Ensure the work area is well-ventilated. Set up fans or other ventilation such as LEV equipment if necessary to disperse dust and fumes.
12. Set up dust control measures, such as barriers or dust collection systems, to minimize airborne dust.
13. Clear the work area of any unnecessary materials and equipment. Organize tools and materials to ensure easy access and prevent tripping hazards.
14. Check all tools and equipment, including mixing paddles and drills, for any signs of damage or wear. Ensure they are in good working condition.
15. Verify that all electrical equipment, such as drills, is properly grounded and that cords are free of damage.
16. Ensure that mixing containers are clean and free of any residue from previous batches that could contaminate the mix.
17. Verify that all materials (cement, sand, water, additives) are on-site and meet the required specifications.
18. Ensure materials are stored properly to prevent contamination and degradation. Keep bags of cement and other materials off the ground and protected from moisture.
19. Ensure that all chemical containers are properly labeled, and that Material Safety Data Sheets (MSDS) are accessible to all workers.
20. Check that an eyewash station is nearby and functioning in case of accidental eye contact with mortar or grout.
21. Review the silica exposure control plan with all workers, emphasizing the importance of minimizing dust.
22. Ensure that HEPA filters are available and properly installed in respirators and any dust collection systems.

PART 5 - SAFE JOB STEPS

1. Before mixing the mortar, loosen the top 8 inches of the mortar using a shovel.
2. Mix mortar to a stiffer consistency when working with blocks.

3. Mix mortar to a wetter consistency when working with bricks.
4. Add a small amount of water to the mortar mix.
5. Insert a ½ inch drill fitted with a mixing paddle into the mortar.
6. Do NOT push the drill deep into the stiff mortar before turning it on to avoid kickbacks that can injure workers and damage the drill.
7. Turn on the drill and start slowly.
8. As the consistency loosens, gradually press the drill down further until the proper consistency is reached. This process generally takes 3–4 minutes.
9. If concrete mix must be added to the mortar, remove 1–2 pails of mortar from the tub.
10. A dd enough water to create a soupy mix.
11. A dd concrete mix in half-bag portions and continue mixing until the proper consistency is achieved.
12. Once the mortar is mixed, remove the drill and tap it on the edge of the tub to remove the excess mortar.
13. When grouting, be cautious to control the amount of dust produced during mixing.
14. Use at least a ½-face mask with a HEPA filter when pouring dry materials into a mixing container to prevent inhalation of harmful dusts.
15. Ensure to avoid eye and skin contact during the application of grout.
16. Minimize contact with grouting or wet cement.
17. Keep all your tools clean, preferably in a bucket, and away from leading edges to prevent accidents and ensure tools are in good condition.
18. Clean all your tools and equipment thoroughly once the task is complete.
19. Ensure work areas are well-ventilated to minimize exposure to harmful dust and fumes.
20. Dispose of any waste materials following the appropriate safety and environmental regulations.
21. In case of eye contact with mortar or grout, flush the eyes with plenty of water for at least 15 minutes and seek medical attention.
22. For skin contact, wash the affected area thoroughly with soap and water. If irritation persists, seek medical attention.
23. If excessive dust is inhaled, move the affected person to fresh air immediately. If breathing difficulties occur, seek medical attention.

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RISK RATING AFTER CONTROLS - MOD

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4. Hazard Warning
    - Improper installation or use of propane fired heaters can result in death, serious injury and property loss or damage from fire, explosion, burns, asphyxiation, and carbon monoxide poisoning.
    - Different sized heaters have different requirements. Consult the manufacturer's recommendations regarding minimum distances to maintain from combustible materials and all workers;
    - ONLY people who have read the manufacturer's instructions should assemble, light, adjust or operate propane heaters; propane-fired heaters produce carbon monoxide and require adequate ventilation;
    - Propane-fired heaters must be inspected before every use by 'qualified person'; this means someone who is familiar with the manufacturer's instructions and has attended a propane safety awareness course. The heaters must also be recertified at least annually by a registered inspection facility.
    - Never use the heater in spaces which may or do contain flammable or combustible materials, including but not limited to solvents, paint thinner, sprays such as hair spray, liquids having flammable vapours or dust particles.
    - Keep combustibles such as building materials, paper, fabric including table cloths, tent flaps etc. a minimum of 1.37 metres (4 feet, 6 inches) away from the front of the heater. People and costumes should also be kept a minimum of 1.37 metres (4 feet, 6 inches) away from the heater. DO NOT stand close to the heater to warm up.
    - Heaters must be placed on a firm, flat surface. Heaters must be equipped with a tip-over switch. Some of the new heaters have low oxygen sensors built in. The propane tank should be located at least six feet away from the heater and MUST be restrained or secured to prevent accidental tip-overs. Small tanks are generally placed in milk crates.
    - Do NOT use propane-fired heaters in a tightly enclosed area. These heaters produce carbon monoxide. Adequate ventilation is required. Two openings directly to the outdoors MUST be provided, one high and one low, on opposite sides of the area to be heated. Each opening must be at least 7.72 centimetres (3 inches) for every 1000 btu. Therefore, for one 50,000 btu heater, two openings of at least .093 square metres (1 square foot) at each end are required.

5. Dangers
    - Propane produces carbon monoxide. Sometimes called "the silent killer"- it's a non-irritating, colourless, odourless, tasteless gas that is produced by burning a carbon fuel such as propane, natural gas, wood, charcoal,

alcohol, kerosene, or gasoline. When these fuels are burned in an area that is properly ventilated, the risk of carbon monoxide poisoning is low, but it is still important for everyone to know the signs of the presence of carbon monoxide and what to do if they suspect it is present.

- Danger signs of carbon monoxide exposure include:
  - Flu-like symptoms such as headache, dizziness, drowsiness, fatigue, confusion, nausea or vomiting and in very high concentrations even death.
  - Discoloration or soot build-up on heating appliances.
  - Carbon monoxide monitoring should be used when using propane heaters.
  - Use Carbon Monoxide Monitors

6. Maintenance

- Heaters must be inspected before EACH use. Inspection criteria are found in the manufacturer's instructions. In addition, each heater must be inspected at least annually by a qualified service person.
- Verify the current inspection decal is attached and legible before using any propane fired heaters.
- If there is any evidence of damage or a piece of equipment doesn't function properly, clearly mark it out of service and return it for repair by a qualified gas fitter.
- When renting propane equipment (heaters and tanks) be sure to get information from the rental company with the manufacturer's instructions regarding safe use and operational procedures to follow. Ensure the equipment you are renting is approved for the intended use.

7. Transportation

- During transportation, ensure that the tank is secured in an upright position, with the cylinder valve closed and plugged or capped, in a well-ventilated space in the vehicle. Maximum 18 kg (40 pound) size cylinder in an 'enclosed' vehicle. Up to 45.4 kg (100 pound) cylinder in 'open' vehicle (Consult with Transport Canada regulations on quantity).
- Ensure that your propane supplier checks the tank for dents, damage, rust, leaks and date.
- Never store a propane tank in a vehicle, or leave it in a vehicle for an extended period of time
- When reconnecting a refilled propane tank, conduct a leak test on all connections before firing up using leak detection solution or a soapy solution, usually 50% soap and 50% water, to detect leaks.
- Ensure proper securing of tanks by tethering them together.

Do's

- Review the MSDS/SDS for all products before use and comply with the specified PPE requirements. If the requirements are unclear, consult your supervisor before using the product.
- Before beginning work, ensure all personnel are informed of the area's hazards and the necessary PPE. If in doubt, ask your supervisor.
- Install heaters following the manufacturer's instructions and all applicable Acts, Regulations, and Standards. Adhere to the guidelines for lighting and shutting down the heater.
- Stay alert for hot surfaces on and around the heater.
- Periodically check the heater after it is lit to confirm it continues to function properly. A quick inspection can prevent accidents.

Don'ts

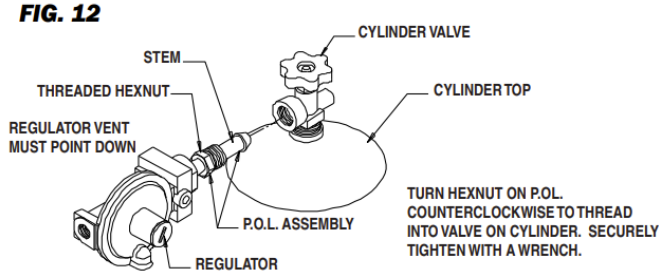
- Avoid using heaters in areas where they could easily ignite combustible materials (e.g., paint, paper, plywood).
- Do not place a heater directly on a plywood floor.
- Do not operate a heater in an unventilated area.
- Use site heaters only as intended; do not use them for purposes such as cooking or warming/drying clothing.
- Avoid touching metal parts that may become hot. Even if they don't appear hot, they can cause serious burns.
- Only use heaters in positions permitted by the manufacturer's instructions.
- Do not force fittings together that do not easily thread or match. Remember, most gas fittings have left-hand threads.

PART 5 - SAFE JOB STEPS

Connecting Regulator to a Propane Cylinder

1. Ensure the cylinder valve is turned completely closed.
2. At the inlet end of the regulator is a male nut and stem assembly called a POL. Pull the cap from the POL but do not discard it. Insert POL stem into the valve on the cylinder. Thread the nut counterclockwise into the tank valve. Tighten securely with a wrench. See Fig. 12.

FIG. 12

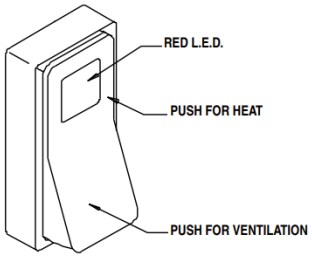


3. Slowly open the cylinder valve by turning counterclockwise. This will prevent lock-up of the excess flow valve built within POL stem.
4. Check all connections with approved leak detector. Do NOT use flame to check for leaks. A fire or explosion may result.
5. When storing or transporting the heater, ensure the POL cap is pushed back onto the POL fitting. This will protect the fitting from nicks or other damage and prevent the entry of moisture.

Start-up Instructions

1. Connect electrical cord to an approved electrical outlet.
2. Set thermostat to desired room temperature.
3. This heater has a rocker selector switch located on the back of the heater near the burner end access panel. This switch allows you to either heat or ventilate (no heat). See Fig. 13 for selector switch positions.

FIG. 13

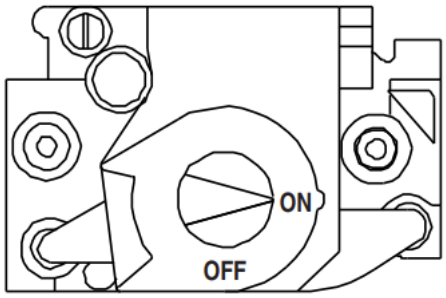


Heating

a. Open all manual fuel supply valves. Check for gas leaks using an approved leak detector. The gas control valve on the heater has a manual shut-off feature incorporated into the valve assembly. Ensure the indicator on the valve is positioned to ON. See Fig 14.

b. When the selector switch is positioned to heat, a red light within the switch will be on. The fan motor will start, the igniter will spark and ignition will occur. The thermostat will cycle the heater on or off based upon temperature setting.

FIG. 14



Ventilation

a. When the selector switch is positioned to vent, the red light will NOT be on. The fan motor will start, but the igniter will not spark, nor will ignition occur. This feature is used typically when heat is not needed, but air circulation is required.

b. The heater will not cycle on its thermostat setting. To discontinue the ventilation feature, position the switch to off or heat.

Off

a. Position the switch to midpoint.

Attention

- It is normal for air to be trapped in gas hose on new installations. The heater may attempt more than one trial for ignition before air is finally purged from line and ignition takes place.
- The direct spark ignition (DSI) control module is selfdiagnostic. It works in conjunction with a light emitting diode (L.E.D.) built into the selector switch. The light will flash a specific flash pattern depending on a problem that occurs. Match the flash pattern given by light to the troubleshooting label applied to inside of burner cap access panel of the heater. The troubleshooting label identifies the causes of the problem as it relates to specific flash pattern and remedies to correct the problem. See also “Troubleshooting Data” within this Owner’s Manual.
- Do not exceed input rating stamped on nameplate or manufacturer’s recommended burner orifice pressure for size orifice(s) used. Make certain that the primary air supply to main burner is open and free of dusk, dirt and debris for complete, proper combustion.

Shut-Down Instructions

1. Close the gas supply valve located on the propane gas supply container.
2. Allow the heater to burn off any fuel gas remaining in the gas supply line
3. For heaters so equipped, set the thermostat to “Off” or “No Heat”.
4. Position selector switch to “Off.”
5. Disconnect the heater from its gas and electrical supplies.

PART 6 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- WorkSafeBC – OHS Regulation: General Conditions (Part 4)
- WorkSafeBC – OHS Regulation: Substance Specific Requirements (Part 6)
- Equipment Manufacturers Specifications
- Follow Carbon Monoxide Exposure Control Plan for indoor usage.

PART 7 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as “Out of Service” and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY ‘OUT OF SERVICE” equipment until required repairs have been conducted by a qualified person(s).
Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer’s specifications and appliable standards.

PART 8 - EMERGENCY AND REPORTING REQUIREMENTS

In the event of an emergency:

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☐ Limits of Approach (Power Lines)	☐ Heat or Cold Stress	☐ Violence
☐ Electrical Shock	☐ Noise - Above 85 Decibels	☐ Crane Misadventure
☐ Public Traffic	☒ Lifting or Twisting	☐ Working Near or Around Water
☐ Poor Driving Conditions	☐ Compressed Gases or Liquids	☐ Ergonomics
☐ Terrain Conditions	☐ Poor Soil Conditions	☒ Tools or Equipment
☐ Fall From Elevations	☒ Weather Conditions i.e., water, wind, sun	☐ Pedestrians
☒ Falling Objects	☐ Working Alone or Remote Location	☐ Hot Surfaces
☐ Climbing Obstructions	☐ Mobile Equipment	☐ Slippery Ground Conditions
☐ Arc Flash Potential	☐ Entanglement	☒ Spills
☒ Flying Debris	☐ Sharp Objects	☒ Chemical Exposure
☐ Unsafe or Inadequate Access	☐ Crush/ Pinch Point Hazards	

CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)

Elimination is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the hazard is no longer present. It is the preferred way to control a hazard and should be used whenever possible.

Substitution is the act of replacing something with another thing… in this case, a hazard is replaced with a less hazardous one.

ENGINEERING

☒ Isolation	Separating workers from the hazard by distance or the use of barriers
☐ Enclosures	Placing the material or process in a closed system (e.g., enclosed machines, booths, etc.)
☒ Guarding & Shielding	Using guards around moving parts of machinery
☐ Ventilation	Using local exhaust or general dilution ventilation to remove or reduce airborne products
☒ Mechanical Lifting Devices	Using mechanical methods to lift or move objects instead of manual lifting
☒ Guardrails	Using guardrails to prevent a fall

ADMINISTRATIVE

- ☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.
- ☒ Preventative maintenance to keep equipment in proper working order
- ☒ Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)
- ☒ Restricting access to a work area.
- ☒ Restricting the task to only those competent or qualified to perform the work
- ☒ Using signs to warn workers of a hazard.

PERSONAL PROTECTIVE EQUIPMENT

☒		CSA Approved Footwear	☒		Hand & Finger Protection
☒		CSA Approved Headgear	☒		Safety Eyewear
☐		Fall Protection Equipment	☐		Hearing Protection
☐		Dust Mask (N95)	☒		Respiratory Protection
☒		High Visibility Vest (clothing)	☒		Face Shield
☐		Arc flash Protection	☒		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS - LOW

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

WORKER RESPONSIBILITIES

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 - PRE-JOB PROCEDURE

1. All persons performing tasks associated with this procedure must be trained in the contents of this Safe Job Procedure.
2. All mobile equipment must be operated by competent personnel.
3. Conduct an FLHA for the task ensure all site-specific conditions, controls and risks are identified. Coordinate the activities with other personnel and contractors, as required.
4. Ensure the work area is clear of other trades or personnel.
5. Ensure pre-use inspections are completed for all mobile equipment and other components are conducted to ensure they're safe for use.
6. Review Safety Data Sheet for Cleaning detergent

Do's

- Always wear appropriate personal protective equipment (PPE) including cleaning detergent-resistant gloves, goggles, and a face shield to protect against splashes.
- Use an cleaning detergent-resistant apron or full protective suit if necessary.
- Protect sensitive equipment, trees, plants, animals etc.
- Dilute cleaning detergent properly, typically a ratio of 1 part detergent to 10 parts water. Always add the detergent to water, never water to detergent to prevent violent reactions.
- Thoroughly soak the masonry brick with water before applying the cleaning detergent solution to prevent the cleaning detergent from being absorbed too quickly and to minimize damage.
- Test the cleaning detergent solution on a small, inconspicuous area of the brick to ensure it does not cause discoloration or damage.
- Use a brush or sprayer to apply the diluted cleaning detergent solution evenly over the bricks.
- Use a non-metallic scrub brush to gently scrub the bricks, helping to remove stains and mortar residue.
- Rinse the bricks thoroughly with plenty of water immediately after scrubbing to neutralize and remove all traces of cleaning detergent.
- Ensure the work area is well-ventilated to avoid inhaling fumes. Work outdoors or use fans if indoors.
- Dispose of cleaning detergent waste according to local environmental regulations. Neutralize cleaning detergent waste with baking soda before disposal.

Don't's

- Never handle cleaning detergent without wearing proper protective equipment. It can cause severe burns and respiratory issues.
- Never use cleaning detergent at full strength. It can severely damage the masonry and pose significant safety risks.

- Never add water to concentrated cleaning detergent. This can cause a violent exothermic reaction, leading to splashes and potential injury.
- Avoid applying cleaning detergent to dry bricks as this can cause the cleaning detergent to be absorbed too quickly, leading to potential damage.
- Avoid using metallic brushes or tools which can react with the cleaning detergent and cause staining or damage to the brick surface.
- Do not let the cleaning detergent solution sit on the brick surface for too long as it can cause etching or discoloration.
- Never forget to rinse the bricks thoroughly after cleaning to ensure all cleaning detergent residues are removed.
- Do not work in confined, unventilated spaces where cleaning detergent fumes can accumulate. They are harmful to respiratory health.
- Avoid disposing of cleaning detergent waste in regular trash or down drains without neutralizing. This can cause environmental damage and safety hazards.
- Never mix cleaning detergent with other cleaning chemicals, especially bleach or ammonia, as this can produce toxic gases.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- WorkSafeBC – OHS Regulation: Chemical Agents and Biological Agents (Part 5)
- WHMIS Training
- SDS

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- Conduct an FLHA for the task ensure all site-specific conditions, controls and risks are identified. Coordinate the activities with other personnel and contractors, as required.
- Wear protective equipment. Use safety goggles, acid-resistant gloves, non-slip shoes, and appropriate protective clothing.
- Ensure the work area is clear of other trades or personnel.
- Conduct a visual inspection of the entire system before use.
- Ensure the machine is in safe working condition by inspecting it prior to use.
- Attach all accessories and extensions before starting the cleaning process.
- Release all pressure from the system before performing any repairs.
- Use the appropriate PSI setting for the pressure washing job.
- Adjust the distance between the spray tip and the surface according to the owner's manual. Spraying too close can damage the surface, while spraying from too far can reduce cleaning effectiveness.
- Test the pressure on a small, inconspicuous area to ensure it doesn't damage the surface.
- Follow best practices: Apply chemicals from the bottom to the top of the object and wash from the top to the bottom to prevent dirt from spilling onto already cleaned areas.
- Ensure all safety guards and protective covers are in place.
- Thoroughly rinse the surface after cleaning to prevent chemicals from drying and leaving stains.
- Keep the pressure washer in a well-ventilated area. If adequate ventilation cannot be achieved, provide additional ventilation and review Carbon Monoxide Exposure Control Plan
- Only use the pressure washer only for its intended purpose.
- Avoid using a worn or damaged pressure washer.
- Ensure all guards are in place before operating the pressure washer.
- Wear proper PPE when using the pressure washer.
- Never leave the machine running unattended.
- Use only manufacturer-recommended spare parts, accessories, nozzles, and chemicals.
- Refuel the pressure washer only when the engine is off.
- Never point the pressure washer gun at people or animals; the pressurized stream can cause severe injuries.
- Do not operate the pressure washer if you are tired, dizzy, on medication, or otherwise impaired.
- Avoid running the pressure washer with a closed nozzle for more than a minute to prevent stress on the pump.
- Refrain from answering or making phone calls while operating the pressure washer.

- Do not attempt to repair leaks while the machine is running.
- Avoid using acids or bleach with the chemical injector to prevent damage to the machine's internal parts.
- Operate the pressure washer indoors only if there is adequate ventilation.

PART 5 - SAFE JOB STEPS

Safe Operation

- **Read the Manual -** Thoroughly read both the owner's manual and engine manual before operating your pressure washer.
- **Stable Surface -** Ensure the unit is on a stable surface and that the cleaning area has adequate slopes and drainage to prevent puddles.
- **Water Supply -** Do not run the pressure washer before connecting and turning on the water supply to avoid damaging the pump.
- **Maintain Connections -** Always keep the high-pressure hose connected to both the pump and the spray gun while the system is pressurized.
- **Refuel Safety -** Never refuel a hot or running engine. Wait at least two minutes before refueling.
- **Solid Stance -** Assume a solid stance and firmly grasp the spray gun with both hands to avoid injury if the gun kicks back.
- **Spray with Caution -** Use extreme caution when spraying near power lines, service feeds, and electrical meters.
- **Electrical Hazards -** Keep the nozzle spray away from electrical wiring and windows.
- **Do not Lock Trigger -** Do not secure the spray gun in the open position.
- **Adjust Safely -** Never adjust the spray pattern or change a spray tip while the pressure washer is spraying.
- **Stable Position -** Avoid using a pressure washer from a ladder, scaffolding, or other unstable positions. The recoil from the initial spray or the pressure of the water striking a surface could cause a slip or fall.
- **Nozzle Safety -** Never aim the nozzle at people or animals—the high-pressure stream can pierce skin and underlying tissues, causing serious injury.
- **Supervision -** Never allow children to operate the pressure washer. Do not leave the pressure washer unattended while it is running.
- **Proper Footwear -** Do not wear open-toed shoes while pressure washing.
- **Eye Protection -** Always wear eye protection when using a pressure washer or when near one in use. The high-pressure spray can cause paint chips or other particles to become airborne.

  Release Pressure - Always squeeze the gun trigger after use to relieve the pressure in the gun, hose, and pump.

PART 6 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- WorkSafeBC – OHS Regulation: Tools, Machinery and Equipment (Part 12)
- Equipment Manufacturers Specifications

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Elimination is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the hazard is no longer present. It is the preferred way to control a hazard and should be used whenever possible.

Substitution is the act of replacing something with another thing… in this case, a hazard is replaced with a less hazardous one.

ENGINEERING

☒ Isolation	Separating workers from the hazard by distance or the use of barriers
☐ Enclosures	Placing the material or process in a closed system (e.g., enclosed machines, booths, etc.)
☒ Guarding & Shielding	Using guards around moving parts of machinery
☐ Ventilation	Using local exhaust or general dilution ventilation to remove or reduce airborne products
☒ Mechanical Lifting Devices	Using mechanical methods to lift or move objects instead of manual lifting
☒ Guardrails	Using guardrails to prevent a fall

ADMINISTRATIVE

- ☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.
- ☒ Preventative maintenance to keep equipment in proper working order
- ☒ Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)
- ☒ Restricting access to a work area.
- ☒ Restricting the task to only those competent or qualified to perform the work
- ☒ Using signs to warn workers of a hazard.

PERSONAL PROTECTIVE EQUIPMENT

☒		CSA Approved Footwear	☒		Hand & Finger Protection
☒		CSA Approved Headgear	☒		Safety Eyewear
☐		Fall Protection Equipment	☒		Hearing Protection
☐		Dust Mask (N95)	☐		Respiratory Protection
☒		High Visibility Vest (clothing)	☒		Face Shield
☐		Arc flash Protection	☐		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS - MOD

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

WORKER RESPONSIBILITIES

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 - PRE-JOB PROCEDURE

- All persons performing tasks associated with this procedure must be trained in the contents of this Safe Job Procedure.
- Conduct an FLHA for the task ensure all site-specific conditions, controls and risks are identified. Coordinate the activities with other personnel and contractors, as required.
- Review project specifications, blueprints, and construction drawings to understand the scope of work, materials required, and design details.
- Verify that all required materials, including bricks, blocks, mortar, reinforcement, and accessories, are available and meet the project specifications.
- Ensure adequate lighting and access.
- If using scaffolding, follow scaffolding and fall protection SWP's
- Inspect all equipment and tools to ensure they are in good working condition. This includes mixers, saws, trowels, levels, and safety equipment.
- If working at elevations where there is risk to workers below, install toe board other systems. Tool or equipment tethers may be required.
- Prepare the work area by clearing debris, obstructions, and any potential hazards. Ensure proper access and staging areas for materials and equipment.
- If working over an entry/exit ensure the public or workers are protected by covered hoarding or restrict access to those involved in the work.
- Develop a comprehensive safety plan that includes hazard identification, emergency procedures, and the use of personal protective equipment (PPE).
- Monitor weather forecasts and plan accordingly, especially if adverse weather conditions could impact the installation process. Rain and wind can impact masonry installation negatively.
- Develop a material handling plan to ensure efficient transport, storage, and distribution of bricks, blocks, and other materials to the installation site. Use mobile equipment and keep materials close to the work area.
- Ensure bracing is available for walls requiring support if not filled or are subject to forces.
- Ensure dowel protection for rebar ends are available.

PART 5 - SAFE JOB STEPS

Angle Iron

- Gather all require tools and materials – Angle iron, masonry anchors, drill, hammer, level, measuring tape and all required PPE
- Review hot works, grinder or chop saw SWP's prior to cutting angle iron.
- Decide where the angle iron will be installed. It's typically used above openings like doors and windows to provide support.

- Use a measuring tape and mark the locations where the angle iron will be anchored to the masonry. Ensure these marks are level and accurately positioned according to your masonry plans.
- Use a masonry drill bit and a hammer drill to drill holes into the brick or block where you marked. The size of the drill bit should match the size of the anchors you are using.
- Insert the appropriate anchors into the drilled holes. Tap them gently with a hammer until they are flush with the surface of the masonry.
- Hold the angle iron against the masonry, aligning it with the installed anchors. Ensure it is level and positioned correctly.
- Use screws or bolts to attach the angle iron to the anchors. Tighten them securely using a screwdriver or wrench.
- Use a level to ensure the angle iron is perfectly horizontal or vertical, depending on its orientation. Make any necessary adjustments to ensure proper alignment.
- Once you're satisfied with the alignment, tighten the screws or bolts securely. Check again for levelness and make final adjustments if needed.
- Inspect the installed angle iron for any signs of instability or misalignment. Clean up any debris or dust generated during the installation process.

Brick and Block Install

- Grasp the bricks or blocks firmly, using both hands to maintain control and stability.
- Lift each unit carefully, avoiding sudden movements that could cause them to slip or fall.
- Carry the bricks or blocks to the installation area, taking care to maintain balance and control to prevent dropping them or injuring yourself. Use a wheelbarrow or mechanical equipment where practicable.
- Position the first brick or block in the desired location, ensuring it is aligned properly according to the layout plan.
- If using mortar, apply a generous amount to the underside of the unit before placing it. Use a trowel to spread the mortar evenly.
- Use a rubber mallet or the handle of your trowel to gently tap the brick or block into place, ensuring it is level and flush with neighboring units.
- Use a level to verify that the brick or block is plumb and level in all directions. Make any necessary adjustments to ensure proper alignment.
- Repeat the process for each subsequent brick or block, maintaining consistent spacing and alignment throughout the installation.
- If using mortar, apply mortar to the end of each unit before placing it to ensure strong adhesion and proper joint filling.
- Use a trowel or jointer to remove any excess mortar from the joints between bricks or blocks, ensuring a clean and professional finish.
- Allow the installed bricks or blocks to set and cure according to the mortar manufacturer's recommendations before continuing with additional construction or finishing work.

PART 6 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- WorkSafeBC – OHS Regulation: General Conditions (Part 4)
- WorkSafeBC – OHS Regulation: Substance Specific Requirements (Part 6)
- WorkSafeBC – OHS Regulation: Tools, Machinery and Equipment (Part 12)
- Equipment Manufacturers Specifications
- WorkSafeBC Block Wall Hazard Alert

PART 7 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as “Out of Service” and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY ‘OUT OF SERVICE” equipment until required repairs have been conducted by a qualified person(s).
Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer’s specifications and appliable standards.

PART 8 - EMERGENCY AND REPORTING REQUIREMENTS

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.

- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

PART 9 - OTHER

EMPLOYEE ACKNOWLEDGEMENT

All employees instructed in the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instructions.

PRINT NAME	SIGNATURE	DATE

SUPERVISORS REVIEW

PRINT NAME	SIGNATURE	DATE

This document has been provided for the safety of all applicable workers on site during the course of our construction. Enforcement of the contents of this document WILL be provided through designated management on site (the above signed) at all times.

PART 1 – PROJECT INFORMATION	
Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

PART 2 – HAZARD IDENIFICATION

POTENTIAL HAZARDS

☒ Other Trades/Contractors	☐ Excavation or Trenches	☐ Limited Communication
☒ Limits of Approach (Power Lines)	☒ Heat or Cold Stress	☐ Violence
☐ Electrical Shock	☒ Noise - Above 85 Decibels	☐ Crane Misadventure
☐ Public Traffic	☒ Lifting or Twisting	☐ Working Near or Around Water
☐ Poor Driving Conditions	☐ Compressed Gases or Liquids	☒ Ergonomics
☐ Terrain Conditions	☐ Poor Soil Conditions	☒ Tools or Equipment
☐ Fall From Elevations	☒ Weather Conditions i.e., water, wind, sun	☐ Pedestrians
☒ Falling Objects	☐ Working Alone or Remote Location	☐ Hot Surfaces
☒ Climbing Obstructions	☒ Mobile Equipment	☒ Slippery Ground Conditions
☐ Arc Flash Potential	☐ Entanglement	☒ Spills
☒ Flying Debris	☒ Sharp Objects	☒ Chemical Exposure
☒ Unsafe or Inadequate Access	☒ Crush/ Pinch Point Hazards	

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☒		High Visibility Vest (clothing)	☐		Face Shield
☐		Arc flash Protection	☐		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS - LOW

PART 3 - RESPONSIBILITIES

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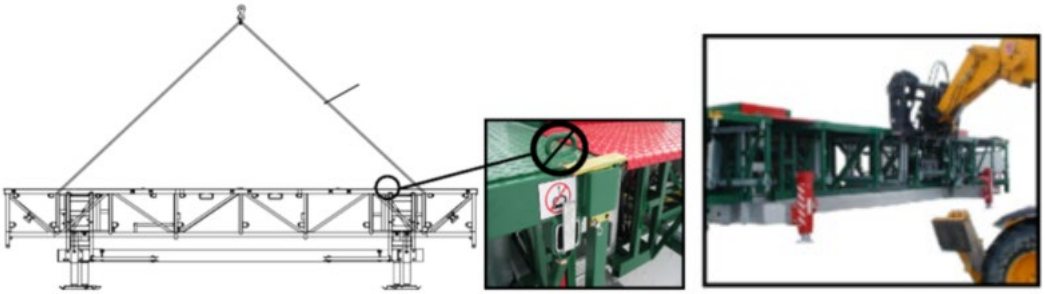
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PART 4 - PRE-JOB PROCEDURE

1. All persons performing tasks associated with this procedure must be trained in the contents of this Safe Job Procedure.
2. All mobile equipment must be operated by competent personnel.
3. Conduct an FLHA for the task ensure all site-specific conditions, controls and risks are identified. Coordinate the activities with other personnel and contractors, as required.
4. Ensure the work area is clear of other trades or personnel.
5. Ensure pre-use inspections are completed for all mobile equipment and other components are conducted to ensure they're safe for use.
6. Prepare a plan showing how the mast climber system, (motorized unit(s), bridges, extensions, hoists) will be positioned near structures or walls to be erected. On long walls, separate mast climber sections to allow for flexibility. Position motorized units to provide proper anchoring points for towers.
7. Establish distance between the mast climber system and the structure or wall, taking into account length of plank outriggers (5 or 8ft)(1,5m to 2,4m), as well as curvatures, balconies, columns, trees, telephone wires, electrical lines or other.
8. Refer to regulations governing distances between mast climber system and electrical lines.
9. For your personal safety, make sure ground or support surface capacity meets with bearing capacity tables herein. Soil compacting, cribbing or shoring can increase bearing capacity. Contact a licensed engineer for assistance.
10. On difficult jobs, never modify the mast climber system or even substitute factory parts. This could adversely affect safety, performance and void the warranty. In addition, this could lead to serious injury.
11. Rely on a licensed engineer to help on special jobs and to ap prove plans if required in your area.
12. Maintain correct equipment & parts inventory on the job to work efficiently. Keep equipment in good condition. Refer to maintenance checklist.
13. After installation, mark the off-limit areas of the system using fencing, barriers, warning tape and note emergency phone numbers (fire and police dept) for quick reference. Have an emergency evacuation plan ready to execute in case of need.
14. Never load the bridges or motorized units beyond their rated capacities. Over loading may cause motorized units to bind and bridges to fail causing serious injury or death.
15. Contact your distributor or factory for service, repair or technical advice. Refer to equipment type and serial numbers when calling
16. Each person accessing the platform should use a staircase and opening on the building or the climbable tower. Use of appropriate fall protection equipment when climbing or descending the tower or when modifying planking or working with the hoist is mandatory.
17. Always wear an approved PPE when working on the Hydro Mobile system.
18. Installation should be done under the supervision of a competent person, respecting all federal, state, and local regulations.

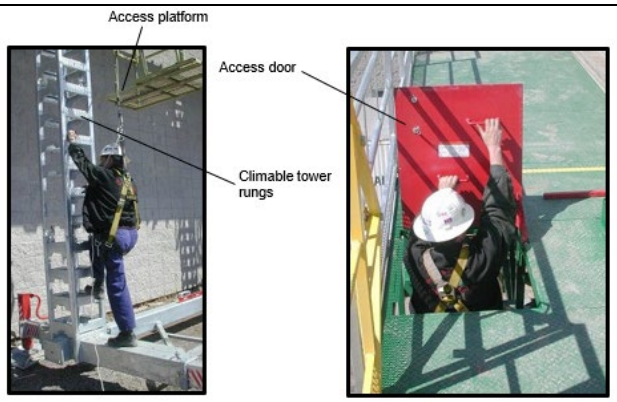
19. In reference to the plan/layout drawing or having otherwise established position of motorised unit, determine where mud sills need to be positioned.
20. On free standing installations, open base outriggers as far as possible. On installation with wall ties, close outriggers.
21. Before installing the motorized unit, determine where the mud sills or cribbing will rest. The ground under them needs to be level and clear of debris.
22. Stake the mudsill positions, mindful of center-to-center distances. You can compensate for differences in the ground level by simply adjusting the jacks on the base, or by building wood cribbing. For major differences in ground level or for bypassing obstacles, the base can be separated. See instructions in this section.
23. Keep the gap from 6 to 8" (152 to 202mm). Refer to OSHA 1926.453 (b) for the maximum allowable distance between the wall an the edge of work area. Distance from finished wall "A" should be, number of planks times 10" (254mm) plus 6 to 8" (152 to 202mm) play. Add 2" (50mm) if using a toe board.
24. Refer to minimum bearing capacity table. Should soil bearing capacity be inferior to value in table, cribbing will be mandatory. We recommend that 40 x 40 x 6" (1m X 1m x 152mm) thick wood cribbing be used on all installations.
25. Cribbing under tower column or extra jack is required for jobs 250' (76m) and higher only.
26. Position the motorized unit using a lift truck, optional wheel set or crane.
27. Level the motorized unit base using adjustable jacks.
28. Using a level, verify both towers to make sure they are plumb on front and side vertical axis. If not plumb, adjust base level slightly to suit (not more than 5 revolutions per jack). Should tower(s) remain out of plumb after slight base adjustment, contact your distributor or Hydro Mobile for base/tower re-shimming instructions.
29. Position the motorized unit using a lift truck, 8 000 lb (3 630 kg) capacity minimum, optional wheel set or crane. Before lowering unit to the ground open adjustable jacks by 4" to 5" to facilitate levelling



PART 5 - SAFE JOB STEPS

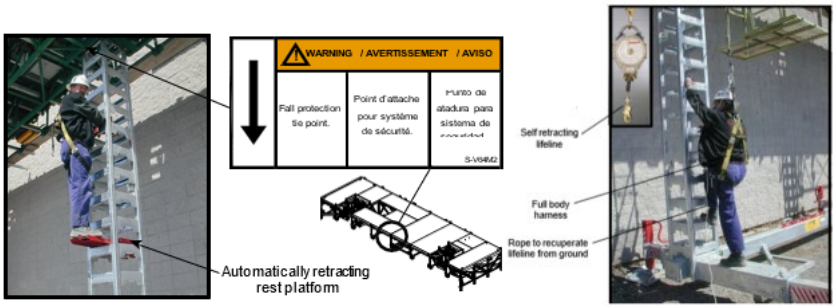
Access

1. To reach work area when motorized unit is between 0 and 10' (3,05m) high, climb up tower rungs on wall side of machine making sure wall tie door is unobstructed for passage. Do not use access platform and ladder when motorized unit is under 10' (3,05m), moving parts could cause injury to hands or feet. Note - Always install first set of towers before working on the platform.
2. To reach work area when motorized unit is above 10' (3,05m) we recommend you use a staircase and opening on the building. If unavailable, climb tower rungs up to the access platform, them climb the access platform ladder up onto the work area.



3. The use of fall protection equipment is mandatory when climbing or descending the tower if exposed to height over 10' (3,05m). Ex: Use full body harness and self-retracting lifeline. Attach rope to self-retracting lifeline hook for easy access from ground. Use of fall protection equipment is also mandatory when modifying planking (add shock absorbing lanyard). Use designated fall protection tie points on motorized unit or bridge under-structure when too far from motorized unit.

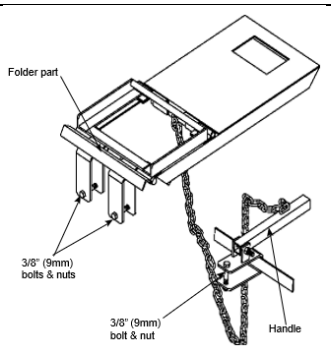
4. The use of an automatically retractable rest platform is recommended to access jobs 40' to 69' (12,2m to 21,0m). We do not recommend using the climbable tower on jobs over 69' (21,0m) because of time and effort required to reach the work area. Alternate equipment such as a rapid mast climber (F series) or a frame staircase will prove to be more efficient.



Rest Platform

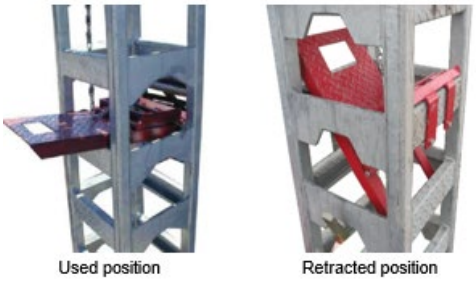
Installation Procedure

- For safety reasons, we recommend that the rest platform be installed from the motorized unit deck or from a man basket underneath the motorized unit. Rest platform must be installed with motorized unit deck 30' (9,1m) from ground.
- Remove the 3/8" (9mm) bolts & nuts from the folder part.
- Unfold the rest platform and leave handle on top.
- Slide the rest platform inside the tower with the step on the climbing side.
- Install the folder part on the back tower step using 3/8" (9mm) bolts & nuts.
- Let the rest platform retract slowly inside the tower.
- Remove the 3/8" (9mm) bolt & nut from the handle.
- Install the handle 5 steps above the rest platform (refer to picture next page).
- Use the 3/8" (9mm) bolt & nut.
- Test the rest platform by raising the handle. Doing so will retract the rest platform from inside the tower. If handle is released rest platform will fold itself inside the tower.
- If test works properly, you are safe to use the rest platform.



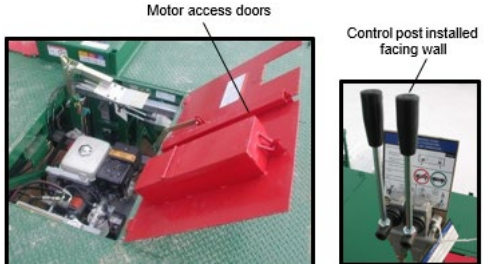
Use of Rest Platform

- Climb the tower until one step above the rest platform.
- Raise the handle to retract the rest platform from the tower.
- Step on the rest platform as handle reaches vertical position.
- Once you are on the rest platform release the handle.
- When you will start climbing again the rest platform will retract into the tower automatically.



Start-up Preparation Instructions

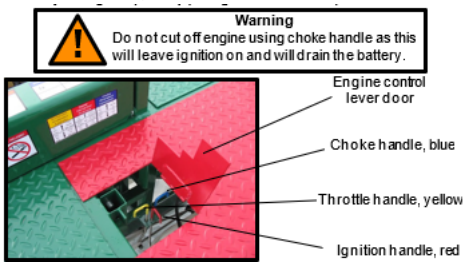
1. Open motor access doors.
2. Pull control post from its storage area by releasing the locking pin. Use 15/16” (23,8mm) wrench to tighten the control post assembly.
3. Check hydraulic oil level to make sure it is 3/4 full. Replenish if necessary.
4. Check and top up gasoline level.
5. Open fuel valve on Honda engine.
6. Connect battery, if unit is brand new.



Starting Procedure

1. Open engine control lever door.
2. Pull out choke handle (blue control rod)
3. Release pump pressure by moving both levers up and down before starting.
4. Pull ignition handle (red control rod) to activate ignition and engage starter. Release as soon as motor is running. (max. 15 seconds). Use same handle to cut off engine.
5. Push down choke handle slowly (blue control rod)

6. Pull out throttle handle (yellow control rod)
7. Adjust engine speed by pulling throttle handle up to maximum RPM.



Raising

1. Lock both cylinder and secondary hook lowering cams using locking device.
2. With engine running at full RPM, push both control levers away from you using one hand. The two hydraulic cylinders will extend simultaneously until they reach the fully extended position.
3. Extend cylinders by 2 rungs. The engine will be forced to slow down.
4. Pull both control levers towards you so cylinder hooks
5. latch properly onto the tower rungs and the platform rises to the desired position. The lift can vary from 10” to 20”
6. (254 to 508mm) (1 or 2 towers rungs).
7. Repeat steps 2, 3 and 4 for raising the platform.
8. Add towers and wall ties when required. Refer to tower and tie installation instructions.

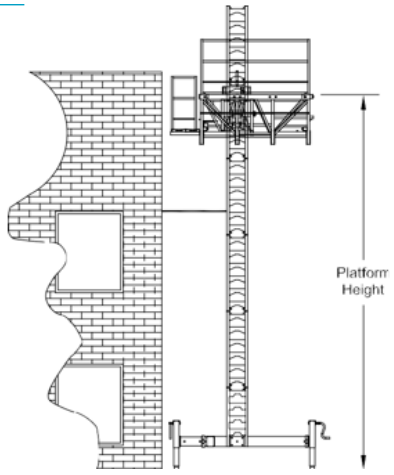
Lowering

1. Unlock both cylinder and secondary hook lowering cams using the locking device.
2. With the engine running at full RPM and with both cylinder hooks side by side on the same rung, pull both control levers towards you so the secondary hook cams pivot toward the towers, and the engine is forced to slow down.
3. Push both control levers away from you and the cams will cause the secondary hooks to ride past 1 or 2 rungs
4. (10” or 20”) (254 to 508mm) until the desired position is reached and the engine is forced to slow down.
5. Pull both control levers towards you so the cylinder hook lowers back to its closed position. Both cylinder and secondary hooks will be side by side on same rung.
6. Repeat steps 2, 3 and 4 for lowering the platform.
7. Remove wall ties and towers when required. Refer to wall tie and tower instructions.

Wall Ties

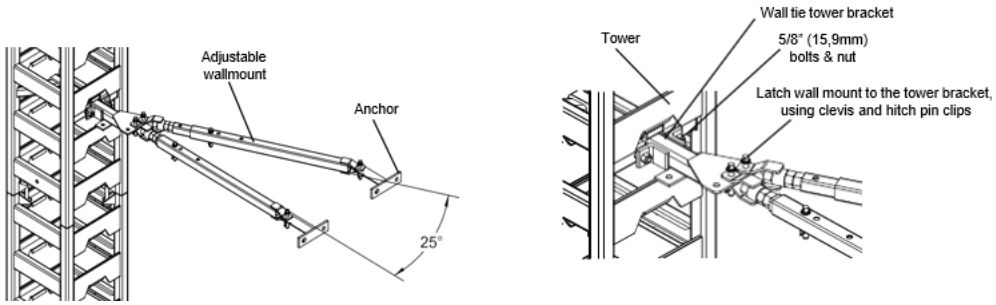
WALL TIE SCHEDULE		
Platform height	**Standard set up (2 or 4 planks)**	**Set up with hoist, weather protection, forward extension or 5 to 8 planks**
0 - 35' *(0-10,6m)*	Free standing	No free standing
0 - 250' *(21,1m - 76,2m)*	Every [1] 20 ft *(6m)*	Every [2] 10 ft *(3m)*
[1] Tie schedule can be 30' (9,1m) if towers are pre installed to top of building. [2] Tie schedule can be 20' (6,1m) if towers are pre installed to top of building.		

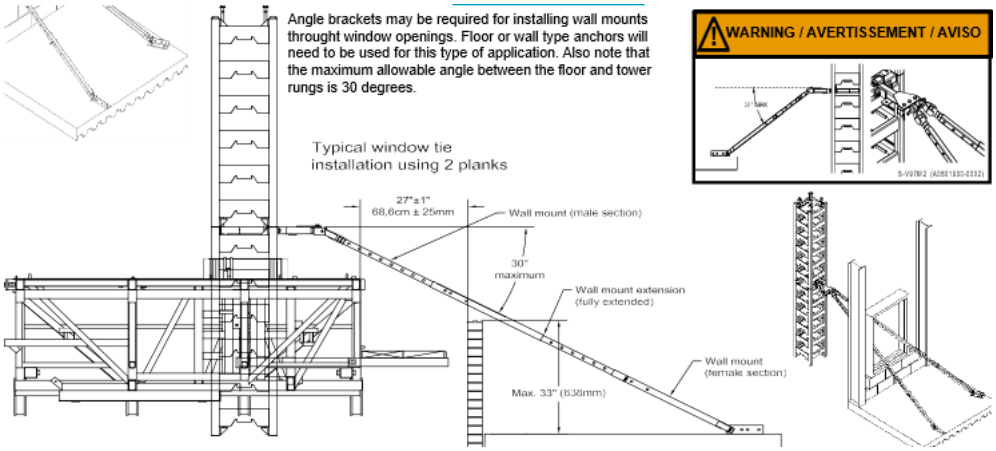
Wind;
Do not use mast climber when wind speeds exceeds 35 miles / hour (56 km/h) or when wind speed exceeds 20 miles / hour (32 km/h) when using weather protection.



1. Loosen bolts on the wall tie tower bracket.
2. Slide wall tie tower bracket assembly into the tower diagonally, making sure to install the tower bracket as close as possible to the upper rung to avoid interference with feet for climbing.

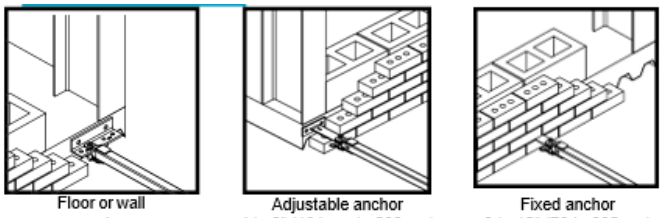
3. Tighten the bolts on the wall tie tower bracket until the bracket holds the tower firmly.
4. Latch both 25^{O} wall mounts to the tower brackets using clevis pins and hitch pin clips.
5. Pin the wall mounts to the anchors and adjust the length using sliding tube and threaded rod / nuts until both towers are perfectly vertical on front (plumb) and side axis (parallel with other tower and straight).
6. Repeat steps 4 and 5 for wall mounts to be installed straight (0^{O}) between tower bracket and anchor.





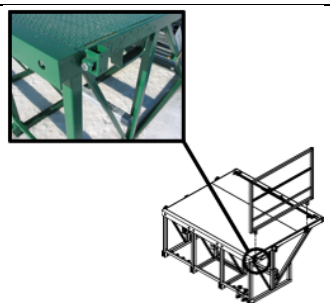
Anchor Installation

1. While work is in progress and platform is rising, install wall anchors as per wall tie schedule.
2. Measure distance from edge of slab to face of brick.
3. Select the correct size anchor to suit.



Guardrails

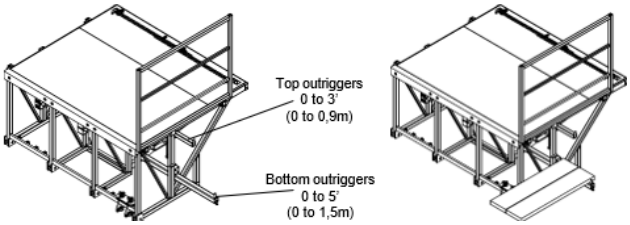
There are three types of guard rails: 5 ft, 7 ft (1,5m and 2,1m) and adjustable. To install guard rails simply slide them into their permanent pockets and lock them using the nut & bolt assembly. Install removable guard rails by pinning them to standard ones.



Outriggers

Two levels of outriggers are provided: for men (lower level) and materials (top level). Top outriggers can be extended out 3' (0,9m). Bottom outriggers can be extended out 5' (1,5m).

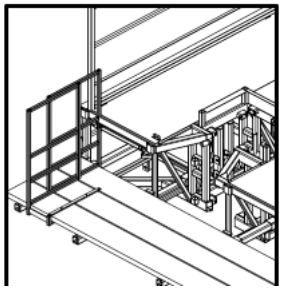
1. Lower outriggers can be inserted from the front or from the back of the outrigger support collars. Insert plank stop pin, once outrigger is installed.
2. Once planks are in place, push outrigger back in, until plank stop rests against plank. Lock with 5/8" (15,8mm) bolt.



Mason Guardrail

A mason guard rail enables the closing of open-ended planks. If three planks are used, the gap can be closed with an additional mason guard rail (face to face).

1. Slip guard rail collar section over end of two planks, normally with collar in.
2. Drive one or two nails to prevent mason guard rail from slipping.
3. For use with 3 planks, use 2 mason guard rails offset.



Operating Instructions

1. Prepare a layout plan showing how the mast climb working platform system [motorized unit(s), bridges, extensions] will be positioned near structures or walls to be erected. On long walls, separate mast climber sections to allow for flexibility. Position motorized units to provide proper anchoring points for masts.
2. Establish the distance between the mast climbing work platform system and the structure or wall, taking into account the length of plank outriggers [5 ft (1,5 m)], as well as curvatures, balconies, columns, trees, telephone wires, electrical lines, etc.
3. Refer to regulations governing distances between the mast climbing work platform system and electrical lines.
4. Make sure the capacity of the bearing surface meets with values included in the Minimum Bearing Surface Capacities table herein (fig. 1.21, p. 13). Soil compacting, cribbing or shoring can increase bearing capacity. The screw jacks on the base outriggers (swivel type) are designed to level the motorized unit and should not be

used to support the load nor the motorized unit. Make sure the motorized unit is resting on the main jacks on the base (2) and that the support blocks or optional caster wheels are no longer in contact with the ground before using the motorized unit. Contact a licensed engineer for assistance.

5. Never modify the mast climbing work platform system or use substitute factory parts. This could adversely affect worker safety, unit performance and void the warranty. In addition, this could lead to serious injury or death.
6. Unless authorized by Hydro Mobile prior to installation, the motorized unit must not be used with a hoist, weather protection, a monorail or any other accessories not specifically included in the P Series Operator's manual. For the use and installation of any accessories other than those included in this operator's manual, contact the distributor or the Hydro Mobile technical support team.
7. Never use the motorized unit in a enclosed space due to carbon monoxide emanations or in a place where explosives are stored. It is also recommended not to smoke on the platform.
8. Characteristics per plank: planks species measuring 2" x 10" or 12" (5 cm x 25 cm or 30 cm) must resist a load of 265 lb (120 kg) at 4' (1,2 m) of an 8' (2,4 m) simple span.
9. IMPORTANT: It is strongly recommended not to use equipment such as Bobcats, jackhammers, backhoes, etc., on Hydro Mobile platforms.
10. Workers exposed to potential hazards must always wear proper individual protection equipment such as a helmet, safety boots, a fall arrest harness, etc., as prescribed by OSHA or local regulations. In all cases where workers are exposed to fall hazards greater than specified by OSHA or local regulations, the installation of guardrails or face guardrails is mandatory.
11. Unless authorized by Hydro Mobile prior to installation, the platform should not be raised higher than 250' (76 m). For any configuration other than those described in this operator's manual, contact the distributor or the Hydro Mobile technical support team.
12. Rely on a licensed engineer for help on special jobs and to approve plans if required by local regulation.
13. To ensure work efficiency, safety and performance, it is mandatory to maintain an adequate equipment and parts inventory on the job site. It is also mandatory to make sure that equipment is kept in good condition and that all inspection and maintenance procedures (daily, weekly, monthly and yearly) are carried out effectively and kept on record. While daily and weekly maintenance operations can be performed by a competent person, it is mandatory that any inspection or maintenance operation scheduled to be performed every month and every year be carried out by an appropriately trained and competent authorized technician. It is recommended that yearly maintenance operations and inspections be performed in a workshop where non-destructive test techniques can be applied. For more information, refer to maintenance and equipment checklists at the end of this manual.
14. After installation, mark off limit areas of the system using fencing, barriers, warning tape and note emergency phone numbers (fire and police dept.) for quick reference. Prepare an emergency evacuation plan that is specific c to the job site and is in accordance with OSHA and local regulations.
15. Never load bridges or motorized units beyond their rated capacities. Overloading may cause motorized units to bind and bridges to warp or fall, leading to serious injury or death.
16. Contact the distributor or Hydro Mobile for service, repair or technical advice. Refer to equipment type and serial number when calling.
17. Each person should access the platform by a staircase, through an opening in the building or by the right-hand side of the mast, using the access bridge to reach the platform. The use of the access bridge is mandatory to reach the platform by the mast. Refer to p. 47 of the Accessories section for more information on the use and installation of the access bridge.
18. The use of appropriate fall protection equipment is mandatory when using the mast for climbing or descending or when modifying plank configuration. Failure to use fall protection equipment can expose user to serious injury or death.

19. Only one person at a time may evacuate the platform by climbing down the mast.
20. It is not recommended to evacuate the platform by climbing down the mast at heights beyond 69' (21 m).
21. In the event of an anomaly which could compromise security, immobilize the unit and inform the person in charge.
22. It is strongly recommended not to touch any of the moving parts on the motorized unit when it is in use.
23. It is advised to close all access doors on the motorized unit when they are not in use.
24. All motorized unit operations must be always carried out by at least two competent persons. The motorized unit should never be operated by a single person.
25. The motorized unit must not be used or operated during an electrical thunderstorm.
26. Wind speeds must not exceed 28 mi/h (45 km/h) during the erection and dismantlement of a motorized unit setup (including the bridges, the masts, the wall ties and all the other components). The motorized unit setup must not be exposed to wind speeds exceeding 35 mi/h (56 km/h) when in operation. Wind speeds must not exceed 93 mi/h (150 km/h) when the motorized unit setup is out of service.
27. When the motorized unit setup is out of service and above base level, it is forbidden to leave loads on the platform other than counterweights used for front and back extension configurations.

PART 6 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- WorkSafeBC – OHS Regulation: Fall Protection (Part 11)
- WorkSafeBC – OHS Regulation: Mobile Equipment (Part 16)
- Equipment Manufacturers Specifications
- Mobile Equipment Operator Qualifications

PART 7 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s).
Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

PART 8 - EMERGENCY AND REPORTING REQUIREMENTS

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

PART 9 - OTHER

EMPLOYEE ACKNOWLEDGEMENT		
All employees instructed in the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instructions.		
PRINT NAME	**SIGNATURE**	**DATE**

SUPERVISORS REVIEW		
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This document has been provided for the safety of all applicable workers on site during the course of our construction. Enforcement of the contents of this document WILL be provided through designated management on site (the above signed) at all times.

PART 1 – PROJECT INFORMATION	
Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

PART 2 – HAZARD IDENIFICATION

POTENTIAL HAZARDS

☒ Other Trades/Contractors	☐ Excavation or Trenches	☐ Limited Communication
☐ Limits of Approach (Power Lines)	☒ Heat or Cold Stress	☐ Violence
☐ Electrical Shock	☒ Noise - Above 85 Decibels	☐ Crane Misadventure
☐ Public Traffic	☒ Lifting or Twisting	☐ Working Near or Around Water
☐ Poor Driving Conditions	☐ Compressed Gases or Liquids	☒ Ergonomics
☐ Terrain Conditions	☐ Poor Soil Conditions	☒ Tools or Equipment
☐ Fall From Elevations	☒ Weather Conditions i.e., water, wind, sun	☐ Pedestrians
☐ Falling Objects	☐ Working Alone or Remote Location	☐ Hot Surfaces
☐ Climbing Obstructions	☒ Mobile Equipment	☒ Slippery Ground Conditions
☐ Arc Flash Potential	☐ Entanglement	☐ Spills
☒ Flying Debris	☒ Sharp Objects	☐ Carbon Monoxide
☐ Unsafe or Inadequate Access	☒ Crush/ Pinch Point Hazards	

CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)

Elimination is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the hazard is no longer present. It is the preferred way to control a hazard and should be used whenever possible.

Substitution is the act of replacing something with another thing… in this case, a hazard is replaced with a less hazardous one.

ENGINEERING

☒ Isolation	Separating workers from the hazard by distance or the use of barriers
☐ Enclosures	Placing the material or process in a closed system (e.g., enclosed machines, booths, etc.)
☒ Guarding & Shielding	Using guards around moving parts of machinery
☐ Ventilation	Using local exhaust or general dilution ventilation to remove or reduce airborne products
☒ Mechanical Lifting Devices	Using mechanical methods to lift or move objects instead of manual lifting
☒ Guardrails	Using guardrails to prevent a fall

ADMINISTRATIVE

- ☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.
- ☒ Preventative maintenance to keep equipment in proper working order
- ☒ Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)
- ☒ Restricting access to a work area.
- ☒ Restricting the task to only those competent or qualified to perform the work
- ☒ Using signs to warn workers of a hazard.

PERSONAL PROTECTIVE EQUIPMENT

☒		CSA Approved Footwear	☒		Hand & Finger Protection
☒		CSA Approved Headgear	☒		Safety Eyewear
☐		Fall Protection Equipment	☒		Hearing Protection
☒		Dust Mask (N95)	☒		Respiratory Protection
☒		High Visibility Vest (clothing)	☒		Face Shield
☐		Arc flash Protection	☐		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS - LOW

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

WORKER RESPONSIBILITIES

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 - PRE-JOB PROCEDURE

- All persons performing tasks associated with this procedure must be trained in the contents of this Safe Job Procedure.
- Conduct an FLHA for the task ensure all site-specific conditions, controls and risks are identified. Coordinate the activities with other personnel and contractors, as required.
- Keep the work area as clean as possible.
- Personal Protective Equipment required including Face Shield and Hearing Protection.
- Ensure power cords and tools are inspected and properly grounded.
- No loose clothing, jewelry and hair must be secured.
- Don't overreach, keep proper footing and balance at all times while operating the tool.
- Proper maintenance of this equipment is mandatory. Clean the equipment at the end of each shift and inspect regularly to ensure that there are no signs of damage.
- Disconnect the equipment when not in use, before cleaning and when changing blades.
- Ensure the correct blade for the tool is used, refer to manufacturers specifications for blade and saw RPM's.
- Remove adjusting keys or wrenches before operating the tool.
- Use the saw as it was intended for.
- Don't use attachments that are not recommended for the tool.
- Don't touch any movable part of the tool unless the power cord is unplugged.

Prior to Operation

- Ensure that the power source to be utilized conforms to the power requirements specified by the manufacturer
- Ensure that the power switch is in the off position prior to plugging in the tool.
- If using an extension cord ensure that it is the correct type, rating and thickness. Keep the extension cords as short as possible and ensure cords are kept off the ground if possible and not driven over.
- Inspect the cutting wheel that is to be used and is mounted properly
- Trial runs are recommended after a new wheel has been installed on the tool or before cutting operations.

PART 5 - SAFE JOB STEPS

1. Read the operators manual prior to use.
2. Ensure all guards are in place and in good condition
3. Follow PPE requirements
4. Ensure power functions such as the emergency shut-off are tested and working
5. When refueling shut off the engine prior and let it cool down.
6. Inspect the blade and all other components prior to use.
7. Use only reinforced abrasive blades specified by the manufacturer

8. Setup the saw by positioning it on a stable level surface.
9. Ensure the water source is set up and the water system is functioning properly
10. Ensure the power supply is accessible and safe.
11. Adjust the wet saws cutting depth or angle as needed for your specific cut.
12. Secure and adjustable parts of the saw to ensure stability during operation.
13. Connect the water source and turn it on to ensure a steady flow to the blade (follow silica ecp)
14. For dry cutting ensure the dust extraction system (LEV) is in place and functioning.
15. Ensure the saw is plugged into an approved power source.
16. Switch the saw on and start it allowing the blade to reach full speed prior to cutting.
17. Place the masonry material securely on the saws cutting table
18. Use a guide or fence compatible with the saw manufacturer.
19. Hold the material firmly with both hands with both feet firmly planted.
20. Slowly and steadily push the material towards the blade.
21. Keep an eye on the cutting progress and adjust the feed rate as necessary.
22. After completing the cut turn off the saw and wait for the blade to come to a complete stop.
23. Unplug the saw from the power source and disconnect and water supply
24. Clean up the work area after each use.

PART 6 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- WorkSafeBC – OHS Regulation: General Conditions (Part 4)
- WorkSafeBC – OHS Regulation: Substance Specific Requirements (Part 6)
- WorkSafeBC – OHS Regulation: Tools, Machinery and Equipment (Part 12)
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DOMINION MASONRY LTD	Safe Job Procedure – Leading Edge & Working at Heights (CT)			
	Rev. 1.0	Created: May 2024	Last review: Jan 2026	SWP - 13

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☒		High Visibility Vest (clothing)	☐		Face Shield
☐		Arc flash Protection	☐		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS – Moderate Risk

PART 3 - RESPONSIBILITIES

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- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 – SAFE WORK PRACTICES

DO'S

1. Adhere to Occupational Health & Safety (OH&S) Regulations to ensure compliance with safety standards.
2. Wear and utilize the prescribed Personal Protective Equipment (PPE), ensuring all equipment is in optimal working condition.
3. Safeguard the general public from potential fall hazards.
4. Before commencing work, ensure all personnel are briefed on area-specific hazards and promptly notify affected individuals.
5. Conduct daily workplace inspections to identify and address fall hazards.
6. Thoroughly review instructions and warnings for all fall protection equipment before use, refraining from using unfamiliar equipment.
7. Prior to each use, meticulously inspect all fall protection gear, with qualified personnel conducting comprehensive inspections at regular intervals in accordance with manufacturer's instructions.
8. Limit work at height or use of fall protection equipment to authorized, trained, and competent individuals.
9. Implement a fall protection plan for work at or above 25 feet or when utilizing procedures in lieu of fall protection equipment, referring to OHS Guideline part 11 for approved protocols.
10. Develop a rescue plan as an integral component of the fall protection strategy whenever employing a fall arrest system.
11. Utilize only CSA/ANSI approved equipment as mandated by OHS Regulation.
12. Select and employ the correct equipment for the job, adhering strictly to manufacturer's instructions for setup and usage.
13. Ensure harnesses fit snugly, allowing for full range of movement, in accordance with both manufacturer's guidelines and individual training.
14. Choose the appropriate anchor/anchorage based on application, ensuring a minimum capacity of 5000 lbs. for fall arrest and 800 lbs. for fall restraint.
15. Select the appropriate lanyard weight rating: E4 lanyard for individuals weighing between 100 and 254 lbs. (45 - 115 kgs), or E6 for weights ranging from 200 to 386 lbs. (90 - 175 kgs).
16. Attach the fall-arrest connecting device solely to the back D-ring; reserve the side D-rings exclusively for positioning purposes.

17. Ensure all equipment is compatible with each other to guarantee optimal functionality and safety.
18. In the event of a fall, promptly remove all components of the fall arrest system from service. Engineered components may undergo recertification only by a qualified professional engineer.
19. Guard or cover all holes, openings, and skylights to mitigate the risk of falls and ensure a safe work environment.

DON'T'S

1. Don't use equipment that has failed inspection or has been involved in a fall arrest incident.
2. Refrain from using unfamiliar equipment or tools; always consult manufacturer's instructions before use.
3. Do not disconnect from your personal fall protection system while in a fall hazard area, which extends a minimum of 6.5 feet from all edges.
4. Avoid working around unprotected openings without adhering to the hierarchy of controls for fall prevention.
5. Do not tie knots anywhere in your personal fall protection system, as this can compromise its integrity.
6. Avoid using unsuitable anchor points such as water pipes, electrical conduits, or guardrails; utilize only structurally sound components capable of supporting required anchorage strength.
7. Do not utilize manual lock carabiners or non-self-locking snap-hooks; ensure all hooks and carabiners are self-locking and self-closing, requiring two consecutive deliberate actions to open.
8. Refrain from connecting multiple lanyards together.
9. Do not permit more than one worker to tie off to the same anchor unless specifically designed and approved by an engineer.
10. Do not allow anyone else to rig your equipment without verifying correct installation.
11. Avoid using incompatible connections, such as connecting a hook to a hook or a carabiner to a carabiner, to ensure proper functionality and safety.

Safe Work Practices

1. Adhere to Occupational Health & Safety (OH&S) Regulations to ensure compliance with safety standards.
2. Properly don and utilize the prescribed Personal Protective Equipment (PPE), ensuring all equipment is in optimal working condition.
3. Safeguard the general public by closing off or barricading areas presenting fall hazards.
4. Employees operating at elevations exceeding 10 feet (3m) where fall-related injuries are a risk must implement fall protection measures, following the established Hierarchy of Controls:
   a. Elimination
   b. Installation of guardrails
   c. Utilization of fall restraint systems
   d. Implementation of fall arrest systems
   e. Adoption of other acceptable systems (e.g., control zones, first person up, etc.).
5. Before initiating any project, conduct a comprehensive review of specific fall protection requirements. This includes conducting a risk assessment at the project's onset and continuously throughout daily hazard assessments.
6. The assessment should encompass identification of fall hazards, determination of appropriate types and methods of fall protection, calculation of fall clearance, establishment of rescue procedures, protocols for equipment assembly, maintenance, inspection, and disassembly, as well as identifying necessary training for the fall protection program.
7. For work conducted at heights of 25 feet (7.5m) or above, document the review in a formal Fall Protection Plan. A Fall Protection Plan is not mandatory if the work area is safeguarded by permanent guardrails.
8. Training under the fall protection plan should cover job orientation, instruction on both fall restraint and fall arrest techniques, and fitting of personal protective equipment.
9. If employing a Personal Fall Protection System (such as fall restraint or fall arrest), ensure that anchor points are inspected and installed according to manufacturer's specifications.

10. For any engineered component of the fall protection system, ensure that valid engineering documents are accessible and adhered to.
11. All components of a fall protection system must be installed in strict accordance with manufacturer specifications, undergo regular inspections, and be checked prior to each use by the user.

Guardrail Requirements

1. When it is not feasible to eliminate the need to work at heights or the fall hazard, guardrails represent the preferred method of fall protection.
2. Installation of guardrails must adhere to the requirements outlined in OHSR 4.58.
3. If a portion of the guardrails needs removal to facilitate work:
   a. Only the necessary section of guardrails should be removed.
   b. Workers operating in that area must be safeguarded by Personal Fall Arrest Systems.
   c. Guardrails must be promptly reinstalled upon completion of the work or when the area is vacated.
   d. Whenever possible, efforts should be made to divert guardrails to accommodate work instead of removing them to ensure the protection of other workers.
4. Any scaffolding must be erected in compliance with the regulations outlined in OHSR Part 13 and other relevant standards, by individuals who are qualified and competent.
5. Scaffolding must incorporate guardrails. However, guardrails may be omitted from the edge of a work platform if the platform abuts a structure providing an equivalent level of protection and if the open space between the platform and the structure does not exceed 30 cm (12 in).

Self-Elevating Work Platforms (Scissor Lifts & Boom Lifts):

1. Priority will be given to the utilization of scissor and boom lifts when tasks necessitate work on exteriors or ceilings.
2. Operators of lifts must undergo comprehensive training on the safe inspection, operation, and maintenance of the equipment in accordance with manufacturer guidelines.
3. Adhere to Safe Work Practice Mobile Elevated Work Platforms.
4. Take measures to prevent overloading of the platform or wind loading caused by materials placed on it.
5. Adhere strictly to weight rating limits and ensure even distribution of weight across the platform to maintain stability and safety.

Fall Restraint

1. When it is not feasible or practical to set up guardrails or work within existing guardrail boundaries, or when doing so may elevate risk levels, a fall restraint system represents the preferred method of fall protection.
2. Fall restraint refers to a system designed to prevent a worker from falling from a work position or from accessing an unguarded edge from which a fall could occur. For instance, when installing heavy gauge exterior walls beyond existing guardrails at heights inaccessible by boom-lifts.
3. Fall restraint systems are configured to allow workers to move freely within the designated work area while preventing access to the fall hazard as long as the system remains connected.
4. To establish a fall restraint system:
   - The worker must don an approved and inspected fall restraint harness.
   - Utilize an anchor point with a minimum breaking strength of 800lbs.
   - Choose a connecting device of sufficient length to allow access to the work area but not long enough to reach the fall hazard.
   - Attach the connecting device between the worker's back D-ring and the anchor point.
   - Consider compatibility and incompatibility of connections when setting up the system.
   - Ensure there is no slack in the system that would enable the worker to reach the fall hazard.
   - Regularly inspect and adjust the fall restraint system, especially if using rope grabs or adjustable systems, to ensure the worker cannot access the fall hazard.
   - Manual rope grabs are preferred for fall restraint applications.

Fall Arrest

1. When utilizing a fall restraint system is not feasible or practical, or when it may pose increased risk, a fall arrest system is the preferred method of fall protection.
2. A fall arrest system is designed to halt a worker's fall before they make contact with the surface below.
3. This system allows the worker to move freely within the designated work area, including reaching the fall hazard. If a fall occurs, the fall arrest system will prevent the worker from striking the ground or other surfaces.
4. To set up a fall arrest system:
    - The worker must wear an approved and inspected fall restraint harness.
    - Utilize an anchor point with a minimum breaking strength of 5000lbs.
    - Choose a connecting device of adequate length to allow access to the work area while minimizing free fall distance.
    - Attach the connecting device between the worker's back D-ring and the anchor point.
    - If using a lanyard as the connecting device, ensure it is an energy-absorbing lanyard specifically designed for fall arrest.
    - Consider compatibility and incompatibility of connections when configuring the system.
    - Ensure there is no slack in the system to prevent increased free fall distance or swing falls.
5. Limit the free fall distance to 6 feet when using an energy-absorbing lanyard.
6. Free fall distance can be minimized by:
    - Utilizing a higher anchor point.
    - Using a shorter lanyard.
    - Employing Self-Retracting Devices.
7. Rescue procedures must be incorporated into the planning of any fall arrest system to ensure prompt retrieval of a fallen worker.
8. Fall clearance must be calculated for any worker in a fall arrest situation to ensure adequate clearance from lower level hazards.
   Note: Fall arrest systems should not be used for situations where work is conducted at heights less than 10 feet unless there is an unusual risk of injury below.

Control Zone Requirements

1. Control zones are designated only when alternative forms of fall protection are not practical or would pose increased risks to workers.
2. A control zone refers to the area between an unguarded edge of a building or structure and a safe distance of at least 2 meters (6.5 feet).
3. These zones are suitable for use only on flat surfaces or surfaces with slopes of 4:12 and below.
4. To establish a control zone, a raised warning line is set up 6.5 feet from the leading edge. This warning line comprises:
    - High visibility material or a flagged line clearly marked with high visibility materials at intervals not exceeding 2 meters (6.5 ft).
    - Rigged and maintained to be positioned between 34 and 45 inches above the working surface.

Additional Leading Edge Work Requirements

1. For the majority of leading-edge tasks, guardrails and fall restraint systems will be both feasible and utilized. Fall arrest systems should only be employed when guardrails and fall restraint are not practical.
2. When employing fall restraint, select an anchor point that minimizes the distance to the nearest hazard.
3. Always minimize slack to achieve restraint. In a fall arrest setup, reducing slack decreases free fall distance, total fall distance, forces exerted on the body during a fall, and generally facilitates easier and faster rescue operations.
4. Do not rely on guardrails that you did not construct without first conducting a visual inspection. Check:
    - Ensure all vertical supports are securely fastened to the floor.
    - Confirm horizontal members are securely attached to the inside of the vertical supports, with the top rail positioned on top.
    - Verify that spans do not exceed 8 feet, although this can be extended to 10 feet on scaffolds.
    - Ensure the guardrail height falls between 40 and 44 inches above the working surface.

- Position the mid-rail halfway between the top rail and the ground, or between the top rail and the toe-board if one is present.

5. Secure tools and materials with tethers, establish a control zone below, and adhere to the Dropped Prevention Program outlined in the OHS Program. Implement the hierarchy of controls to prevent tool drops, including elimination, substitution, engineering controls, administrative controls, and PPE.
6. Ensure that plywood or insulation panels and other materials are adequately secured to prevent them from becoming airborne during storms or strong wind gusts.

PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC – OHS Regulation: General Conditions (Part 4)
- WorkSafeBC – OHS Regulation: Fall Protection (Part 11)
- Site Specific Fall Protection Plan

PART 6 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s).
Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

PART 7 - EMERGENCY AND REPORTING REQUIREMENTS

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

PART 8 - OTHER

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.

EMPLOYEE ACKNOWLEDGEMENT		
All employees instructed in the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instructions.		
PRINT NAME	**SIGNATURE**	**DATE**

SUPERVISORS REVIEW		
PRINT NAME	**SIGNATURE**	**DATE**

This document has been provided for the safety of all applicable workers on site during the course of our construction. Enforcement of the contents of this document WILL be provided through designated management on site (the above signed) at all times.

PART 1 – PROJECT INFORMATION	
Project Name:	Project Address:
Supervisor Name:	Phone #:
Project Superintendent:	Phone #:

PART 2 – HAZARD IDENIFICATION

POTENTIAL HAZARDS

☒ Other Trades/Contractors	☐ Excavation or Trenches	☒ Limited Communication
☐ Limits of Approach (Power Lines)	☒ Heat or Cold Stress	☐ Violence
☐ Electrical Shock	☐ Noise - Above 85 Decibels	☐ Crane Misadventure
☒ Public Traffic	☐ Lifting or Twisting	☐ Working Near or Around Water
☒ Poor Driving Conditions	☐ Compressed Gases or Liquids	☒ Ergonomics
☒ Terrain Conditions	☒ Poor Soil Conditions	☐ Tools or Equipment
☐ Fall From Elevations	☒ Weather Conditions i.e., water, wind, sun	☒ Pedestrians
☐ Falling Objects	☐ Working Alone or Remote Location	☐ Hot Surfaces
☐ Climbing Obstructions	☒ Mobile Equipment	☒ Slippery Ground Conditions
☐ Arc Flash Potential	☐ Entanglement	☐ Spills
☐ Flying Debris	☒ Sharp Objects	☐
☒ Unsafe or Inadequate Access	☒ Crush/ Pinch Point Hazards	

CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)

Elimination is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the hazard is no longer present. It is the preferred way to control a hazard and should be used whenever possible.

Substitution is the act of replacing something with another thing… in this case, a hazard is replaced with a less hazardous one.

ENGINEERING

☒ Isolation	Separating workers from the hazard by distance or the use of barriers
☐ Enclosures	Placing the material or process in a closed system (e.g., enclosed machines, booths, etc.)
☐ Guarding & Shielding	Using guards around moving parts of machinery
☐ Ventilation	Using local exhaust or general dilution ventilation to remove or reduce airborne products
☐ Mechanical Lifting Devices	Using mechanical methods to lift or move objects instead of manual lifting
☐ Guardrails	Using guardrails to prevent a fall

ADMINISTRATIVE

- ☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.
- ☒ Preventative maintenance to keep equipment in proper working order
- ☐ Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)
- ☒ Restricting access to a work area.
- ☒ Restricting the task to only those competent or qualified to perform the work
- ☒ Using signs to warn workers of a hazard.

PERSONAL PROTECTIVE EQUIPMENT

☒		CSA Approved Footwear	☒		Hand & Finger Protection
☒		CSA Approved Headgear	☒		Safety Eyewear
☐		Fall Protection Equipment	☒		Hearing Protection
☐		Dust Mask (N95)	☐		Respiratory Protection
☒		High Visibility Vest (clothing)	☐		Face Shield
☐		Arc flash Protection	☒		Seatbelt
☐	Other		☐	Other	

RISK RATING AFTER CONTROLS - MOD

PART 3 - RESPONSIBILITIES

MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

WORKER RESPONSIBILITIES

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

PART 4 - PRE-JOB PROCEDURE

1. All persons performing tasks associated with this procedure must be trained in the contents of this Safe Job Procedure.
2. All mobile equipment must be operated by competent personnel.
3. Conduct an FLHA for the task ensure all site-specific conditions, controls and risks are identified. Coordinate the activities with other personnel and contractors, as required.
4. Ensure that a thorough traffic management plan is in place before starting any work that may impact traffic flow.
5. Use appropriate signs, cones, barriers, and other traffic control devices to clearly communicate with drivers and pedestrians.
6. All workers involved in traffic control must wear high visibility clothing to ensure they are easily seen by motorists.
7. Adhere strictly to established traffic control procedures outlined in the British Columbia Traffic Control Manual or other relevant guidelines. Be visible. Stand where you can see traffic and be seen by traffic.
8. Always remain vigilant and be aware of your surroundings, including approaching vehicles and potential hazards. Do not engage with disgruntled pedestrians or motorists.
9. Maintain clear communication with other workers, motorists, and pedestrians using signals, radios, or other means as necessary.
10. Have a plan in place for responding to emergencies, such as accidents or sudden changes in traffic conditions. Think ahead and plan your escape route. Know where you will move to if a motorist drives too close.
11. Never assume that motorists will obey traffic control measures or notices. Always be prepared for unexpected behavior. Ensure you are positioned in a manner where vehicles cannot strike you.
12. Avoid placing signs or barriers in locations that obstruct the visibility of motorists or create unnecessary hazards.
13. Take any signs of danger seriously and act immediately to address them, whether it's an approaching vehicle or a malfunctioning traffic control device.
14. Avoid taking unnecessary risks or engaging in unsafe behavior while performing traffic control duties.
15. Regularly inspect and maintain all traffic control equipment to ensure it is functioning properly and safely.
16. Ensure that all workers involved in traffic control have received proper training and certification as required by British Columbia regulations.
17. In the event of an emergency or unexpected situation, remain calm and follow established procedures to ensure the safety of yourself and others.

Personal Protective Equipment Requirements

- CSA Approved – High visibility hard hat, steel toed boots (6" min with good traction), Class 2 or 3 high visibility vests with wrist and leg bands, task specific gloves, safety glasses and gloves where there is risk of injury.
- When working at night, always use your night wand.

- Ensure your safety whistle is secured to your vest or in your pocket (readily available)

PART 5 - SAFE JOB STEPS

1. Effective January 1, 2007, individuals assigned to traffic direction tasks, which may pose safety risks, must possess qualifications recognized by WorkSafeBC.
2. Superintendents and supervisors are responsible for ensuring the provision and implementation of efficient traffic control whenever the unregulated movement of vehicular traffic could endanger worker safety. These traffic control measures must adhere to the standards outlined in the latest edition of the Traffic Control Manual for Work on Roadways, issued by the Ministry of Transportation and Highways (MOTH).
3. During traffic control operations, a supervisor must be appointed to oversee the following:
   - Ensuring the placement of necessary traffic control devices.
   - Verifying that each member of the traffic control team is equipped with the required personal protective attire and gear.
   - Ensuring that traffic control personnel are stationed in safe locations, away from potential environmental hazards such as landslides or avalanches.
   - Traffic control personnel must perform their duties competently and safely, effectively managing traffic flow.
   - In situations requiring the collaboration of two or more traffic control personnel at the worksite, responsibility for coordinating changes in traffic flow is assigned, and radio communications are provided as needed.
4. Traffic control devices must be deployed before the commencement of operations and promptly removed when they are no longer required.
5. Traffic control personnel are required under the following circumstances:
   - When traffic needs to pass a worker, equipment, or other obstruction blocking part or all of the roadway.
   - When workers or equipment are operating on the roadway where sight distance is insufficient for oncoming traffic to have adequate warning of their presence, such as over the brow of a hill or around a sharp curve.
   - When it's necessary to implement a one-way traffic system through a construction zone with heavy traffic volumes and high approach speeds, and a traffic signal system is not utilized.
   - When construction vehicle traffic is not coordinated with an existing traffic control system, or an existing traffic signal light system is inadequate to regulate traffic, or when the work encroaches into an intersection, disrupting regular traffic movement.
   - When traffic speed or volume poses a hazard to workers setting up or removing other traffic control devices.
   - When other traffic control devices are unavailable for emergency protection.
   - When workers are not adequately protected by other traffic control devices.
6. A traffic control person must be a responsible worker who has received instruction and demonstrated adequate knowledge of relevant regulations and procedures from the Traffic Control Manual. Employers of traffic control personnel must provide training and instruction in a course approved by the Board.
7. During traffic control operations, a traffic control person must remain on duty at the assigned station until relieved and must always remain attentive.
8. A traffic control person must stand in a safe position off the roadway, be clearly visible, have an unobstructed view of approaching traffic, and be positioned at least 25 m (80 feet) away from the work area, unless circumstances or space constraints such as working at or near an intersection require otherwise.
9. Signs indicating a traffic control person ahead must be placed in advance of each traffic control person's station and promptly removed when they are no longer on duty at that station.
10. All traffic control personnel must wear appropriate traffic control paddles and reflective clothing. High-visibility safety headgear with retro-reflective tape around the crown must be worn.
11. Traffic control gestures and signals must be executed precisely and deliberately to ensure clear understanding by approaching traffic.
12. To maintain visibility, the principal contractor must periodically apply water or other approved material to suppress dust on surfaces where traffic is diverted onto dusty surfaces.

Setting Up Equipment

Single Lane Alternating:

1. Put on Personal Protective Equipment (PPE) as required by regulation.
2. Complete a TCP Field Level Hazard Assessment
3. Inspect the work area to identify and hazards or changes from the previous workday.
4. Place a "Construction Ahead" (C-018-1A) or "Crew Working" (C-004) sign a minimum of 120m from the work zone.
5. From there, move a maximum of 40m towards he work zone and place a "Prepared to Stop" (C-029) or "Single Lane Traffic" (C-030-8) sign.
6. Move a maximum of 40m towards the work zone and place a "Traffic Control Person" (C-001-1) sign.
7. Repeat steps 2 – 6 on both sides of the work zone.

Merging:

1. Put on Personal Protective Equipment (PPE) as required by regulation.
2. Complete a TCP Field Level Hazard Assessment
3. Inspect the work area to identify and hazards or changes from the previous workday.
4. Place a "Construction Ahead (C-018-1A) or "Crew Working" (C-004) sign a minimum of 120m from the work zone.
5. From there, move 40m towards the work zone and place a "Merge" (C-130-R or C-130-L) sign.
6. If the traffic speed is over 60km/h check what distance your signs need to be spaced at and place a second "Merge" (C-130-R or C-130-L) sign a maximum of 40m towards the work zone.
7. Move a minimum of 40m towards the work zone and place a "Traffic Control Person" (C-001-1) sign.

Median Cross Over

1. Put on Personal Protective Equipment (PPE) as required by regulation.
2. Complete a TCP Field Level Hazard Assessment.
3. Inspect the work area to identify and hazards or changes from the previous workday.
4. Place a "Construction Ahead (C-018-1A) or "Crew Working" (C-004) sign a minimum of 120m from the work zone.
5. From there, move 40m towards the work zone and place a "Merge" (C-130-R or C-130-L) sign.
6. If the traffic speed is over 60km/h check what distance your signs need to be spaced at and place a second "Merge" (C-130-R or C-130-L) sign a maximum of 40m towards the work zone.
7. Move a minimum of 40m towards the work zone and place a "Traffic Control Person" (C-001-1) sign.
8. The side of the road that does not have the work zone on it must be set up first.
9. Use an "Arrow" (C-053-R or C-053-L) sign in the taper on the side that does not have the work zone to merge traffic into the left curb lane.
10. Setup the taper first before placing the remaining delineators, providing a buffer.
11. Set up lane closure work zone side with the arrow board lane closure vehicle buffer.

When Stopping a Motorist

1. Stand on the shoulder of the road or in a safe area identified on the Traffic Management Plan.
2. Hold your stop sign facing oncoming traffic.
3. Never take your eyes off the vehicle(s) until they have come to a full stop.
4. Once traffic has stopped, move to a safe position after stopping the first vehicle where the incoming next vehicle can see you
5. Stand with your toes pointed to the centerline, on the passenger's side of the lane so you can see down your line, this will also increase the driver's visibility of you. Scan both ways of traffic so your focus is not caught up in one direction and you are constantly aware of your surroundings.

Pedestrians and Cyclists in the Work Area

1. Install "Sidewalk Closed" and "Sidewalk Closed Ahead" signs strategically, near sidewalks, crosswalks, or side roads, to guide pedestrians to safe crossing points.
2. Position "Bike Lane Closed" signs before the Temporary Traffic Control (TCP) sign, ensuring it's the last sign cyclist's encounter.
3. Begin the lane closure taper with the first delineator or cone placed in the middle of the bike lane, indicating shared road use for all traffic.
4. Use barricades and delineators to cordon off restricted pedestrian and cyclist zones within the work area, including sidewalks, trenches, manholes, and areas around mobile equipment or load-out zones.
5. If a lane truck is in operation, cordon off walkways with caution tape to clearly mark safe pedestrian routes.
6. Regularly monitor and assist pedestrians and cyclists throughout the day as they navigate through the work zone, ensuring their safety.
7. Initiate work activities only after all temporary traffic control devices, including pedestrian and cyclist safety measures, are properly installed.
8. Allow pedestrian and cyclist traffic to move only in the direction of traffic flow within closed lanes, ensuring their safety and compliance with traffic regulations.

Disgruntled Public (Harassment or Violence)

1. Despite facing an angry or hostile driver, refrain from responding with anger. Avoid escalating the situation further by remaining composed and not engaging in confrontational behavior.
2. If confronted with yelling or aggression, recognize that you cannot control the individual's behavior. Instead of attempting to defuse the situation, walk away to a secure area, such as within the project fence line. Politely wish them a good day and promptly notify a supervisor to address the issue.
3. Recognize that you may not be aware of the underlying reasons for the individual's anger. Avoid making any inappropriate remarks, gestures, or facial expressions that could potentially aggravate the situation further.
4. Understand that part of your job may involve encountering inconveniences or frustrations from the public. Maintain professionalism, take pride in your work, and refrain from taking any personal offense from negative interactions.

PART 6 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- WorkSafeBC – OHS Regulation: Traffic Control (Part 18)
- Project Traffic Management Plan including risk assessment (Prime Contractor)

PART 7 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s).
Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

PART 8 - EMERGENCY AND REPORTING REQUIREMENTS

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

PART 9 - OTHER

EMPLOYEE ACKNOWLEDGEMENT		
All employees instructed in the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instructions.		
PRINT NAME	**SIGNATURE**	**DATE**

SUPERVISORS REVIEW		
PRINT NAME	**SIGNATURE**	**DATE**
This document has been provided for the safety of all applicable workers on site during the course of our construction. Enforcement of the contents of this document WILL be provided through designated management on site (the above signed) at all times.		