



**Chapter 3:
Safe Work Practices**

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Purpose

The purpose of this chapter is to provide updated information on basic work procedures and practices used on the job to allow employees to safely conduct their work.

Objectives

The objectives are to:

- Identify common safe work procedures and set a standard for all employees.
- Safe Work Practices, when followed provide a high standard of safety for the protection of our employees.

Special Terms

CSA..... CANADIAN STANDARDS ASSOCIATION
MSDS MATERIAL SAFETY DATA SHEETS
OH&S OCCUPATIONAL HEALTH & SAFETY
ROPS ROLL OVER PROTECTIVE STRUCTURES
WHMIS..... WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

3.1 Fire Protection Policy

Purpose

The purpose of this policy is to insure adequate fire protection/suppression is available and maintained where required by various codes and contract requirements within work areas of WGS.

Scope

Fire protection/suppression is required for buildings, plants, shops, and trailers with occupants. Mobile equipment is not required to have fire suppression equipment unless noted below.

1. Mobile equipment may be required to carry fire protection only because of the job requirements of the client where WGS is working.
2. Mobile equipment that is rented or leased may have a requirement to maintain fire protection equipment that is provided with the rental or leased equipment.
3. Fire protection will be required where a hazard assessment has identified flammable substances (storage or transportation of gasoline).
4. Crew foreman/lead hands and superintendent trucks should be equipped with a fire extinguisher.
5. Crew transportation vehicles must be equipped with a fire extinguisher (minimum 6 passengers).

Responsibilities

It is the responsibility of the area/crew supervisor to insure the proper fire suppression equipment is available and maintained. The HSE division is responsible to ensure that WGS meets this requirement through audits/inspections and record keeping.

Everyone needs to be aware that fire extinguishers are meant to be used to safely escape from a fire and not to fight a fire. Only those trained in the proper use of a fire extinguisher should use one.

References

Fire & Building Code

OH&S Code

NSC Code

Maintenance

All fire suppression equipment must be inspected at least annually by a certifying agency and repaired or replaced if found defective.

Fire suppression equipment that is in use must be inspected monthly for pressure reading, damage, seal and access. This inspection must be recorded (see monthly fire extinguisher checklist form).

3.2 Using Explosive/Powder- Actuated Fastening Tools

General

There are a number of tools utilizing an explosive charge in use throughout the construction industry to drive fastenings.

The manufacturers of these devices provide detailed instructions regarding their use and maintenance. These instructions shall be closely adhered to at all times.

The following general recommendations apply to all explosive/powder-actuated tools.

1. Only properly trained and qualified operators are to use this type of tool. The user shall possess proof of this training issued by the manufacturer, authorized dealer/distributor or other competent source.
2. The tool must be CSA approved for "Powder Actuated Fastening Tools" (Z166-M85).
3. The tool should be loaded just prior to use with the correct load for the job anticipated. Tools should never be loaded and left to set or be moved to an alternate work site after being loaded. If you decide not to use it - UNLOAD IT.
4. The tool should never be pointed at anyone, whether loaded or unloaded. Hands should be kept clear of the muzzle end at all times.
5. Explosive/powder-actuated tools should always be stored in their proper, lockable boxes.
6. Explosive/powder-actuated tools must never be used in an explosive or flammable atmosphere.
7. When used, the tool must be held firmly and at right angles to the surface being driven into.
8. Hearing and eye protection must be worn at all times along with a hard hat and any other PPE as specified necessary according to the hazard assessment.

9. Check the chamber to see that the barrel is clean and free from any obstruction, before using the tool.
10. To prevent free-flying studs, ensure that the material being driven into will not allow the stud to completely pass through it (i.e., glass block, hollow tile, etc.).
11. Manufacturers' recommendations should be consulted and followed whenever there is a doubt about the material being driven into, maintenance procedures, or load strength to be used.
12. Always be aware of the other workers. Where a hazard to other workers is created by this operation, signs and barricades identifying the hazard area are mandatory.

Care and Service

13. Clean and maintain tools according to the manufacturers' instructions.
14. Check tools before use to ensure that they are in good working order.
15. Tag defective tools "out of service" and remove from service until properly repaired.

3.3 Using Cleaning Solvents & Flammables

General

WGS shall ensure that all containers are labeled, a current inventory list of all hazardous chemicals/material is maintained, and current Material Safety Data Sheets are available.

The Safety Manager/Coordinator is responsible for updating and maintaining this program and for compiling a current inventory of all chemical/material

Cleaning solvents are used in day-to-day construction work to clean tools and equipment. Special care must be taken to protect the worker from hazards which may be created from the use of these liquids. Wherever possible, solvents should be non-flammable and non-toxic.

The Foreman must be aware of all solvents/flammables that are used on the job, and be sure that all workers who use these materials have been instructed in their proper use and the hazards they pose.

The following instructions or rules apply when solvents/ flammables are used:

1. Use non-flammable solvents for general cleaning.
2. When flammable liquids are used, make sure that no hot work is permitted in the area.
3. Store the flammables and solvents in special storage areas.
4. Check toxic hazards of all solvents before use. (MSDS)
5. Provide adequate ventilation where all solvents and flammables are being used.
6. Use goggles or face shields to protect the face and eyes from splashes or sprays.
7. Use rubber gloves to protect the hands.
8. Wear protective clothing to prevent contamination of worker's clothes.
9. When breathing hazards exist, use the appropriate respiratory protection.
10. Never leave solvents in open tubs or vats - return them to storage drums or tanks.

11. Ensure that proper containers are used for transportation, storage and field use of solvents/flammables.
12. Where solvents or controlled products are used, ensure all employees using or in the vicinity of use or storage are trained and certified in the Workplace Hazardous Materials Information System (WHMIS).
13. Gasoline must not be used as a cleaning agent because of the fire and health hazards involved.
14. Cleaning products should not be mixed. Chemical reactions may take place creating noxious fumes.

3.4 Power Tools

General Safety Rules

Each power tool has its own unique safety hazards and these must be taken into consideration with each tool used.

There are; however, general procedures that do apply to all power tools. The procedure for operating power tools will include, but not be limited to the following:

1. All employees will be trained in proper use of all power tools before starting.
2. All employees shall read and understand the manufacturer's operating manual before using any new or unfamiliar tool.
3. Always do a pre-use inspection of the tool. Do not use if damaged, excessive grime, dirt, or if the integrity of the cord has been compromised. Inspect the bit or blade to insure there are no signs of excessive wear or damage. Tag the tool out, return it to the tool crib and notify your supervisor.
4. Keep the work area clean. Cluttered areas and benches create incident situations.
5. Avoid dangerous environments. Avoid using power tools in the rain or in any damp or wet conditions. Do not use in the area of combustible liquids or gases.
6. Wear proper clothing - loose clothing or jewelry could get caught in moving parts. Assess the risk level of wearing gloves. Depending on the size of the tool gloves, they may also get caught in the mechanism.
7. Check the electrical connections - make sure the tool is properly connected and the circuit is properly grounded. Only three wire extension cords are to be used on electrical power tools.
8. Do not abuse the cord. Check to see that the cord does not get tangled with the machine. Do not carry tools by the cord or yank the cord from the receptacle. Keep the cord clear of heat, oil and sharp edges.
9. Secure the work. Use clamps or a vice to hold work. This is safe and allows two hands free to operate the tool.
10. Use the tool correctly. Operate only at designated voltage. Do not modify the tool - use it only as intended.

11. Maintain tools properly. Keep tools sharp and clean. Protect them from dirt and dampness. Make sure all parts are tight. Lubricate and change accessories as per manual.
12. Use the safety guards as provided and check to ensure they are in good working condition.
13. Disconnect all tools when not in use, before servicing and when changing accessories such as blades, bits or cutters.
14. Work in areas clear of other employees as much as possible.

3.5 Using Portable Grinders

General

Abrasive wheels can cause severe injury. Proper storage of new wheels, proper use of wheels and proper maintenance of wheels must be observed.

1. Familiarize yourself with the grinder operation before commencing work.
2. Ensure proper guards are in place and that safety glasses, face shields, gloves and safety boots are worn when using portable grinders.
3. Never exceed the maximum wheel speed (every wheel is marked). Check the speed, marked on the wheel, and compare it to the speed on the grinder.
4. When mounting the wheels, check them for cracks and defects; ensure that the mounting flanges are clean and the mounting blotters are used. Do not over tighten the mounting unit.
5. Before grinding, run newly-mounted wheels at operating speed to check for vibrations.
6. Do not use grinders near flammable materials.
7. Never use the grinder for jobs for which it is not designed, such as cutting, unless using a cutting blade.

3.6 Using Bench Grinders

General

Severe injury may occur if Proper Protective Equipment is not used and properly maintained.

1. Check the tool rest for the correct distance from the abrasive wheel, maximum 1/8" or 3 mm.
2. Replace the grinding wheel when adjustment of the rest cannot provide 1/8" or 3 mm clearance.
3. If the wheel has been abused and ground to an angle or grooved, reface the wheel with the appropriate surfacing tool.
4. Protect your eyes with goggles or a face shield at all times when grinding (to be used over your safety glasses).
5. Each time a grinding wheel is mounted, the maximum approved speed stamped on the wheel should be checked against the shaft rotation speed of the machine to ensure the safe peripheral speed is not exceeded. A grinding wheel must not be operated at peripheral speed exceeding the manufacturer's recommendation.
6. The flanges supporting the grinding wheel should be a maximum of 1/3 the diameter of the wheel, and must fit the shaft rotating speed according to the manufacturer's recommendation.
7. Bench grinders are designed for peripheral grinding. Do not grind on the side of the wheel.
8. Do not stand directly in front of grinding wheel when it is first started.

3.7 Using Chain Saws

General

Chain saws are used for many jobs in construction. Since this tool was primarily meant for use in the logging industry, it can be an unfamiliar tool to some workers. Workers must be trained in its safe use before using a chain saw.

This training must include a minimum of the following elements:

1. The proper Personal Protective Equipment to be worn is set out by the manufacturer and Occupational Health & Safety Regulations.
2. Fueling of the saw must be done in a well-ventilated area and not while the saw is running or hot.
3. An approved safety container must be used to contain the fuel used along with a proper spout or funnel for pouring.
4. The correct methods of starting, holding, carrying, or storage and use of the saw as directed by the manufacturer must be used.
5. Ensure that the chain brake is functioning properly and adequately stops the chain.
6. The chain must be sharp, have the correct tension, and be lubricated adequately.
7. When carrying/transporting a chain saw, the bar guard must be in place, the chain bar must be toward the back and the motor must be shut off.
8. The chain saw must not be used for cutting above shoulder height.

Chain saws will comply with CSA Standard Z62.1-95 or latest update.

3.8 Using Hand Held Power Circular Saws

General

This type of power hand tool is one of the most commonly used in construction. Because of this common use, there are numerous accidents due to thoughtless acts.

The following are the minimum accepted practices to be used with this saw.

1. Approved safety equipment such as safety glasses or a face shield is to be worn.
2. Where harmful vapors or dusts are created, approved breathing protection is to be used.
3. The proper sharp blade designed for the work to be done must be selected and used.
4. The power supply must be disconnected before making any adjustments to the saw or changing the blade.
5. Before the saw is set down, be sure the retracting guard has fully returned to its down position.
6. Both hands must be used to hold the saw while ripping.
7. Maintenance is to be done according to the manufacturer's specifications.
8. Ensure all cords are clear of the cutting area before starting to cut.
9. Before cutting, check the stock for foreign objects or any other obstruction which could cause the saw to "kick back".
10. When ripping, make sure the stock is held securely in place. Use a wedge to keep the stock from closing and causing the saw to bind.
11. Do not extend the blade beyond the thickness of the item being cut.

3.9 Using Portable Ladders

General

Ladders can be used safely if they are given the respect they deserve.

1. Before using any ladder, make sure that it is in good condition and is the right ladder for the job to be done.
2. When setting up a ladder, secure the base and "walk" the ladder up into place.
3. The ladder should be set at the proper angle of one (1) horizontal to every four (4) vertical.
4. Before using a ladder, make sure it is secured against movement. Ladders with safety feet are recommended.
5. When in position, the ladder should protrude one (1) meter above the intended landing point.
6. Workers shall not work from the top two rungs of a ladder.
7. Don't overreach while on a ladder. It is easier and safer to climb down and move the ladder over a few feet to a new position.
8. Always face the ladder when using it. Grip it firmly and use the three-point contact method when moving up or down.
9. The minimum overlap on an extension ladder should be one (1) meter unless the manufacturer specifies the overlap.
10. Keep both metal and wood ladders away from electrical sources.
11. Wooden ladders will not be painted. Clear varnish or linseed oil can be used as a satisfactory coating.

For more information see CAN3-Z11-M81 "Portable Ladders".

3.10 Using Step Ladders

General

As with all ladders, make sure that the step ladder is in good condition, and is the right ladder for the job to be done.

Step ladders are to be used only on clean and even surfaces.

1. No work is to be done from the top two steps of a ladder, counting the top platform as a step.
2. When in the open position, ready for use, the incline of the front step section shall be one (1) horizontal to six (6) vertical.
3. The step ladder is only to be used in the fully opened position with the spreader bars locked.
4. Tops of step ladders are not to be used as a support for scaffolds.
5. Don't overreach while on the ladder. Climb down and move the ladder over to a new position.
6. Only CSA Standard ladders will be used.
7. When climbing up or down, workers should always face the ladder and use the 3 point mount/dismount method (two feet and one hand or one foot and two hands).
8. Ladders with weakened, broken, bent or missing steps, broken or bent side rails, broken, damaged or missing non-slip bases or otherwise defective parts shall not be used and should be tagged out of service and removed from the site.

3.11 Using Propane

General

Since propane is heavier than air and invisible, it is a special concern when it is used on the job site.

All installations and use of this product on the job site must comply with the government legislation set out for its safe use.

Suppliers delivering the product or setting up the equipment at the site must be part of the safe work practice.

1. Nylon slings must be used in a "choker" fashion when loading, off-loading or lifting propane tanks.
2. "Lifting Lugs" provided on tanks are not to be used. Slings are to be wrapped around the shell of the tank.
3. Tank valves and regulators are to be removed from the tank prior to any movement of the tank.
4. All trucks, cranes or equipment used to handle propane tanks must be equipped with a fire extinguisher appropriate for the size and type of tank being handled. Crane hooks shall be equipped with a "Safety Latch".
5. Except in an emergency, any movement or repositioning of tanks shall be performed by a competent worker.
6. Tanks are not to be heated to increase flow.
7. When in use, propane bottles are to be securely held in an upright position.
8. Tanks are not to be hooked up and used without proper regulators.

3.12 Propane-Fueled Vehicles

General

1. Be alert for odor of propane gas (as a safety measure, an odorant is added to aid detection).
2. Tanks are to be filled to a **MAXIMUM** of 80% capacity. Only tanks designed for the vehicle are to be used.
3. Do not **SMOKE** when servicing or handling propane fuel equipment.
4. All tanks, whether empty or full, must be stored outside and away from all ignition or heat sources.
5. Propane-driven equipment or vehicles, when stored or not in use must be:
 - (a) Kept clear of sewer drains, lubrication pits, and any low-lying areas (propane vapors are heavier than air, and may accumulate in low areas).
 - (b) Main valve at tank must be closed (this is very important in small, poorly-ventilated areas such as garages).
6. When maintaining vehicles, keep tanks away from all sources of sparks, heat or open flames.

3.13 Using Tiger Torches

General

Tiger torches, although valuable to a job site, are sometimes misused in a manner that can make them dangerous.

1. When a torch is used, an adequate fire extinguisher must be present.
2. Torches are not to be used for heating of work areas or thawing of lines and equipment.
3. Ensure that the propane bottles are properly shut off when torches are not in use.
4. Fuel lines are to have regulators.
5. Propane bottles shall **be secured** in an upright position

3.14 Welding & Burning/Cutting

1. Employees are not to use burning/cutting or welding equipment unless authorized and are qualified to do so. Employees must wear the necessary protective clothing when cutting or using welding equipment.
2. Whenever possible, screens must be erected around any arc welding operation to shield other persons in the area from the flash of the arc.
3. Never look at a welding arc without proper eye protection.
4. Standard safety glasses should be worn under the welding helmet whenever possible.
5. The welding cables, stingers and ground clamps must always be in good condition. These must be replaced if damaged.
6. Prior to commencing welding or cutting, ensure that you know the location of the nearest fire extinguisher.
7. Oxy/acetylene must always be stored and used in an upright supported position.
8. All leaks in the hose and/or connections must be repaired before the equipment can be used
9. Bottle valves must be closed, and the hoses neatly coiled when the job has been completed or before going home at the end of the day.
10. Prior to any cutting operation, all flammable materials must be removed or covered with fireproof material.
11. When cutting is conducted in high places, provisions must be made to protect persons or equipment below from injury or damage caused by falling materials.
12. Proper eye protection must be worn when using a cutting torch.
13. All oxygen and their respective acetylene cutting equipment will have one-way check valves installed at regulators.

3.15 Using Portable Arc Welders

General

Portable arc welders must be operated only in a well-ventilated area.

1. Be sure the machine is firmly attached to the transporting unit.
2. Check all fluid levels (water, oil and gas) to be sure they are at acceptable levels for operation.
3. When fueling, **DO NOT** "top off" the gas tank. Gasoline expands as the outside temperature rises; this may result in seepage and an ensuing fire.
4. Do not fuel the machine while it is running.
5. Be sure the radiator and gas caps are in proper working order and securely attached.
6. Do a "walk around" to check for damage and obvious leaks prior to commencement of activities.
7. Any repairs need to be done by a qualified mechanic or technician.
8. Make sure all cables are wound securely when transporting.
9. Ensure the side covers are kept closed to protect the machine from any damage from external objects and outside weather, as well as to protect the operator and others from the moving parts of the machine.
10. When welding and burning/cutting with Portable Arc Welders, please refer to Section 3.14 "Welding & Burning/Cutting".
11. Double hearing protection is required while Arc Air Welding

3.16 Proper Lifting Practices - Hoisting/Rigging

Evaluating The Load

Determine the weight of the object or load prior to a lift to make sure that the lifting equipment can operate within its capabilities.

Landing The Load

Prepare a place to land the load. Lower the load gently and make sure it is stable before slackening the sling or chain.

Balance Loads

Estimate the center of gravity or point of balance. The lifting device should be positioned immediately above the estimated center of gravity.

Here are some DO's and DON'Ts to remember: **Only Trained workers can perform hoisting and rigging.**

1. Select only alloy chain or cable slings and NEVER exceed the working load limits.
2. Make sure hoist or crane is directly over the load.
3. Use slings of proper reach. Never shorten a line by twisting or knotting. With chain slings, never use bolts or nuts.
4. Never permit anyone to ride the lifting hook or the load.
5. Make sure all personnel stand clear from the load being lifted.
6. Never work under a suspended load unless the load is properly supported.
7. Never leave a load suspended when the hoist or crane is unattended.
8. Inspect all slings thoroughly at specified intervals and maintain them in good condition.
9. Inspect each chain or sling for cuts, nicks, bent links, bent hooks, etc., before each use. If in doubt, don't use it, destroy and discard.

10. Ensure that safety latches on hooks are in good working condition.
11. Ensure that the signaler is properly identified and is competent in the techniques of proper signaling.
12. Make sure a tagline is used to control the load.

Rigging

General

Here are some DO's and DON'Ts to remember:

1. Name one member of the crew to act as a signalman (they must be properly identified and deemed competent in the techniques of proper signaling), and instruct the equipment operator to recognize signals from that person only.
2. The signalman must be careful not to order a move until he has received the "all ready" signal from each member of the crew.
3. Each rigger must be sure he's in the clear before he gives an "all ready" to the signalman. When you have positioned the sling or choker you're using, release it, if possible, before you give the "all ready" signal.
4. If you must hold the sling or choker in position, be sure your hand is clear of pinch points. In fact, your hand should be far enough away so there's no possibility of a frayed wire catching your glove and jerking your hand into a pinch point. (Frayed cables should never be used.)
5. Watch out for the roll or swing of the load. Since it's almost impossible to position the hook exactly over the load center, there will almost always be a swing or roll. Anticipate the direction of the swing or roll and work away from it.
6. Never place yourself between material, equipment or any stationary object and the load swing. Also, stay away from stacked material that may be knocked over by a swinging load.
7. Never stand under the load, and keep from under the boom as much as possible.

8. Look over the place where the load is to be set. Remove unnecessary blocks or other objects that might fly up if struck by the load.
9. When lowering or setting the load, be sure your feet and all other parts of your body are out from under. Set the load down easily and slowly so that if it rolls on the blocking, it will be a slow shift that you can get away from.
10. Identify the designated signalman by the use of distinctive vest, armlets, etc.
11. Use taglines to control the loads.

3.17 Attaching Cable Clips & Clamping Wire Rope

General

Wire the thimble to the rope at the desired point, then blend the rope around the thimble and secure temporarily by wiring the rope members together.

First attach the clip farthest from the thimble and tighten (be sure the base of the saddle rests upon the live end of the rope and the "U" bolts on the short end.) All clips must be attached in this manner.

The clip nearest the thimble goes on next. Do not tighten yet. If one or more additional clips are to be attached, place them at an equal distance apart between the clips already attached.

Before tightening, place some stress on the rope to take up the slack and equalize the tension on both sides of the clip. (Do not apply too much stress or the clip attached in Step 1 will not hold). Tighten all clips.

<i>Diameter of Rope (Millimeters)</i>	<i>Number of Clips</i>	<i>Spacing Between Clips Center to Center (mm)</i>	<i>Torque (Newton - meters)</i>
6	2	38	20
8	2	51	40
10	2	57	65
11	2	64	90
12	3	76	90
16	3	102	135
19	4	114	176
22	4	133	305
25	4	152	305
29	5	178	305
32	5	203	488
38	6	229	488
44	7	267	628
50	8	305	881

Attachment Methods

INCORRECT:

- U-Bolt all clips on live end of rope
- Do not stagger clips

CORRECT:

- U-Bolt all clips on dead end of rope

3.18 Back Injury Prevention

1. Eliminate manual lifting whenever possible.
2. Adjust work heights when doing the following:
 - (a) Lifting above the waist line has high injury potential.
 - (b) Raise floor level bending by platforms, benches, etc.
3. Keep floor surfaces even and unobstructed.
4. Footwear must be in good shape. Avoid high heel-type boots.
5. Eliminate body twisting during lifting functions. Pivot feet instead.
6. Space confinement restricts proper body position and lifting procedures.
7. An unevenly balanced load creates a "jolt" potential.
8. Assure a firm grip of load
 - (a) Two or more men lifts must be done smoothly.
9. Abnormal or increase of lifting requirements should be regarded as an increase injury potential and preparation (warm-up) exercise should proceed.
10. Avoid long duration of one-man lifting functions
 - (a) Relieve periodically whenever possible.

3.19 Safe Lifting Procedures

General

Proper lifting and handling helps protect against injury, and makes your job easier. It takes training and practice. Follow these steps to lift and handle safely.

Planning Your Move:

1. Size up the load and ensure your path is clear.
2. Do not lift alone if the object is heavy or awkward. Get help.
3. Keep the load close to your body.
4. Lift smoothly in one movement, using your thigh and back muscles, not your back.

Principles of lifting:

5. Position your feet shoulder-length apart with the load between them.
6. Get a firm grip on the load.
7. Keep arms and elbows close to your sides.
8. Bend your knees and hips keeping your back straight.

Safe Carrying:

9. Keep a good grip on the load.
10. Keep the load close to the body.
11. Keep loads at a reasonable height so you can see where you're going.
12. Pivot with your feet, not your back, when carrying loads.

Lowering and Placing – Smoothly and Slowly:

13. Use the lifting principle, but in reverse.
14. To lower a load onto a deep shelf, put it on the edge of the shelf, and push it into place.
15. Push, rather than pull.
16. Pull, rather than carry.

Mechanical Devices:

17. If help is unavailable when a load is too heavy, use mechanical equipment.
18. Instead, use lift trucks, push carts, hoists, conveyors, or trollies.

3.20 Using Compressed Air

General

Compressed air has many uses in construction ranging from stapling guns to jack hammers. If not treated with respect, compressed air can become a powerful enemy rather than a servant.

1. Compressed air must not be used to blow debris or to clear dirt from any worker's clothes. A clothes cleaning fan should be used to clear dirt or dust from any worker's clothes.
2. Ensure that the air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools.
3. All hose connectors must be of the quick disconnect pressure release type with a safety wire in place.
4. Wear Personal Protective Equipment such as eye protection and face shields, and ensure other workers in the area are made aware of or have restricted access to the hazard area.
5. Hoses must be checked on a regular basis for cuts, bulges, or other damage. Ensure that defective hoses are repaired or replaced.
6. A proper pressure regulator and relief device must be in the system to ensure that correct desired pressures are maintained.
7. The correct air supply hoses must be used for the tool/equipment being used.
8. The equipment must be properly maintained according to the manufacturer's requirements.
9. Follow manufacturer's instructions on safe usage.
10. Keep combustible gases and vapors away from intake.

3.21 Housekeeping Standards

General

1. It is the responsibility of each employee to keep his work area clean.
2. All walkways and door openings must be kept clean so as not to prevent or inhibit entry or exit.
3. All overhangs of ice above doors of passageways must be removed or areas roped off from both directions to prevent persons from entering the area of danger.
4. All debris will be put in containers provided. **DO NOT OVERFILL CONTAINERS.**
5. Cords, cables (welding cables), or hoses must not be run across walkways as this presents a tripping hazard.
6. Oil and grease spills should be cleaned up immediately and covered with Zorbball to prevent slipping.
7. When moving material from one elevation to another (such as from walkway to floor), rope off the area below and have someone below in a safe area to warn others to stay clear.
8. All tools and unused parts must be returned to their proper storage areas; guards replaced, and discarded materials properly disposed of before a work order can be considered as completed.
9. If a job is not completed at the end of a shift, all tools must be returned to the proper storage area. Only tools that will remain in use (such as jacks), and cannot be removed may be left on site.

3.22 Powered Mobile Equipment

1. No employee shall operate mobile equipment unless he/she has been trained in its safe operation and has been deemed competent by a designated competent operator as approved by WGS.
2. All operators must be familiar with the equipment's operating instructions.
3. All operators must be authorized and approved by WGS in order to operate the equipment.
4. All operators must complete their pre and post inspections of equipment each time the equipment is used.
5. The operator must complete a walk around of the equipment prior to moving it and ensure there are no obstructions present.
6. The equipment's horn must be sounded before the vehicle is put into reverse motion.
7. Windows, head lamps and tail lamps are to be kept clean and functional.
8. All mechanical defects must be immediately reported to your Supervisor.
9. Except for testing, instructional purposes or in exceptional circumstances, an operator will not allow any person to ride in/on a piece of mobile equipment.
10. Mobile equipment equipped with a ROPS will not be started or put into motion unless the operator is seated in the normal operating position and has his seat belt properly fastened.
11. Operators are not to shift a vehicle into neutral and allow the vehicle to free wheel or coast downhill.
12. When ascending or descending very steep grades, the operator will carry the bucket low so that it can be dropped to the ground quickly in emergencies.
13. Operators must not undermine any piled material.
14. When turning an articulated steering vehicle, a loaded bucket is to be kept as low as possible.

15. Mobile equipment should be parked in such a manner as to leave the roadway clear for other equipment or pedestrians to pass.
16. Mobile equipment should be parked on a level area and all raised components lowered to the ground before the operator leaves the machine.
17. Mobile equipment should not be left unattended without the hand brake applied or the machine blocked.
18. Gas vehicles must be shut off during refueling.
19. When hydraulically suspended mobile equipment blades, buckets, etc. are being serviced in the raised position, they must be pinned or blocked.
20. Mobile equipment must be blocked while it is being repaired.
21. When any piece of mobile equipment is being serviced, the person doing the servicing must remove the ignition key and retain it in his possession until such time as he has completed the servicing. A tag should be placed on the ignition or steering wheel indicating the vehicle is being serviced.
22. No one may work under any equipment supported by jacks. Properly designed stands substantial enough to support the full weight of the equipment must be used.
23. Any work platform on a forklift must be securely fastened to the mast of the forklift with safety chains or other means to prevent the platform from falling off the forks.
24. When mobile equipment is utilized as a work platform, a trained operator must remain at the controls of the machine as long as persons are on the work platform.
25. When, due to the nature of the job, a mobile equipment operator requires signals from another person, a standard set of signals will be used and only one person (with arm band) will be permitted to give signals to the equipment operator.
26. All operators, supervisors, and maintenance personnel have the legal right to shut down any equipment they deem to be unsafe.
27. No equipment shall be altered in any way that will jeopardize the safe operation of that equipment.

3.23

Cell Phone and Hand Held Electronic Devices

General

While cell phones can be a useful tool for work and personal lives, they can also create a great distraction to the task at hand. Therefore, this practice is put into place to eliminate the chance of an incident.

1. Personal cell phones, iPods, MP3's and hand held electronic devices are not to be used while in the progress of work, including driving a vehicle or operating equipment.
2. In case of personal issues (i.e. emergency contact of the worker), employees can be contacted through the area office or the supervisor.
3. Once the supervisor is aware of the situation he/she shall contact the appropriate employee.
4. Once the employee has been contacted he or she shall remove themselves from the work area to deal with the personal issue.
5. Lunch and breaks are an appropriate time to return personal calls, once the employee has left the work area.
6. iPod, MP3 players, and radio headphones are not permitted on jobsites, including the operation of equipment.
7. Hand held electronic devices (i.e. games, PDA's, etc.) will not be permitted on jobsites.
8. For those employees assigned company cell phones, use of cell phone while operating equipment or driving large trucks (i.e. gravel trucks, lowboys, mobile sweepers, water/oil trucks, etc.) will not be permitted. This restriction also applies to all size of trucks when pulling a load (ex: compressor, trailer with roller, etc.)
9. Talking on company cell phones (or using two-way radios) while driving light duty truck (up to one ton) pickups and automobiles must be avoided whenever possible. All efforts must be made to make calls while parked or off

the road. Other uses, such as texting or emailing, while driving are not permitted.

10. If you are on the ground in an active construction zone, you must move to a safe area outside the work area to use the company provided cell phone or radio.

****PLEASE NOTE****

Drivers in Alberta can be charged with distracted and/or careless driving, under the Traffic Safety Act, if they are speeding, weaving, or driving erratic while on the phone. Use of cell phones while driving in AB is prohibited. Hands-Free/Blue Tooth is permissible, however, WGS always advises to pull over, park, and talk.