



## **SAFE WORK PROCEDURES - INDEX**

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Accepted as Policy on March 23, 2016, by Resolution No. 100/16

**RM of Whitemouth  
Safe Work Procedure - 1  
Air Brake Adjustment**

<b>Date Created:</b> 01 Feb 16	<b>Written By:</b> Administration	<b>Approved By:</b> Public Works	<b>Date of last Revision:</b> 01 Feb 16
<b>Hazards Present:</b>		<b>Personal Protective Equipment or Devices Required:</b>	<b>Additional Training Required:</b>
Other workers and equipment Machine malfunction		Steel toed boots Hard hat Safety glasses Gloves Safety vest Chocks/blocks	Operator Training/Certification
<p>Purpose: To ensure safety of personnel and equipment.</p>			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. PPE should be worn at all times</li> <li>2. If unit has auto slack adjuster, do not try to adjust. See supervisor if travel is more than 2"</li> <li>3. Park on level ground, out of the way of any traffic</li> <li>4. Lock out the Ignition</li> <li>5. Make sure psi will maintain 115 psi for duration of adjustment</li> <li>6. Block/chock the wheels</li> <li>7. Release the brakes</li> <li>8. Check the brake lining thickness (min 3/8")</li> <li>9. Check for air leaks and repair</li> <li>10. Check for damaged brake pot or slack adjuster, worn lining or leaking wheel seals</li> <li>11. Ensure lock sleeve is operational</li> <li>12. Ensure push rod travel is between 3/4" – 1 1/2" and within 1/4" of each other</li> <li>13. Ensure push rod angle is between 85 and 90 degrees (90 degrees being the best angle)</li> <li>14. Report any of the above problems to your supervisor</li> <li>15. Ensure brakes do not drag</li> <li>16. With psi at a minimum of 115 make one full brake application</li> <li>17. PSI should not drop more than 12 psi; if so recheck adjustment</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
<b>Guidance Documents/Standards:</b> MB Workplace Safety and Health Act & Regulations		<b>This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years.</b>	
6 Personal Protective Equipment 16 Machines, Tools and Robots		<p><i>Reviewed by:</i> Council</p> <p><i>Date:</i> 23 March 16</p>	

RM of Whitemouth  
Safe Work Procedure - 2  
Backfill From Top of a Bank

Date Created: 01 Feb-16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb-16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required:
Other workers and equipment Machine malfunction Working on loose grounding		Steel toed boots Hard hat Safety glasses Gloves Safety vest	Operator Training
Purpose: To ensure safety of public, personnel and equipment.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Designate a spotter who will be responsible for directing the driver/operator to the bank and to dump load</li> <li>2. Check ground for stability before proceeding to top of bank</li> <li>3. Ensure that all other workers and equipment are aware and stay clear of dump</li> <li>4. Follow through with dump when spotter signals it is safe to do so</li> <li>5. Once load is completely dumped, lower the box and carefully pull away from the bank</li> </ol>			
REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR			
Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations:		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years.	
6 Personal Protective Equipment 14 Fall protection 16 Machines, Tools and Robots 20 Vehicular and Pedestrian Traffic 26 Excavations and Tunnels		Reviewed by: Council  Date: 23 March 16	

**RM of Whitemouth  
Safe Work Procedure - 3  
Bench or Floor Drill Press**

Date Created: 01-Feb-16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01-Feb-16
<b>Hazards Present:</b>		<b>Personal Protective Equipment or Devices Required:</b>	<b>Additional Training Required:</b>
Gloves becoming caught Loose clothing becoming caught Jewelry becoming caught		Steel toed boots Face shield Safety glasses	Operator training/certification
Purpose: To ensure safety of personnel and equipment.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Read and understand instruction manual before operating drill press</li> <li>2. If you are not thoroughly familiar with the operation, obtain instruction from supervisor or other competent person</li> <li>3.</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
<b>Guidance Documents/Standards:</b> MB Workplace Safety and Health Act & Regulations.		<b>This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years.</b>	
6 Personal Protective Equipment 8 Musculoskeletal Injuries 16 Machine, Tools and Robots		Reviewed by: Council  Date: 23 March 16	

**RM of Whitemouth**  
**Safe Work Procedure - 4**  
**Boosting Batteries**

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
<b>Hazards Present:</b>		<b>Personal Protective Equipment or Devices Required:</b>	<b>Additional Training Required</b>
Sulphuric acid Explosive hydrogen gas Awkward location		Eye Protection Acid resistant gloves Steel toed boots	
Purpose: To safely boost batteries.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Check cables for wear, frays cracks and/or loose clamps</li> <li>2. Connect booster cables to the uncharged battery first to prevent sparks</li> <li>3. Connect the cables by attaching positive to positive and negative to negative</li> <li>4. Make last connection on the motor or frame of the vehicle away from the discharged battery instead of terminal that is grounded</li> <li>5. Remove cables once uncharged vehicle is started</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
<b>Guidance Documents/Standards:</b>		<b>This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years</b>	
MB Workplace Safety and Health Act & Regulations:  6 Personal Protective Equipment 16.10 Machines, Tools and Robots 19.3 Fire and Explosive Hazards 21 Emergency Washing Stations 35 WHIMIS 36 Chemical and Biological Substances 38 Electrical Safety		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 5  
Catch Basin Installation

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required:
Slips/trips Equipment malfunction Muscle strains Pinch points Overhead wires Buried cables and services		Hard hat Steel toed boots Eye protection Hand protection	Equipment operator certification First aid training
Purpose: To ensure safety of personnel and property.			
Safe Work Procedure:			
<ol style="list-style-type: none"> <li>1. Appoint a spotter who will be in charge of signaling the operator</li> <li>2. Assess and barricade the lift area (Job hazard analysis)</li> <li>3. Position machine according to the center of gravity of the load</li> <li>4. Use approved slings/chains of the proper size and length</li> <li>5. Hook up the load to be done by a competent rigger</li> <li>6. Lift when spotter signals safe to do so and the area is clear of personnel</li> <li>7. Move slowly to landing area and gently lower</li> <li>8. Ensure load is stable on level ground before slackening slings/chains and unhooking</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
Guidance Documents/Standards:		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years	
MB Workplace Safety and Health Act & Regulations  6 Personal Protective Equipment 4 First Aid 16 Machines, Tools and Robots 12 Hearing Conservation and Noise 23 Cranes and Hoists		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 6  
Chain Saw Bar Maintenance

Date Created 01-Feb-16	Written By: Administration	Approved By: Public Works	Date of last Revision 01-Feb-16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required
Pinch points		Steel toed boots Eye protection Face shield Hand protection	
<p>Purpose: To ensure chain saw bar is safe to utilize.</p>			
Safe Work Procedure:			
<ol style="list-style-type: none"> <li>1. Ensure appropriate bar is used</li> <li>2. Inspect for bolt tightness, cracks and defects</li> <li>3. When tightening nuts on the bar, always hold bar nose up</li> <li>4. Clean bar groove and oil hose</li> <li>5. Ensure bar is receiving oil</li> <li>6. Grease roller and sprocket nose</li> <li>7. Remove any burred edges on the bar</li> <li>8. Check bar straightness</li> <li>9. Check for pinched or uneven bar groove</li> <li>10. Reverse bar for uneven wear</li> </ol>			
REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR			
Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years	
6 Personal Protective Equipment 16.27 Chain Saw Requirements		<p>Reviewed by: Council</p> <p>Date: 23 March 16</p>	



**RM of Whitemouth  
Safe Work Procedure - 7  
Chain Saw Operation**

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
<b>Hazards Present:</b>	<b>Personal Protective Equipment or Devices Required:</b>	<b>Additional Training Required</b>	
Amputation Injury from cuts Projectiles Bodily strains Noise levels	Steel toed boots Eye protection Face shield Hard hat Communication device Hearing protection Chainsaw chaps	First Aid Chainsaw operation	
Purpose: To safely operate a chainsaw.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Wear all appropriate PPE</li> <li>2. Do a pre job assessment</li> <li>3. Pick a tree – look for hazards</li> <li>4. Brush out tree and plan an escape route</li> <li>5. Make correct undercut – correct Dutchman if necessary</li> <li>6. Make side cuts if necessary</li> <li>7. Start back cut</li> <li>8. Start the wedge</li> <li>9. Complete the back cut</li> <li>10. Drive the wedge</li> <li>11. Use escape route – Do not turn your back on a falling tree</li> <li>12. Wait 15 seconds or longer for the tree and branches to fall</li> <li>13. Limb or go on to the next tree</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
<b>Guidance Documents/Standards:</b> MB Workplace Safety and Health Act & Regulations		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years	
5 First Aid 6 PPE 8 Musculoskeletal Injuries 12 Hearing Conservation & Noise Control 16.27 Machine, Tools & Robots 22 Powered Mobile Equipment		Reviewed by: Council  Date: 23 March 16	

**RM of Whitemouth  
Safe Work Procedure - 8  
Changing Tire**

<b>Date Created:</b> 01 Feb 16	<b>Written By:</b> Administration	<b>Approved By:</b> Public Works	<b>Date of last Revision:</b> 01 Feb 16
<b>Hazards Present:</b>		<b>Personal Protective Equipment or Devices Required:</b>	<b>Additional Training Required:</b>
Pinch points Crushing Wrenches slipping Tire explosion		Steel toed boots Safety glasses Gloves	Use of floor jack
<b>Purpose:</b> To ensure safety of personnel.			
<b>Safe Work Procedure:</b> <ol style="list-style-type: none"> <li>1. Deflate tires on multi piece wheels before you remove the wheel</li> <li>2. Without proper tools it is unsafe to attempt to inflate or mount tires</li> <li>3. Follow machines manufacturer's recommendations for removing tire, wheel or rim assembly</li> <li>4. Regardless of how firm the ground appears, place sound wood blocks under the jack</li> <li>5. Erect safety stand under the machine</li> <li>6. Handle tire and wheel rim assembly carefully, some may be very heavy. Get assistance when needed</li> <li>7. Before mounting a tire, lubricate the tire bead, this will allow easier seating with less air pressure</li> <li>8. When using bead breakers and tire tools, keep fingers and feet clear of pinch points</li> <li>9. When inflating tires, use tire gauge or chain tire on opposite sides</li> <li>10. Always use clip on chuck and extension hose long enough to allow you to stand to one side and not in front of the tire</li> </ol>			
<p style="text-align: center;"><b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b></p>			
<b>Guidance Documents/ Standards:</b> MB Workplace Safety and Health Act & Regulations		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years	
6 Personal Protective Equipment 8 Musculoskeletal Injuries 15 Confined Spaces 22 Powered Mobile Equipment		<b>Reviewed by:</b> Council  <b>Date:</b> 23 March 16	

**RM of Whitemouth  
Safe Work Procedure - 9  
Construction Labourers**

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
<b>Hazards Present:</b>		<b>Personal Protective Equipment or Devices Required:</b>	<b>Additional Training Required:</b>
Slip/trip Muscle strain Heavy machinery Pinch points Construction debris Working alone		Steel toed boots Safety glasses Safety gloves Hard hat Reflective vest	
Purpose: To ensure laborers safety.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Do an inspection of work area before starting any task</li> <li>2. Make eye contact with all equipment operators to ensure they see you</li> <li>3. Stay alert and periodically look at surroundings to ensure safety</li> <li>4. Request assistance to move all heavy or awkward objects</li> <li>5. Practice good housekeeping</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
<b>Guidance Documents/ Standards:</b> MB Workplace Safety and Health Act & Regulations		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years	
6 Personal Protective Equipment 8 Musculoskeletal Injuries 12 Hearing Conservation and Noise Control 13 Entrances, Exits, Stairways and Ladders 20 Vehicular and Pedestrian Traffic		Reviewed by: Council  Date: 23 March 16	

**RM of Whitemouth  
Safe Work Procedure - 10  
Cutting Torch**

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required:
Burns Eye injuries		Eye protection Face shield Helmet Gloves Coveralls, fire retardant (not frayed or oily)	Fire extinguisher training
Purpose: To ensure safety of personnel.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Ensure that bottles are secured in the upright position</li> <li>2. Zero the gauges</li> <li>3. Mount the gauges to the bottles – red hose to Acetylene – green hose to oxygen</li> <li>4. Open valves</li> <li>5. Set gauges by turning regulator dial clockwise – 5 lb acetylene – 40 lb oxygen</li> <li>6. Turn on acetylene = ¼ turn at torch handle</li> <li>7. Light with striker</li> <li>8. Increase the acetylene until the black smoke decreases</li> <li>9. Turn on the oxygen at the torch handle</li> <li>10. Increase the oxygen until the desired flame is achieved (blue short tip with no feathers)</li> <li>11. Cut as required</li> <li>12. Shut off in reverse order</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations:		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years.	
2.1 Safe Work Procedure 5. First Aid 6 Personal Protective Equipment 17 Welding and Allied Processes		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 11  
Dismounting Tires

Date Created: 01-Feb-16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01-Feb-16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required:
Pinch points Muscle strain		Steel toed boots Eye protection Hand protection	
Purpose: To ensure safety of personnel.			
Safe Work Procedure:			
<ol style="list-style-type: none"> <li>1. Remove valve core to completely deflate tire</li> <li>2. With tire lying flat on the floor with wide side of rim up, loosen bead from rim by walking on wells close to rim. If needed use tire bead wedge with a hammer, using caution not to damage rime or tire</li> <li>3. Flip tire over, loosen beads same as other side</li> <li>4. Lubricate top bead thoroughly with rom soap</li> <li>5. Insert spoon end of tire irons about 10" apart</li> <li>6. While standing on tire to hold head in gutter, pull one tire iron toward center of rim</li> <li>7. Hold tire iron in place with one foot and pull the second tire iron toward center of rim, progressively working bead off rim. (Additional bites if necessary)</li> <li>8. Stand tire up, lubricate second bead and rim</li> <li>9. Insert spoon of tire iron and turn tire iron perpendicular to rim</li> <li>10. Work your way around until the tire is fully dismounted</li> </ol>			
REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR			
Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years.	
6 Personal Protective Equipment 8 Musculoskeletal injuries 16 Machines, Tools and Robots 35 Workplace Hazardous Materials Information Systems		<i>Reviewed by:</i> Council  <i>Date:</i> 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 12  
Equipment Daily Maintenance

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required
Equipment failure Collision Pinch points		Steel toed boots Eye protection Hand protection	

Purpose: To ensure safety of personnel and equipment.

**Safe Work Procedure:**

1. Walk around machine to check for tire damage, vandalism, any loose parts, or any other damage
2. Check engine for:
  - A. Any frayed or damaged belts
  - B. Any damaged or leaking hoses
  - C. Engine mounting bolts are in place, tight and not damaged
3. Check all fluid levels (some fluids may require engine to be on, check manufacturer recommendations)
4. Get into vehicle using 3 point contact method. Check for fire extinguisher and turn on engine
5. Check all gauges. Ensure that:
  - A. Oil pressure is normal
  - B. Temperature is normal
  - C. Hydraulic pressure is normal (if gauge applicable)
6. Put machine in reverse to ensure back up alarm is working
7. Do another walk around check to check all lights
8. Check brakes are working when pulling away to drive
9. Proceed to job

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years.
6 Personal Protective Equipment 22 Powered Mobile Equipment	Reviewed by: Council  Date: 23 March 16

**RM of Whitemouth  
Safe Work Procedure - 13  
Evacuation**

Date Created: 01-Feb-16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01-Feb-16
Hazards Present:	Personal Protective Equipment or Devices Required:	Additional Training Required:	
Inhalation of smoke Inhalation of chemicals/toxins Potential death	Steel toed boots	First Aid	
Purpose: To ensure safety of personnel.			
Safe Work Procedure:			
<ol style="list-style-type: none"> <li>1. Sound alarm and notify all persons in the area of the emergency</li> <li>2. Appoint someone to call 911 and/or appropriate responders</li> <li>3. Evacuate by the nearest safe exit</li> <li>4. Ensure any and all injured persons and visitors are escorted to the muster area or off site</li> <li>5. Check wind direction and proceed to the evacuation stations upwind of the hazard</li> <li>6. A head count and roll call will be conducted by designated person</li> <li>7. Stay at the evacuation muster area until all clear has been provided</li> </ol> <p style="text-align: center; margin-top: 50px;"><b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b></p>			
Guidance Documents/ Standards: MB Workplace Safety and Health Act & Regulations:		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years.	
		<p><i>Reviewed by:</i> Council</p> <p><i>Date:</i> 23 March 16</p>	

**RM of Whitemouth  
Safe Work Procedure - 14  
Fire Extinguisher**

<b>Date Created:</b> 01 Feb 16	<b>Written By:</b> Administration	<b>Approved By:</b> Public Works	<b>Date of last Revision:</b> 01 Feb 16
<b>Hazards Present:</b>		<b>Personal Protective Equipment or Devices Required:</b>	<b>Additional Training Required:</b>
Inhalation of smoke Inhalation of chemicals/toxins Inhalation of carbon monoxide Burns		Steel toed boots Face shield Hand protection Respiratory protection	Fire extinguisher training
<b>Purpose:</b> To ensure safety of personnel.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Remove applicable extinguisher from hanger</li> <li>2. Carry extinguisher in upright position to fire</li> <li>3. Pull pin of extinguisher, hold hose or horn in one hand</li> <li>4. Pull the trigger, aiming at base of fire, squeeze the handle and sweeping motion</li> <li>5. Report use of extinguisher</li> <li>6. Take extinguisher out of service and have it re-charged</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
<b>Guidance Documents/Standards:</b> MB Workplace Safety and Health Act & Regulations		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years.	
6 Personal Protective Equipment 19.3 Fire and Explosive Hazards		<i>Reviewed by:</i> Council  <i>Date:</i> 23 March 16	



**RM of Whitemouth**  
**Safe Work Procedure - 15**  
**Flag Person**

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
<b>Hazards Present:</b>		<b>Personal Protective Equipment or Devices Required:</b>	<b>Additional Training Required:</b>
Slip/trip Vehicle traffic Airborne particles Muscle strain		Steel toed boots Eye protection Hand protection Hard hat reflective best Communication device	Flag person training Set Up Traffic Control Procedure
Purpose: To ensure safety of human safety.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>Stand at a location approximately 20 m from where construction begins on the shoulder or passenger side of vehicle</li> <li>Hold the sign with the arm closest to the lane of oncoming traffic</li> <li>Plan your escape route, do not stand between vehicles or other obstructions which may block you if you need to get out of the path of danger</li> <li>Pay attention to all oncoming traffic, as well as what is going on behind</li> <li>Be assertive and ensure that you are visible at all times</li> <li>If an incident does arise, make sure that ALL workers are warned</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
Guidance Documents/ Standards: MB Workplace Safety and Health Act & Regulations:		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years.	
6 Personal Protective Equipment 20.6 Vehicular and Pedestrian Traffic		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 16  
Fueling Vehicles

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required
Eye Injury Fire/explosion hazards Burns		Steel toed boots Eye protection Hand protection	
Purpose: To ensure safety of personnel, public and property.			
Safe Work Procedure:			
<ol style="list-style-type: none"> <li>1. Bring vehicle to pump</li> <li>2. Shut off ignition, extinguish any smoking material, leave cell phone in vehicle</li> <li>3. Remove fill cap</li> <li>4. Insert nozzle into tank and flip lever to on position</li> <li>5. Fill until click is heard or to desired amount then turn lever to off position</li> <li>6. Place nozzle back on holder and replace the fill cap</li> </ol>			
REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR			
Guidance Documents/ Standards: MB Workplace Safety and Health Act & Regulations		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years	
6 Personal Protective Equipment 19 Fire and Explosive Hazards 35 Workplace Hazardous Materials Information Systems		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 17  
Grader Operator

Date Created: 01-Feb-16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01-Feb-16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required:
Other workers and equipment Vehicle damage Slip/trip Pinch points		Steel toed boots Eye protection Hand protection Hard hat	Operator training
Purpose: To ensure safety of personnel.			
Safe Work Procedure:			
<ol style="list-style-type: none"> <li>1. Do pre-trip inspection on machine and start using Cold Start Procedure</li> <li>2. Check all gauges and ensure blade functions and back up alarm are all working</li> <li>3. When proceeding to the work location, check the brakes</li> <li>4. Turn on beacon light</li> <li>5. While traveling, allow faster traffic to pass if safe to do so</li> <li>6. At job site, inspect area for any hazards</li> <li>7. Avoid grading on sloped ground unless it is safe to do so</li> <li>8. Stop work if conditions become too muddy</li> <li>9. Always be aware of other workers and equipment in work area</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations:		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years	
6 Personal Protective Equipment 16 Machines, Tools and Robots 20 Vehicular and Pedestrian Traffic 22 Powered Mobile Equipment		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 18  
Gravel Checker

Date Created: 01-Feb-16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01-Feb-16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required
Slip/trip Vehicle traffic Airborne particles Muscle strain		Steel toed boots Eye protection Hand protection Hard hat Reflective Vest Communication device	
Purpose: To ensure safety of personnel.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Receive the ticket from the truck driver</li> <li>2. Apply water to the work area if it becomes dusty</li> <li>3. Make sure that you are visible to all truck drivers and equipment operators</li> <li>4. Riding on the running board, boxes or buckets prohibited</li> <li>5. Measure the dump distances</li> <li>6. The checker should stand at the rear and to one side of the trailer while dumping. Make sure you have eye contact with the truck driver</li> <li>7. Make sure that the trucks are on level ground and kept in straight alignment</li> </ol>			
REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR			
Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations:		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years.	
6 Personal Protective Equipment 16 Machines, Tools and Robots 20 Vehicular and Pedestrian Traffic 22 Powered Mobile Equipment		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 19  
Greasing a Vehicle

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required:
Eye injury Burns Potential death		Steel toed boots Eye protection Hand protection	
Purpose: To ensure human and equipment safety.			
Safe Work Procedure:			
<ol style="list-style-type: none"> <li>1. Shut off machine, remove keys and set parking brake. Use wheel chocks for added safety</li> <li>2. Lay on creeper with grease gun and towel, and roll under vehicle</li> <li>3. Clean each grease fitting and apply grease</li> <li>4. Check for fittings that need to be replaced and for any worn joints</li> <li>5. Clean grease gun thoroughly when finished and put all tools away</li> <li>6. Remove wheel chocks</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations:		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years.	
4 General Workplace Requirements 6 Personal Protective Equipment 21 Emergency Washing Facilities 35 Workplace Hazardous Materials Information Systems		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 20  
Handling Diesel Fuel

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required:
Toxic vapors Flammable		Gloves Breathing apparatus Steel toed boots	Fire extinguisher training WHMIS First Aid
Purpose: To ensure safety of personnel.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Fill tanks in well vented area outside</li> <li>2. Store all decanted diesel outdoors</li> <li>3. Label all decanted containers as per WHMIS</li> <li>4. Extinguish all flames, sparks and cigarettes which using it</li> <li>5. Turn off engine before filling equipment or slip tanks</li> <li>6. Use genuine spill proof gas containers if necessary to transport to fuel to a site</li> <li>7. Wash hands thoroughly after handling</li> <li>8. Avoid inhaling fumes</li> <li>9. Clean up spills immediately using a spill kit</li> <li>10. Berm around bulk storage facilities</li> </ol>			
REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR			
Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years	
4 General Workplace Requirements 5 First Aid 6 Personal Protective Equipment 21 Emergency Washing Facilities 35 W.H.M.I.S. – Requirement, Labelling, MSDS 36 Chemical & Biological Substances		Reviewed by: Council  Date: 23 March 16	

**RM of Whitemouth  
Safe Work Procedure - 21  
Handling Gasoline**

<b>Date Created:</b> 01-Feb-16	<b>Written By:</b> Administration	<b>Approved By:</b> Public Works	<b>Date of last Revision:</b> 01-Feb-16
<b>Hazards Present:</b>		<b>Personal Protective Equipment or Devices Required:</b>	<b>Additional Training Required:</b>
Toxic vapors Flammable		Gloves Breathing apparatus Steel toed boots	Fire extinguisher training WHMIS First Aid
Purpose: To ensure safety of personnel and environment.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Fill tanks in well vented area outside</li> <li>2. Store all decanted diesel outdoors</li> <li>3. Label all decanted containers as per WHMIS</li> <li>4. Extinguish all flames, sparks and cigarettes which using it</li> <li>5. Turn off engine before filling equipment or slip tanks</li> <li>6. Use genuine spill proof gas containers if necessary to transport to fuel to a site</li> <li>7. Wash hands thoroughly after handling</li> <li>8. Avoid inhaling fumes</li> <li>9. Clean up spills immediately using a spill kit</li> <li>10. Berm around bulk storage facilities</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
<b>Guidance Documents/Standards:</b>		<b>This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years.</b>	
MB Workplace Safety and Health Act & Regulations: 4 General Workplace Requirements 5 First Aid 6 Personal Protective Equipment 35 W.H.M.I.S. – Requirement, Labelling, MSDS 36 Chemical & Biological Substances		<i>Reviewed by:</i> Council  <i>Date:</i> 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 22  
Handling Propane

Date Created 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
Hazards Present		Personal Protective Equipment or Devices Required:	Additional Training Required
Muscle strain Fire hazard Explosion Burns		Steel toed boots Eye protection Hand protection	Fire extinguisher training
Purpose: To ensure safety of personnel and environment.			
Safe Work Procedure:			
<ol style="list-style-type: none"> <li>1. Ensure that tank valves and regulators are not removed before moving tank</li> <li>2. Attach nylon sling in a "choker" fashion for loading, unloading, or moving tank</li> <li>3. Make sure tank is stored at an upright position on level ground at proper temperature</li> </ol>			
REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR			
Guidance Documents/ Standards: MB Workplace Safety and Health Act & Regulations		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years.	
6 Personal Protective Equipment 8 Musculoskeletal Injuries 19.10 Compressed Gas Equipment 35 Workplace Hazardous Materials Information Systems		Reviewed by: Council  Date: 23 March 16	



RM of Whitemouth  
Safe Work Procedure - 23  
Hauling Granular in Truck

Date Created 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision 01 Feb 16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required
Vehicle damage Vehicle malfunction Other workers and equipment Airborne particles		Steel toed boots Eye protection Hand protection	Unloading Granular Procedure
Purpose: To ensure safety of personnel, public and equipment safety.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Pull up to loading location. Avoid backing in if possible</li> <li>2. Put truck in park</li> <li>3. Stay in truck while loader is loading, keep an eye on load in rearview</li> <li>4. Wait for signal from loader before moving from loading area</li> <li>5. Ensure truck is not overloaded</li> <li>6. Tarp load</li> <li>7. Drive carefully with load to dump site</li> <li>8. Dump according to Unloading Granular Procedure</li> </ol>			
REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR			
Guidance Documents/ Standards: MB Workplace Safety and Health Act & Regulations:		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum, of two years.	
6 Personal Protective Equipment 16 Machines, Tools and Robots 22 Powered Mobile Equipment		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 24  
Heavy Equipment Operators

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required:
Other workers and equipment Vehicle damage Slip/trip Pinch points		Steel toed boots Safety glasses Safety gloves Hard hat	Operator training
Purpose: To ensure safety of personnel, public and equipment.			
<b>Safe Work Procedure</b>			
<ol style="list-style-type: none"> <li>1. Do pre-trip inspection on machine and start using Cold Start Procedure</li> <li>2. Check all gauges and ensure back up alarm are working properly</li> <li>3. When proceeding to the work location, check the brakes</li> <li>4. Turn on beacon light</li> <li>5. While traveling, allow faster traffic to pass if safe to do so</li> <li>6. At job site, inspect area for any hazards</li> <li>7. Always be aware of other workers and equipment in work area</li> <li>8. When parking, park out of the way and rest buckets/blades on ground where applicable</li> </ol>			
REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR			
Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations:		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years.	
6 Personal Protective Equipment 16 Machines, Tools and Robots 20 Vehicular and Pedestrian Traffic 22 Powered Mobile Equipment		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 25  
Hot Engine Stopping

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required:
Vehicle or property damage Serious injury Engine failure		Steel toed boots Eye protection	
Purpose: To ensure safety of personnel.			
Safe Work Procedure:			
<ol style="list-style-type: none"> <li>1. Park the machine on stable, level ground</li> <li>2. Place machine in neutral or park and set parking brake</li> <li>3. Slow motor to idle</li> <li>4. Dismount machine using three point contact method</li> <li>5. Do walk around inspection to check for leaks and repairs</li> <li>6. Do not idle for longer than 15 minutes</li> <li>7. Mount machine using 3 point contact and turn engine off</li> <li>8. Dismount using 3 point contact and perform post trip inspection and record in daily log</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations:		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years	
2.1 Safe Work Procedures 4 General Workplace Requirements 6 Personal Protective Equipment 16 Machines, Tools and Robots		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 26  
Hydraulic Backhoe Operator

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required
Other workers and equipment Vehicle damage Slip/trip Pinch points		Steel toed boots Safety glasses Safety gloves Hard hat	Operator training
Purpose: To ensure safety of personnel, public and equipment.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Inspect work area for sufficient swing room and any hazards that may be present</li> <li>2. Do pre-trip inspection on machine and start using Cold Start Procedure</li> <li>3. Ensure bucket and boom are working properly</li> <li>4. Follow through with task carefully. Always be aware of surroundings</li> <li>5. Park on level ground with bucket to the ground</li> <li>6. Allow for enough cool down time before shutting off machine</li> <li>7. Close and lock doors and install window guards</li> <li>8. Dismount machine using 3 point contact method</li> </ol>			
REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR			
Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years.	
6 Personal Protective Equipment 16 Machines, Tools and Robots 20 Vehicular and Pedestrian Traffic 22 Powered Mobile Equipment		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 27  
Inflating Tires

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required
Pinch points Eye injury Muscle strain		Steel toed boots Eye protection Hand protection	

Purpose: To ensure safety of personnel.

**Safe Work Procedure:**

1. Place tire in tire cage or chain tire on two opposite sides
2. If beads do not contact both rim seats enough to retain air, spread the beads by using mounting band
3. If necessary, use tire mounting soap between bead and rime seat to take up space
4. Use clip-on style air chuck to start inflating
5. Inflate tire just enough to contact bead seats on rim. Then, for safety, remove mounting band if used
6. Increase air pressure to seat tire beads on rim. DO NOT EXCEED MAXIMUM PSI ON TIRE
7. If beads do not seat, deflate and lubricate again
8. Adjust air pressure to recommended pressure, check for leaks

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years
4 General Workplace Requirements 5 First Aid 6 Personal Protective Equipment 16.26 Miscellaneous Machines and Tools	Reviewed by: Council  Date: 23 March 16

RM of Whitemouth  
Safe Work Procedure - 28  
Install Catch Basins

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required
Slip/trip Equipment malfunction Pinch points Muscle strain Overhead wires Permanent structures		Steel toed boots Eye protection Hand protection Hard hat	Operator training
Purpose: To ensure safety of personnel and property.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Assign a spotter who will be in charge of signaling the operator</li> <li>2. Assess and barricade the lift area</li> <li>3. Position machine according to the center of gravity of the load</li> <li>4. Use slings/chains of proper length and size</li> <li>5. Hook up of load to be done by a competent rigger</li> <li>6. Lift when spotter signals safe to do so</li> <li>7. Slowly move load to landing area and gently lower</li> <li>8. Ensure load is stable and on level ground before slackening slings and unhooking</li> </ol>			
REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR			
Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations:		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years	
4 General Workplace Requirements 6 Personal Protective Equipment 16 Machines, Tools and Robots 12 Hearing Conservation and Noise Control 23 Cranes and Hoists		Reviewed by: Council  Date: 23 March 16	

**RM of Whitemouth  
Safe Work Procedure - 29  
Install Gate Valves**

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
<b>Hazards Present:</b>		<b>Personal Protective Equipment or Devices Required:</b>	<b>Additional Training Required:</b>
Slip/trip Equipment malfunction Pinch points Muscle strain Overhead wires Permanent structures		Steel toed boots Eye protection Hand protection Hard hat High visibility vest	Operator training Confined space
Purpose: To ensure safety of personnel and property.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Assign a spotter who will be in charge of signaling operator safely</li> <li>2. Inspect pipe and valve for defects</li> <li>3. Use equipment when possible to move valve</li> <li>4. Have the hydrant block installed</li> <li>5. Use a 80 grade chain or slings to move the valve – ensure they are inspected prior to use</li> <li>6. Use a push bar to install the pipe</li> <li>7. Use soap ton the pipe to push on</li> <li>8. Ensure the pipe and valve is clean before installation</li> <li>9. Ensure that egress is available in the trench at all times</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
<b>Guidance Documents/Standards:</b>		<b>This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years</b>	
MB Workplace Safety and Health Act & Regulations  4 First Aid 6 Personal Protective Equipment 16 Machines, Tools and Robots 12 Hearing Conservation and Noise Control 23 Cranes and Hoists 26.14 Excavations & Tunnels		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 30  
Install Manholes

Date Created: 01-Feb-16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01-Feb-16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required:
Slip/trip Equipment malfunction Pinch points Muscle strain Overhead wires Permanent structures		Steel toed boots Eye protection Hand protection Hard hat	Operator training

Purpose: To ensure safety of personnel, public and property.

**Safe Work Procedure:**

1. Assign a spotter who will be in charge of signaling operator safely
2. Assess and barricade the lift area
3. Position machine according to the center of gravity of the load
4. Use slings/chains of proper length and size
5. Hook up to load to be done by a competent rigger
6. Lift when spotter signals safe to do so
7. Slowly move load to landing area and gently lower
8. Ensure manhole is stable and in proper position before slackening slings and unhooking

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

Guidance Documents/ Standards: MB Workplace Safety and Health Act & Regulations:	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years.
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6 Personal Protective Equipment  
16 Machines, Tools and Robots  
20 Vehicular and Pedestrian Traffic  
22 Powered Mobile Equipment

Reviewed by: Council

Date: 23 March 16



**RM of Whitemouth  
Safe Work Procedure - 31  
Ladders**

<b>Date Created:</b> 01-Feb-16	<b>Written By:</b> Administration	<b>Approved By:</b> Public Works	<b>Date of last Revision:</b> 01-Feb-16
<b>Hazards Present:</b>		<b>Personal Protective Equipment or Devices Required:</b>	<b>Additional Training Required:</b>
Fall/Trip		Steel toed boots Hard hat Gloves	
Purpose: To ensure safety of personnel.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Inspect the ladder before every use</li> <li>2. Check rails for cracks, bends or defects</li> <li>3. Check for broken or missing rungs</li> <li>4. Check ropes on extension ladder to make sure they are in good condition</li> <li>5. Step Ladder – make sure the ladder is fully open and the spreaders are locked</li> <li>6. Place the ladder on a firm surface</li> <li>7. Make sure ladder is level and secure to prevent side-slip or kick out from base</li> <li>8. Face the ladder when climbing up or down</li> <li>9. Select a ladder that is appropriate for your task</li> <li>10. Keep your body within the rails of the ladder while working on it</li> <li>11. Check for any hazards around you (ex. overhead electrical wires)</li> <li>12. Have a second person hold the bottom of a long ladder, especially when tying and untying an extension ladder</li> <li>13. Before moving a ladder, check for material or tools left on the ladder</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
<b>Guidance Documents/ Standards:</b> MB Workplace Safety and Health Act & Regulations		<b>This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years</b>	
		<b>Reviewed by:</b> Council  <b>Date:</b> 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 32  
Load Loader

Date Created: 01-Feb-16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01-Feb-16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required:
Slip/trip hazard Fall injury Vehicle/machine damage Pinch points		Steel toed boots Eye protection Hand protection Hard hat	Operator training
Purpose: To ensure safety of personnel, and property.			
Safe Work Procedure			
<ol style="list-style-type: none"> <li>1. Enter loader using 3 point contact method</li> <li>2. Drive up to back of trailer, making sure you are straight and properly aligned</li> <li>3. Using the bucket, gently push down on back of trailer until it is low enough to drive the front wheels on</li> <li>4. Proceed to drive onto trailer until bucket is at front of trailer. Keep bucket no more than 6" from deck</li> <li>5. Lower bucket and set parking brake</li> <li>6. Exit loader using 4 point contact method</li> <li>7. Dismount trailer by sitting on deck and pushing off. Jumping off trailer is prohibited</li> <li>8. Secure loader with two chains using 4 point contact</li> <li>9. Inspect load and proceed to job</li> </ol>			
REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR			
Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years	
4 General Workplace Requirements 6 Personal Protective Equipment 16 Machines, Tools and Robots 22 Powered Mobile Equipment		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 33  
Loading Granular With Loader

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required
Vehicle damage Vehicle malfunction Other workers and equipment Airborne particles		Steel toed boots Eye protection Hand protection	
Purpose: To ensure safety of personnel, and property.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Try to have a roadway for drivers in a way that will prevent them from having to back up</li> <li>2. Scoop up bucket water level full of granular</li> <li>3. Be sure that truck is stopped before loading</li> <li>4. Pull up to side of truck box and dump load</li> <li>5. Repeat, and fill box to desired amount. Do not over load and ensure load is spread evenly throughout box</li> <li>6. Signal driver to proceed</li> <li>7. Clean up any granular that was spilled</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations:		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years	
6 Personal Protective Equipment 16 Machines, Tools and Robots 22 Powered Mobile Equipment		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 34  
Maintenance of Tandem Truck

Date Created 01-Feb-16	Written By Administration	Approved By Public Works	Date of last Revision 01-Feb-16
Hazards Present		Personal Protective Equipment or Devices Required	Additional Training Required
Vehicle malfunction Vehicle damage		First Aid Steel toed boots Eye protection Hand protection Fire Extinguisher	Operator training/certification
Purpose: To ensure safety of personnel, and property.			
Safe Work Procedure			
<ol style="list-style-type: none"> <li>1. Complete pre-trip inspection before use, including complete fluid check</li> <li>2. Ensure horn and back up alarm are working</li> <li>3. Ensure truck is equipped with flares, portable fire extinguisher and first aid kit</li> <li>4. Raise and lower box to ensure it is working properly</li> <li>5. Check backing systems carefully</li> <li>6. Be sure parking brake/device is working</li> <li>7. Fill out inspection report</li> </ol>			
REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR			
Guidance Documents/Standards MB Workplace Safety and Health Act & Regulations		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years	
16 Machines, Tools and Robots 22 Powered Mobile Equipment CSA B352.0-95(R2006), B352.1C95(R2006) SAE Standard J1194 (1999) ISO Standard 3471:1994		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 35  
Maintenance of Wheel Type Loader

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
Hazards Present: Vehicle malfunction Vehicle damage	Personal Protective Equipment or Devices Required: First Aid Steel toed boots Eye protection Hand protection Fire Extinguisher	Additional Training Required: Operator training/certification	
Purpose: To ensure safety of personnel, and property.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Complete pre-trip inspection before use, including complete fluid check</li> <li>2. Ensure horn or other audible warning device is in working order</li> <li>3. Ensure machine is equipped with a portable fire extinguisher and first aid kit</li> <li>4. Grease machine</li> <li>5. Check that all guards are in place</li> <li>6. Check braking systems carefully</li> <li>7. Be sure parking brake/device is working</li> <li>8. Fill out inspection report</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
Guidance Documents/ Standards: MB Workplace Safety and Health Act & Regulations:		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years	
16 Machines, Tools and Robots 22 Powered Mobile Equipment CSA B352.0-95(R2006), B352.1C95(R2006) SAE Standard J1194 (1999) ISO Standard 3471:1994		Reviewed by: Council  Date: 23 March 16	

**RM of Whitemouth  
Safe Work Procedure - 36  
Oil Changing**

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required
Pinch points Injury by machine rolling Burns		Steel toed boots Eye protection Hand protection	
Purpose: To ensure safety of personnel.			
Safe Work Procedure:			
<ol style="list-style-type: none"> <li>1. Park vehicle, turn off the engine, set the brake and place wheel chocks</li> <li>2. Place oil pail under oil pan</li> <li>3. Remove plug and let drain. Take a clean sample of oil</li> <li>4. Loosen oil filter and remove. Dump contents of the filter into the pail</li> <li>5. Clean and check threaded insert and filter base</li> <li>6. Lubricate sealing ring with clean oil, spin the filter until sealing ring contacts base then turn it once more</li> <li>7. Clean oil plug and replace it in the oil pan</li> <li>8. Open the hood, remove oil fill cap, place funnel in hole and fill with proper amount of oil as per specifications then remove funnel and replace the cap</li> <li>9. Check oil dipstick and ensure it is at the proper level, if not add more, is so start engine and let run for several minutes</li> <li>10. Turn engine off, look under the hood to be sure there are no leaks</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years	
6 Personal Protective Equipment 16 Machines, Tools and Robots 35 WHMIS		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 37  
Oil Handling

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required:
Slips Trips Fires		Steel toed boots Hand protection Breathing apparatus	Fire extinguisher training WHMIS First aid
<p>Purpose: To ensure safety of personnel.</p>			
Safe Work Procedure:			
<ol style="list-style-type: none"> <li>1. Fill tanks in well vented area outside</li> <li>2. Store all decanted oil in cool, clean dry area</li> <li>3. Label all decanted containers as per WHMIS</li> <li>4. Extinguish all flames, sparks and cigarettes while using it</li> <li>5. Turn off engine before filling equipment or slip tanks</li> <li>6. Decant into plastic or metal drip proof containers – (never glass containers)</li> <li>7. Wash hands thoroughly after handling</li> <li>8. Wipe up small spills immediately with a clean rag and for large spills use absorbent material on floor</li> <li>9. Put oily rags and waste in a covered metal container</li> <li>10. Berm around bulk storage facilities</li> <li>11. Practice good housekeeping</li> </ol>			
<p><b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b></p>			
Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations:		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years	
4 General Workplace Requirements 5 First Aid 6 Personal Protective Equipment 35 WHMIS – Requirement, Labelling, MSDS 36 Chemical & Biological Substances		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 38  
Oil - Hydraulic

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required:
Chemical burn Inhalation of chemicals/toxins Eye injury		Steel toed boots Eye protection Chemical resistant gloves Chemical resistant apron Respirator	WHMIS

Purpose: To ensure safety of personnel.

**Safe Work Procedure:**

1. Know the location of nearest emergency wash station
2. Use oil carefully with funnel
3. Only use what is needed
4. Clean up any spills immediately
5. If skin comes in contact, wash immediately
6. When finished with the oil, store in proper storage unit

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations:	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years
5 First Aid 6 Personal Protective Equipment 21 Emergency Washing Facilities 35 WHMIS 36 Chemical and Biological Standards	Reviewed by: Council  Date: 23 March 16



**RM of Whitemouth  
Safe Work Procedure - 39  
Power Tools**

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
Hazards Present:	Personal Protective Equipment or Devices Required:	Additional Training Required	
	Steel toed boots Safety glasses Hard hat Hearing protection Any other safety equipment as per job site/task performed	Manufacturers specifications	
Purpose: To ensure safety of personnel and equipment.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Use all required PPE</li> <li>2. To be used for the intended purpose</li> <li>3. Cleaned and properly stored after use</li> <li>4. Ensure that it has its own storage area to prevent damage</li> <li>5. Must have an operational dead man control that requires constant hand pressure</li> <li>6. Circular saws and chain saws must not be equipped with devices that lock onto the operating controls</li> <li>7. All guards to be used and in good repair</li> <li>8. Never hoist or lower power tools by the power cord</li> <li>9. Ensure that the tools are shut down while refueling</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations:		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years	
4 General Workplace 5 First Aid 6 Personal Protective Equipment 16 Machines, Tools and Robots 16.22 – 16.28 Miscellaneous Machines and Tools		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 40  
PPE – Eye Protection

Date Created: 01-Feb-16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01-Feb-16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required
		Safety glasses	Care of Use of

Purpose: To ensure safety of personnel.

**Safe Work Procedure:**

1. Management will supply a clean, up to date, proper fitting and effective eye protection
2. Management will ensure adequate training for the maintenance, use and care
3. All employees are required to wear the approved eye protection when working or walking through any work site. The only exception is operators while seated in the cab of the equipment and office staff
4. All employees are responsible for ensuring that it is appropriate for the hazards, worn properly and in good condition and not to be altered in any way
5. All workers are responsible for ensuring that the safety glasses are with them all day every day
6. It is the responsibility of the worker to turn in old and worn out glasses for new ones as needed
7. Full face shields or goggles will be used when the work at hand required maximum eye protection
8. Workers engaged in welding are required to use a full welder's face shield
9. Workers who are cutting or burning metals are required to wear goggles with the appropriate darkening lens

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations:	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years
6.13 Personal Protective Equipment CSA Standard Z94.3-02 CSA Standard Z94.3.1-02	Reviewed by: Council  Date: 23 March 16

**RM of Whitemouth**  
**Safe Work Procedure - 41**  
**PPE – Foot Protection**

Date Created: 01-Feb-16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01-Feb-16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required:
Foot injury Ankle injury Corrosive chemicals		Steel toed boots	Care of Use of
Purpose: To ensure safety of personnel.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. It is the responsibility of the employee to supply steel toed work boots that cover the ankle bone and gives support to the ankle as per CSA Standards</li> <li>2. It is the responsibility of the employee to wear these steel toed boots each and every day</li> <li>3. All footwear is to be kept tied as to not pose a tripping hazard</li> <li>4. A requirement for specialized footwear as dictated by the hazards will be supplied by the employer</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
Guidance Documents/ Standards: MB Workplace Safety and Health Act & Regulations:		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years	
6.12 Footwear - PPE CSA Standard Z195.1-02 CSA Standard Z195-02		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 42  
PPE – Hearing Protection

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
Hazards Present:	Personal Protective Equipment or Devices Required:		Additional Training Required:
	Ear plugs Ear muffs		Care of Use of
Purpose: To ensure safety of personnel.			
Safe Work Procedure:			
<ol style="list-style-type: none"> <li>1. Management will supply a clean, up to date, proper fitting and effective hearing protection</li> <li>2. Management will ensure adequate training for the maintenance , use and care</li> <li>3. All employees are required to wear the approved hearing protection when working or walking through any work site. The only exception is the office staff</li> <li>4. All employees are responsible for ensuring that it is appropriate for the hazards, worn properly and in good condition and not to be altered in any way</li> <li>5. All workers are responsible for ensuring that the hearing protection are with them all day each day</li> <li>6. It is the responsibility of the worker to ensure that they have a daily supply of ear plugs with them</li> <li>7. Ear muffs will be used when the work at hand require maximum hearing protection</li> <li>8. All workers are required to use approved hearing protection when working in or traveling through any work site that is designated as a "High Noise Area" or has a noise level 85 dBA</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
Guidance Documents/ Standards: MB Workplace Safety and Health Act & Regulations		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years	
12 Hearing Conservation & Noise Control CSA Standard Z94.2-02		<i>Reviewed by:</i> Council  <i>Date:</i> 23 March 16	

**RM of Whitemouth  
Safe Work Procedure - 43  
PPE -- High Visibility Vest**

Date Created: 01-Feb-16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01-Feb-16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required:
		Steel toed boots High visibility vest	Care of Use of
Purpose: To ensure safety of personnel.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Supervisor/Management will supply a clean, up to date, proper fitting and effective high visibility vest</li> <li>2. Supervisor/Management will ensure adequate training for the maintenance, use and care</li> <li>3. All employees are required to wear the safety vest when working or walking through any work site.</li> <li>4. All employees are responsible for ensuring that it is appropriate for the hazards, worn properly and in good condition and not altered in any way</li> <li>5. All workers are responsible for ensuring that the high visibility vest is with them all day each day</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations:		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years	
6.7 Personal Protective Equipment CSA Standard Z96-02		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 44  
PPE – Protective Clothing

Date Created: 01-Feb-16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01-Feb-16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required:
Radiant heat Sharp objects Jagged object Punctures Abrade the skin		Steel toed boots Protective clothing	Care of Use of
Purpose: To ensure safety of personnel.			
<b>Safe Work Procedure:</b>			
1. Supervisor will supply personal protective equipment that is appropriate for the risk of injury to a workers skin 2. Management/supervisor will ensure adequate training for maintenance, use and care 3. If a process creates a risk to the safety or health of a worker the employer will provide the worker with: Clothing that is appropriate for the risk As needed launder or dispose of the protective clothing			
REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR			
Guidance Documents/ Standards: MB Workplace Safety and Health Act & Regulations:		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years.	
6.8 Protective Clothing 6.9 Protective Clothing CSA – W117.2-01 (R2006)		Reviewed by: Council  Date: 23 March 16	

**RM of Whitemouth**  
**Safe Work Procedure - 45**  
**PPE – Respiratory Protection**

Date Created: 01-Feb-16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01-Feb-16
Hazards Present:	Personal Protective Equipment or Devices Required:	Additional Training Required:	
Poisonous gases/chemicals Lack of oxygen	Respirators	Care of Use of Selection of	
Purpose: To ensure safety of personnel.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. All employees are required to use approved respirators when working in or traveling through a work site that contains airborne contaminants or when handling products that may become airborne contaminants</li> <li>2. Ensure that respiratory equipment is provided to a worker is  Is appropriate for the risk to which the worker is or may be exposed  Is selected, used and maintained in accordance with CSA standards  Proper size and makes an effective seal to the facial skin of the worker where a tight fit is essential to proper functioning  Kept in a convenient and sanitary location when not in use  Not shared by workers unless it is cleaned before a different workers uses it</li> <li>3. Ensure that a worker using the respiratory equipment is adequately trained by a competent person in the proper fit, testing, maintaining, use and cleaning of the equipment</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations:		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years.	
6.15 Personal Protective Equipment CSA Standard Z94.4-02 CSA Standard Z180.1-00 35 Workplace Hazardous Materials Information System		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 46  
Propane Heaters

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required:
Fumes/exhaust Flammable materials Tripping hazard		Steel toed boots Hearing protection Hard hat Hand protection Eye protection	
Purpose: To ensure safety of personnel.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Flammable materials (including propane bottle) is to be located a minimum of 50 feet from the front of the heater</li> <li>2. All flammable materials (including propane bottle) is to be located a minimum of 10 feet from the sides, rear and top of the heater</li> <li>3. The heater hose length should not be more than 50 feet</li> <li>4. Extra hose is to be coiled and tied so that it is not a tripping hazard</li> <li>5. Hose lying on floor in traffic areas should be protected against puncture</li> <li>6. Propane tanks must be stored in a well-ventilated and safe, secure place to prevent tipping or any other damage</li> <li>7. Ensure there is sufficient space for the exhaust and ventilation of the heater</li> </ol>			
REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR			
Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations:		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years.	
2.1 Safe Work Procedures 4 General Workplace Requirements 6 Personal Protective Equipment 35 WHMIS 36 Chemical and Biological Substances		Reviewed by: Council  Date: 23 March 16	



Ron's Backhoe Inc.  
Safe Work Procedure - 47  
Semi and Tandem Truck Drivers

Date Created: 01 Feb 16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01 Feb 16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required:
Other workers and equipment Vehicle damage Slip/trip Pinch points		Steel toed boots Safety glasses Safety gloves Hard hat	Operator certification
Purpose: To ensure personnel, public and equipment safety.			
Safe Work Procedure:			
<ol style="list-style-type: none"> <li>1. Do pre-trip inspection on machine and start using Cold Start Procedure</li> <li>2. Check back up alarm, all gauges, hydraulics</li> <li>3. When proceeding to the work location, check the brakes</li> <li>4. Tarp load</li> <li>5. Make use of spotter when backing and driving in tight areas</li> <li>6. Park on secure, level ground</li> <li>7. Set parking brake</li> </ol>			
REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR			
Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years	
16 Machines, Tools and Robots 20 Vehicular and Pedestrian Traffic 22.32 Powered Mobile Equipment		Reviewed by: Council  Date: 23 March 16	

**Ron's Backhoe Inc.**  
**Safe Work Procedure - 48**  
**Shoveling Granular**

Date Created 01-Feb-16	Written By Administration	Approved By Public Works	Date of last Revision 01-Feb-16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required
Muscle cramps Heart attack Stroke Dehydration		Steel toed boots Hand protection Eye protection	

Purpose: To ensure safety of personnel.

**Safe Work Procedure:**

1. Warm up muscles for 10 minutes with stretching
2. It is better to push the granular than lifting it
3. Keep the shovel close to your body
4. Space your hands on the shovel to increase leverage
5. Use a shovel that feels comfortable for your height and strength
6. Squat with your legs apart, knees bent and back straight
7. Lift with your legs and do not bend at the waist
8. Pace yourself and take frequent breaks and replenish fluids to prevent dehydration
9. Try not to hold a shovelful of granular with your arms stretched out
10. Throw granular ahead of yourself and not to the side or behind

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations:	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years.
2.1 Safe Work Procedures 8 Musculoskeletal Injuries	Reviewed by: Council  Date: 23 March 16

**RM of Whitemouth  
Safe Work Procedure - 49  
Shoveling Snow**

Date Created 01 Feb 16	Written By Administration	Approved By Public Works	Date of last Revision 01 Feb 16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required
Muscle cramps Heart attack Stroke Dehydration Frost bite		Steel toed boots Eye protection Hand protection	Lifting Body posture
Purpose: To ensure personnel and public safety.			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Warm up muscles for 10 minutes with stretching</li> <li>2. Early and often – newly fallen snow is lighter than heavily packed or partially melted snow</li> <li>3. Push the snow <ol style="list-style-type: none"> <li>A. It is better to push the snow rather than lifting it</li> <li>B. Keep the shovel close to your body</li> <li>C. Space your hands on the shovel to increase the leverage</li> <li>D. Shovel an inch or two off the top of the snow</li> <li>E. Use a shovel that feels comfortable for your height and strength</li> </ol> </li> <li>4. Lifting the snow <ol style="list-style-type: none"> <li>A. Squat with your legs apart, knees bent and back straight</li> <li>B. Lift with your legs and do not bend at the waist</li> <li>C. Scoop small amounts of snow into the shovel and walk where you want to put it</li> </ol> </li> <li>5. Pace yourself – Take frequent breaks and replenish fluids to prevent dehydration</li> </ol>			
<b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b>			
Guidance Documents/ Standards: MB Workplace Safety and Health Act & Regulations		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years.	
2, 1 Safe Work Procedures 8 Musculoskeletal Injuries		Reviewed by: Council  Date: 23 March 16	

**RM of Whitemouth  
Safe Work Procedure - 50  
Spill Containment**

Date Created: 01-Feb-16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01-Feb-16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required:
Chemical Inhalation Serious Injury Chemical burns		Steel toed boots Hand protection Eye protection Respirator Chemical resistant suit Spill kit	Spill containment training WHMIS

Purpose: To ensure safety of personnel.

**Safe Work Procedure:**

1. Stop the spill at the source if possible
2. Cover drains and other escape routes if possible
3. Using patch kit, valve plug, or whatever is needed to patch the hole(s)
4. Contain the spill using the best method
  - A. Build dyke
  - B. Replace or repair leak proof container
  - C. Channel spill to a contained area or container
  - D. Place an empty container under the leak
  - E. Shift or rotate the leaking container to stop the leak
5. Using absorbent materials (soaker pads) to soak up the spill or solidify it
6. Push absorbent liquid mixture into approved container for proper disposal
7. Decontaminate any tools etc that came into contact with the spill (clothing, brooms, shovels)
8. Report and record the spill

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations:	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years.
2.1 Safe Work Procedures 4 General Work Procedures 6 Personal Protective Equipment 35 Workplace Hazardous Materials Information System 36 Chemical and Biological Substances	Reviewed by: Council  Date: 23 March 16

**RM of Whitemouth**  
**Safe Work Procedure - 51**  
**Starting Chainsaw**

<b>Date Created:</b> 01 Feb 16	<b>Written By:</b> Administration	<b>Approved By:</b> Public Works	<b>Date of last Revision:</b> 01 Feb 16
<b>Hazards Present:</b>		<b>Personal Protective Equipment or Devices Required:</b>	<b>Additional Training Required:</b>
Amputation Personal Injury Projectiles Bodily strains Noise		Steel toed boots Eye protection Hand protection Hard hat Hearing protection Chainsaw chaps	First Aid Chainsaw Training Certification
<p>Purpose: To ensure personnel and equipment safety.</p>			
<b>Safe Work Procedure:</b>			
<ol style="list-style-type: none"> <li>1. Wear all applicable PPE</li> <li>2. Inspect the chainsaw thoroughly as per the chainsaw inspection procedure</li> <li>3. Check and oil while the chainsaw is cold</li> <li>4. Hold the saw firmly on the ground (one foot on foot plate and one hand on top handle (with the chain away from the body and clear of obstructions)</li> <li>5. Use a quick sharp pull motion on the rip cord</li> <li>6. Make sure the choke is turned off once idling without the chain turning</li> <li>7. Run saw at top speed and kick in chain break to ensure it is working properly</li> <li>8. Stop the saw and adjust or repair if needed</li> </ol>			
<p><b>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</b></p>			
<b>Guidance Documents/ Standards:</b> MB Workplace Safety and Health Act & Regulations		This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years	
2.1 Safe Work Procedures 4 General Workplace Requirements 5 First Aid, 22 Powered Mobile Equipment 6 Personal Protective Equipment 8 Musculoskeletal Injuries 12 Hearing Conservation and Noise Control 16.27 Machines, Tools and Robots		Reviewed by: Council  Date: 23 March 16	

RM of Whitemouth  
Safe Work Procedure - 52  
Unloading Loader

Date Created: 01-Feb-16	Written By: Administration	Approved By: Public Works	Date of last Revision: 01-Feb-16
Hazards Present:		Personal Protective Equipment or Devices Required:	Additional Training Required:
Vehicle or property damage Serious injury Pinch points Slip/trips		Steel toed boots Hand protection Eye protection Hard hat ROPS	Operator training/certification

Purpose: To ensure safety of personnel.

**Safe Work Procedure:**

1. Park truck and trailer on level ground and set brake
2. Exit cab using three point contact
3. Remove chains from load
4. Set up ramps
5. Mount trailer using three point contact
6. Mount cab of loader using three point contact[release brake and raise bucket or attachment 6" above the deck
7. Back up slowly and cautiously until loader is on the ground

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards: MB Workplace Safety and Health Act & Regulations:	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of two years
2.1 Safe Work Procedures 4 General Work Procedures 6. Personal Protective Equipment 16 Machines, Tools and Robots 22 Powered Mobile Equipment	Reviewed by: Council  Date: 23 March 16