Bristal Hauling Inc. recognizes that providing a safe, health and environmentally responsible workplace means that all workers will follow good safe job procedures.

Management is responsible to ensure what Safe Job Procedures are written and available to all employees. Bristal Hauling Inc. fully endorses and will enforce the use of all its written Safe Job Procedures.

Supervisors are responsible for overseeing the use of proper practices.

All employees are to follow these procedures. Employees are also report any deficiencies found to their supervisor for corrections or if there are any Safe Job Procedures that they feel need to be developed.

Safe Job Procedures are a step by step description of how to do a job from beginning to end in a safe and environmentally responsible manner. Safe job procedures will be identified by our shop, field workers and supervisors, and input from all parties will be used in producing and designing our procedures. These procedures will be put into place to ensure consistency in job tasks and all employees. They will be readily available to our employees on every job site.

**Bristal Hauling Inc. Safe Job Procedures:**

1. Changing Oil;
2. Changing Tires;
3. Chemical spill clean up
4. Lock out/Tag out procedure - Removal;
5. Lock out/Tag out procedure;
6. Musculoskeletal Injury Prevention.
7. Oxy-acetylene cutting torch;
8. Refueling Equipment;
9. Rock Crusher Operation;
10. Truck Operations - Cleaning off Tarps;
11. Truck Operations - Freeing Stuck Loads;
12. Truck Operations - Loading;
13. Truck Operations - Overload and Weight Distribution Adjustment;
14. Truck Operations - Unloading;
15. Working alone;

**Policy Implemented: June 1, 2016**





**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Date: June 1, 2016**

 **Willy Toews – Company Owner**



**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Date: June 1, 2016**

**Emanuel Toews – Safety officer**

**Job Title: Changing Oil**

*This task may only be performed by trained personnel*

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| **Department:****Bristal Hauling Safety** | **Written By:****Emanuel Toews** | **Approve By:****Willy Toews** | **Date Created:****June 1, 2016** | **Date of Last Revision:****New Procedures** |

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| **Hazards Present:**Vehicle traffic,Unexpected movement of the vehicleChemical Spill, Hot oilHand tools, Engine exhaustCO gas | **Personal Protective Equipment (PPE) or Devices Required:**High visibility Vest;Standard PPE, Spill KitsWheel blocks, mechanics gloves,appropriately rated jack and jack stands | **Additional Training Requirements:**Safety Orientation;Worker training and certification;WHMIS;Spill Kits Training |
| **Safe Work Procedure:**1. Drive the vehicle/trailer into the garage area and ensure the area is flat and level. Remove the keys from the ignition and apply the parking breaks before leaving the vehicle if so equipped.
2. All shop personnel shall wear approved PPE including high visibility clothing, CSA Approved footwear, hearing protection as required, eye protection as required, other specialty PPE as required
3. Chock the left front wheel. Wheel blocks are placed on both the front and back side of tire.
4. Place a drain pan that is large enough to contain all the oil from the vehicle that is being serviced. MSDS sheets are available for all oil/controlled products.
5. Remove oil plug and drain oil. Remove oil filters from engine.
6. Drain oil filters into the oil drain pan and place used filters into the recycle filter barrel.
7. Dispose of old oil by dumping into the approved used oil reservoir. Ensure adequate room in reservoir before overflowing the container.
8. Fill new filters with clean oil and install onto the engine.
9. Replace oil plug and tighten to manufacture’s specifications.
10. Remove oil fill cap and pump new oil into the engine based on manufacturer’s specifications. Check dip stick to ensure the correct level is reached.
11. Ensure that the shop exhaust fan is operating correctly.
12. Start engine for 1 minute. Observe correct oil pressure on indicator gauge.
13. Turn off engine and wait 5 minutes. Recheck oil levels and add oil if required.
14. Un-chock wheel. Drive vehicle out of the shop.
15. Record all performed maintenance in the log book.
 |
| **Guidance Documents/ Standards / Applicable Legislation / Other:**Manitoba Regulation 217/2006 MSDS available in truck safety manual. | ***This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years*** |

**Job Title: Changing Tires**

*This task may only be performed by trained personnel*

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| **Department:****Bristal Hauling Safety** | **Written By:****Emanuel Toews** | **Approve By:****Willy Toews** | **Date Created:****June 1, 2016** | **Date of Last Revision:****New Procedures** |

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| **Hazards Present:**Vehicle traffic, Unexpected movement of the vehicle, Crushing danger, Chemical hazard, Air tools – noise, flying particlesSharp metal, MSI | **Personal Protective Equipment (PPE) or Devices Required:**High visibility Vest; CSA Approved footwear, hearing protection as required, eye protection as required, other specialty PPE as required, Wheel blocks, mechanics gloves, appropriately rated jack and jack stands | **Additional Training Requirements:**Safety Orientation;Worker training and certification; |
| **Safe Work Procedure:**1. Drive the vehicle/trailer into the garage area and ensure the area is flat and level. Remove the keys from the ignition and apply the parking breaks before leaving the vehicle if so equipped.
2. All shop personnel shall wear approved PPE including high visibility clothing, CSA Approved footwear, hearing protection as required, eye protection as required, other specialty PPE as required
3. Chock the opposite side wheel furthest from the tire to be repaired. Wheel blocks are to be placed on both front and back side of tire.
4. Jack up the vehicle/trailer using an appropriately rated jack. Support the wheel with jack stands. Always ensure the jack is rated for the load to be raised. Always use jack stands after raising the load. Jacks are not to be used to support a raised load.
5. Clean off dirt. Lubricate wheel nuts with penetrating oil.
6. Loosen wheel nuts using the air impact wrench. Remove the wheel using good lifting techniques. Arrange for assistance on bigger, heavier wheels.
7. Clean all metal surfaces of dirt and debris.
8. Install new tire using good lifting techniques.
9. Arrange for assistance on bigger, heavier wheels. Tighten all wheel nuts by hand first to ensure alignment. Use air impact wrench in a staggered tightening order.
10. Spin the tire by hand to check for alignment, loosen and repeat step 9 if the tire is not correctly aligned.
11. Torque all wheel nuts with torque wrench to manufacturer’s specification and ensure tire is inflated to the correct pressure.

 1. Remove jack stand and lower the vehicle to the floor.
2. Un-chock wheel. Drive vehicle out of the shop.
3. Record all performed maintenance in the log book.
 |
| **Guidance Documents/ Standards / Applicable Legislation / Other:**Manitoba Regulation 217/2006 | ***This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years*** |

**Job Title: Chemical spill clean up**

*This task may only be performed by trained personnel*

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| **Department:****Bristal Hauling Safety** | **Written By:****Emanuel Toews** | **Approve By:****Willy Toews** | **Date Created:****June 1, 2016** | **Date of Last Revision:****New Procedures** |

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| **Hazards Present:**Contact of chemical with skin or clothingInhalation of vaporsSpecific Hazards are as indicated on MSDS | **Personal Protective Equipment (PPE) or Devices Required:**Emergency Spill KitCSA Approved Protection for the chemical that is to be cleaned based on MSDS specifications. All PPE must be rated for handling based on MSDS specifications. | **Additional Training Requirements:**WHMISSafety OrientationEmergency Spill Training |
| **Safe Work Procedure:**1. Remove all un-required people from the area.
2. Locate PPE as per MSDS, Put on appropriate PPE as required by the chemical MSDS.
3. Apply absorbent pads to soak up spill. If the area is large, use a metre stick or other reaching aid to help position the pads. Wait until the pads have soaked up the spill.
4. Collect absorbent pads and place in appropriate disposal container.
5. Wash spill area with plenty of water.
 |
| **Guidance Documents/ Standards / Applicable Legislation / Other:**Manitoba WSH Regulation W210/06 | ***This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years*** |

**Job Title: Lock-out/Tag out Procedures**

*This task may only be performed by trained personnel*

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| **Department:****Bristal Hauling Safety** | **Written By:****Emanuel Toews** | **Approve By:****Willy Toews** | **Date Created:****June 1, 2016** | **Date of Last Revision:****New Procedures** |

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| **Hazards Present:**Energized equipmentElectric ShockMoving equipmentVarious forms of stored energy | **Personal Protective Equipment (PPE) or Devices Required:**Lock out kitTag out Tags | **Additional Training Requirements:**Safety Orientation |
| **Safe Work Procedure:**To ensure that all individuals are protected from accidental or unexpected activation of electrical, mechanical, hydraulic, pneumatic, thermal, chemical and all other forms of energy.1. All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. When multi-trades (or persons) are involved in a task, each person involved shall apply their own lock and tag, using a hasp as necessary. Do not attempt to operate any switch, valve, or other energy-isolating device bearing a lock or tag.

 1. Identify all types of energy sources that apply to the equipment/machine being locked out. Identify types and numbers of lock-out and tag-out devices required.
2. Shut down machine/equipment by the normal stopping procedure (i.e. turn off valves, switches, stop button, etc.) Visually check to see all motors and other moving parts have come to a complete stop.
3. Operate the switch, valve, or other energy-isolating device so that all energy sources (electric, mechanical, hydraulic, etc.) are isolated from the equipment. Dissipate stored energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc., by grounding, repositioning, blocking, Ensure that all energy sources are dissipated. Some manufacturers have specific requirements and procedures that must be followed to ensure dissipation, bleeding-down, etc.
4. Apply an individual lock and tag to each energy-isolating device. Each worker’s name, date, and reason for lock-out must be printed on the tag. Where several workers are involved in locking out the same energy-isolating device the use of a multi-lock hasp may be required.
5. Verify that energy is locked out by pressing all switches or activating controls. Return all switches and controls to the off position and periodically verify isolation until service or maintenance is complete.
 |
| **Guidance Documents/ Standards / Applicable Legislation / Other:**Manitoba WSH Regulation W210/06Manufacture specifications for specific equipment | ***This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years*** |

**Job Title: Lock-out/Tag out Procedures - Removal**

*This task may only be performed by trained personnel*

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| **Department:****Bristal Hauling Safety** | **Written By:****Emanuel Toews** | **Approve By:****Willy Toews** | **Date Created:****June 1, 2016** | **Date of Last Revision:****New Procedures** |

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| **Hazards Present:**Energized equipmentElectric ShockMoving equipmentVarious forms of stored energy | **Personal Protective Equipment (PPE)****or Devices Required:**Lock out kit | **Additional Training Requirements:**Safety Orientation |
| **Safe Work Procedure:**1. Upon completion of work, ensure equipment is intact and all tools and other items have been removed. Check the equipment area to ensure no one is likely to be at risk upon re-energizing of equipment/machine.
2. Locks and tags are to be removed only by the person who placed them on the machine/equipment.
3. In the event a worker is absent when the locks are to be removed, the absent worker’s supervisor has the authority to remove the lock provided each of the following control conditions are met:
	1. The system is deemed by an onsite supervisor as safe to unlock,
	2. Removal is documented on the Lock Out/Tag Out form,
	3. Upon returning to work, the absent worker is immediately notified verbally by supervisor and in writing by way of the form of the lock
 |
| **Guidance Documents/ Standards / Applicable Legislation / Other:**Manitoba WSH Regulation W210/06Manufacture specifications for specific equipment | ***This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years*** |

**Job Title: Musculoskeletal Injury Prevention**

*This task may only be performed by trained personnel*

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| **Department:****Bristal Hauling Safety** | **Written By:****Emanuel Toews** | **Approve By:****Willy Toews** | **Date Created:****June 1, 2016** | **Date of Last Revision:****New Procedures** |

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| **Hazards Present:**Forceful exertions; Repetitive stress; Muscle strain; Limited Mobility;Awkward Position; Vibration;Mechanical Compression. | **Personal Protective Equipment (PPE)****or Devices Required:**CSA approved hard hat;CSA approved general PPE; CSA approved safety footwear. | **Additional Training Requirements:**Safety Orientation;PPE Training;MSI Awareness Training. |
| **Safe Work Procedure:** **This task may only be performed by trained personnel**1. Identify the hazards that may put the worker at risk of injury;
2. Assess the risks to determine how likely the risk factors are to cause injury:
	1. Physical demands of the task,
	2. Characteristics of the load,
	3. Work environment,
	4. Work organization,
3. Consider the significance of the risk with one or more of the following criteria:
	1. Magnitude - How great,
	2. Frequency - How often,
	3. Duration - How often,
4. Control the risks:
	1. Eliminate the risks first,
	2. Minimize the risks,
		1. Can this activity be eliminated?
		2. Are materials delivered as close as possible?
		3. Can carrying distances be reduced?
		4. Can extra workers help alleviate injury?
		5. Are handling tasks organized to eliminate or minimize Double handling?
		6. Are routes kept clear for access?
		7. Are rest periods implemented into the job procedure?
 |
| **Guidance Documents/ Standards / Applicable Legislation / Other:**Manitoba Regulation 217/2006 Sections 6 and 8 | ***This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years*** |

**Job Title: Oxy-acetylene cutting torch**

*This task may only be performed by trained personnel*

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| **Department:****Bristal Hauling Safety** | **Written By:****Emanuel Toews** | **Approve By:****Willy Toews** | **Date Created:****June 1, 2016** | **Date of Last Revision:****New Procedures** |

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| **Hazards Present:**Fire hazard,Explosive hazard,Compressed gas,Sparks, Flammable material. | **Personal Protective Equipment (PPE) or Devices Required:**PPE,Approved tools and training.Ensure there are no flammables in the area before lighting the torch. | **Additional Training Requirements:**Safety Orientation;Worker training and certification;WHMIS. |
| **Safe Work Procedure:**1. Obtain and wear appropriate PPE for the work to be done. Inspect the work area for other combustibles and ensure they are removed from the area. Ensure firefighting equipment is available and ready to be used.
2. Zero out regulators by turning the knobs counter clockwise until it turns freely.
3. Uncap gas cylinders and ensure the receiver is clean by quickly opening and closing the valve. Ensure that the stream is pointing away from you, bystanders, or open flames or sources of heat.
4. Ensure the gas cylinders are mounted upright and secure. Mount the regulators on the cylinders with hoses and the torch head. Ensure flashback arrestors are installed at the torch and regulator.
5. Open the Oxygen valve on the cylinder completely. Open the acetylene valve on the cylinder not more than half way. Never stand in front or in back of the regulator while turning on the cylinder.
6. Turn the regulator clock wise and set the oxygen at 25 to 30 psi. Set the acetylene at 4 to 5 psi.
7. Check for leaks by turning off the main cylinder valve and watching the gauge for 3 to 5 minutes. Any drop in presser is an indication of a potential leak and must be investigated.
8. Open main valves again. Adjust the acetylene valve to ¼ and light the torch with the striker. Only the approved striker shall be used. Ensure there are no flammables in the area before lighting the torch.
9. Open the acetylene valve on the torch until the black smoke diminishes. Turn on the oxygen at the torch and increase the pressure until the flame has a short tip with “feathers”. The flame should not go out when the lever is pressed.
10. Perform cutting tasks.
11. Shut off the torch. Turn the oxygen valve off first followed by the acetylene valve.
12. Ensure all valves on the main tanks are shut off.
13. Return the tanks to the appropriate storage area.

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| **Guidance Documents/ Standards / Applicable Legislation / Other:**Manitoba Regulation 217/2006  | ***This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years*** |

**Job Title: Refueling Equipment**

*This task may only be performed by trained personnel*

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| **Department:****Bristal Hauling Safety** | **Written By:****Emanuel Toews** | **Approve By:****Willy Toews** | **Date Created:****June 1, 2016** | **Date of Last Revision:****New Procedures** |

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| **Hazards Present:**Vehicular trafficFire and combustionChemical Spill | **Personal Protective Equipment (PPE) or Devices Required:**High visibility Vest;Standard PPESpill Kits | **Additional Training Requirements:**Safety Orientation;Worker training and certification;WHMIS;Spill Kits Training |
| **Safe Work Procedure:****Smoking is strictly prohibited while refueling equipment and vehicles.**1. Pull the vehicle up to the pump with the fuel tank on the pump side.
2. Turn the engine off and extinguish any smoking materials.
3. Take the pump nozzle in hand, remove the fill cap, and insert the nozzle into the fuel tank, start the pump and commence filling the tank.
4. When the tank is filled to the appropriate level, release the nozzle lever, shut off the pump, and replace the nozzle on the pump and the fuel cap on the tank or gas can. Do not overfill tanks!
5. Record the number of liters used, vehicle number, the name of the person who is refueling the vehicle and other pertinent data

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| **Guidance Documents/ Standards / Applicable Legislation / Other:**Manitoba Regulation 217/2006 MSDS available in truck safety manual. | ***This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years*** |

**Job Title: Rock Crusher Operation**

*This task may only be performed by trained personnel*

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| **Department:****Bristal Hauling Safety** | **Written By:****Emanuel Toews** | **Approve By:****Willy Toews** | **Date Created:****June 1, 2016** | **Date of Last Revision:****New Procedures** |

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| **Hazards Present:**Pinch PointsFalling into/onto machinery,Tools Slippinng | **Personal Protective Equipment (PPE) or Devices Required:**Standard PPE,Eye protection, Hearing Protection | **Additional Training Requirements:**Safety Orientation;Worker training and certification;Lock out procedures,Crusher operation training. |
| **Safe Work Procedure:**1. Shut off the crusher and lockout the controls before lubricating or performing any maintenance;
2. Do not clean up spilled material while the equipment is in operation;
3. If the crusher becomes jammed, stop the unit, lockout the crusher and manually remove the jammed material;
4. Do not force oversized material farther into crushing chamber. If the roll crusher cannot crush a piece of oversized material, stop the crusher and follow the lockout procedure and break up or remove;
5. Do not stand on or above the crusher during operation;
6. Keep all personnel and objects clear of the area between the shear plate and the backup block during operation;
7. If uncrushable material enters the crusher rolls, the shear washer could break causing the shear plate to hit the backup block;

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| **Guidance Documents/ Standards / Applicable Legislation / Other:**MB Workplace Safety & Health Act & Regulations6 Personal Protective Equipment16 Machines, tools and Robots22 Powered Mobile Equipment | ***This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years*** |

 **Job Title: Truck Operations - Cleaning off Tarps.**

*This task may only be performed by trained personnel*

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| **Department:****Bristal Hauling Safety** | **Written By:****Emanuel Toews** | **Approve By:****Willy Toews** | **Date Created:****June 1, 2016** | **Date of Last Revision:****New Procedures** |

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| **Hazards Present:**Forceful exertions; Muscle strain; Limited Mobility; Awkward Position; Vehicular traffic; falls from heights; | **Personal Protective Equipment (PPE) or Devices Required:**CSA approved hard hat;CSA approved general PPE; CSA approved safety footwear;Protective gloves. | **Additional Training Requirements:**Safety Orientation;PPE Training;MSI Awareness Training. |
| **Safe Job Procedure:** **This task may only be performed by trained personnel**1. Have the loader clear the area and close the tarp in the pit as tight as possible in a safe area.
2. Drive to the scale. Most debris will fall of the tarp and the worker may not have to climb the box.
3. Position the truck in a safe location or designated area and park using safe procedures. Use a broom, stick, or some other long handle device to remove as much debris as possible. Drivers will climb a ladder only as a last resort to clear off the tarp.
4. Drivers will use step ladders or portable stairway to climb up beside the trailer. If a step ladder or portable stairway is not available, Drivers will not climb trailers unless using the ladders on the trailers that are specifically designed for climbing;
5. Drivers will not hang from the trailer or sides of the box for any reason to clear debris off the tarp.
6. Position the ladder/stairway as close to the trailer as possible;
7. Climb the ladder/stairway using three points of contact. Have another worker assist and pass up a broom or shovel to reach over the tarp and clear the debris.
8. Drivers must have a stable platform from which to clean the debris off the tarp. Drivers must not stretch or reach to clear debris.
9. Drivers will enter the box to reach any debris that cannot be reached from the ground or from an approved ladder as the last option to clear the tarp. Drivers will stay in the middle of the box and as far away from the edges as possible.
 |
| **Guidance Documents/ Standards / Applicable Legislation / Other:**Manitoba Regulation 217/2006 Sections 6 and 8 | ***This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years*** |

**Job Title: Truck Operations Freeing Stuck Loads – Frozen and Sticky Loads**

*This task may only be performed by trained personnel*

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| **Department:****Bristal Hauling Safety** | **Written By:****Emanuel Toews** | **Approve By:****Willy Toews** | **Date Created:****June 1, 2016** | **Date of Last Revision:****New Procedures** |

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| **Hazards Present:**Raised box can cause instability.Rolling Truck; Box Instability;Pinch points; Slip and Trip;MSI; Crush and Pinch points.Ladder safety; | **Personal Protective Equipment (PPE) or Devices Required:**High visibility Vest;Standard PPEHigh visibility safety cones/markers; | **Additional Training Requirements:**Safety Orientation;Worker training and certification; |
| **Safe Work Procedure:**1. Loads can become stuck in the box, especially corners and ends due to sticky or frozen loads. Buildups reduce the efficiency and amount of load that is delivered to the site.
2. After dumping a load, inspect the box to ensure that all material is out of the box. Always ensure the parking brake is set before leaving the cab. Be aware that the stability of the box will be affected by the raised load that may be stuck in the box.
3. Attempt to loosen the stuck load by using the tailgate slam. Stand behind the box, to the side and slam the tailgate to vibrate the stuck load loose. Use the least amount of effort required to slam the tailgate. Ensure that your footing is secure and that you are clear from a load that suddenly could be released. Only **one** person is required to perform a tailgate slam. Always have only one person do this task and ensure all bystanders are removed from the vicinity of the tailgate. Crushing injuries occur easily when slamming a tailgate.
4. Never bang the bottom of the box with a hammer or go under a raised box.
5. If the load will not release, lower the box completely. Enter the box with a shovel and manually loosen the contents of the load that has become stuck.
6. Raise the box to dump the remainder of the load. If the load is still stuck, repeat steps 3 – 5 until the box is empty.

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| **Guidance Documents/ Standards / Applicable Legislation / Other:**Manitoba Regulation 217/2006 Company Truck Manual and Specifications; | ***This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years*** |

**Job Title: Truck Operations - Loading**

*This task may only be performed by trained personnel*

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| **Department:****Bristal Hauling Safety** | **Written By:****Emanuel Toews** | **Approve By:****Willy Toews** | **Date Created:****June 1, 2016** | **Date of Last Revision:****New Procedures** |

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| **Hazards Present:**Various hazards, Obstructions,Overhead power lines, Pedestrian traffic.Heavy equipment,  | **Personal Protective Equipment (PPE) or Devices Required:**High visibility Vest;Standard PPEHigh visibility safety cones/markers; | **Additional Training Requirements:**Safety Orientation;Worker training and certification; |
| **Safe Work Procedure:**1. Always look over area where you are obtaining load material from. Perform a hazard inspection if it is your first load or the work has changed. Include operator that is going to load in the hazard inspection.
2. Only have one unit backing up at one time. If you have a spotter on the ground for truck positioning, have them leave loading area.
3. Operator of truck must be in cab with seatbelt on or three meters in front of truck. Never be on the back side of truck or standing on running board.
4. Watch for pedestrian traffic. Loader operator must stop loading operation if any pedestrian enters the loading area.
5. Loader operator will place small amount of cushion material in box before loading big pieces when it’s possible.
6. Loader operator will honk horn and motion unit with load on to exit loading area.
7. Next unit to load will wait for loaded unit to exit area before trying to back into loading area.
8. Follow the SJP: Overload and Weight Distribution Adjustment to ensure a correctly loaded trailer.

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| **Guidance Documents/ Standards / Applicable Legislation / Other:**Manitoba Regulation 217/2006 Company Truck Manual and Specifications;Site hazard inspection | ***This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years*** |

**Job Title: Truck Operations - Overload and Weight Distribution Adjustment**

*This task may only be performed by trained personnel*

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| **Department:****Bristal Hauling Safety** | **Written By:****Emanuel Toews** | **Approve By:****Willy Toews** | **Date Created:****June 1, 2016** | **Date of Last Revision:****New Procedures** |

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| **Hazards Present:**Overload hazard; Vehicle Damage;Vehicle stability; Provincial Restrictions;Rollover and tipping; Vehicle stability;Pedestrian traffic and other vehicles;Rolling vehicle;Loose debris during transport;Pinch points and crushing points. | **Personal Protective Equipment (PPE) or Devices Required:**High visibility Vest;Standard PPEHigh visibility safety cones/markers; | **Additional Training Requirements:**Safety Orientation;Worker training and certification; |
| **Safe Work Procedure:**1. Always ensure that the truck or trailer is not overloaded as per company specified maximum vehicle and axle weights. If there is any doubt or question, contact the main office or management. Never assume your truck or trailer is loaded correctly and legally.
2. If it is determined that the truck or trailer is overweight or that the weight is distributed incorrectly, drive the vehicle to the designated overload dump area or to a clear and level area suitable for dumping.
3. Ensure the overload dump area is clear of other pedestrian and vehicular traffic and unauthorized personnel. Establish a safe dumping zone if required.
4. To reduce weight of the load, release the tailgate prior to raising the box. Leave the tailgate closed if you are just redistributing the load in the box.
5. Raise the box the minimum amount possible. This ensures that only the desired amount of material is taken off the truck or trailer and ensures stability of the raised box.
6. Verify that the dumping area is clear of all unauthorized traffic and of level grade. Drive in reverse slowly and quickly engage the brakes to jerk the load out of the open tailgate.
7. Apply parking breaks and inspect the lost material to determine if the approximate amount of material has been removed from the box. Repeat step 5-7
8. Close and lock the tailgate. Ensure that no debris will impede the tailgate operation. Use a broom or similar device to clear the tailgate area. Never use your hands or other body parts.
9. Determine current load and axle weight of the truck. If weights are not within the approved limits repeat this procedure.

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| **Guidance Documents/ Standards / Applicable Legislation / Other:**Manitoba Regulation 217/2006 Company Truck Manual and Specifications;Company Weight Charts; Weight Scales; | ***This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years*** |

**Job Title: Truck Operations - Unloading/Dumping**

*This task may only be performed by trained personnel*

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| **Department:****Bristal Hauling Safety** | **Written By:****Emanuel Toews** | **Approve By:****Willy Toews** | **Date Created:****June 1, 2016** | **Date of Last Revision:****New Procedures** |

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| **Hazards Present:**Various hazards, Obstructions, Overhead power lines, un-level ground. Pedestrian traffic. Heavy equipment, | **Personal Protective Equipment (PPE) or Devices Required:**High visibility Vest; Standard PPEHigh visibility safety cones/markers; | **Additional Training Requirements:**Safety Orientation;Worker training and certification; |
| **Safe Work Procedure:**1. Always follow the **GOAL** procedure.

Always look over area where you are dumping the load material. Perform a hazard inspection if it is your first load or the work has changed. Include all site personal in hazard inspection. Ensure ground is level and firm before raising the box of any load.1. Only have one unit backing up at one time. If you have a spotter on the ground for truck positioning, have them leave dumping area.
2. The truck and trailer **shall** be in a straight line prior to dumping.
3. Pedestrians and bystanders **shall** be out of the area prior to raising the load to dump. No bystanders may be beside or in front of the truck.
4. Engage the parking brake prior to raising the box.
5. Operator of truck must be in cab with seatbelt. Never be on the back side of truck or standing on running board.
6. Truck operator **shall** stop unloading operation if any pedestrian enters the dumping area.
7. Raise the load slowly watching for stability of the box. If any tipping occurs, stop lifting the box immediately.
8. Ensure the entire load is out of the box. Never climb into a box to attempt to loosen a stuck load. See Safe Job Procedure for Freeing Stuck Loads.
9. Next unit to unload will wait for empty unit to exit area before backing into the dumping area.

**GOAL – G**o **O**ut **A**nd **L**ook |
| **Guidance Documents/ Standards / Applicable Legislation / Other:**Manitoba Regulation 217/2006 Company Truck Manual and Specifications;Site hazard inspection – GOAL List | ***This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years.*** |

**Working Alone Procedures**

The safety of all employees of Bristal Hauling Inc. is of utmost priority. In the interest of ensuring, so far as reasonably practicable, the safety, health and welfare of our employees, NO PERSON shall be permitted to work alone, or in isolation, without the express written permission of the management.

Prior to any employee being allowed to work alone or in isolation, a written and signed procedure will be developed. The procedure shall include at minimum:

* Assessment of all working alone situations to determine the conditions or circumstances that may pose a hazard(s), and attempt to reduce the probability of such occurrences;
* The provision of means of securing assistance in the event of injury or other misfortune;
* Joint consultation and cooperation

The following steps are to be taken in the implementation of our Working Alone Policy:

PRE-JOB MEETING

* Time frame in which working alone will occur
* Location of employee working alone
* Specific hazards that may be encountered and appropriate means of control
* Time scheduled for checking on the employee

WRITTEN WORKING ALONE PROCEDURE

The working alone Procedure shall be written and signed by the person working alone and the designated contact person. Detail of the procedure to follow in working alone situations shall include:

* Detail of beginning and end of working alone condition
* Specific time or intervals for employee contact
* Detail of who shall establish contact
* Procedure to follow if contact cannot be established
* Procedure regarding emergency rescue
* Method for recording of employee contacts

**Working Alone Procedure**

As part of regular operations, Bristal Hauling Inc. employees work alone in many instances. To ensure the personal safety of employees, Bristal Hauling Inc. will work together to establish a means of providing emergency assistance if the need arises. Employees must complete the PSI report prior to any work staring at any location. Should a high risk task be identified, working alone will be prohibited. For regular tasks and standard work, the following procedure will be used.

**Employee’s name:**  **Contact** **Number**:

**This procedure shall be valid from: Start Date:**  **End Date:**

# – Control Methods –

**PRIOR TO STARTING ANY WORK**, the employee will contact the employer representative and determine a designated contact time and a location where the work is to be performed.

Employer Contact Number: **(204) 388-4550**

**PRIOR TO THE DESIGNATED TIME**, the employee is responsible to contact the employer representative and inform them that the work is completed OR designate a new time for contact.

* Phone contact shall be initiated by the employee.
* The employer representative shallkeep a record of contact with the employee. This is to be documented, maintained and recorded in a Log Book.

# Emergency Procedure

Both the employee and designated employer contact shall keep a copy of this procedure and ensure they are accessible at their stated phone number.

* If contact with the employee is not established at the agreed upon time, the employer representative contact shall continuously try to phone the employee for **Ten Minutes**.
* If no contact after the ten minutes, the employer representative shall immediately contact management and arrange for a supervisor or the safety coordinator to attend the location of the employee working alone to determine the worker’s well-being and to take appropriate control measures.

# Implementation of the Procedure

Both the employee and employer representative verify that each understand this procedure. Failure of either party to fulfill their responsibilities as stated shall be deemed in serious breach of company policy and violations will be dealt with accordingly.

**Signed: Date:**

 **Employee**

**Signed: Date: Employer Representative - Contact**

**Signed: Date: Manager**

**Other Contact Numbers:**

**Office (204) 388-4550**

**Emanuel Toews (204) 371-9444**

**Kent McNeill (204) 330-8323**