4. JOB PROCEDURES

**This information does not take precedence over The Saskatchewan Employment Act and related regulations, or any other governing legislation. All worker should be familiar with the legislation applying to them in their workplace.*

Introduction

A safe job procedure is a written, step-by-step description of how to do a job from start to finish. Written job procedures are used to train new workers and workers that are moved to new jobs, and as a reference for complex or hazardous jobs or jobs that are not done very often. Any worker who believes a specific job procedure could improve the effectiveness of our safety program is encouraged to bring their idea to management, and to assist in the development of the procedure.

Evaluating the Need for a Safe Job Procedure: Safe job procedures are developed only for those jobs which:

- have been identified as critical tasks,
- are complex or hazardous enough that a reference tool is required,
- are performed infrequently enough that a reference tool is required, or
- when required as a training tool for new workers.

Including unnecessary procedures, or including unnecessary information in the procedures, reduces their value by discouraging workers from seeking out the information.

Developing a Safe Job Procedure: The safe job procedure development process includes examining the jobs performed by NexGen Mechanical Inc. to determine the potential hazards and identify those jobs which meet the definition of a critical task. A team of individuals is then selected to develop the procedure (experienced workers, experts or specialists if required). This development team should then review relevant legislation and other related documents and establish:

- training requirements
- personal protective equipment requirements
- responsibilities of each individual involved in the task
- any permits or other special compliance requirements
- any special emergency procedures which may be required
- a specific sequence of steps to follow to complete the work safely

The new safe job procedure is then reviewed, approved by a qualified management team member and included in the safety program manual.

(Safe job procedures under separate cover.)

Critical Job Procedure # : Lockout & Tag Out

Tools/Equipment Required:	Materials Required:	Personal Protective Equipment:
Padlock & Tag Lockout		Gloves
		Eye Protection

Steps/Job Sequence	Potential Hazards	Recommended Safe Job Procedure
1. Complete FLHA.	Missed hazards. Miscommunication.	Discuss hazards and abatement measures with workers. Documents all changes and additions.
2. Review SWP with all workers involved with or affected by task.	Missed steps. Misunderstanding. Workers not informed of hazards & abatement measures.	Ensure all workers involved with task attend meeting. Review SWP with workers. Ensure workers understand task and safe work procedure. If a permit is required, review permit with workers to ensure workers understand the terms and condition of the permit and their specific responsibilities.
3. Determine the required isolation provide safe work.	Missed steps.	Review safe work procedure for task. Make sure all components of the system to be worked on are identified. Ensure isolation point/points are identified.
4. Review procedure with client to ensure isolation is adequate.	All sources of energy not identified. Wrong information.	Check drawings or equipment numbers. Discuss with client to ensure isolation complete. Appropriate personnel to complete review.
5. Make sure lockout does not affect other crafts or ensure they are aware of the need for and time of the lockout.	Other workers needing access to the work area/power to complete their tasks.	Communication. Old meeting to review work plan with other crafts.
6. Submit a completed Lockout/Tagout request to the electrical authority.	Missing or wrong information.	Ensure form is complete and accurate.

7. Lockout authority issues appropriate locking device to task supervisor.	Not enough locks.	Ensure you have enough locking devices and locks to lockout all sources of energy. Ensure locking device is working properly.
8. Turn off energy sources. Task supervisor to lockout electrical box. Complete with tag and appropriate information.	Worker without lock on locking device.	Turn off power. Check to make sure energy source cannot be reactivated.
9. All workers involved with the task must then attach their lock's complete with tag and appropriate information.	Worker without lock on locking device.	Review lockout procedure with workers. Be sure all workers involved install a padlock and tag before work commences.
10. Commence work.		Use safe work practices.
11. Workers to remove locks from lock out after task is complete (first on, last off).	Locks left on after task.	Make sure tagging authority has information as to where and how you can be contacted. If lock has to be removed by someone other than the worker, refer to Lock Removal form.

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Critical Job Procedure # : Lifting Heavy Objects

Tools/Equipment Required:	Materials Required:	Personal Protective Equipment:	
		Hard Hat	Safety Glasses
		Safety Boots	Gloves

Steps/Job Sequence	Potential Hazards	Recommended Safe Job Procedure
1. Plan your lift.	Slips and falls. Tripping and falls. Cuts and slivers. Strains or back injury.	a. Inspect floor surface around object. b. Inspect route over which object is to be carried. c. Decide how an object are to be grasped avoiding sharp edges, slivers, etc. d. Make sure load is easily within your lifting capacity.
2. When lifting place yourself in the squat position facing object to be lifted.		a. Set feet solidly. b. Squat in front of object as close to the load as possible. c. Bend knees (legs at about 90 degree angle at the knee).
3. Test weight of object.	Strain.	If too heavy get help.
4. Grasp object firmly and straighten up legs to standing position.	If your back is in a hunch position, and you try to lift with back muscles instead of heavy leg muscles, you will strain your back.	Keep back straight and stand up. Lift with weight close to the body using arm and heavy muscles or legs to lift, instead of back of muscles.
5. Place object in position.	Twisting causing spraining back.	Do not twist while lifting. Turn feet not body, as body is incorrect position.

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Critical Job Procedure # : Using Dry Chemical Fire Extinguishers

Tools/Equipment Required:	Materials Required:	Personal Protective Equipment:
Dry Chemical Fire Extinguisher		Hard Hat Safety Glasses

Steps/Job Sequence	Potential Hazards	Recommended Safe Job Procedure
1. Remove extinguisher in upright position.	Extinguisher may fall.	Grasp extinguisher securely.
2. Carry extinguisher in upright position to fire.	Fall by tripping or slipping.	Observe walking areas, obstacles, and slippery surfaces.
3. Pull pin, hold hose or horn in one hand. "Pass"	Contact with contents.	Maintain control of extinguisher, avoid exposing individuals to contents.
4. Use the extinguisher.	Caught in spread of fire. Clothing catches fire. Re-flash of fire.	a. Use contents with rapid sweeping motion at base of flame. b. Keep proper distance. c. Move away when extinguisher empties. Never turn back to fire. Renew attach when indicated.
5. Promptly report use of extinguisher.	If not recharged, potential for serious fire.	Always check extinguisher after use and have it re-charged and put back in service immediately.
6. Take extinguisher out of service and have it recharged.		

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Critical Job Procedure # : Angle Grinder

Tools/Equipment Required:	Materials Required:	Personal Protective Equipment:
Angle Grinder,Wheel, Extention Cord	Materials to be Ground	Safety Glasses, Face Shield, Hearing Protection, Foot Protection, Gloves

Steps/Job Sequence	Potential Hazards	Recommended Safe Job Procedure
1. Inspect Grinder, Wheel and Cord	Faulty Equipment, Bad Wheel, Faulty Cord	Inspect and test equipment prior to use.
2. Make sure all guards are in place.	Grinding Wheel shattering.	Do not use Grinder without guards in place
3. Flag or fence off work area. Warn others of work being done.	Flying debris, sparks, fire potential.	Secure work area. Have fire extinguisher near by.
4. Wear all PPE needed.	Personal injury.	Do not start grinding until all PPE is on.
5. Engage trigger and direct sparks away from you.	Sparks, burn potential.	Use of burn sleeves, and use of spark screens and shields.
6. Make sure tool stops before setting down.	Run away tool, personal injury potential.	Stop tool prior to setting down.

7. Return tool to proper storage.	Loss of equipment.	Properly store tool and return to proper storage area.

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Critical Job Procedure # : Chop Saw Operation

Tools/Equipment Required:	Materials Required:	Personal Protective Equipment:
Chop Saw	Material to be cut	Face Shield, Safety Glasses, Hearing Protection, Gloves, Steel Toe Boots

Steps/Job Sequence	Potential Hazards	Recommended Safe Job Procedure
1. Inspect Saw and Cut Off wheel prior to use. Make sure Saw is operable and all guards in place.	Previous equipment damage, Shattered disc.	Review SWP Power Tools.
2. Ensure properly rated RPM cut off wheel is in use.	Disc exploding during use	
3. Ensure depth stop is set properly.	Possible equipment damage, disc explosion.	
4. Wear appropriate PPE while using saw.	Personal injury. Flying debris, sparks	Review SWP PPE.
5. Use of shields / screens in work area if other workers are present.	Sparks, flying debris.	
6. Turn on saw and allow it to get to full speed before starting cut.	Equipment damage.	

7. Use clamp vise to hold material being cut. Don't use your hands to hold the piece being cut.	Burnt fingers, hands, dismemberment.	
8. After done cutting, allow saw to come to a complete stop before removing material from cutting area.	Possible hand injury.	

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Critical Job Procedure # : Rigging (Working With Cranes)

Tools/Equipment Required:	Materials Required:	Personal Protective Equipment:	
Slings		Hard Hat	Hi-visibility Vest
Shackles		Safety Glasses	Hearing Protection

Steps/Job Sequence	Potential Hazards	Recommended Safe Job Procedure
1. Complete FLHA for task.	Missed information. Missed hazards.	Discuss hazards and control measures with all workers involved. Document all changes and additions.
2. Review SWP/FLHA and obtain necessary permits.	Missed steps. Misunderstanding. Workers not informed of hazards.	Ensure all workers involved with task attend pre-task meeting. Review SWP/FLHA and emergency procedures. All involved in task to sign attendance sheet.
3. Inspect tools and equipment to be used for task.	Damaged lifting device. Defective or missing safety devices on equipment.	Carefully inspect all slings, straps, shackles, cables. Complete Daily inspection on lifting unit. Repair defective items.
4. Prepare to lift materials.	Load too heavy for lift equipment. Equipment.	Determine the weight of load to be lifted. Ensure equipment is rated for the weight of lift. Ensure slings, shackles, and cables are rated higher than weight being lifted.
5. Rigging the load.	Unsecure load.	When lifting lugs are supplied on load, attach lifting device to lugs only. When lugs are not present ensure lifting devices will not move when load is suspended.
6. Lifting and placing the load.	Load may shift or become unsecure. Worker under load. Load may fall over when lowered.	Make certain load is balanced. Ensure slings will not shift. Flag area around lift to keep workers out. Use a tag line. Set load down on a solid level surface.
7. Close out FLHA.	Miscommunication.	Ensure all workers involved or affected by the task are informed or its completion, including supervisor. Remove all barricade tape and signage. Ensure housekeeping is complete.

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Critical Job Procedure # : Hammer Drill (Power Tools)

Tools/Equipment Required:	Materials Required:	Personal Protective Equipment:
Hammer Drill, Extension cord		Safety Glasses, Hearing Protection, Dust Mask

Steps/Job Sequence	Potential Hazards	Recommended Safe Job Procedure
1. Inspect Drill and Cord prior to use.	Personal injury, possible shock.	Review SWP Power Tools. Test tools before using.
2. Wear proper PPE for task.	Flying debris, dust.	Review SWP on Dust
3. Choose appropriate bit for task.	Personal injury, equipment damage	
4. Plug in Hammer Drill and appropriate extension cord	Equipment damage	Review SWP on extension cords
5. Grasp firmly with both hands and squeeze trigger and safety switch.	Personal injury, tool torque.	
6. Wait until drill has stopped before setting down.	Personal injury	
7. Properly put away Drill and store tool when finished.	Equipment damage.	

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Critical Job Procedure # : Working at Heights

Tools/Equipment Required:	Materials Required:	Personal Protective Equipment:
Ladder Body harness/Lanyard		Hard Hat Long Sleeve outerwear
Scaffold Retractable Harness		Eye Protection Hearing Protection
Rigging Cables		Steel Toe Boots Fall Arrest Equipment
		Reflective Vest Work Gloves

Steps/Job Sequence	Potential Hazards	Recommended Safe Job Procedure
1. Complete Task Hazard Card.	Missed Hazards. Missed Information.	Discuss hazards and abatement measures with workers. Document all changes and additions.
2. Review SWP with all workers involved with or affected by task.	Missed steps. Misunderstanding. Workers not informed of hazards & abatement measures.	Ensure all workers involved in task attend meeting. Review SWP & emergency response procedures with workers. If a permits is required, review permit with workers to ensure workers understand the terms and conditions of the permit and their specific responsibilities.
3. Ensure proper fall protection system in place (restraint/arrest)	Ensure all workers have been trained in use of fall protection equipment's. And are competent in the use of the selected fall protection system.	Based on site hazard assessments, determine which fall protection system will be used, revise and review the fall protection plan with workers.
4. Inspect PPE and Equipment, Ladder/scaffold. Set up equipment.	Heavy objects. Workers below. Uneven ground.	Inspect equipment; replace/remove defective equipment from service. Use proper lifting mechanics. Get help if too heavy. Ensure ground is firm and level, use timber if required. Workers doing lift must wear gloves.

5. Working at heights.	Awkward positioning. Fall Protection. Fall objects Extendable ladders. Work area clear of other hazards.	Take mini breaks often during awkward work. If breaking the plane of the scaffold, ensure 100% tie off and use an appropriate anchor point above your head. Tools to be secured using lanyards, material stored in canvas bags. Ensure Ladders re correctly secured at the top. Ensure your anchor will Support 5000lbs. Compete hazard assessments of work are to check/control/eliminate other hazards. Communicate to co-workers and other trades of overhead work or install barrier with tag.

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Critical Job Procedure # : Angle Grinder (Power Tools)

Tools/Equipment Required:	Materials Required:	Personal Protective Equipment:
Angle Grinder,Wheel, Extention Cord	Materials to be Ground	Safety Glasses, Face Shield, Hearing Protection, Foot Protection, Gloves

Steps/Job Sequence	Potential Hazards	Recommended Safe Job Procedure
1. Inspect Grinder, Wheel and Cord	Faulty Equipment, Bad Wheel, Faulty Cord	Review SWP Power Tools. Inspect and test equipment prior to use.
2. Make sure all guards are in place.	Grinding Wheel shattering.	Do not use Grinder without guards in place
3. Flag or fence off work area. Warn others of work being done.	Flying debris, sparks, fire potential.	Secure work area. Have fire extinguisher near by.
4. Wear all PPE needed.	Personal injury.	Do not start grinding until all PPE is on.
5. Engage trigger and direct sparks away from you.	Sparks, burn potential.	Use of burn sleeves, and use of spark screens and shields.
6. Make sure tool stops before setting down.	Run away tool, personal injury potential.	Stop tool prior to setting down.

7. Return tool to proper storage.	Loss of equipment.	Properly store tool and return to proper storage area.

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Critical Job Procedure # : Powered Mobile Equipment (Elevating Work Platforms)

Tools/Equipment Required:	Materials Required:	Personal Protective Equipment:
Elevating Work Platform		PPE, Fall Arrest/ Harness

Steps/Job Sequence	Potential Hazards	Recommended Safe Job Procedure
1. Visually Inspect Lift prior to use. 2. Fill Out Powered Mobile Equipment Checklist. 3. Don Safety Harness. 4. Function Test Lift. 5. Flag Off Work Area. 6. Shut off Lift when not in use.	Personal injury, Equipment Damage. Possible equipment damage. Falling out of Lift. Danger to other workers, falling items.	Ensure equipment is in good mechanical condition. Ensure mobile equipment has back-up alarms or designated signalman. Never position yourself between a suspended load and another object. Ensure equipment is operated at a safe speed. Do not enter the Danger Zone unless you are an integral part of the operation. Always get eye contact with the operator before entering the Danger Zone and inform him of your intentions.

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Critical Job Procedure # : Operating Pipe Threader (Power Tools)

Tools/Equipment Required:	Materials Required:	Personal Protective Equipment:
Pipe Threader	Pipe to be threaded	Safety glasses, Gloves, Steel To Boots

Steps/Job Sequence	Potential Hazards	Recommended Safe Job Procedure
1. Inspect machine prior to use.	Previous equipment damage.	Review SWP Power Tools
2. Give yourself enough space to set up and work safely. Flag or fence off work area.	Injury to by standards. Flying debris.	
3. Don the correct PPE prior to starting work. No loose or hanging clothes near moving parts.	Getting caught up in threader.	
4. Place pipe in machine and tighten chuck, while maintaining awareness of pinch points.	Pinched fingers.	
5. Cut pipe to desired lengths and remove excess pipe.	Heavy objects. Back strain, sore muscles.	Review SWP Lifting Heavy Objects
6. Ream Pipe. Be aware of moving parts.	Pinch Points	
7. Lock in threader head and thread pipe.	Rotating parts. Getting caught in machine.	

8. After pipe is finished being threaded. Stop machine. Wipe off excess oil and remove from chuck.	Excess oil on floor. Slip hazard potential.	Review SWP Housekeeping

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Critical Job Procedure # : Working Alone

Tools/Equipment Required:	Materials Required:	Personal Protective Equipment:
Radio/Cell Phone	First Aid Kit Task Specific	Task Specific PPE Requirements

Steps/Job Sequence	Potential Hazards	Recommended Safe Job Procedure
1. Identify Hazards perform a risk assessment before starting work.	Slips and falls. Tripping and falls. Cuts and slivers. Strains or back injury.	Identify risks or hazards associated with the work to be performed or the environment where the work is to be done. Conduct and document risk/hazard assessment for each different type of work or work location that can be deemed to be working alone situation. Communicate the results of the risk assessment to all affected workers and others conducting similar work.
2. Establish an effective communication system.		Keep lines of communication open. Workers shall advise their supervisor when they plan to work alone or in isolation and shall conduct their work in accordance with the Safe Work Practices. Develop effective method of communication, depending on the specific work, location of the work, and nature of the work i.e. Cell phones, radio and pagers. Check-in procedures and periodic site visits requiring worker to check in after the completion of specific tasks.

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