

## **SAFE JOB PROCEDURES 4.7**

**JOB TITLE:** SERVICE/TOUCHUP/REPAIRS

**DEVELOPED BY:** Dan Sager                      **DATE:** July 22/04

**APPROVED BY:** Peter Hildebrandt                      **POSITION:** Assist Construction Manager

**DATE:** November 3/04

**REVISED BY:** Sean Bishop                      **DATE:** January 10/12

**EQUIPMENT REQUIRED:** Sawhorses, ladder, utility knife, saw, rasp, planks, taping tools, mixers, buckets, stilts, trowel, hawk, finishing knives, pans, pole sander, hammer, screw driver, utility knife, metal snips, router, screw gun, hatchet, vacuum cleaner, stapler, light, cords, caulking gun, tape measure, hair drier, broom and dust pan, backing material, cell phone and truck.

**MATERIAL REQUIRED:** Joint filler, tape, concrete filler, corner bead, water, texture, tints, paints, drywall, insulation, polyethylene, caulking, adhesives, sandpaper, sponges, duct tape, drywall, screws, staples, rags/paper towels, WD40, Dap.

**PERSONAL PROTECTIVE EQUIPMENT:** Steel-toed boots, eye/ear protection, hard hats, dust masks/respirators, gloves, safety vest.

**VEHICLE MUST CONTAIN:** Safety manual, MSDS, first aid kit, eye wash, spare tire/jack, fire extinguisher, extra fluids (washer, coolant, oil), emergency roadside kit.

### **JOB STEPS:**

1. Examine work site for safe access and evacuation routes, for loading equipment and supplies into site making sure a proper route with good footing from vehicle to the inside exists. Examine inside of site for any hazards to movement such as protrusions or holes in floors.
2. Set up work surfaces, scaffolding, and sawhorses to ensure obstacle free, level area to manipulate equipment and materials. Minimize tools and materials on platforms. Maintain three points of contact when climbing and do not climb ladders higher than third rung from top. Inspect all stilts, ladders, sawhorse and scaffolding before each use. Engineered trusses must not be used as scaffold planks.

3. Ensure safety rails are in place around all stairwells, only remove them when proper scaffolding is in place in working area and replace as soon as high work is complete. Stair railings must be left in place at the end of every working day and at the completion of each phase of the job. Stair railing brackets are not to be removed.
4. Set up mixing area, ensuring mixer cords are in good repair and not subject to getting wet.
5. Ensure a good grip and use proper lifting procedures for moving all heaving materials and equipment. Know your physical limitations and the weight of materials. Obtain assistance lifting heavy objects. Avoid reaching out and twisting motions.
6. Take care when handling or cutting corner beads to avoid cuts from edges or burrs.
7. Protect against back injuries when using applicator tools by avoiding twisting motions with filled tools in hand.
8. Use eye protection, dust mask/respirator when sanding between coats.
9. Ensure protection from unexpected door openings while working around entrances and garage doors.
10. Do not work in unventilated spaces when power trowels or malfunctioning space heaters are being used. Do not work in any areas where spray painting is being carried out unless proper respirators are used.
11. Hard hats must be worn whenever someone is working on a higher level as well as to and from the dwelling.
12. Exercise caution when using hand held lights to avoid burns/shocks.
13. Clean out all material containers, material, refuse and equipment at end of finishing phase. Check for safe access routes to vehicle for load out.
14. Ensure you have a valid operator's license.
15. Be conversant with traffic laws and regulations.
16. Drive defensively.
17. Back in when practical, taking care around the sides of excavations.
18. Ensure the vehicle has an emergency road kit.

19. Ensure you are not under the influence of drugs (prescription or non) or alcohol.
20. Avoid driving when fatigued.
21. Wear seatbelts at all times.
22. Be familiar with the vehicle and it's capabilities.
23. Walk around vehicle before driving or reversing.
24. Use hands free device for handling cell phone calls or pull over to talk and make driving your first priority. Avoid taking notes or looking up phone numbers while driving. Do not engage in stressful or emotional conversations when driving.
25. In winter, clear snow from all windows mirrors and lights. Accelerate and brake gently to reduce skids. Ensure winter clothing does not impair movement, vision or hearing.
26. When working around 110/220 volt outlets, ensure breaker is off and when plate is pulled out from wall, wires are properly secured. Electrical heaters should be used with proper plugs in place and good clearance from flammable items.
27. Do not smoke when working with any insulation, drywall, taping, texturing, painting, materials or anytime on site.
28. Clean site of refuse and put ladders, planks and sawhorses away at days end.
29. Ensure all ladders, sawhorses and potential moving loads are secure prior to traveling.
30. Wash mud from sawhorses and ladders as needed to be able to see any damage.