
BUILDER'S INFORMATION

WHY IT'S IMPORTANT

The Construction Safety Association of Manitoba and the Manitoba Home Builders Association have produced this Trade Safety Guide to assist our Residential Construction Industry reduce the number of job site accidents and fatalities. In addition, this guide combined with "Simplified Safety" methods of hazard identification, communication and control can be an excellent tool for builders and renovators as a part of their due diligence. Builders and renovators are increasingly concerned about various forms of liability.

HOW TO USE THE GUIDE

Each section of the Safety Guide has generalized safety information specific to the identified trade. Normally, areas described will include the Main Hazards and Safe Work Practices associated with the specific Trade. Following the Safe Work Practices will be five general information sections; Personal Protective Equipment; Lifting; Access to the Building; Trucking and Mobile Equipment and other General Precautions.

The first section of this Safety Guide is focused on builders and renovators. They are generally responsible as the prime contractor for Residential Construction. It outlines your obligations as the prime contractor; and it's important for you to know, fully understand, and act on the information.

Following the Builders section, there are several sections that are meant for builders and renovators to pass onto their trades people. These pages can be copied as often as you wish. We have separate pages on the following trades and occupations:

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These sections line up with the approximate order that homes are constructed. Each section also contains generic safety information that all trades should know. Trades not listed above should refer to the section of similar work practices.

THE DECLARATION FORM

The last sheet of every section has a declaration form that should be signed as a prerequisite to coming on your site. It's important for the chief representative of the company you are contracting to do work on the home, to carefully read the material, discuss it with their employees who will be doing the work, and to sign the sheet to indicate receipt of the information.

Companies should establish a system to monitor this procedure to ensure it's been completed. It's all part of the due diligence that is required as an owner, employer or prime contractor.

LIMITATIONS

The information contained in the Safety Guide is intended for general use and may not apply to every circumstance. It is not a definitive guide to government legislation and does not relieve persons using this publication from their responsibilities under the Workplace Safety and Health act or applicable legislation. The appropriate regulations and statutes should always be consulted and adhered to.

The Construction Safety Association of Manitoba and its affiliates do not guarantee the accuracy of, nor assume liability for the information presented here.

BUILDER'S INFORMATION

BUILDER'S INFO

1. Prime Contractor Legislation

As soon as there are two or more employers on the worksite at the same time, the owner of the land or building assumes the role of Prime Contractor. The owner may transfer this responsibility by entering into an agreement with another competent party.

The Prime Contractor is responsible for ensuring compliance with the Workplace Safety and Health Act and applicable regulations (Construction; Noise; Fall Protection; First Aid, etc.).

In relation to a residential subdivision, each lot purchased by an independent builder is classified as a worksite; and each builder would be identified as the prime contractor for their worksite. In order to comply with the current legislation, the prime contractor can meet their obligations by:

- Developing a system/process to manage health and safety compliance at the worksite.
- Implement the system/process ensuring it is communicated to all at the worksite and that they are involved in the system/process.
- Monitor the system/process to ensure compliance is being met by all on the worksite.

Generally, you should ensure all subcontractors on site follow their safety responsibilities listed below. Sample documentation you should collect would include: Declaration Forms; Site Orientations; MSDS Sheets; Inspections; Toolbox Talks; and Accident Investigations. You should also know the name and contact information for each sub-contractors' site supervisor and worker safety rep.

The prime contractor may also have responsibilities as an employer, contractor, supplier, or worker.

It must be pointed out that every company or contractor on the residential site is classified as an "employer" under the WSH Act – and have the same legal duties and responsibilities – in a nutshell, employers must ensure the safety and health of their workers and ensure that their actions (or lack of action) do not cause anyone else harm.

Further, each employer must abide by the WSH Act;

- Share required information necessary to Identify; Communicate and Control hazards
- Ensure workers are supervised by a competent person (knowledge, training or experience)
- Ensure workers are competent to perform the tasks assigned (instruction and training)
- Ensure tools and equipment are maintained properly
- Ensure PPE is provided and worn

2. PPE – Personal Protective Equipment

PPE may be used as a method to help reduce identified hazards – as a "last line of defence". Every effort to eliminate or reduce the hazard should follow this order:

- At the Source (Elimination or Substitution)
- Along the Path to the Worker (Modifications to Work or Process)
- At the Worker (PPE)

It is important to note that Workplace Safety and Health Regulation states that **Safety Headwear and Safety Footwear** must be made "immediately available" for all personnel on a construction site (including new construction; renovations and any alterations or modifications to a structure, building or street). They must be worn if a danger to an injury is present.

Safety Headwear and Safety Footwear are mandatory PPE that must be "immediately available" or worn by any person on a construction site

Each subcontractor is required to ensure appropriate PPE is provided and worn by their workers appropriate to their trade and activities. Generally, all workers should wear long pants and a shirt that covers the shoulders. Other basic PPE may include: Head Protection; Foot Protection; Eye Protection; Hearing Protection; Limb and Body Protection. Examples of Specialized PPE may include Fall Protection or Respiratory Protection.

BUILDER'S INFORMATION

3. Emergency Preparedness

No matter how complete your safety program is or how careful you are, there is always a risk of an emergency. Emergency preparedness means having plans and resources in place to deal emergency situations at the workplace.

At minimum, as the Prime Contractor, you should ensure all subcontractors have these plans in place and their workers are aware of emergency procedures:

- Providing first aid to the injured
- Providing transportation to medical aid for the injured
- Conducting initial attack on fire; and
- Promptly contacting outside agencies for assistance

You should ensure Site Orientations are conducted to cover the above, along with any other site specific hazards and controls – PPE Requirements; Communication Device; Emergency Phone Numbers; Muster Point; First Aid Kit; MSDS Sheets; Safe Work Practices.

4. Working Alone Policy

WSH Legislation states that NO PERSON is allowed to work alone, unless a working alone policy and procedure has been implemented. An employee is considered to be working alone if the employee works alone at a work site in circumstances where assistance is not readily available when needed (i.e. the only person on a site; working in an isolated area; in a building out of other workers view).

The Working Alone Policy should include at minimum:

Conduct a hazard assessment

Employers must closely examine and identify existing or potential safety hazards in the workplace. The assessment must be in writing and communicated to all affected staff. Where practicable, employers must also involve affected employees in conducting the hazard assessment and in the elimination, reduction, or control of the identified hazards.

Eliminate or reduce the risks

Employers must take practical steps to eliminate the hazards identified. If it is possible to do so, employers must implement procedures to reduce or control the hazards.

Establish an effective means of communication

Employers must have a communication system for employees to contact other people who can respond to the employees' need. The system must be appropriate to the hazard involved.

Ensure employees are trained and educated

Employers must ensure their employees are trained and educated so they can perform their jobs safely. Employees must be made aware of the hazards of working alone and the preventative steps that can be taken to reduce or eliminate the potential risks. A sizeable percentage of injuries on the job involve new workers and those returning to the workforce.

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 can not be established
- Procedure regarding emergency rescue
- Method for recording of employee contacts

5. Young Workers

Generally, a worker must be 18 years of age to be employed in the construction industry. The youngest age of a construction worker is 16 – providing special circumstance the young person's parents or guardian provides the employer with written consent to the employment and the young person must always be in the presence of at least one individual 18 years old and older (permit from Labour Standards also required).

BUILDER'S INFORMATION

6. First Aid

The First Aid Regulation requires the following:

- **Employer Responsibilities:** Employers must, as required by this Regulation, provide first aid services and maintain first aid equipment and supplies at the work site for their workers.
- **Prime Contractor Responsibilities:** A prime contractor must ensure that the first aid services, and first aid equipment and supplies, are available at the work site.
- **High Hazard Work:** Residential Construction has been deemed high hazard work.
- **First Aid Requirements for a High Hazard Site**

The number of qualified First Aiders on site depends on number of workers per shift and the distance the worksite is from a medical facility:

# of Workers	Close work site	Distant work site	Isolated work site
1 – 10	0	First Aider – Level 1	First Aider – Level 2
11 – 40	First Aider – Level 2	First Aider – Level 2	First Aider – Level 3
41 - 100	First Aider – Level 2	Two First Aiders Level 3	Two First Aiders Level 3

7. Sanitary Facilities

Builders are responsible for ensuring that sanitary facilities arrangements are available for workers in homes under construction. This would include washroom facilities (normally a port-a-potty and sanitizer or water/soap).

8. Public Protection

Remember that the government deems construction to be a hazardous occupation and you are responsible to do everything reasonable and practicable to protect others from harm – this includes the new home owners and the general public.

It is in your best interest to make the home owner aware of potential risks – create a ‘safety’ clause and declaration to ensure any visits to homes under construction are scheduled and under your supervision (PPE should be made available to them).

RESTRICTED AREA

Authorized Personnel Only
All persons must contact Site Supervisor before entering

Employer: _____
 Contact: (204) _____
 First Aid: (204) _____ OR 911
 First Aid Kit: ON SITE or in Service Vehicle
 First Aiders: ON SITE
 Safety Rep: ON SITE or contact employer

CONSTRUCTION SAFETY ASSOCIATION OF MANITOBA
 Winnipeg: 204-775-3171 Brandon: 204-728-3456

MANDATORY PPE
All persons entering this site must wear:

Hard Hat _____
 Safety Footwear _____
 Eye Protection _____
 Hearing Protection _____
 Other: _____

CONSTRUCTION SAFETY ASSOCIATION OF MANITOBA
 Winnipeg: 204-775-3171 Brandon: 204-728-3456

To assist the general public in “awareness” of the potential and actual hazards – the first and simplest method is to Post a Sign and if the hazards warrant, you may need secure the site (i.e. fencing and warning tape) or the actual hazard (i.e. floor openings or access ramps / ladders).

TRADES GUIDELINES – EXCAVATION AND TRENCHING

It must be pointed out that every company or sub-contractor on the residential site is classified as an “employer” under the WSH Act – and have the same legal duties and responsibilities. In a nutshell, employers must ensure the safety and health of their workers and ensure that their actions (or lack of action) do not cause anyone else harm.

By law, each employer must abide by the WSH Act, Regulations. Systems should be in place to:

- Share required information necessary to Identify; Communicate and Control hazards
- Ensure workers are supervised by a competent person (knowledge, training or experience)
- Ensure workers are competent to perform the tasks assigned (instruction and training)
- Ensure tools and equipment are maintained properly
- Ensure PPE is provided and worn.

Further, each Employer is responsible to ensure plans are in place and their workers are aware of the following minimum emergency procedures:

- Providing first aid to the injured
- Providing transportation to medical aid for the injured
- Conducting initial attack fire fighting; and
- Promptly contacting outside agencies for assistance.

You should ensure Site Orientations are conducted and information is posted on site to cover the above, along with any other site specific hazards and controls – PPE Requirements; Communication Device; Emergency Phone Numbers; Muster Point; First Aid Kit; MSDS Sheets; Safe Work Practices.

Before doing any digging, ensure all utilities have been notified and the accurate location of all underground facilities have been determined – including gas, oil, steam, water, sewer, communication and electrical.

*Manitoba Legislation requires all excavation or trenching activity to be conducted by a “Registered Excavator”. Notification to excavate must be done **48 hours prior** if:*

- Trench excavation exceeding 1.5 metres
- Any other excavation exceeding 1.5 metres

NOTE: 45 degree CUT BACK of SHORING is required if workers required to enter

Further, every ‘Registered Excavator’ must directly supervise all excavation work and appoint a trained excavation worker to supervise each excavation project

- Direct supervision of all excavation work requiring workers to enter the excavation
- Workers must be instructed in the safe work practices
- Workers must have another worker who is in direct communication and is keeping the trench/excavation under observation

MAIN HAZARDS: The main hazards associated with Excavation & Trenching include: Collapse of Ground; Slips and Trips; Falls; Struck by Objects or Equipment; Noise and Over-exertion.

EXCAVATION – SAFE WORK PRACTICES

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as a hardhat, safety footwear, safety eyewear, hearing protection, and fall protection as required.
- Never use pointed tools to probe for underground gas and electrical services. Shovels are recommended.
- The spoil pile must be placed at least one meter away from the edge of the excavation.
- The excavation must have adequate entrance and exit points.
- Ladders must be installed in an excavation greater than 1.5 metres - secured and extend at least three rungs above ground level.
- The walls and faces of the excavation must be cut back to a 45-degree angle if they are over 1.5 meters in height or temporary shoring must be provided.
- All work materials should be a least two meters back from the edge of the excavation.
- Before approaching the excavation site workers should make eye contact with equipment operators.
- No vehicles should be within a distance equal to the depth of the excavation.
- Ensure a first aider and first aid supplies are available.
- Workers must receive WHMIS training and MSDS's (Material Safety Data Sheet) must be on site.

TRADES GUIDELINES – EXCAVATION AND TRENCHING

TRENCHING – SAFE WORK PRACTICES

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as a hardhat, safety footwear, safety eyewear, hearing protection and fall protection as required.
- Never use pointed tools to probe for underground gas and electrical services. Shovels are recommended.
- The spoil pile must be placed at least one meter away from the edge of the excavation.
- The trench must have adequate entrance and exit points every eight meters.
- Protective barricades should be installed to protect workers and the public.
- Ladders must be within 3 metres of workers – secured and extend at least three rungs above ground.
- If trench depth is over 1.0 meters in height below the sloped sides, a support structure or adequate shoring must be provided.
- Shoring is to be installed beginning from the top and working down to the bottom. Removed in reverse order – bottom to the top.
- Hydraulic Shores work well when repairing drainage or waterproofing systems around the house. Set up is fast and they protect the workers well.
- Work materials and equipment must be at least two meters back from the edge.
- No vehicles should be within a distance equal to the depth of the excavation or may endanger the stability of the walls.
- Ensure a first aider and first aid supplies are available.
- Workers must receive WHMIS training and MSDS's (Material Safety Data Sheet) must be on site.

GENERAL SAFETY INFORMATION

1. PPE (Personal Protective Equipment)

PPE may be used as a method to help reduce identified hazards – as a “last line of defence”. Every effort to eliminate or reduce the hazard should follow this order:

- At the Source (Elimination or Substitution)
- Along the Path to the Worker (Modifications to Work or Process)
- At the Worker (PPE)

The Workplace Safety and Health Regulation states that **Safety Headwear and Safety Footwear** must be made “immediately available” for all personnel on a construction site (including new construction; renovations and any alterations or modifications to a structure, building or street). They must be worn if a danger to an injury is present.

Safety Headwear and Safety Footwear are mandatory PPE that must be “immediately available” or worn by any person on a construction site

Required PPE to be worn or made “readily available” at residential construction sites include:

Head Protection: Where a danger of injury to a worker’s head exists or may exist. E.g. where overhead work is being done or where material is being hoisted overhead.

Foot Protection: Where danger of injury to a worker’s foot exists or may exist. E.g. where housekeeping is poor, material delivery, uneven terrain.

Fall Protection: If working at heights over 10 feet, or less, if a worker may fall onto a hazard, fall protection is required. Generally your options will be guardrails; travel restraint or fall arrest systems.

Other PPE that may be required include:

Eye Protection: Where danger of injury or irritation to a worker’s eye exists. E.g. during use of power or pneumatic tools, drywall sanding.

Respiratory Protective Equipment: When working with or around airborne contaminants that may be an inhalation hazard or if the airborne contaminant exceeds applicable Occupational Exposure Limits, respiratory protection is required. E.g. dusts or chemicals; spray painting, sanding, etc.

TRADES GUIDELINES – EXCAVATION AND TRENCHING

Hearing Protection: When noise levels exceed 80 dBA, a hearing conservation program must be implemented. Ear muffs or Ear plugs should be worn when working with or around loud tools or equipment. E.g. skill saws, air nailers, pneumatic tools.

Limb and Body Protection: Where danger of injury to a worker's hands, arms or legs, or trunk of the body exists suitable clothing and equipment must be worn – E.g. dust, material handling, kneeling, sun, etc.

2. Lifting

Caution and appropriate controls must be used during any lifting activity – to protect the load and the workers. Lifting on work sites is done either mechanically or manually.

Mechanical Lifting: Equipment or machinery must be of sufficient size to safely lift anticipated loads. Equipment or machinery must be properly maintained. Workers must be competent in the operation of the equipment, including certification if cranes or forklifts are used.

Manual Lifting: Proper lifting techniques should be employed (i.e. keep objects as close to the body as possible, keep your back straight, lift with legs, not back, turn your whole body to move or place – don't twist your back). Know your limits, and do not be afraid to ask for help. Eliminate potential tripping or slipping hazards before beginning to lift.

3. Access to the Work Area

Proper access to the work area must be available at all times – this may include grading or levelling of ground during excavation and trenching. Trees, rocks or similar objects near the edge must be removed to avoid falling into the excavation or trench. Ladders are required when entering an excavation deeper than 4 feet. Ladders must be secured from movement, extend a minimum three feet above ground level, and must be within 10 feet of a worker in trench.

Ladders: Ladders should be used for short-term work only. Never lean out while on a ladder – move the ladder. Ladders used to access work areas should be grade 1. They must be secured from movement (normally tied off) and extend a minimum three feet above work level. The ladder should be positioned to maintain a 4:1 slope. Always maintain three-points of contact when climbing or descending a ladder.

Ramps: Ramps should be constructed of at least two – 2 x 10 planks. They must be secured from movement and have a slope no greater than one vertical to three horizontal. Cross cleats must be provided at regular intervals to exceeding 1 ½ feet – and must be kept clear of snow, ice and mud accumulations.

Stairs: Temporary stairs should be constructed to support any likely loads. They must be secured from movement; be uniform in width, length and height; with a slope not exceeding 50 degrees from horizontal. Open sides must have a handrail equivalent in strength to the top rail of a guardrail.

4. Trucking Operations and Mobile Equipment

Trucking operations and mobile equipment are used to haul material or equipment to and from work sites. During homebuilding, the site can get very busy with backhoes, loaders, dump trucks, cement trucks and delivery vehicles. Protection of workers and/or the public is required in the working area. Traffic Control techniques should be implemented. Other general precautions should include:

- Minimize the need for equipment backing up. If required, ensure vehicles and equipment have back-up alarms and workers wear high visibility vests. Ensure standard signalling procedures are known and followed by everyone involved (including drivers of delivery vehicles and spotter).
- Be aware of the operators 'blind spots' – always maintain eye contact with the operator if you must approach equipment.
- Never stand under a suspended load or raised forks, buckets or blades.
- When receiving a load, use taglines to keep a safe distance between you and the load.

Truck drivers should be competent in the operation of the truck and or any other equipment associated with the truck (i.e. conveyors, hoists) as well as any techniques used to load and unload materials. All equipment must be capable of performing the task for which it is to be used and must be properly maintained.

TRADES GUIDELINES – EXCAVATION AND TRENCHING

5. General

Housekeeping is a major cause of residential incidents – scrap shingles and asphalt pebbles are often a cause of slips, trips and falls. It's very important to keep your job site clean – clean up as you go. Use a bin or create dedicated scrap piles as soon as possible. From a safety standpoint, cables and cords should be kept clear of workspaces to prevent tripping hazards.

It's recommended for fire extinguishers to be readily available for trades working with open flames.

There must be adequate lighting when performing work at all times.

Prior to beginning work, a toolbox talk can be very beneficial. When safety discussions are held, the chances are higher that a safe job will result.



RESTRICTED AREA
Authorized Personnel Only
All persons must contact Site Supervisor before entering

Employer: _____
Contact: (204) _____
First Aid: (204) _____ OR **911**
First Aid Kit: ON SITE or in Service Vehicle 
First Aiders: ON SITE
Safety Rep: ON SITE or contact employer 

*ON SITE look for personnel / locations displaying these symbols

 Winnipeg: 204-775-3171 Brandon: 204-728-3456



MANDATORY PPE
All persons entering this site must wear:

Hard Hat 
Safety Footwear 
Eye Protection 
Hearing Protection 
Other: 

CONSTRUCTION SAFETY ASSOCIATION OF MANITOBA


Winnipeg: 204.775.3171 Brandon: 204.728.3456

To assist the general public in “awareness” of the potential and actual hazards – the first and simplest method is to Post a Sign and if the hazards warrant, you may need secure the site (i.e. fencing and warning tape) or the actual hazard (i.e. floor openings or access ramps / ladders).

ACKNOWLEDGEMENT

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

TRADES GUIDELINES – EXCAVATION AND TRENCHING

CONTRACTOR COMPLIANCE DECLARATION

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

Submitted To: _____

Company Name: _____

Address: _____

CSAM Safety Program Information

COR Certification # _____ Safety Program Registration # _____

DECLARATION

I have read the information provided to me by the Builder or Renovator respecting Excavation and Trenching, which I am advised was taken from the Manitoba Residential Construction Safety Guide, prepared by the Construction Safety Association of Manitoba. Its information relates to my trade or occupation to help ensure a safer job site.

- As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health Act (W210) and the Construction Industry Regulation.
- As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor, familiar with the WSH Act and Regulations.
- As required by all persons in the province of Manitoba, I will share required information with the prime contractor, and those affected, necessary to identify and control existing and potential hazards.
- To the best of my knowledge, I and my company employees meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety and Health Legislation.

Print Name: _____

Signature: _____

Print Company: _____

Date: _____



Head Office: Winnipeg (204) 775 – 3171

Westman Office: Brandon (204) 728 – 3456

www.constructionsafety.ca

Head Office: Winnipeg (204) 925 – 2560

www.homebuilders.mb.ca

TRADES GUIDELINES – EXCAVATION AND TRENCHING

TRADES GUIDELINES – FOUNDATIONS, DAMPPROOFING, AND WEEPING TILE

It must be pointed out that every company or sub-contractor on the residential site is classified as an “employer” under the WSH Act – and have the same legal duties and responsibilities. In a nutshell, employers must ensure the safety and health of their workers and ensure that their actions (or lack of action) do not cause anyone else harm.

By law, each employer must abide by the WSH Act, Regulations. Systems should be in place to:

- Share required information necessary to Identify; Communicate and Control hazards
- Ensure workers are supervised by a competent person (knowledge, training or experience)
- Ensure workers are competent to perform the tasks assigned (instruction and training)
- Ensure tools and equipment are maintained properly
- Ensure PPE is provided and worn

Further, each Employer is responsible to ensure plans are in place and their workers are aware of the following minimum emergency procedures:

- Providing first aid to the injured
- Providing transportation to medical aid for the injured
- Conducting initial attack fire fighting; and
- Promptly contacting outside agencies for assistance

You should ensure Site Orientations are conducted and information is posted on site to cover the above, along with any other site specific hazards and controls – PPE Requirements; Communication Device; Emergency Phone Numbers; Muster Point; First Aid Kit; MSDS Sheets; Safe Work Practices.

Before doing any digging, ensure all utilities have been notified and the accurate location of all underground facilities have been determined – including gas, oil, steam, water, sewer, communication and electrical.

*Manitoba Legislation requires all excavation or trenching activity to be conducted by a “Registered Excavator”. Notification to excavate must be done **48 hours prior** if:*

- Trench excavation exceeding **1.5 metres**
- Any other excavation exceeding **1.5 metres**

MAIN HAZARDS: The main hazards associated with Forming of Foundations, Concrete Placement and Damp-proofing: Falls; Trips; Struck by Objects and Equipment; Lime Burns; Noise; Over-exertion; and Electrical Contact

FORMING/STRIPPING FOUNDATIONS – SAFE WORK PRACTICES

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as a hardhat, safety footwear, safety eyewear, hearing protection, and fall protection as required.
- Stay away from trucks and operating equipment. Never stand and talk near vehicle paths or moving equipment. Always make eye contact with the operator before you approach.
- Keep all equipment at least 10 feet from power lines.
- Excavated area should leave enough space for workers (installing forms, weeping tile, water proofing etc).
- If reusing lumber or forms, watch for nails sticking out - good practice to always remove nails before stacking.
- Use lightweight lumber when forming foundations. Be sure you can handle material safely.
- Coat all forms with a release agent to help make stripping easier.
- Brace all forms – prevents collapse or blowouts when concrete is poured and prevents wind from blowing down.
- Ensure proper access to work area. Make sure your path is clear – remove tripping hazards before you start forming or stripping. Access ramps into excavation should have a slope no greater than 1:3.
- Clean up and pick up after yourself as you go; good housekeeping practices on the job site must be maintained.
- If bins are supplied – use them. If no bins, have piles designated for waste.
- Store materials neatly in a clean, level and easily accessible area away from overhead power lines.
- Do not modify or alter tools and do not use a tool for anything other than its intended purpose.
- Use proper tools – use pry bars to break forms loose (not hammers or shovels).
- Do not jump on or pull the pry bar toward your face.
- Ensure tools are in safe working order. Attach a “do not use” tag to damaged tools and notify your foreman.
- Workers must receive WHMIS training and MSDS’s (Material Safety Data Sheet) must be on site.

TRADES GUIDELINES – FOUNDATIONS, DAMPPROOFING, AND WEeping TILE

CONCRETE PLACEMENT – SAFE WORK PRACTICES

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as a hardhat, safety footwear, safety eyewear, hearing protection, and fall protection as required.
- Concrete pumps are the quickest and safest means of pouring foundations.
- Make sure the concrete pump is on a firm road – away from the excavation area.
- The pump operator and concrete placer must be competent in the operation of their equipment.
- Work materials and equipment must be at least two meters back from the edge of an excavation.
- If pouring directly, no vehicles should be within a distance equal to the depth of the excavation or endanger the stability of walls.
- Ensure adequate ramps and access ways that can fully support a fully loaded concrete truck.
- Do not add job-built chutes to a truck's chute.
- Reduce manual handling of concrete as much as possible.
- Concrete tends to splatter during pouring and vibrating – Always use eye protection. Gloves and waterproof boots will help protect against lime burns and dermatitis.
- No personnel should be working below the discharge hose.
- Workers must receive WHMIS training and MSDS's (Material Safety Data Sheet) must be on site.

DAMP-PROOFING AND WEeping TILES – SAFE WORK PRACTICES

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as a hardhat, safety footwear, safety eyewear, hearing protection and fall protection as required.
- Confined Space is often a hazard when damp-proofing – often compounded by bituminous materials or heat.
- Be certain the excavation is stable and loose dirt or material is secure. Ensure respiratory protection is appropriate to the chemicals used – refer to MSDS sheets.
- Make sure there is enough space for air to move or use fans if necessary.
- Use gloves and protective eyewear.
- Other possible hazards to be aware of and control include nails, other sharp edges of the damp-proofing material or foundation wall.
- When using air-nailers, ensure equipment is working properly, PPE is used and workers are adequately trained.
- Rolls of weeping tile are awkward to handle and are surprisingly heavy. Seek help from co-workers when handling awkward or heavy loads.
- Workers must receive WHMIS training and MSDS's (Material Safety Data Sheet) must be on site.

GENERAL SAFETY INFORMATION

1. PPE (Personal Protective Equipment)

PPE may be used as a method to help reduce identified hazards – as a “last line of defence”. Every effort to eliminate or reduce the hazard should follow this order:

- At the Source (Elimination or Substitution)
- Along the Path to the Worker (Modifications to Work or Process)
- At the Worker (PPE)

The Workplace Safety and Health Regulation states that **Safety Headwear and Safety Footwear** must be made “immediately available” for all personnel on a construction site (including new construction; renovations and any alterations or modifications to a structure, building or street). They must be worn if a danger to an injury is present.

***Safety Headwear and Safety Footwear are mandatory PPE
that must be “immediately available” or worn by any person on a construction site***

Required PPE to be worn or made “readily available” at residential construction sites include:

Head Protection: Where a danger of injury to a worker's head exists or may exist. E.g. where overhead work is being done or where material is being hoisted overhead.

Foot Protection: Where danger of injury to a worker's foot exists or may exist. E.g. where housekeeping is poor, material delivery, uneven terrain.

TRADES GUIDELINES – FOUNDATIONS, DAMPPROOFING, AND WEEPING TILE

Fall Protection: If working at heights over 10 feet, or less, if a worker may fall onto a hazard, fall protection is required. Generally your options will be guardrails; travel restraint or fall arrest systems.

Other PPE that may be required include:

Eye Protection: Where danger of injury or irritation to a worker's eye exists. E.g. during use of power or pneumatic tools (air-nailers, sawing, etc.).

Respiratory Protective Equipment: When working with or around airborne contaminants that may be an inhalation hazard or if the airborne contaminant exceeds applicable Occupational Exposure Limits, respiratory protection is required. E.g. dusts or chemicals; spray painting, sanding, etc.

Hearing Protection: When noise levels in exceed 80 dBA, a hearing conservation program must be implemented. Ear muffs or Ear plugs should be worn when working with or around loud tools or equipment. E.g. skill saws, air-nailers, pneumatic tools.

Limb and Body Protection: Where danger of injury to a worker's hands, arms or legs, or trunk of the body exists suitable clothing and equipment must be worn – E.g. dust, material handling, kneeling, sun, etc.

2. Lifting

Caution and appropriate controls must be used during any lifting activity – to protect the load and the workers. Lifting on work sites is done either mechanically or manually. Whenever possible, lift and place heavy or awkward items using mechanical lifting devices.

Mechanical Lifting: Equipment or machinery must be of sufficient size to safely lift anticipated loads. Equipment or machinery must be properly maintained. Workers must be competent in the operation of the equipment, including certification if cranes or forklifts are used.

Manual Lifting: Proper lifting techniques should be employed (i.e. keep objects as close to the body as possible, lift with legs, not back). Know your limits, and ask a co-worker to help lift objects too heavy or awkward for one person, do not be afraid to ask for help. Eliminate potential tripping or slipping hazards before beginning to lift.

3. Access to the Work Area

Proper access to the work area must be available at all times – this may include ladders; ramps or stairs during foundation and damp-proofing activities.

Ladders: Ladders should be used for short-term work only. Never lean out while on a ladder – move the ladder. Ladders used to access work areas should be grade 1. They must be secured from movement (normally tied off) and extend a minimum three feet above work level. The ladder should be positioned to maintain a 4:1 slope. Always maintain three-points of contact when climbing or descending a ladder.

Ramps: Ramps should be constructed of at least two – 2 x 10 planks. They must be secured from movement and have a slope no greater than one vertical to three horizontal. Cross cleats must be provided at regular intervals to exceeding 1 ½ feet – and must be keep clear of snow, ice and mud accumulations.

Stairs: Temporary stairs should be constructed to support any likely loads. They must be secured from movement; be uniform in width, length and height; with a slope not exceeding 50 degrees from horizontal. Open sides must have a handrail equivalent in strength to the top rail of a guardrail.

4. Trucking Operations and Mobile Equipment

Trucking operations and mobile equipment are used to haul material or equipment to and from work sites. During homebuilding, the site can get very busy with backhoes, loaders, dump trucks, cement trucks and delivery vehicles. Protection of workers and/or the public is required in the working area. Traffic Control techniques should be implemented. Other general precautions should include:

TRADES GUIDELINES – FOUNDATIONS, DAMPPROOFING, AND WEEPING TILE

- Minimize the need for equipment backing up. If required, ensure vehicles and equipment have back-up alarms and workers wear high visibility vests. Ensure standard signalling procedures are known and followed by everyone involved (including drivers of delivery vehicles and spotter).
- Be aware of the operators 'blind spots' – always maintain eye contact with the operator if you must approach equipment.
- Never stand under a suspended load or raised forks, buckets or blades.
- When receiving a load, use taglines to keep a safe distance between you and the load.

Truck drivers should be competent in the operation of the truck and or any other equipment associated with the truck (i.e. conveyors, hoists) as well as any techniques used to load and unload materials. All equipment must be capable of performing the task for which it is to be used and must be properly maintained.

5. General

Housekeeping is a major cause of residential incidents – scrap shingles and asphalt pebbles are often a cause of slips, trips and falls. It's very important to keep your job site clean – clean up as you go. Use a bin or create dedicated scrap piles as soon as possible. From a safety standpoint, cables and cords should be kept clear of workspaces to prevent tripping hazards.

It's recommended for fire extinguishers to be readily available for trades working with open flames.

There must be adequate lighting when performing work at all times.

Prior to beginning work, a toolbox talk can be very beneficial. When safety discussions are held, the chances are higher that a safe job will result.



RESTRICTED AREA
Authorized Personnel Only
All persons must contact Site Supervisor before entering

Employer: _____
Contact: (204) _____
First Aid: (204) _____ OR 911

First Aid Kit: ON SITE or in Service Vehicle
First Aiders: ON SITE

Safety Rep: ON SITE or contact employer

*ON SITE look for personnel / facilities displaying these symbols

CONSTRUCTION SAFETY ASSOCIATION OF MANITOBA
Winnipeg: 204-775-3171 Brandon: 204-728-3456



MANDATORY PPE
All persons entering this site must wear:

Hard Hat _____ 

Safety Footwear _____ 

Eye Protection _____ 

Hearing Protection _____ 

Other: _____ 

CONSTRUCTION SAFETY ASSOCIATION OF MANITOBA
Winnipeg: 204-775-3171 Brandon: 204-728-3456

To assist the general public in "awareness" of the potential and actual hazards – the first and simplest method is to Post a Sign and if the hazards warrant, you may need secure the site (i.e. fencing and warning tape) or the actual hazard (i.e. floor openings or access ramps / ladders).

ACKNOWLEDGEMENT

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

TRADES GUIDELINES – FOUNDATIONS, DAMPPROOFING, AND WEEPING TILE

CONTRACTOR COMPLIANCE DECLARATION

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

Submitted To: _____

Company Name: _____

Address: _____

CSAM Safety Program Information

COR Certification # _____ Safety Program Registration # _____

DECLARATION

I have read the information provided to me by the Builder or Renovator respecting Foundations, Damp proofing and Weeping Tiles, which I am advised was taken from the Manitoba Residential Construction Safety Guide, prepared by the Construction Safety Association of Manitoba. Its information relates to my trade or occupation to help ensure a safer job site.

- As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health Act (W210) and the Construction Industry Regulation.
- As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor, familiar with the WSH Act and Regulations.
- As required by all persons in the province of Manitoba, I will share required information with the prime contractor, and those affected, necessary to identify and control existing and potential hazards.
- To the best of my knowledge, I and my company employees meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety and Health Legislation.

Print Name: _____

Signature: _____

Print Company: _____

Date: _____



Head Office: Winnipeg (204) 775 – 3171
Westman Office: Brandon (204) 728 – 3456
www.constructionsafety.ca

Head Office: Winnipeg (204) 925 – 2560
www.homebuilders.mb.ca

TRADES GUIDELINES – FOUNDATIONS, DAMPPROOFING, AND WEEPING TILE

TRADES GUIDELINES - FRAMING

It must be pointed out that every company or sub-contractor on the residential site is classified as an “employer” under the WSH Act – and have the same legal duties and responsibilities. In a nutshell, employers must ensure the safety and health of their workers and ensure that their actions (or lack of action) do not cause anyone else harm.

By law, each employer must abide by the WSH Act & Regulations. Systems should be in place to:

- Share required information necessary to Identify; Communicate and Control hazards.
- Ensure workers are supervised by a competent person (knowledge, training or experience).
- Ensure workers are competent to perform the tasks assigned (instruction and training).
- Ensure tools and equipment are maintained properly.
- Ensure PPE is provided and worn.

Further, each Employer is responsible to ensure plans are in place and their workers are aware of the following minimum emergency procedures:

- Providing first aid to the injured
- Providing transportation to medical aid for the injured
- Conducting initial attack fire fighting; and
- Promptly contacting outside agencies for assistance.

You should ensure Site Orientations are conducted and information is posted on site to cover the above, along with any other site specific hazards and controls – PPE Requirements; Communication Device; Emergency Phone Numbers; Muster Point; First Aid Kit; MSDS's and Safe Work Practices.

The main hazards associated with Framing include: Falls; Trips; Struck by Objects (mainly with injuries to Eyes and Hands); Struck Against Objects; Noise and Over-exertion

GENERAL FRAMING – SAFE WORK PRACTICES

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as a hardhat, safety footwear, safety eyewear, hearing protection and fall protection as required.
- Fall protection is required above 10 feet (Guardrails, Fall Restraint or Fall Arrest).
- Install guardrails on leading edges as well as floor and stair openings.
- Floor openings must be covered and secured or barricaded.
- Clean up and pick up after yourself as you go; good housekeeping practices on the job site must be maintained.
- If bins are supplied – use them. If no bins, have piles designated for waste.
- Store materials neatly in a clean, level and easily accessible area away from overhead power lines.
- Do not modify or alter tools and do not use a tool for anything other than its intended purpose.
- Ensure tools are in safe working order. Attach a “do not use” tag to damaged tools and notify your foreman.
- Only use extension cords that have ground pins and are free of cracks, cuts or burn marks.
- Keep yourself and the cord out of water. Roll up the cord when you're done with it.
- Ensure employees are trained in the proper use of powered-fastening tools.
- Ladders must be inspected prior to use and secured from movement (tie off or have workmate hold).
- Remove or flatten nails on dismantled lumber.
- Workers must receive WHMIS training and MSDS's (Material Safety Data Sheets) must be on site.

PLACING BEAMS – SAFE WORK PRACTICES

- Use cribbing to keep beams from getting stuck or frozen to the ground before placement.
- Check the bearing surface to ensure a level surface for the beam to rest on.
- Use sharp chisels to chip concrete from the bearing points – Always use eye protection.
- Use machines to lift and place beams whenever possible.
- Use a tag line to control the beam, do not reach out for it.
- Let the equipment place the beam, do not push or pull the beam.
- When placing beams use fall protection wherever you risk falling to another level.
- Avoid walking the top plate to place beams. Build a safe work platform instead.
- Never turn your back on a beam while it is suspended.
- Use solid wedges to keep beams in place until joists are set.

TRADES GUIDELINES - FRAMING

FRAMING WALLS – SAFE WORK PRACTICES

- Raise the wall with mechanical assistance whenever possible. If using workers, make sure you have enough workers to lift the wall.
- Do not lift walls in excessively windy conditions.
- Install kickers to prevent the bottom of the wall from slipping off.
- Never walk or stand under suspended loads.
- Fall protection is required above 10 feet (Guardrails, Fall Restraint or Fall Arrest).
- Make sure you and the crew understand the lifting and placing system – use agreed upon signals.
- Put up the temporary bracing as soon as the wall is standing.
- Brace and secure all walls fully before you start assembling the next floor.

FRAMING JOISTS, BRIDGING & SHEATHING – SAFE WORK PRACTICES

- Fall protection is required above 10 feet (Guardrails, Fall Restraint or Fall Arrest).
- Install guardrails around the perimeter of the floors and at any openings where a worker may fall 10 feet or more.
- If you can't install guardrails, use fall restraint or fall arrest equipment.
- Block and brace joists to prevent toppling.
- Use a work platform from below to help install blocking/bridging.
- If you stack material on the joists, distribute the load evenly or at different locations.
- To prevent slipping and tripping, do not walk away from unfastened sheathing. Nail as you go.
- Watch out for others below you – especially when using an air-nailer.
- Set up a ramp with cleats – or stairs with a guardrail to ground level as soon as possible.
- Set up a ladder or temporary stairs with a guardrail to the basement as soon as possible.

FRAMING TRUSSES – SAFE WORK PRACTICES

- Fall protection is required above 10 feet (Guardrails, Fall Restraint or Fall Arrest).
- Tie in all interior partitions and finish all bracing before hoisting trusses.
- Mark truss spacing on the top plate before hoisting trusses.
- Make sure equipment is capable of lifting either individual or bundled trusses.
- Use eye protection and gloves when cutting bands on the truss bundles.
- Before assembling trusses, make sure all floor openings are covered and fall protection is in place.
- Never stand on, walk on or reach over the top plate without fall protection.
- Install a work platform around the perimeter. At least 3 feet below the top plate, so as the wall will act as your guardrail.
- Install a temporary platform down the centre of the house to assist in spreading and lifting trusses into place.

GENERAL SAFETY INFORMATION

1. PPE (Personal Protective Equipment)

PPE may be used as a method to help reduce identified hazards – as a “last line of defence”. Every effort to eliminate or reduce the hazard should follow this order:

- At the Source (Elimination or Substitution)
- Along the Path to the Worker (Modifications to Work or Process)
- At the Worker (PPE)

The Workplace Safety and Health Regulation states that **Safety Headwear and Safety Footwear** must be made “immediately available” for all personnel on a construction site (including new construction; renovations and any alterations or modifications to a structure, building or street). They must be worn if a danger to an injury is present.

Safety Headwear and Safety Footwear are mandatory PPE that must be “immediately available” or worn by any person on a construction site

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Head Protection: Where a danger of injury to a worker's head exists or may exist. e.g. where overhead work is being done or where material is being hoisted overhead.

TRADES GUIDELINES - FRAMING

Foot Protection: Where danger of injury to a worker's foot exists or may exist. e.g. where housekeeping is poor, material delivery, uneven terrain.

Fall Protection: If working at heights over 10 feet, or less if a worker may fall onto a hazard, fall protection is required. Generally your options will be guardrails, travel restraint or fall arrest systems.

Other PPE that may be required include:

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Hearing Protection: When noise levels exceed 80 dBA, a hearing conservation program must be implemented. Ear muffs or ear plugs should be worn when working with or around loud tools or equipment. e.g. skill saws, air-nailers, pneumatic tools.

Limb and Body Protection: Where danger of injury to a worker's hands, arms or legs, or trunk of the body exists suitable clothing and equipment must be worn – E.g. dust, material handling, kneeling, sun etc.

2. Lifting

Caution and appropriate controls must be used during any lifting activity – to protect the load and the workers. Lifting on work sites is done either mechanically or manually. Whenever possible, lift and place heavy or awkward items using mechanical lifting devices.

Mechanical Lifting: Equipment or machinery must be of sufficient size to safely lift anticipated loads. Equipment or machinery must be properly maintained. Workers must be competent in the operation of the equipment, including certification if cranes or forklifts are used.

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3. Access to the Work Area

Proper access to the work area must be available at all times – this may be ladders, ramps or stairs during framing activities.

Ladders: Ladders should be used for short-term work only. Never lean out while on a ladder – move the ladder. Ladders used to access work areas should be grade 1. They must be secured from movement (normally tied off) and extend a minimum three feet above work level. The ladder should be positioned to maintain a 4:1 slope. Always maintain three-points of contact when climbing or descending a ladder.

Ramps: Ramps should be constructed of at least two – 2 x 10 planks. They must be secured from movement and have a slope no greater than one vertical to three horizontal. Cross cleats must be provided at regular intervals to exceeding 1 ½ feet – and must be kept clear of snow, ice and mud accumulations.

Stairs: Temporary stairs should be constructed to support any likely loads. They must be secured from movement, be uniform in width, length and height, with a slope not exceeding 50 degrees from horizontal. Open sides must have a handrail equivalent in strength to the top rail of a guardrail.

4. Trucking Operations and Mobile Equipment

Trucking operations and mobile equipment are used to haul material or equipment to and from work sites. During homebuilding the site can get very busy with backhoes, loaders, dump trucks, cement trucks and delivery vehicles. Protection of workers and/or the public is required in the working area. Traffic Control techniques should be implemented. Other general precautions should include:

TRADES GUIDELINES - FRAMING

- Minimize the need for equipment backing up. If required, ensure vehicles and equipment have back-up alarms and workers wear high visibility vests. Ensure standard signalling procedures are known and followed by everyone involved (including drivers of delivery vehicles and spotter).
- Be aware of the operators 'blind spots' – always maintain eye contact with the operator if you must approach equipment.
- Never stand under a suspended load or raised forks, buckets or blades.
- When receiving a load, use taglines to keep a safe distance between you and the load.

Truck drivers should be competent in the operation of the truck and or any other equipment associated with the truck (i.e. conveyors, hoists) as well as any techniques used to load and unload materials. All equipment must be capable of performing the task for which it is to be used and must be properly maintained.

5. General

Housekeeping is a major cause of residential incidents – scrap shingles and asphalt pebbles are often a cause of slips, trips and falls. It's very important to keep your job site clean – clean up as you go. Use a bin or create dedicated scrap piles as soon as possible. From a safety standpoint, cables and cords should be kept clear of workspaces to prevent tripping hazards.

It's recommended for fire extinguishers to be readily available for trades working with open flames.

There must be adequate lighting when performing work at all times.

Prior to beginning work, a toolbox talk can be very beneficial. When safety discussions are held, the chances are higher that a safe job will result.



RESTRICTED AREA
Authorized Personnel Only
All persons must contact Site Supervisor before entering

Employer: _____
Contact: (204) _____
First Aid: (204) _____ OR 911
First Aid Kit: ON SITE or in Service Vehicle
First Aiders: ON SITE 
Safety Rep: ON SITE or contact employer 

YOU MUST look for personnel / conditions / equipment / anything that is hazardous

Winnipeg: 204-775-3171 Brandon: 204-728-3456



MANDATORY PPE
All persons entering this site must wear:

Hard Hat 
Safety Footwear 
Eye Protection 
Hearing Protection 
Other: 

CONSTRUCTION SAFETY ASSOCIATION OF MANITOBA
Winnipeg: 204.775.3171 Brandon: 204.728.3456

To assist the general public in "awareness" of the potential and actual hazards – the first and simplest method is to post a sign and if the hazards warrant, you may need secure the site (i.e. fencing and warning tape) or the actual hazard (i.e. floor openings or access ramps / ladders).

ACKNOWLEDGEMENT

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

TRADES GUIDELINES - FRAMING

CONTRACTOR COMPLIANCE DECLARATION

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

Submitted To: _____

Company Name: _____

Address: _____

CSAM Safety Program Information

COR Certification # _____ Safety Program Registration # _____

DECLARATION

I have read the information provided to me by the Builder or Renovator respecting Framing, which I am advised was taken from the Manitoba Residential Construction Safety Guide, prepared by the Construction Safety Association of Manitoba. Its information relates to my trade or occupation to help ensure a safer job site.

- As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health Act (W210) and the Construction Industry Regulation.
- As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor, familiar with the WSH Act and Regulations.
- As required by all persons in the province of Manitoba, I will share required information with the prime contractor, and those affected, necessary to identify and control existing and potential hazards.
- To the best of my knowledge, I and my company's employees meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety and Health Legislation.

Print Name: _____

Signature: _____

Print Company: _____

Date: _____



Head Office: Winnipeg (204) 775 – 3171
Westman Office: Brandon (204) 728 – 3456
www.constructionsafety.ca

Head Office: Winnipeg (204) 925 – 2560
www.homebuilders.mb.ca

TRADES GUIDELINES - FRAMING

TRADES GUIDELINES - ROOFING

It must be pointed out that every company or sub-contractor on the residential site is classified as an “employer” under the WSH Act – and have the same legal duties and responsibilities. In a nutshell, employers must ensure the safety and health of their workers and ensure that their actions (or lack of action) do not cause anyone else harm.

By law, each employer must abide by the WSH Act & Regulations. Systems should be in place to:

- Share required information necessary to Identify, Communicate and Control hazards
- Ensure workers are supervised by a competent person (knowledge, training or experience)
- Ensure workers are competent to perform the tasks assigned (instruction and training)
- Ensure tools and equipment are maintained properly; and
- Ensure PPE is provided and worn.

Further, each Employer is responsible to ensure plans are in place and their workers are aware of the following minimum emergency procedures:

- Providing first aid to the injured
- Providing transportation to medical aid for the injured
- Conducting initial attack fire fighting; and
- Promptly contacting outside agencies for assistance.

You should ensure Site Orientations are conducted and information is posted on site to cover the above, along with any other site specific hazards and controls – PPE Requirements; Communication Device; Emergency Phone Numbers; Muster Point; First Aid Kit; MSDS Sheets; Safe Work Practices.

MAIN HAZARDS: The main hazards associated with Roofing include: Falls; Heat Exhaustion; Sun Exposure; Struck by Objects (materials falling onto workers); and Over-exertion

NOTE: RESIDENTIAL FALL PROTECTION

Fall protection is mandatory when working over 10 feet. The following allowance is made to Residential Roof Work:

- If Roof work is under 6 metres and the slope is between 4:12 and 6:12 an acceptable alternate may utilize roof jacks and toe boards.

Note: All other fall protection for Residential Roofing can be either:

- Guardrails,
- Fall restraint,
- Fall protection.

ROOF SHEATHING – SAFE WORK PRACTICES

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as hardhat, safety eyewear, safety footwear, hearing protection, and fall protection as required.
- Safety belts, harnesses, lanyards and lifelines used must meet CSA requirements.
- Secure the bundle of sheathing on the roof to prevent sheets from slipping off.
- To prevent slipping and tripping, do not walk away from unfastened sheathing. Nail in place as soon as you lay the sheathing.
- Watch out for others below you – especially when using an air-nailer.
- Ensure equipment is properly lubricated and maintained according to manufacturers’ specifications.
- Secure saws and air-nailers to the roof when not in use so they can’t fall through the trusses and injure workers below or damage the tool.
- Roof ladders must be securely fastened (normally tied off) and projecting 3 feet above roof level.
- Roof surfaces must be inspected for slipping hazards (saw dust, wet, frost etc.) and any hazards must be eliminated or effective measure must be taken to have workers avoid them.
- Proper precautions must be taken to ensure there’s no contact with overhead power lines.
- Workers must receive WHMIS training and MSDS’s (Material Safety Data Sheets) must be on site.

TRADES GUIDELINES - ROOFING

ROOF SHINGLING – SAFE WORK PRACTICES

- Bundles of shingles are heavy. Use mechanical devices or have delivery to the roof top.
- Always maintain three-point contact while climbing ladders.
- Secure the bundle of shingles on the roof with adequate cleats or 2x4's to prevent from slipping off.
- Airlines and extension cords are always slip and trip hazards – especially so on a sloped roof. Bring the lines up from directly below the work area (do not run them across the roof).
- Keep knives sharp to reduce the strain on hands and arms.
- Use knee pads to reduce contact pressure on your knees.
- To prevent slipping and tripping, do not walk away from unfastened shingles. Nail in place as soon as you lay the shingle.
- Alert others workers on the ground before working on the roof – especially when using an air-nailer.
- Ensure equipment is properly lubricated and maintained according to manufacturers' specifications.
- Secure t-squares, knives, air-nailers or other equipment to the roof when not in use.
- Roof surfaces must be inspected for slipping hazards (saw dust, wet, frost etc.) and any hazards must be eliminated or effective measure must be taken to have workers avoid them.
- Proper precautions must be taken to ensure there's no contact with overhead power lines.
- Roof ladders must be securely fastened (normally tied off) and projecting 3 feet above roof level.
- Workers must receive WHMIS training and MSDS's (Material Safety Data Sheets) must be on site.

RE-ROOF SHINGLING – SAFE WORK PRACTICES

- Careful consideration of the potential work loads and integrity of the old roof must be determined:
 - Conduct a pre-job hazard assessment of the old roof
 - Have an experienced and competent person assess the roof
 - Ensure ladder is secured from movement (tied off or have another worker hold)
 - Remove section of shingles to expose enough sheathing to determine the location of trusses or the 2x4 framing
 - If sheathing is rotting, continue to remove shingles upward, toward peak, until you can determine adequate quality of sheathing (the truss or 2x4 underneath sheathing generally take longer to rot)
 - Attach appropriate toe boards to the truss or 2x4
- Always walk on the trusses or 2x4 framing when walking or working on an old roof.
- Proper footwear with adequate grip is very important when working on a sloped roof – especially when shingles deteriorate and pebble.
- Roof surfaces must be inspected for slipping hazards (asphalt pebbles, sawdust, dirt, frost etc.) and hazards must be eliminated or effective measure must be taken to have workers avoid them.
- Always sweep the work area clean after removing shingles or cutting.
- Bundles of shingles are heavy. Use mechanical devices or have delivery to the roof top whenever practicable.
- Generally shingles should not be carried up a ladder. Always maintain 3 point contact when climbing a ladder. *(CSAM is proposing alternative safe job procedures to WSH Division where no alternative exists for re-roofing)*
- Follow "Roof Shingling – Safe Work Practices" as above.

GENERAL SAFETY INFORMATION

1. PPE (Personal Protective Equipment)

PPE may be used as a method to help reduce identified hazards – as a "last line of defence". Every effort to eliminate or reduce the hazard should follow this order:

- At the Source (Elimination or Substitution)
- Along the Path to the Worker (Modifications to Work or Process)
- At the Worker (PPE)

The Workplace Safety and Health Regulation states that **Safety Headwear and Safety Footwear** must be made "immediately available" for all personnel on a construction site (including new construction; renovations and any alterations or modifications to a structure, building or street). They must be worn if a danger to an injury is present.

Safety Headwear and Safety Footwear are mandatory PPE that must be "immediately available" or worn by any person on a construction site

TRADES GUIDELINES - ROOFING

Required PPE to be worn or made “readily available” at residential construction sites include:

Head Protection: Where a danger of injury to a worker’s head exists or may exist. e.g. where overhead work is being done or where material is being hoisted overhead.

Foot Protection: Where danger of injury to a worker’s foot exists or may exist. e.g. where housekeeping is poor, material delivery, uneven terrain.

Fall Protection: If working at heights over 10 feet, or less, if a worker may fall onto a hazard, fall protection is required. Generally your options will be guardrails; travel restraint or fall arrest systems. *See special note on Residential Fall Protection above.*

Other PPE that may be required include:

Eye Protection: Where danger of injury or irritation to a worker’s eye exists. e.g. during use of power or pneumatic tools (air nailers), sweeping sawdust, etc.

Respiratory Protective Equipment: When working with or around airborne contaminants that may be an inhalation hazard or if the airborne contaminant exceeds applicable Occupational Exposure Limits, respiratory protection is required. e.g. dusts or chemicals, spray painting, sanding, etc.

Hearing Protection: When noise levels in exceed 80 dBA, a hearing conservation program must be implemented. Ear muffs or Ear plugs should be worn when working with or around loud tools or equipment. e.g. skill saws, air nailers, pneumatic tools.

Limb and Body Protection: Where danger of injury to a worker’s hands, arms or legs, or trunk of the body exists suitable clothing and equipment must be worn – E.g. dust, material handling, kneeling, sun, etc.

2. Lifting

Caution and appropriate controls must be used during any lifting activity – to protect the load and the workers. Lifting on work sites is done either mechanically or manually. Whenever possible, lift and place heavy or awkward items using mechanical lifting devices.

Mechanical Lifting: Equipment or machinery must be of sufficient size to safely lift anticipated loads. Equipment or machinery must be properly maintained. Workers must be competent in the operation of the equipment, including certification if cranes or forklifts are used.

Manual Lifting: Proper lifting techniques should be employed (i.e. keep objects as close to the body as possible, lift with legs, not back). Know your limits and ask a co-worker to help lift objects too heavy or awkward for one person; do not be afraid to ask for help. Eliminate potential tripping or slipping hazards before beginning to lift.

3. Access to the Work Area

Proper access to the work area must be available at all times – this will normally be ladders during roofing activities.

Ladders: Ladders should be used for short-term work only. Never lean out while on a ladder – move the ladder. Ladders used to access work areas should be grade 1. They must be secured from movement (normally tied off) and extend a minimum three feet above work level. The ladder should be positioned to maintain a 4:1 slope. Always maintain three-points of contact when climbing or descending a ladder.

TRADES GUIDELINES - ROOFING

4. Trucking Operations and Mobile Equipment

Trucking operations and mobile equipment are used to haul material or equipment to and from work sites. During homebuilding the site can get very busy with backhoes, loaders, dump trucks, cement trucks and delivery vehicles. Protection of workers and/or the public is required in the working area. Traffic Control techniques should be implemented. Other general precautions should include:

- Minimize the need for equipment backing up. If required, ensure vehicles and equipment have back-up alarms and workers wear high visibility vests. Ensure standard signalling procedures are known and followed by everyone involved (including drivers of delivery vehicles and spotter).
- Be aware of the operators 'blind spots' – always maintain eye contact with the operator if you must approach equipment.
- Never stand under a suspended load or raised forks, buckets or blades.
- When receiving a load, use taglines to keep a safe distance between you and the load.

Truck drivers should be competent in the operation of the truck and or any other equipment associated with the truck (i.e. conveyors, hoists) as well as any techniques used to load and unload materials. All equipment must be capable of performing the task for which it is to be used and must be properly maintained.

5. General

Housekeeping is a major cause of residential incidents – scrap shingles and asphalt pebbles are often a cause of slips, trips and falls. It's very important to keep your job site clean – clean up as you go. Use a bin or create dedicated scrap piles as soon as possible. From a safety standpoint, cables and cords should be kept clear of workspaces to prevent tripping hazards.

It's recommended for fire extinguishers to be readily available for trades working with open flames.

There must be adequate lighting when performing work at all times.

Prior to beginning work, a toolbox talk can be very beneficial. When safety discussions are held, the chances are higher that a safe job will result.



To assist the general public in "awareness" of the potential and actual hazards – the first and simplest method is to post a sign and if the hazards warrant, you may need secure the site (i.e. fencing and warning tape) or the actual hazard (i.e. floor openings or access ramps / ladders).

ACKNOWLEDGEMENT

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

TRADES GUIDELINES - ROOFING

CONTRACTOR COMPLIANCE DECLARATION

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

Submitted To: _____

Company Name: _____

Address: _____

CSAM Safety Program Information

COR Certification # _____ Safety Program Registration # _____

DECLARATION

I have read the information provided to me by the Builder or Renovator respecting Roofing, which I am advised was taken from the Manitoba Residential Construction Safety Guide, prepared by the Construction Safety Association of Manitoba. Its information relates to my trade or occupation to help ensure a safer job site.

- As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health Act (W210) and the Construction Industry Regulation.
- As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor, familiar with the WSH Act and Regulations.
- As required by all persons in the province of Manitoba, I will share required information with the prime contractor, and those affected, necessary to identify and control existing and potential hazards.
- To the best of my knowledge, I and my company's employees meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety and Health Legislation.

Print Name: _____

Signature: _____

Print Company: _____

Date: _____



Head Office: Winnipeg (204) 775 – 3171
Westman Office: Brandon (204) 728 – 3456
www.constructionsafety.ca

Head Office: Winnipeg (204) 925 – 2560
www.homebuilders.mb.ca

TRADES GUIDELINES - ROOFING

TRADES GUIDELINES – PLUMBING & HEATING

It must be pointed out that every company or sub-contractor on the residential site is classified as an “employer” under the WSH Act – and have the same legal duties and responsibilities. In a nutshell, employers must ensure the safety and health of their workers and ensure that their actions (or lack of action) do not cause anyone else harm.

By law, each employer must abide by the WSH Act, Regulations. Systems should be in place to:

- Share required information necessary to Identify; Communicate and Control hazards
- Ensure workers are supervised by a competent person (knowledge, training or experience)
- Ensure workers are competent to perform the tasks assigned (instruction and training)
- Ensure tools and equipment are maintained properly
- Ensure PPE is provided and worn.

Further, each Employer is responsible to ensure plans are in place and their workers are aware of the following minimum emergency procedures:

- Providing first aid to the injured
- Providing transportation to medical aid for the injured
- Conducting initial attack fire fighting; and
- Promptly contacting outside agencies for assistance.

You should ensure Site Orientations are conducted and information is posted on site to cover the above, along with any other site specific hazards and controls – PPE Requirements; Communication Device; Emergency Phone Numbers; Muster Point; First Aid Kit; MSDS Sheets; Safe Work Practices.

MAIN HAZARDS: The main hazards associated with Plumbing & Heating Rough-in include: Slips and Trips; Falls; Knee and Back Injury; Struck by Objects (injuries to Eyes and Hands); Cuts and Burns - Fire.

PLUMBING & HEATING ROUGH-IN – SAFE WORK PRACTICES

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as a hardhat, safety footwear, safety eyewear, hearing protection, and fall protection as required.
- Clean up and pick up after yourself as you go; good housekeeping practices on the job site must be maintained. If bins are supplied – use them. If no bins, have piles designated for waste.
- Before bringing materials into the house make sure stairs or access ramps are provided into the house and to all levels you will be working.
- Do not modify or alter tools and do not use a tool for anything other than its intended purpose.
- If using a generator, place outside to keep exhaust from building up inside the house and to reduce noise levels.
- Wear knee pads for work on or near the floor. Rotate work position often to reduce strain on your knees and back (kneeling; squatting; standing etc.).
- Fall protection is required above 10 feet (Guardrails; Fall Restraint or Fall Arrest).
- When possible, coordinate with other trades to erect and share work platforms.
- Ladders must be inspected prior to use and secured from movement (tie off or have workmate hold). Get rid of old ladders that are covered in glue that you can not inspect them properly.
- Avoid over-reaching while on a ladder – move the ladder to a better position.
- Ensure ladder or step ladder are tall enough to do the job. Never stand on the top two rungs.

POLYETHYLENE WATERLINES ROUGH-IN – ADDITIONAL SAFE WORK PRACTICES

- Workers must receive WHMIS training and MSDS's (Material Safety Data Sheet) must be on site.
- Refer to MSDS sheets for the safe handling requirements and appropriate personal protective equipment when cutting/using glue or solvents to install ABS; PVC or other piping.
- Always remember to wash your hands after using glue or solvents before eating or smoking.
- Keep all cutting tools sharp and use the right tool for the job.
- Ensure tools are in safe working order. Attach a “do not use” tag to damaged tools and notify your foreman.
- Only use extension cords that have ground pins and are free of cracks, cuts or burn marks.
- Clean up and pick up after yourself as you go; good housekeeping practices on the job site must be maintained. If bins are supplied – use them. If no bins, have piles designated for waste.

TRADES GUIDELINES – PLUMBING & HEATING

COPPER WATERLINES ROUGH-IN – ADDITIONAL SAFE WORK PRACTICES

- Workers must receive WHMIS training and MSDS's (Material Safety Data Sheet) must be on site.
- Refer to MSDS sheets for the safe handling requirements and appropriate personal protective equipment for the materials used in soldering.
- Fire extinguisher must be readily available whenever soldering.
- When possible, use low-lead cadmium-free solder. Never breathe-in the soldering plume and ensure adequate ventilation by opening doors/windows or using fans.
- Always remember to wash your hands after using solder or solder paste before eating or smoking.
- Never store acetylene or propane tanks inside a van or car – secure upright in a cool and well ventilated area.
- Inspect all hoses and fittings for damage and test for leaks with a soapy solution.
- Keep pipe cutters and all cutting tools sharp. Use the right tool for the job.
- Ensure tools are in safe working order. Attach a “do not use” tag to damaged tools and notify your foreman.
- Clean up and pick up after yourself as you go; good housekeeping practices on the job site must be maintained. If bins are supplied – use them. If no bins, have piles designated for waste.

HVAC – SAFE WORK PRACTICES

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as a hardhat, safety footwear, safety eyewear, hearing protection, and fall protection as required.
- Sheet metal, pipe and other materials used in the installation of ventilation systems can be very sharp and often cause deep cuts – wear gloves to protect your hands and long sleeved shirts to reduce cuts to your forearms.
- When handling sheet metal or pipe, never try to catch a slipping or falling piece.
- Before bringing materials into the house make sure stairs or access ramps are provided into the house and to all levels you will be working.
- Always follow proper manual lifting techniques.
- Set up a temporary work platform at waist level whenever possible when forming sheet metal.
- Clean up and pick up after yourself as you go; good housekeeping practices on the job site must be maintained. If bins are supplied – use them. If no bins, ensure banding and cuttings are put in boxes and disposed of.
- Do not modify or alter tools and do not use a tool for anything other than its intended purpose.
- Keep tin snips, pipe cutters and all cutting tools sharp. Don't use cheater bars as wrenches – always use the right tool for the job.
- Ensure tools are in safe working order. Attach a “do not use” tag to damaged tools and notify your foreman.
- Workers must receive WHMIS training and MSDS's (Material Safety Data Sheet) must be on site.
- Refer to MSDS sheets for the safe handling requirements and appropriate personal protective equipment for the materials such as caulking, pipe dope, solvent, glues or other hazardous products used with HVAC installations.
- Always remember to wash your hands after using solder or solder paste before eating or smoking.
- Protect yourself, other workers and the furnace by installing temporary covers over all floor and return air vents.

GENERAL SAFETY INFORMATION

1. PPE (Personal Protective Equipment)

PPE may be used as a method to help reduce identified hazards – as a “last line of defence”. Every effort to eliminate or reduce the hazard should follow this order:

- At the Source (Elimination or Substitution)
- Along the Path to the Worker (Modifications to Work or Process)
- At the Worker (PPE)

The Workplace Safety and Health Regulation states that **Safety Headwear and Safety Footwear** must be made “immediately available” for all personnel on a construction site (including new construction; renovations and any alterations or modifications to a structure, building or street). They must be worn if a danger to an injury is present.

Safety Headwear and Safety Footwear are mandatory PPE that must be “immediately available” or worn by any person on a construction site

TRADES GUIDELINES – PLUMBING & HEATING

Required PPE to be worn or made “readily available” at residential construction sites include:

Head Protection: Where a danger of injury to a worker’s head exists or may exist. E.g. where overhead work is being done or where material is being hoisted overhead.

Foot Protection: Where danger of injury to a worker’s foot exists or may exist. E.g. where housekeeping is poor, material delivery, uneven terrain.

Fall Protection: If working at heights over 10 feet, or less, if a worker may fall onto a hazard, fall protection is required. Generally your options will be guardrails; travel restraint or fall arrest systems. See special note on Residential Fall Protection above.

Other PPE that may be required include:

Eye Protection: Where danger of injury or irritation to a worker’s eye exists. E.g. during use of power or pneumatic tools (skill saws, quick-cut saws, sweeping, sawdust, etc.).

Respiratory Protective Equipment: When working with or around airborne contaminants that may be an inhalation hazard or if the airborne contaminant exceeds applicable Occupational Exposure Limits, respiratory protection is required. E.g. dusts or chemicals; mixing cement or stucco, sanding, etc.

Hearing Protection: When noise levels in exceed 80 dBA, a hearing conservation program must be implemented. Ear muffs or Ear plugs should be worn when working with or around loud tools or equipment. E.g. skill saws, cutting, pneumatic tools.

Limb and Body Protection: Where danger of injury to a worker’s hands, arms or legs, or trunk of the body exists suitable clothing and equipment must be worn – E.g. dust, material handling, kneeling, sun, etc.

2. Lifting Activities

Caution and appropriate controls must be used during any lifting activity – to protect the load and the workers. Lifting on work sites is done either mechanically or manually. Whenever possible, lift and place heavy or awkward items using mechanical lifting devices.

Mechanical Lifting: Equipment or machinery must be of sufficient size to safely lift anticipated loads. Equipment or machinery must be properly maintained. Workers must be competent in the operation of the equipment, including certification if cranes or forklifts are used.

Manual Lifting: Proper lifting techniques should be employed (i.e. keep objects as close to the body as possible, lift with legs, not back). Know your limits, and ask a co-worker to help lift objects too heavy or awkward for one person, do not be afraid to ask for help. Eliminate potential tripping or slipping hazards before beginning to lift.

3. Access to the Work Area

Proper access to the work area must be available at all times – this will normally be ladders during plumbing & heating rough-in activities.

Ladders: Ladders should be used for short-term work only. Never lean out while on a ladder – move the ladder. Ladders used to access work areas should be grade 1. They must be secured from movement (normally tied off) and extend a minimum three feet above work level. The ladder should be positioned to maintain a 4:1 slope. Always maintain three-points of contact when climbing or descending a ladder.

Ramps: Ramps should be constructed of at least two – 2 x 10 planks. They must be secured from movement and have a slope no greater than one vertical to three horizontal. Cross cleats must be provided at regular intervals to exceeding 1 ½ feet – and must be keep clear of snow, ice and mud accumulations.

Stairs: Temporary stairs should be constructed to support any likely loads. They must be secured from movement; be uniform in width, length and height; with a slope not exceeding 50 degrees from horizontal. Open sides must have a handrail equivalent in strength to the top rail of a guardrail.

TRADES GUIDELINES – PLUMBING & HEATING

4. Trucking Operations and Mobile Equipment

Trucking operations and mobile equipment are used to haul material or equipment to and from work sites. During homebuilding, the site can get very busy with backhoes, loaders, dump trucks, cement trucks and delivery vehicles. Protection of workers and/or the public is required in the working area. Traffic Control techniques should be implemented. Other general precautions should include:

- Minimize the need for equipment backing up. If required, ensure vehicles and equipment have back-up alarms and workers wear high visibility vests. Ensure standard signalling procedures are known and followed by everyone involved (including drivers of delivery vehicles and spotter).
- Be aware of the operators 'blind spots' – always maintain eye contact with the operator if you must approach equipment.
- Never stand under a suspended load or raised forks, buckets or blades.
- When receiving a load, use taglines to keep a safe distance between you and the load.

Truck drivers should be competent in the operation of the truck and or any other equipment associated with the truck (i.e. conveyors, hoists) as well as any techniques used to load and unload materials. All equipment must be capable of performing the task for which it is to be used and must be properly maintained.

5. General

Housekeeping is a major cause of residential incidents – scrap shingles and asphalt pebbles are often a cause of slips, trips and falls. It's very important to keep your job site clean – clean up as you go. Use a bin or create dedicated scrap piles as soon as possible. From a safety standpoint, cables and cords should be kept clear of work spaces to prevent tripping hazards.

It's recommended for fire extinguishers to be readily available for trades working with open flames.

There must be adequate lighting when performing work at all times.

Prior to beginning work, a toolbox talk can be very beneficial. When safety discussions are held, the chances are higher that a safe job will result.



RESTRICTED AREA
Authorized Personnel Only
All persons must contact Site Supervisor before entering

Employer: _____
Contact: (204) _____
First Aid: (204) _____ OR 911
First Aid Kit: ON SITE or in Service Vehicle
First Aiders: ON SITE
Safety Rep: ON SITE or contact employer

CONSTRUCTION SAFETY ASSOCIATION OF MANITOBA
Winnipeg: 204-775-3171 Brandon: 204-728-3456



MANDATORY PPE
All persons entering this site must wear:

Hard Hat _____
Safety Footwear _____
Eye Protection _____
Hearing Protection _____
Other: _____

CONSTRUCTION SAFETY ASSOCIATION OF MANITOBA
Winnipeg: 204-775-3171 Brandon: 204-728-3456

To assist the general public in "awareness" of the potential and actual hazards – the first and simplest method is to Post a Sign and if the hazards warrant, you may need secure the site (i.e. fencing and warning tape) or the actual hazard (i.e. floor openings or access ramps / ladders).

ACKNOWLEDGEMENT

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

TRADES GUIDELINES – PLUMBING & HEATING

CONTRACTOR COMPLIANCE DECLARATION

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

Submitted To: _____

Company Name: _____

Address: _____

CSAM Safety Program Information

COR Certification # _____ Safety Program Registration # _____

DECLARATION

I have read the information provided to me by the Builder or Renovator respecting Plumbing & Heating, which I am advised was taken from the Manitoba Residential Construction Safety Guide, prepared by the Construction Safety Association of Manitoba. Its information relates to my trade or occupation to help ensure a safer job site.

- As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health Act (W210) and the Construction Industry Regulation.
- As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor, familiar with the WSH Act and Regulations.
- As required by all persons in the province of Manitoba, I will share required information with the prime contractor, and those affected, necessary to identify and control existing and potential hazards.
- To the best of my knowledge, I and my company employees meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety and Health Legislation.

Print Name: _____

Signature: _____

Print Company: _____

Date: _____



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Head Office: Winnipeg (204) 925 – 2560
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TRADES GUIDELINES - PLUMBING & HEATING

TRADES GUIDELINES - ELECTRICAL

It must be pointed out that every company or sub-contractor on the residential site is classified as an “employer” under the WSH Act – and have the same legal duties and responsibilities. In a nutshell, employers must ensure the safety and health of their workers and ensure that their actions (or lack of action) do not cause anyone else harm.

By law, each employer must abide by the WSH Act, Regulations. Systems should be in place to:

- Share required information necessary to Identify; Communicate and Control hazards
- Ensure workers are supervised by a competent person (knowledge, training or experience)
- Ensure workers are competent to perform the tasks assigned (instruction and training)
- Ensure tools and equipment are maintained properly
- Ensure PPE is provided and worn

** Note: Adherence to the Electricians Licence Act may also be a requirement*

Further, each Employer is responsible to ensure plans are in place and their workers are aware of the following minimum emergency procedures:

- Providing first aid to the injured
- Providing transportation to medical aid for the injured
- Conducting initial attack fire fighting; and
- Promptly contacting outside agencies for assistance

You should ensure Site Orientations are conducted and information is posted on site to cover the above, along with any other site specific hazards and controls – PPE Requirements; Communication Device; Emergency Phone Numbers; Muster Point; First Aid Kit; MSDS Sheets; Safe Work Practices.

MAIN HAZARDS: The main hazards associated with Electrical Service Installation; Rough-in and Finish Work are: Electrocution; Slips and Trips; Falls; Knee and Back Injury; Cuts and Slivers; Struck by Objects (injuries to Eyes and Hands); and Chemicals.

ELECTRICAL INSTALLATION & TEMPORARY POWER – SAFE WORK PRACTICES

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as a hardhat, safety footwear, hand protection, safety eyewear, hearing protection, and fall protection as required.
- When digging a trench, refer and following the Safe Work Practices for Excavation & Trenching and ensure all utilities are located – contact “Call Before You Dig”.
- Ensure the trench being used for service is adequately sloped (1:1 for previously excavated soil) and the spoil pile must be placed at least one meter away from the edge.
- Wear hearing protection when drilling or cutting.
- Refer to MSDS sheets for the safe handling requirements and appropriate personal protective equipment when caulking, solvent or glue.
- Always remember to wash your hands after using caulking, solvents or glue before eating or smoking.
- Clean up and pick up after yourself as you go; good housekeeping practices on the job site must be maintained. If bins are supplied – use them. If no bins, have piles designated for waste.
- Check condition of temporary power box to ensure: panel cover is in place; GFCI receptacles; ground rod is secured and connected to the panel.
- Clearly identify and protect temporary panels and cables from traffic, equipment, pinch points and other hazards.
- Only use extension cords that have ground pins and are free of cracks, cuts or burn marks.
- Do not modify or alter tools and do not use a tool for anything other than its intended purpose.
- Ensure tools are in safe working order. Attach a “do not use” tag to damaged tools and notify your foreman.
- If using a generator, place outside to keep exhaust from building up inside the house and to reduce noise levels.
- Workers must receive WHMIS training and MSDS’s (Material Safety Data Sheet) must be on site.

ELECTRICAL ROUGH-IN – SAFE WORK PRACTICE

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as a hardhat, safety footwear, safety eyewear, hearing protection, and fall protection as required.
- Hang wire spools where they will not interfere with access to the work area and are easily rolled out.
- Avoid awkward postures or pulling cable from above your head. Use work platforms or ladders to feed cable through joists. Stand on the floor when pulling cable.

TRADES GUIDELINES - ELECTRICAL

- Keep hand tools in good condition. Sharp cutters make work quicker and are easier on the wrist.
- Ladders should be used for short-term work only. # 1 Rule: Never lean out while on a ladder – move the ladder
- Always open a step-ladder fully and lock the spreader arms.
- Clean up and pick up after yourself as you go; good housekeeping practices on the job site must be maintained. If bins are supplied – use them. If no bins, have piles designated for waste.
- Prior to leaving a work site electrical panel covers must be in place.

ELECTRICAL FINISHING WORK – SAFE WORK PRACTICE

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as a hardhat, safety footwear, safety eyewear, hearing protection, and fall protection as required.
- Turn off power to all fixtures and switches. Ensure the circuits you are working on are properly Locked and Tagged out.
- Prepare fixture on the ground to reduce time needed to work at heights and reduce overhead work or awkward postures.
- Keep hand tools in good condition. Sharp cutters and wire strippers make work quicker and are easier on your hands and wrist.
- Consider using small scaffolds or other appropriate work platforms instead of a ladder.
- Ladders should be used for short-term work only. # 1 Rule: Never lean out while on a ladder – move the ladder
- Always open a step-ladder fully and lock the spreader arms.
- Clean up and pick up after yourself as you go; good housekeeping practices on the job site must be maintained. If bins are supplied – use them. If no bins, have piles designated for waste.
- If finishing work is not completed at the end of a shift all panel covers must be re-installed and any exposed electrical work is locked and tagged out.

GENERAL SAFETY INFORMATION

1. PPE (Personal Protective Equipment)

PPE may be used as a method to help reduce identified hazards – as a “last line of defence”. Every effort to eliminate or reduce the hazard should follow this order:

- At the Source (Elimination or Substitution)
- Along the Path to the Worker (Modifications to Work or Process)
- At the Worker (PPE)

The WSH Act states that **Safety Headwear and Safety Footwear** must be made “readily available” for all personnel on a construction site (including new construction; renovations and any alterations or modifications to a structure, building or street) – and worn if a danger to an injury is present.

Safety Headwear and Safety Footwear are mandatory PPE that must be “immediately available” or worn by any person on a construction site

Required PPE to be worn or made “readily available” at residential construction sites include:

Head Protection: Where a danger of injury to a worker’s head exists or may exist. E.g. where overhead work is being done or where material is being hoisted overhead.

Foot Protection: Where danger of injury to a worker’s foot exists or may exist. E.g. where housekeeping is poor, material delivery, uneven terrain.

Fall Protection: If working at heights over 10 feet, or less, if a worker may fall onto a hazard, fall protection is required. Generally your options will be guardrails; travel restraint or fall arrest systems. See special note on Residential Fall Protection above.

Other PPE that may be required include:

Eye Protection: Where danger of injury or irritation to a worker’s eye exists. E.g. during use of power or pneumatic tools (skill saws, quick-cut saws, sweeping, sawdust, etc.).

TRADES GUIDELINES - ELECTRICAL

Respiratory Protective Equipment: When working with or around airborne contaminants that may be an inhalation hazard or if the airborne contaminant exceeds applicable Occupational Exposure Limits, respiratory protection is required. E.g. dusts or chemicals; mixing cement or stucco, sanding, etc.

Hearing Protection: When noise levels in exceed 80 dBA, a hearing conservation program must be implemented. Ear muffs or Ear plugs should be worn when working with or around loud tools or equipment. E.g. skill saws, cutting, pneumatic tools.

Limb and Body Protection: Where danger of injury to a worker's hands, arms or legs, or trunk of the body exists suitable clothing and equipment must be worn – E.g. dust, material handling, kneeling, sun, etc.

2. Lifting Activities

Caution and appropriate controls must be used during any lifting activity – to protect the load and the workers. Lifting on work sites is done either mechanically or manually. Whenever possible, lift and place heavy or awkward items using mechanical lifting devices.

Mechanical Lifting: Equipment or machinery must be of sufficient size to safely lift anticipated loads. Equipment or machinery must be properly maintained. Workers must be competent in the operation of the equipment, including certification if cranes or forklifts are used.

Manual Lifting: Proper lifting techniques should be employed (i.e. keep objects as close to the body as possible, lift with legs, not back). Know your limits, and ask a co-worker to help lift objects too heavy or awkward for one person, do not be afraid to ask for help. Eliminate potential tripping or slipping hazards before beginning to lift.

3. Access to the Work Area

Proper access to the work area must be available at all times – this will normally be ladders, ramps or stairs during electrical activities.

Ladders: Ladders should be used for short-term work only. Never lean out while on a ladder – move the ladder. Ladders used to access work areas should be grade 1. They must be secured from movement (normally tied off) and extend a minimum three feet above work level. The ladder should be positioned to maintain a 4:1 slope. Always maintain three-points of contact when climbing or descending a ladder.

Ramps: Ramps should be constructed of at least two – 2 x 10 planks. They must be secured from movement and have a slope no greater than one vertical to three horizontal. Cross cleats must be provided at regular intervals to exceeding 1 ½ feet – and must be keep clear of snow, ice and mud accumulations.

Stairs: Temporary stairs should be constructed to support any likely loads. They must be secured from movement; be uniform in width, length and height; with a slope not exceeding 50 degrees from horizontal. Open sides must have a handrail equivalent in strength to the top rail of a guardrail.

4. Trucking Operations and Mobile Equipment

Trucking operations and mobile equipment are used to haul material or equipment to and from work sites. During homebuilding, the site can get very busy with backhoes, loaders, dump trucks, cement trucks and delivery vehicles. Protection of workers and/or the public is required in the working area. Traffic Control techniques should be implemented. Other general precautions should include:

- Minimize the need for equipment backing up. If required, ensure vehicles and equipment have back-up alarms and workers wear high visibility vests. Ensure standard signalling procedures are known and followed by everyone involved (including drivers of delivery vehicles and spotter).
- Be aware of the operators 'blind spots' – always maintain eye contact with the operator if you must approach equipment.
- Never stand under a suspended load or raised forks, buckets or blades.
- When receiving a load, use taglines to keep a safe distance between you and the load.

TRADES GUIDELINES - ELECTRICAL

Truck drivers should be competent in the operation of the truck and or any other equipment associated with the truck (i.e. conveyors, hoists) as well as any techniques used to load and unload materials. All equipment must be capable of performing the task for which it is to be used and must be properly maintained.

5. General

Housekeeping is a major cause of residential incidents – scrap shingles and asphalt pebbles are often a cause of slips, trips and falls. It's very important to keep your job site clean – clean up as you go. Use a bin or create dedicated scrap piles as soon as possible. From a safety standpoint, cables and cords should be kept clear of workspaces to prevent tripping hazards.

It's recommended for fire extinguishers to be readily available for trades working with open flames.

There must be adequate lighting when performing work at all times.

Prior to beginning work, a toolbox talk can be very beneficial. When safety discussions are held, the chances are higher that a safe job will result.



RESTRICTED AREA

Authorized Personnel Only
All persons must contact Site Supervisor before entering

Employer: _____
Contact: (204) _____
First Aid: (204) _____ OR 911
First Aid Kit: ON SITE or in Service Vehicle
First Aiders: ON SITE
Safety Rep: ON SITE or contact employer

*ON SITE, look for personnel - location, displaying these symbols

CONSTRUCTION SAFETY ASSOCIATION OF MANITOBA
Winnipeg: 204-775-3171 Brandon: 204-728-3456



MANDATORY PPE

All persons entering this site must wear:

- Hard Hat
- Safety Footwear
- Eye Protection
- Hearing Protection
- Other:

CONSTRUCTION SAFETY ASSOCIATION OF MANITOBA
Winnipeg: 204-775-3171 Brandon: 204-728-3456

To assist the general public in “awareness” of the potential and actual hazards – the first and simplest method is to Post a Sign and if the hazards warrant, you may need secure the site (i.e. fencing and warning tape) or the actual hazard (i.e. floor openings or access ramps / ladders).

ACKNOWLEDGEMENT

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

TRADES GUIDELINES - ELECTRICAL

CONTRACTOR COMPLIANCE DECLARATION

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

Submitted To: _____

Company Name: _____

Address: _____

CSAM Safety Program Information

COR Certification # _____ Safety Program Registration # _____

DECLARATION

I have read the information provided to me by the Builder or Renovator respecting Electrical, which I am advised was taken from the Manitoba Residential Construction Safety Guide, prepared by the Construction Safety Association of Manitoba. Its information relates to my trade or occupation to help ensure a safer job site.

- As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health Act (W210) and the Construction Industry Regulation.
- As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor, familiar with the WSH Act and Regulations.
- As required by all persons in the province of Manitoba, I will share required information with the prime contractor, and those affected, necessary to identify and control existing and potential hazards.
- To the best of my knowledge, I and my company employees meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety and Health Legislation.

Print Name: _____

Signature: _____

Print Company: _____

Date: _____



Head Office: Winnipeg (204) 775 – 3171
Westman Office: Brandon (204) 728 – 3456
www.constructionsafety.ca

Head Office: Winnipeg (204) 925 – 2560
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TRADES GUIDELINES - ELECTRICAL

TRADES GUIDELINES – INSULATION

It must be pointed out that every company or sub-contractor on the residential site is classified as an “employer” under the WSH Act – and have the same legal duties and responsibilities. In a nutshell, employers must ensure the safety and health of their workers and ensure that their actions (or lack of action) do not cause anyone else harm.

By law, each employer must abide by the WSH Act, Regulations. Systems should be in place to:

- Share required information necessary to Identify; Communicate and Control hazards
- Ensure workers are supervised by a competent person (knowledge, training or experience)
- Ensure workers are competent to perform the tasks assigned (instruction and training)
- Ensure tools and equipment are maintained properly
- Ensure PPE is provided and worn.

Further, each Employer is responsible to ensure plans are in place and their workers are aware of the following minimum emergency procedures:

- Providing first aid to the injured
- Providing transportation to medical aid for the injured
- Conducting initial attack fire fighting; and
- Promptly contacting outside agencies for assistance.

You should ensure Site Orientations are conducted and information is posted on site to cover the above, along with any other site specific hazards and controls – PPE Requirements; Communication Device; Emergency Phone Numbers; Muster Point; First Aid Kit; MSDS Sheets; Safe Work Practices.

MAIN HAZARDS: The main hazards associated with Insulation include: Slips and Trips; Falls; Over-exertion; Knee and Back Injury; Struck by Objects (injuries to Eyes and Hands); and Particulate from Fibreglass or Chemical Exposure from foaming.

INSULATION – SAFE WORK PRACTICES

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as a hardhat, safety footwear, safety eyewear, hearing protection, and fall protection as required.
- Refer to MSDS sheets for the safe handling requirements and appropriate personal protective equipment when using insulation.
- Before bringing materials into the house make sure stairs or access ramps are provided into the house and to all levels you will be working.
- Single batts are light, but bundles are heavy and awkward. Roll, slide bundles or get a fellow worker to help carry. Always follow proper manual lifting techniques.
- Sweep floor before beginning a room and Clean up and pick up after yourself as you go; good housekeeping practices on the job site must be maintained. If bins are supplied – use them. If no bins, have piles designated for waste.
- Floor opening and stairs must be protected with adequate covers or Guardrails.
- Wear knee pads for work on or near the floor. Rotate work position often to reduce strain on your knees and back (kneeling; squatting; standing, etc.).
- Keep all cutting tools sharp and use the right tool for the job.
- Make your batt cuts on the floor – not when installing. Easier and cleaner to cut and reduces chance of injury.
- Always retract the blade when not cutting and leave the knife on the floor or in your pouch when installing.
- Dispose of broken blades in a safe and conscientious way to ensure you and others are not injured.
- Avoid over-reaching while on a ladder – move the ladder to a better position.
- Ensure ladder or step ladder are tall enough to do the job. Never stand on the top two rungs.
- Provide adequate lighting to work areas – especially when working in the attic.
- Workers must receive WHMIS training and MSDS's (Material Safety Data Sheet) must be on site.
- Always remember to wash your hands after using insulation before eating or smoking. For glass wool or mineral wool insulation, rinse with warm water and then wash gently with soap. Refer to MSDS sheet for others.

TRADES GUIDELINES – INSULATION

GENERAL SAFETY INFORMATION

1. PPE (Personal Protective Equipment)

PPE may be used as a method to help reduce identified hazards – as a “last line of defence”. Every effort to eliminate or reduce the hazard should follow this order:

- At the Source (Elimination or Substitution)
- Along the Path to the Worker (Modifications to Work or Process)
- At the Worker (PPE)

The Workplace Safety and Health Regulation states that **Safety Headwear and Safety Footwear** must be made “immediately available” for all personnel on a construction site (including new construction; renovations and any alterations or modifications to a structure, building or street). They must be worn if a danger to an injury is present.

Safety Headwear and Safety Footwear are mandatory PPE that must be “immediately available” or worn by any person on a construction site

Required PPE to be worn or made “readily available” at residential construction sites include:

Head Protection: Where a danger of injury to a worker’s head exists or may exist. E.g. where overhead work is being done or where material is being hoisted overhead.

Foot Protection: Where danger of injury to a worker’s foot exists or may exist. E.g. where housekeeping is poor, material delivery, uneven terrain.

Fall Protection: If working at heights over 10 feet, or less, if a worker may fall onto a hazard, fall protection is required. Generally your options will be guardrails; travel restraint or fall arrest systems. See special note on Residential Fall Protection above.

Other PPE that may be required include:

Eye Protection: Where danger of injury or irritation to a worker’s eye exists. E.g. during use of power or pneumatic tools (skill saws, quick-cut saws, sweeping, sawdust, etc.).

Respiratory Protective Equipment: When working with or around airborne contaminants that may be an inhalation hazard or if the airborne contaminant exceeds applicable Occupational Exposure Limits, respiratory protection is required. E.g. dusts or chemicals; mixing cement or stucco, sanding, etc.

Hearing Protection: When noise levels in exceed 80 dBA, a hearing conservation program must be implemented. Ear muffs or Ear plugs should be worn when working with or around loud tools or equipment. E.g. skill saws, cutting, pneumatic tools.

Limb and Body Protection: Where danger of injury to a worker’s hands, arms or legs, or trunk of the body exists suitable clothing and equipment must be worn – E.g. dust, material handling, kneeling, sun, etc.

2. Lifting Activities

Caution and appropriate controls must be used during any lifting activity – to protect the load and the workers. Lifting on work sites is done either mechanically or manually. Whenever possible, lift and place heavy or awkward items using mechanical lifting devices.

Mechanical Lifting: Equipment or machinery must be of sufficient size to safely lift anticipated loads. Equipment or machinery must be properly maintained. Workers must be competent in the operation of the equipment, including certification if cranes or forklifts are used.

Manual Lifting: Proper lifting techniques should be employed (i.e. keep objects as close to the body as possible, lift with legs, not back). Know your limits, and ask a co-worker to help lift objects too heavy or awkward for one person, do not be afraid to ask for help. Eliminate potential tripping or slipping hazards before beginning to lift.

TRADES GUIDELINES – INSULATION

3. Access to the Work Area

Proper access to the work area must be available at all times – this will normally be ladders during insulating activities.

Ladders: Ladders should be used for short-term work only. Never lean out while on a ladder – move the ladder. Ladders used to access work areas should be grade 1. They must be secured from movement (normally tied off) and extend a minimum three feet above work level. The ladder should be positioned to maintain a 4:1 slope. Always maintain three-points of contact when climbing or descending a ladder.

Ramps: Ramps should be constructed of at least two – 2 x 10 planks. They must be secured from movement and have a slope no greater than one vertical to three horizontal. Cross cleats must be provided at regular intervals to exceeding 1 ½ feet – and must be kept clear of snow, ice and mud accumulations.

Stairs: Temporary stairs should be constructed to support any likely loads. They must be secured from movement; be uniform in width, length and height; with a slope not exceeding 50 degrees from horizontal. Open sides must have a handrail equivalent in strength to the top rail of a guardrail.

4. Trucking Operations and Mobile Equipment

Trucking operations and mobile equipment are used to haul material or equipment to and from work sites. During homebuilding, the site can get very busy with backhoes, loaders, dump trucks, cement trucks and delivery vehicles. Protection of workers and/or the public is required in the working area. Traffic Control techniques should be implemented. Other general precautions should include:

- Minimize the need for equipment backing up. If required, ensure vehicles and equipment have back-up alarms and workers wear high visibility vests. Ensure standard signalling procedures are known and followed by everyone involved (including drivers of delivery vehicles and spotter).
- Be aware of the operators 'blind spots' – always maintain eye contact with the operator if you must approach equipment.
- Never stand under a suspended load or raised forks, buckets or blades.
- When receiving a load, use taglines to keep a safe distance between you and the load.

Truck drivers should be competent in the operation of the truck and or any other equipment associated with the truck (i.e. conveyors, hoists) as well as any techniques used to load and unload materials. All equipment must be capable of performing the task for which it is to be used and must be properly maintained.

5. General

Housekeeping is a major cause of residential incidents – scrap shingles and asphalt pebbles are often a cause of slips, trips and falls. It's very important to keep your job site clean – clean up as you go. Use a bin or create dedicated scrap piles as soon as possible. From a safety standpoint, cables and cords should be kept clear of workspaces to prevent tripping hazards.

It's recommended for fire extinguishers to be readily available for trades working with open flames.

There must be adequate lighting when performing work at all times.

Prior to beginning work, a toolbox talk can be very beneficial. When safety discussions are held, the chances are higher that a safe job will result.

TRADES GUIDELINES – INSULATION

RESTRICTED AREA

Authorized Personnel Only
All persons must contact Site Supervisor before entering

Employer: _____
Contact: (204) _____
First Aid: (204) _____ OR **911**

First Aid Kit: ON SITE or in Service Vehicle 
First Aiders: ON SITE

Safety Rep: ON SITE or contact employer 

*ON SITE look for personnel / locations displaying these symbols

 Winnipeg: 204-775-3171 Brandon: 204-728-3456

MANDATORY PPE

All persons entering this site must wear:

Hard Hat 
Safety Footwear 
Eye Protection 
Hearing Protection 
Other: 

 Winnipeg: 204.775.3171 Brandon: 204.728.3456

To assist the general public in “awareness” of the potential and actual hazards – the first and simplest method is to Post a Sign and if the hazards warrant, you may need secure the site (i.e. fencing and warning tape) or the actual hazard (i.e. floor openings or access ramps / ladders).

ACKNOWLEDGEMENT

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

TRADES GUIDELINES – INSULATION

CONTRACTOR COMPLIANCE DECLARATION

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

Submitted To: _____

Company Name: _____

Address: _____

CSAM Safety Program Information

COR Certification # _____ Safety Program Registration # _____

DECLARATION

I have read the information provided to me by the Builder or Renovator respecting Insulation, which I am advised was taken from the Manitoba Residential Construction Safety Guide, prepared by the Construction Safety Association of Manitoba. Its information relates to my trade or occupation to help ensure a safer job site.

- As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health Act (W210) and the Construction Industry Regulation.
- As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor, familiar with the WSH Act and Regulations.
- As required by all persons in the province of Manitoba, I will share required information with the prime contractor, and those affected, necessary to identify and control existing and potential hazards.
- To the best of my knowledge, I and my company employees meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety and Health Legislation.

Print Name: _____

Signature: _____

Print Company: _____

Date: _____



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TRADES GUIDELINES - INSULATION

TRADES GUIDELINES – DRYWALL & TAPING

It must be pointed out that every company or sub-contractor on the residential site is classified as an “employer” under the WSH Act – and have the same legal duties and responsibilities. In a nutshell, employers must ensure the safety and health of their workers and ensure that their actions (or lack of action) do not cause anyone else harm.

By law, each employer must abide by the WSH Act, Regulations. Systems should be in place to:

- Share required information necessary to Identify; Communicate and Control hazards
- Ensure workers are supervised by a competent person (knowledge, training or experience)
- Ensure workers are competent to perform the tasks assigned (instruction and training)
- Ensure tools and equipment are maintained properly
- Ensure PPE is provided and worn.

Further, each employer is responsible to ensure plans are in place and their workers are aware of the following minimum emergency procedures:

- Providing first aid to the injured
- Providing transportation to medical aid for the injured
- Conducting initial attack fire fighting; and
- Promptly contacting outside agencies for assistance.

You should ensure Site Orientations are conducted and information is posted on site to cover the above, along with any other site specific hazards and controls – PPE Requirements; Communication Device; Emergency Phone Numbers; Muster Point; First Aid Kit; MSDS Sheets; Safe Work Practices.

MAIN HAZARDS: The main hazards associated with Drywall & Taping include: Slips and Trips; Falls; Over-exertion; Cuts and Injuries to Back, Eyes and Hands; Exposure to Fine Dust

DRYWALL INSTALLATION – SAFE WORK PRACTICES

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as a hardhat, safety footwear, safety eyewear, hearing protection, and fall protection as required.
- Whenever possible, have delivery of the drywall as close to your work area as possible.
- Ensure delivery area is clear of all slip and trip hazards and placed on a flat surface free of debris and out of potential wet areas.
- Before bringing materials into the house make sure stairs or access ramps are provided into the house and to all levels you will be working.
- Use mechanical lifting devices whenever practicable to handle and lift drywall – especially when securing the ceiling.
- When moving or placing sheets must be done manually, do it in pairs.
- Consider screw guns with automatic loading devices – helps you maintain balance when doing the ceiling and reduce the risk of finger cuts/punctures associated with repeatedly handling screws.
- Sweep floor before beginning a room. Clean up and pick up after yourself as you go; good housekeeping practices on the job site must be maintained. If bins are supplied – use them. If no bins, have piles designated for waste.
- Floor opening and stairs must be protected with adequate covers or Guardrails.
- Fall protection is required above 10 feet (Guardrails; Fall Restraint or Fall Arrest).
- Keep all cutting tools sharp and use the right tool for the job. Use a t-square or proper sized straight edge to help guide cuts.
- Always retract the blade as soon as the board is cut – never carry drywall or other material with an open knife.
- Dispose of broken blades in a safe and conscientious way to ensure you and others are not injured.
- Power cutter and cut out saws spin at very high speeds. Always wear Eye protection when cutting and ensure the bit does not contact wiring.
- Rotate work position or stretch often to reduce strain on your knees and back (kneeling; squatting; standing etc.).

DRYWALL TAPING – SAFE WORK PRACTICES

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as a hardhat, safety footwear, safety eyewear, hearing protection, and fall protection as required.
- Clean up and pick up after yourself as you go; good housekeeping practices on the job site must be maintained. If bins are supplied – use them. If no bins, have piles designated for waste.

TRADES GUIDELINES – DRYWALL & TAPING

- Consider utilizing taping tools or tools with longer handles that will allow you to reach higher areas from the floor. to help reduce the risk of falls and slips associated with work platforms, ladders and stilts.
- Floor opening and stairs must be protected with adequate covers or Guardrails.
- Fall protection is required above 10 feet (Guardrails; Fall Restraint or Fall Arrest).
- Avoid over-reaching while on a ladder – move the ladder to a better position.
- Ensure ladder or step ladder are tall enough to do the job. Never stand on the top two rungs.
- When stilts are being used the floor must be cleared of debris that could lead to tripping.
- Stilts must not be used on stairs, where guardrails are only one-meter in height, or where fall protection applies.
- When temporary heat is used, ensure the placement is away from potential fire hazards and there is adequate ventilation.
- Read the label on the Mud or joint compounds to determine if they contain a hazardous product.
- Workers must receive WHMIS training and MSDS's (Material Safety Data Sheet) must be on site.

DRYWALL SANDING – SAFE WORK PRACTICES

- Workers must receive WHMIS training and MSDS's (Material Safety Data Sheet) must be on site.
- Refer to MSDS sheets for the safe handling requirements and appropriate personal protective equipment when using insulation. Give considerable attention to appropriate respiratory and eye protection when sanding.
- Clean up and pick up after yourself as you go; good housekeeping practices on the job site must be maintained. If bins are supplied – use them. If no bins, have piles designated for waste.
- Use hand sanders that have longer handles to help reach areas and allows better leverage.
- Incorporate or use electric sanders with a vacuum system to help reduce your exposure to drywall dust.
- Use hearing protection with electric sanders or other loud tools.
- Avoid over-reaching while on a ladder – move the ladder to a better position.
- Ensure ladder or step ladder are tall enough to do the job. Never stand on the top two rungs.
- Rotate work position or stretch often to reduce strain on your back, arms and wrist.

GENERAL SAFETY INFORMATION

1. PPE (Personal Protective Equipment)

PPE may be used as a method to help reduce identified hazards – as a “last line of defence”. Every effort to eliminate or reduce the hazard should follow this order:

- At the Source (Elimination or Substitution)
- Along the Path to the Worker (Modifications to Work or Process)
- At the Worker (PPE)

The Workplace Safety and Health Regulation states that **Safety Headwear and Safety Footwear** must be made “immediately available” for all personnel on a construction site (including new construction; renovations and any alterations or modifications to a structure, building or street). They must be worn if a danger to an injury is present.

Safety Headwear and Safety Footwear are mandatory PPE that must be “immediately available” or worn by any person on a construction site

Required PPE to be worn or made “readily available” at residential construction sites include:

Head Protection: Where a danger of injury to a worker’s head exists or may exist. E.g. where overhead work is being done or where material is being hoisted overhead.

Foot Protection: Where danger of injury to a worker’s foot exists or may exist. E.g. where housekeeping is poor, material delivery, uneven terrain.

Fall Protection: If working at heights over 10 feet, or less, if a worker may fall onto a hazard, fall protection is required. Generally your options will be guardrails; travel restraint or fall arrest systems. See special note on Residential Fall Protection above.

TRADES GUIDELINES – DRYWALL & TAPING

Other PPE that may be required include:

Eye Protection: Where danger of injury or irritation to a worker's eye exists. E.g. during use of power or pneumatic tools (skill saws, quick-cut saws, sweeping, sawdust, etc.).

Respiratory Protective Equipment: When working with or around airborne contaminants that may be an inhalation hazard or if the airborne contaminant exceeds applicable Occupational Exposure Limits, respiratory protection is required. E.g. dusts or chemicals; mixing cement or stucco, sanding, etc.

Hearing Protection: When noise levels in exceed 80 dBA, a hearing conservation program must be implemented. Ear muffs or Ear plugs should be worn when working with or around loud tools or equipment. E.g. skill saws, cutting, pneumatic tools.

Limb and Body Protection: Where danger of injury to a worker's hands, arms or legs, or trunk of the body exists suitable clothing and equipment must be worn – E.g. dust, material handling, kneeling, sun, etc.

2. Lifting Activities

Caution and appropriate controls must be used during any lifting activity – to protect the load and the workers. Lifting on work sites is done either mechanically or manually. Whenever possible, lift and place heavy or awkward items using mechanical lifting devices.

Mechanical Lifting: Equipment or machinery must be of sufficient size to safely lift anticipated loads. Equipment or machinery must be properly maintained. Workers must be competent in the operation of the equipment, including certification if cranes or forklifts are used.

Manual Lifting: Proper lifting techniques should be employed (i.e. keep objects as close to the body as possible, lift with legs, not back). Know your limits, and ask a co-worker to help lift objects too heavy or awkward for one person. Do not be afraid to ask for help. Eliminate potential tripping or slipping hazards before beginning to lift.

3. Access to the Work Area

Proper access to the work area must be available at all times – this will normally be ladders during insulating activities.

Ladders: Ladders should be used for short-term work only. Never lean out while on a ladder – move the ladder. Ladders used to access work areas should be grade 1. They must be secured from movement (normally tied off) and extend a minimum three feet above work level. The ladder should be positioned to maintain a 4:1 slope. Always maintain three-points of contact when climbing or descending a ladder.

Ramps: Ramps should be constructed of at least two – 2 x 10 planks. They must be secured from movement and have a slope no greater than one vertical to three horizontal. Cross cleats must be provided at regular intervals to exceeding 1 ½ feet – and must be keep clear of snow, ice and mud accumulations.

Stairs: Temporary stairs should be constructed to support any likely loads. They must be secured from movement; be uniform in width, length and height; with a slope not exceeding 50 degrees from horizontal. Open sides must have a handrail equivalent in strength to the top rail of a guardrail.

4. Trucking Operations and Mobile Equipment

Trucking operations and mobile equipment are used to haul material or equipment to and from work sites. During homebuilding, the site can get very busy with backhoes, loaders, dump trucks, cement trucks and delivery vehicles. Protection of workers and/or the public is required in the working area. Traffic Control techniques should be implemented. Other general precautions should include:

TRADES GUIDELINES – DRYWALL & TAPING

- Minimize the need for equipment backing up. If required, ensure vehicles and equipment have back-up alarms and workers wear high visibility vests. Ensure standard signalling procedures are known and followed by everyone involved (including drivers of delivery vehicles and spotter).
- Be aware of the operators 'blind spots' – always maintain eye contact with the operator if you must approach equipment.
- Never stand under a suspended load or raised forks, buckets or blades.
- When receiving a load, use taglines to keep a safe distance between you and the load.

Truck drivers should be competent in the operation of the truck and or any other equipment associated with the truck (i.e. conveyors, hoists) as well as any techniques used to load and unload materials. All equipment must be capable of performing the task for which it is to be used and must be properly maintained.

5. General

Housekeeping is a major cause of residential incidents – scrap shingles and asphalt pebbles are often a cause of slips, trips and falls. It's very important to keep your job site clean – clean up as you go. Use a bin or create dedicated scrap piles as soon as possible. From a safety standpoint, cables and cords should be kept clear of workspaces to prevent tripping hazards.

It's recommended for fire extinguishers to be readily available for trades working with open flames.

There must be adequate lighting when performing work at all times.

Prior to beginning work, a toolbox talk can be very beneficial. When safety discussions are held, the chances are higher that a safe job will result.



RESTRICTED AREA
Authorized Personnel Only
All persons must contact Site Supervisor before entering

Employer: _____
Contact: (204) _____
First Aid: (204) _____ OR 911
First Aid Kit: ON SITE or in Service Vehicle
First Aiders: ON SITE
Safety Rep: ON SITE or contact employer

ON SITE: look for personnel / location. Displaying these symbols

CONSTRUCTION SAFETY ASSOCIATION OF MANITOBA
Winnipeg: 204-775-3171 Brandon: 204-728-3456



MANDATORY PPE
All persons entering this site must wear:

Hard Hat _____
Safety Footwear _____
Eye Protection _____
Hearing Protection _____
Other: _____

CONSTRUCTION SAFETY ASSOCIATION OF MANITOBA
Winnipeg: 204-775-3171 Brandon: 204-728-3456

To assist the general public in "awareness" of the potential and actual hazards – the first and simplest method is to post a sign. If the hazards warrant, you may need to secure the site (i.e. fencing and warning tape) or the actual hazard (i.e. floor openings or access ramps / ladders).

ACKNOWLEDGEMENT

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

TRADES GUIDELINES – DRYWALL & TAPING

CONTRACTOR COMPLIANCE DECLARATION

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

Submitted To: _____

Company Name: _____

Address: _____

CSAM Safety Program Information

COR Certification # _____ Safety Program Registration # _____

DECLARATION

I have read the information provided to me by the Builder or Renovator respecting Drywall & Taping, which I am advised was taken from the Manitoba Residential Construction Safety Guide, prepared by the Construction Safety Association of Manitoba. Its information relates to my trade or occupation to help ensure a safer job site.

- As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health Act (W210) and the Construction Industry Regulation.
- As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor, familiar with the WSH Act and Regulations.
- As required by all persons in the province of Manitoba, I will share required information with the prime contractor, and those affected, necessary to identify and control existing and potential hazards.
- To the best of my knowledge, I and my company employees meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety and Health Legislation.

Print Name: _____

Signature: _____

Print Company: _____

Date: _____



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www.constructionsafety.ca

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TRADES GUIDELINES – DRYWALL & TAPING

TRADES GUIDELINES – PAINTING

It must be pointed out that every company or sub-contractor on the residential site is classified as an “employer” under the WSH Act – and have the same legal duties and responsibilities. In a nutshell, employers must ensure the safety and health of their workers and ensure that their actions (or lack of action) do not cause anyone else harm.

By law, each employer must abide by the WSH Act, Regulations. Systems should be in place to:

- Share required information necessary to Identify; Communicate and Control hazards
- Ensure workers are supervised by a competent person (knowledge, training or experience)
- Ensure workers are competent to perform the tasks assigned (instruction and training)
- Ensure tools and equipment are maintained properly
- Ensure PPE is provided and worn.

Further, each employer is responsible to ensure plans are in place and their workers are aware of the following minimum emergency procedures:

- Providing first aid to the injured
- Providing transportation to medical aid for the injured
- Conducting initial attack fire fighting; and
- Promptly contacting outside agencies for assistance.

You should ensure Site Orientations are conducted and information is posted on site to cover the above, along with any other site specific hazards and controls – PPE Requirements; Communication Device; Emergency Phone Numbers; Muster Point; First Aid Kit; MSDS Sheets; Safe Work Practices.

MAIN HAZARDS: The main hazards associated with Painting include: Falls; Over-exertion; Slips and Trips; Struck by Objects and Injuries to Back; Exposure to Paint, Solvent Fumes and other Controlled Products

PAINTING – SAFE WORK PRACTICES

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as a hardhat, safety footwear, safety eyewear, hearing protection, and fall protection as required.
- Workers must receive WHMIS training and MSDS's (Material Safety Data Sheet) must be on site.
- Before bringing materials into the house make sure stairs or access ramps are provided into the house and to all levels you will be working.
- Five-gallon pails are awkward and heavy to carry and pour. Use proper manual lifting techniques or use the more manageable one gallon pails.
- Clear room or work area of debris or other tripping hazards before painting. Organize your materials to minimize spills, trips and bump hazards.
- Clean up and pick up after yourself as you go; good housekeeping practices on the job site must be maintained.
- Use drop cloths rather than plastic for spill and splatter control and to minimize risk of slips.
- Substitute latex paint whenever possible to eliminate hazardous fumes and clean-up materials such as thinner and solvents.
- Read the labels on all paint, thinners, solvents and other controlled products. Refer to MSDS sheets for the safe handling requirements and appropriate personal protective equipment. Give considerable attention to appropriate respiratory and eye protection when spraying.
- Airlines and extension cords are always slip and trip hazards. Organize away from your direct work area to minimize slip and trip hazards.
- Before using a compressor for spraying, always check to ensure airlines are securely fastened.
- Use extensions on rollers and brushes whenever practicable.
- Floor opening and stairs must be protected with adequate covers or Guardrails.
- Fall protection is required above 10 feet (Guardrails; Fall Restraint or Fall Arrest).
- Avoid over-reaching while on a ladder – move the ladder to a better position.
- Ensure ladder or step ladder are tall enough to do the job. Never stand on the top two rungs.
- Stretch often to reduce strain on your back, arms, wrists and hands.
- Eliminate all sources of ignition when spraying solvent base. Eg: open flames; construction heaters or other flammables.

TRADES GUIDELINES – PAINTING

GENERAL SAFETY INFORMATION

1. PPE (Personal Protective Equipment)

PPE may be used as a method to help reduce identified hazards – as a “last line of defence”. Every effort to eliminate or reduce the hazard should follow this order:

- At the Source (Elimination or Substitution)
- Along the Path to the Worker (Modifications to Work or Process)
- At the Worker (PPE)

The Workplace Safety and Health Regulation states that **Safety Headwear and Safety Footwear** must be made “immediately available” for all personnel on a construction site (including new construction; renovations and any alterations or modifications to a structure, building or street). They must be worn if a danger to an injury is present.

Safety Headwear and Safety Footwear are mandatory PPE that must be “immediately available” or worn by any person on a construction site

Required PPE to be worn or made “readily available” at residential construction sites include:

Head Protection: Where danger of injury to a worker’s head exists or may exist. E.g. where overhead work is being done or where material is being hoisted overhead.

Foot Protection: Where danger of injury to a worker’s foot exists or may exist. E.g. where housekeeping is poor, material delivery, uneven terrain.

Fall Protection: If working at heights over 10 feet, or less, if a worker may fall onto a hazard, fall protection is required. Generally your options will be guardrails; travel restraint or fall arrest systems.

Other PPE that may be required include:

Eye Protection: Where danger of injury or irritation to a worker’s eye exists. E.g. during use of power or pneumatic tools (skill saws, quick-cut saws, sweeping, sawdust, etc.)

Respiratory Protective Equipment: When working with or around airborne contaminants that may be an inhalation hazard or if the airborne contaminant exceeds applicable Occupational Exposure Limits, respiratory protection is required. E.g. dusts or chemicals; mixing cement or stucco, sanding, etc.

Hearing Protection: When noise levels in exceed 80 dBA, a hearing conservation program must be implemented. Ear muffs or Ear plugs should be worn when working with or around loud tools or equipment. E.g. skill saws, cutting, pneumatic tools.

Limb and Body Protection: Where danger of injury to a worker’s hands, arms or legs, or trunk of the body exists suitable clothing and equipment must be worn – E.g. dust, material handling, kneeling, sun, etc.

2. Lifting Activities

Caution and appropriate controls must be used during any lifting activity – to protect the load and the workers. Lifting on work sites is done either mechanically or manually. Whenever possible, lift and place heavy or awkward items using mechanical lifting devices.

Mechanical Lifting: Equipment or machinery must be of sufficient size to safely lift anticipated loads. Equipment or machinery must be properly maintained. Workers must be competent in the operation of the equipment, including certification if cranes or forklifts are used.

Manual Lifting: Proper lifting techniques should be employed (i.e. keep objects as close to the body as possible, lift with legs, not back). Know your limits, and ask a co-worker to help lift objects too heavy or awkward for one person. Do not be afraid to ask for help. Eliminate potential tripping or slipping hazards before beginning to lift.

TRADES GUIDELINES – PAINTING

3. Access to the Work Area

Proper access to the work area must be available at all times – this will normally be by ladders, ramps or stairs during painting activities.

Ladders: Ladders should be used for short-term work only. Never lean out while on a ladder – move the ladder. Ladders used to access work areas should be grade 1. They must be secured from movement (normally tied off) and extend a minimum three feet above work level. The ladder should be positioned to maintain a 4:1 slope. Always maintain three-points of contact when climbing or descending a ladder.

Ramps: Ramps should be constructed of at least two – 2 x 10 planks. They must be secured from movement and have a slope no greater than one vertical to three horizontal. Cross cleats must be provided at regular intervals to exceeding 1 ½ feet – and must be kept clear of snow, ice and mud accumulations.

Stairs: Temporary stairs should be constructed to support any likely loads. They must be secured from movement; be uniform in width, length and height; with a slope not exceeding 50 degrees from horizontal. Open sides must have a handrail equivalent in strength to the top rail of a guardrail.

4. Trucking Operations and Mobile Equipment

Trucking operations and mobile equipment are used to haul material or equipment to and from work sites. During homebuilding, the site can get very busy with backhoes, loaders, dump trucks, cement trucks and delivery vehicles. Protection of workers and/or the public is required in the working area. Traffic Control techniques should be implemented. Other general precautions should include:

- Minimize the need for equipment backing up. If required, ensure vehicles and equipment have back-up alarms and workers wear high visibility vests. Ensure standard signalling procedures are known and followed by everyone involved (including drivers of delivery vehicles and spotter).
- Be aware of the operators 'blind spots' – always maintain eye contact with the operator if you must approach equipment.
- Never stand under a suspended load, raised forks, buckets or blades.
- When receiving a load, use taglines to keep a safe distance between you and the load.

Truck drivers should be competent in the operation of the truck and or any other equipment associated with the truck (i.e. conveyors, hoists) as well as any techniques used to load and unload materials. All equipment must be capable of performing the task for which it is to be used and must be properly maintained.

5. General

Housekeeping is a major cause of residential incidents – scrap shingles and asphalt pebbles are often a cause of slips, trips and falls. It's very important to keep your job site clean – clean up as you go. Use a bin or create dedicated scrap piles as soon as possible. From a safety standpoint, cables and cords should be kept clear of workspaces to prevent tripping hazards.

It's recommended for fire extinguishers to be readily available for trades working with open flames.

There must be adequate lighting when performing work at all times.

Prior to beginning work, a toolbox talk can be very beneficial. When safety discussions are held, the chances are higher that a safe job will result.

TRADES GUIDELINES – PAINTING

RESTRICTED AREA

Authorized Personnel Only
All persons must contact Site Supervisor before entering

Employer: _____
Contact: (204) _____
First Aid: (204) _____ OR **911**

First Aid Kit: ON SITE or in Service Vehicle
First Aiders: ON SITE 

Safety Rep: ON SITE or contact employer 

YOUR SITE is not for personal / business purposes (signing these numbers)

CONSTRUCTION SAFETY ASSOCIATION OF MANITOBA
Winnipeg: 204-775-3171 Brandon: 204-728-3456

MANDATORY PPE

All persons entering this site must wear:

Hard Hat 

Safety Footwear 

Eye Protection 

Hearing Protection 

Other: 

CONSTRUCTION SAFETY ASSOCIATION OF MANITOBA
Winnipeg: 204-775-3171 Brandon: 204-728-3456

To assist the general public in “awareness” of the potential and actual hazards – the first and simplest method is to post a sign and if the hazards warrant, you may need secure the site (i.e. fencing and warning tape) or the actual hazard (i.e. floor openings or access ramps / ladders).

ACKNOWLEDGEMENT

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

TRADES GUIDELINES – PAINTING

CONTRACTOR COMPLIANCE DECLARATION

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

Submitted To: _____

Company Name: _____

Address: _____

CSAM Safety Program Information

COR Certification # _____ Safety Program Registration # _____

DECLARATION

I have read the information provided to me by the Builder or Renovator respecting Painting, which I am advised was taken from the Manitoba Residential Construction Safety Guide, prepared by the Construction Safety Association of Manitoba. Its information relates to my trade or occupation to help ensure a safer job site.

- As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health Act (W210) and the Construction Industry Regulation.
- As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor, familiar with the WSH Act and Regulations.
- As required by all persons in the province of Manitoba, I will share required information with the prime contractor, and those affected, necessary to identify and control existing and potential hazards.
- To the best of my knowledge, I and my company employees meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety and Health Legislation.

Print Name: _____

Signature: _____

Print Company: _____

Date: _____



Head Office: Winnipeg (204) 775 – 3171
Westman Office: Brandon (204) 728 – 3456
www.constructionsafety.ca

Head Office: Winnipeg (204) 925 – 2560
www.homebuilders.mb.ca

TRADES GUIDELINES – PAINTING

TRADES GUIDELINES – FLOORING

It must be pointed out that every company or sub-contractor on the residential site is classified as an “employer” under the WSH Act – and have the same legal duties and responsibilities. In a nutshell, employers must ensure the safety and health of their workers and ensure that their actions (or lack of action) do not cause anyone else harm.

By law, each employer must abide by the WSH Act, Regulations. Systems should be in place to:

- Share required information necessary to Identify; Communicate and Control hazards
- Ensure workers are supervised by a competent person (knowledge, training or experience)
- Ensure workers are competent to perform the tasks assigned (instruction and training)
- Ensure tools and equipment are maintained properly
- Ensure PPE is provided and worn.

Further, each employer is responsible to ensure plans are in place and their workers are aware of the following minimum emergency procedures:

- Providing first aid to the injured
- Providing transportation to medical aid for the injured
- Conducting initial attack fire fighting; and
- Promptly contacting outside agencies for assistance.

You should ensure Site Orientations are conducted and information is posted on site to cover the above, along with any other site specific hazards and controls – PPE Requirements; Communication Device; Emergency Phone Numbers; Muster Point; First Aid Kit; MSDS Sheets; Safe Work Practices.

MAIN HAZARDS: The main hazards associated with Flooring include: Falls; Over-exertion; Slips and Trips; Struck by Objects; Struck against Objects and Chemicals

SUB-FLOOR PREPARATION – SAFE WORK PRACTICES

- Sweep floor before beginning a room and clean up and pick up after yourself as you go; good housekeeping practices on the job site must be maintained.
- Sanding is often required. Clear debris and nail/screws that may get caught in the sanding machine.
- Sanding machines are heavy and awkward –they should be lifted in pairs. Use proper manual lifting techniques.
- Use a vacuum or dust collection system when to reduce harmful dust and use appropriate respiratory and hearing protection.

WOOD AND CARPET FLOORING – SAFE WORK PRACTICES

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as a hardhat, safety footwear, safety eyewear, hearing protection, and fall protection as required.
- Workers must receive WHMIS training and MSDS's (Material Safety Data Sheet) must be on site.
- Before bringing materials into the house make sure stairs or access ramps are provided into the house and to all levels you will be working.
- Whenever possible, have delivery of the materials as close to your work area as possible.
- Before bringing materials into the house make sure stairs or access ramps are provided into the house and to all levels you will be working.
- When moving or placing of material must be done manually, do it in pairs. Materials are often heavy or awkward to carry. Use proper manual lifting techniques.
- Clear room or work area of debris or other tripping hazards before working. Organize your materials to minimize spills, trips and bump hazards.
- When using glues or solvents always work in a well ventilated area.
- Read the labels on all glues, solvents and other controlled products. Refer to MSDS sheets for the safe handling requirements and appropriate personal protective equipment.
- Airlines and extension cords are always slip and trip hazards. Organize away from your direct work area to minimize slip and trip hazards.
- Clean up and pick up after yourself as you go; good housekeeping practices on the job site must be maintained.
- Wear knee pads when working on the floor. This will reduce stress on your knees and reduce the risk of injury from sharp objects.
- Use power stretchers to stretch wall to wall carpet. Kickers should only be used for stretching that does not require heavy kicks.
- Rotate work position or stretch often to reduce strain on your knees and back (kneeling; squatting; standing etc.).

TRADES GUIDELINES – FLOORING

TILE FLOORING – SAFE WORK PRACTICES

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as hardhat, safety footwear, safety eyewear, hearing protection and fall protection as required.
- Before bringing materials into the house make sure stairs or access ramps are provided into the house and to all levels you will be working.
- Whenever possible, have delivery of the materials as close to your work area as possible.
- Wear hearing protection when using an air-nailer to secure mesh.
- Airlines and extension cords are always slip and trip hazards. Organize away from your direct work area to minimize slip and trip hazards.
- Clean up and pick up after yourself as you go; good housekeeping practices on the job site must be maintained.
- Ensure that your mixing tools and cutting tools are in safe operating condition.
- Read the labels prior to mixing scratch coat and glue. Refer to MSDS sheets for the safe handling requirements and appropriate personal protective equipment.
- Workers must receive WHMIS training and MSDS's (Material Safety Data Sheet) must be on site.
- Use wet-cutting when cutting tiles with power tools. Always wear eye, hearing and appropriate respiratory protection.
- If using other cutting devices, ensure all guards are in place and eye protection is worn.
- Wear knee pads when working on the floor. This will reduce stress on your knees and reduce the risk of injury from sharp objects.
- Rotate work position or stretch often to reduce strain on your knees and back (kneeling; squatting; standing etc.).

GENERAL SAFETY INFORMATION

1. PPE (Personal Protective Equipment)

PPE may be used as a method to help reduce identified hazards – as a “last line of defence”. Every effort to eliminate or reduce the hazard should follow this order:

- At the Source (Elimination or Substitution)
- Along the Path to the Worker (Modifications to Work or Process)
- At the Worker (PPE)

The WSH Act states that **Safety Headwear and Safety Footwear** must be made “readily available” for all personnel on a construction site (including new construction; renovations and any alterations or modifications to a structure, building or street) – and worn if a danger to an injury is present.

Safety Headwear and Safety Footwear are mandatory PPE that must be “immediately available” or worn by any person on a construction site

Required PPE to be worn or made “readily available” at residential construction sites include:

Head Protection: Where a danger of injury to a worker’s head exists or may exist. E.g. where overhead work is being done or where material is being hoisted overhead.

Foot Protection: Where danger of injury to a worker’s foot exists or may exist. E.g. where housekeeping is poor, material delivery, uneven terrain.

Fall Protection: If working at heights over 10 feet, or less, if a worker may fall onto a hazard, fall protection is required. Generally your options will be guardrails; travel restraint or fall arrest systems.

Other PPE that may be required include:

Eye Protection: Where danger of injury or irritation to a worker’s eye exists. E.g. during use of power or pneumatic tools (skill saws, quick-cut saws, sweeping, sawdust, etc.).

Respiratory Protective Equipment: When working with or around airborne contaminants that may be an inhalation hazard or if the airborne contaminant exceeds applicable Occupational Exposure Limits, respiratory protection is required. E.g. dusts or chemicals; mixing cement or stucco, sanding, etc.

TRADES GUIDELINES – FLOORING

Hearing Protection: When noise levels in exceed 80 dBA, a hearing conservation program must be implemented. Ear muffs or Ear plugs should be worn when working with or around loud tools or equipment. E.g. skill saws, cutting, pneumatic tools.

Limb and Body Protection: Where danger of injury to a worker's hands, arms or legs, or trunk of the body exists suitable clothing and equipment must be worn – E.g. dust, material handling, kneeling, sun, etc.

2. Lifting Activities

Caution and appropriate controls must be used during any lifting activity – to protect the load and the workers. Lifting on work sites is done either mechanically or manually. Whenever possible, lift and place heavy or awkward items using mechanical lifting devices.

Mechanical Lifting: Equipment or machinery must be of sufficient size to safely lift anticipated loads. Equipment or machinery must be properly maintained. Workers must be competent in the operation of the equipment, including certification if cranes or forklifts are used.

Manual Lifting: Proper lifting techniques should be employed (i.e. keep objects as close to the body as possible, lift with legs, not back). Know your limits, and ask a co-worker to help lift objects too heavy or awkward for one person. Do not be afraid to ask for help. Eliminate potential tripping or slipping hazards before beginning to lift.

3. Access to the Work Area

Proper access to the work area must be available at all times – this will normally be ladders, ramps or stairs during painting activities.

Ladders: Ladders should be used for short-term work only. Never lean out while on a ladder – move the ladder. Ladders used to access work areas should be grade 1. They must be secured from movement (normally tied off) and extend a minimum three feet above work level. The ladder should be positioned to maintain a 4:1 slope. Always maintain three-points of contact when climbing or descending a ladder.

Ramps: Ramps should be constructed of at least two – 2 x 10 planks. They must be secured from movement and have a slope no greater than one vertical to three horizontal. Cross cleats must be provided at regular intervals to exceeding 1 ½ feet – and must be keep clear of snow, ice and mud accumulations.

Stairs: Temporary stairs should be constructed to support any likely loads. They must be secured from movement; be uniform in width, length and height; with a slope not exceeding 50 degrees from horizontal. Open sides must have a handrail equivalent in strength to the top rail of a guardrail.

4. Trucking Operations and Mobile Equipment

Trucking operations and mobile equipment are used to haul material or equipment to and from work sites. During homebuilding, the site can get very busy with backhoes, loaders, dump trucks, cement trucks and delivery vehicles. Protection of workers and/or the public is required in the working area. Traffic Control techniques should be implemented. Other general precautions should include:

- Minimize the need for equipment backing up. If required, ensure vehicles and equipment have back-up alarms and workers wear high visibility vests. Ensure standard signalling procedures are known and followed by everyone involved (including drivers of delivery vehicles and spotter).
- Be aware of the operators 'blind spots' – always maintain eye contact with the operator if you must approach equipment.
- Never stand under a suspended load, raised forks, buckets or blades.
- When receiving a load, use taglines to keep a safe distance between you and the load.

Truck drivers should be competent in the operation of the truck and or any other equipment associated with the truck (i.e. conveyors, hoists) as well as any techniques used to load and unload materials. All equipment must be capable of performing the task for which it is to be used and must be properly maintained.

TRADES GUIDELINES – FLOORING

5. General

Housekeeping is a major cause of residential incidents – scrap shingles and asphalt pebbles are often a cause of slips, trips and falls. It's very important to keep your job site clean – clean up as you go. Use a bin or create dedicated scrap piles as soon as possible. From a safety standpoint, cables and cords should be kept clear of workspaces to prevent tripping hazards.

It's recommended for fire extinguishers to be readily available for trades working with open flames.

There must be adequate lighting when performing work at all times.

Prior to beginning work, a toolbox talk can be very beneficial. When safety discussions are held, the chances are higher that a safe job will result.



RESTRICTED AREA
Authorized Personnel Only
All persons must contact Site Supervisor before entering

Employer: _____
Contact: (204) _____
First Aid: (204) _____ OR 911
First Aid Kit: ON SITE or in Service Vehicle
First Aiders: ON SITE
Safety Rep: ON SITE or contact employer

108 0176 - look for personnel / look for Building Guard operators

CONSTRUCTION SAFETY
Winnipeg: 204-775-3171 Brandon: 204-728-3456



MANDATORY PPE
All persons entering this site must wear:

Hard Hat _____
Safety Footwear _____
Eye Protection _____
Hearing Protection _____
Other: _____

CONSTRUCTION SAFETY
Winnipeg: 204-775-3171 Brandon: 204-728-3456

To assist the general public in “awareness” of the potential and actual hazards – the first and simplest method is to post a sign. If the hazards warrant, you may need secure the site (i.e. fencing and warning tape) or the actual hazard (i.e. floor openings or access ramps / ladders).

ACKNOWLEDGEMENT

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

TRADES GUIDELINES – FLOORING

CONTRACTOR COMPLIANCE DECLARATION

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

Submitted To: _____

Company Name: _____

Address: _____

CSAM Safety Program Information

COR Certification # _____ Safety Program Registration # _____

DECLARATION

I have read the information provided to me by the Builder or Renovator respecting Flooring, which I am advised was taken from the Manitoba Residential Construction Safety Guide, prepared by the Construction Safety Association of Manitoba. Its information relates to my trade or occupation to help ensure a safer job site.

- As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health Act (W210) and the Construction Industry Regulation.
- As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor, familiar with the WSH Act and Regulations.
- As required by all persons in the province of Manitoba, I will share required information with the prime contractor, and those affected, necessary to identify and control existing and potential hazards.
- To the best of my knowledge, I and my company employees meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety and Health Legislation.

Print Name: _____

Signature: _____

Print Company: _____

Date: _____



Head Office: Winnipeg (204) 775 – 3171
Westman Office: Brandon (204) 728 – 3456
www.constructionsafety.ca

Head Office: Winnipeg (204) 925 – 2560
www.homebuilders.mb.ca

TRADES GUIDELINES – FLOORING

TRADES GUIDELINES – CABINETS & FINISHING

It must be pointed out that every company or sub-contractor on the residential site is classified as an “employer” under the WSH Act – and have the same legal duties and responsibilities. In a nutshell, employers must ensure the safety and health of their workers and ensure that their actions (or lack of action) do not cause anyone else harm.

By law, each employer must abide by the WSH Act, Regulations. Systems should be in place to:

- Share required information necessary to Identify; Communicate and Control hazards
- Ensure workers are supervised by a competent person (knowledge, training or experience)
- Ensure workers are competent to perform the tasks assigned (instruction and training)
- Ensure tools and equipment are maintained properly
- Ensure PPE is provided and worn.

Further, each employer is responsible to ensure plans are in place and their workers are aware of the following minimum emergency procedures:

- Providing first aid to the injured
- Providing transportation to medical aid for the injured
- Conducting initial attack fire fighting; and
- Promptly contacting outside agencies for assistance.

You should ensure Site Orientations are conducted and information is posted on site to cover the above, along with any other site specific hazards and controls – PPE Requirements; Communication Device; Emergency Phone Numbers; Muster Point; First Aid Kit; MSDS Sheets; Safe Work Practices.

MAIN HAZARDS: The main hazards associated with Cabinets and Finishing: Slips and Trips; Falls; Noise; Over-exertion; Cuts and Struck by Objects (particularly when cutting)

CABINETS & MILLWORK INSTALLATION – SAFE WORK PRACTICES

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as a hardhat, safety footwear, safety eyewear, hearing protection, and fall protection as required.
- Whenever possible, have delivery of the cabinets and materials as close to your work area as possible.
- Ensure delivery area is clear of all slip and trip hazards and placed on a flat surface free of debris and out of potential wet areas.
- Before bringing materials into the house make sure stairs or access ramps are provided into the house and to all levels you will be working.
- Clean up and pick up after yourself as you go; good housekeeping practices on the job site must be maintained. If bins are supplied – use them. If no bins, have piles designated for waste away from installation area.
- When moving, lifting or placing cabinets do it in pairs. Build and use a support prop or stand when installing cabinets.
- Read the label on the glue or adhesives and refer to the MSDS Sheets for appropriate PPE and safe handling information. Always ensure adequate ventilation when using adhesives.
- Workers must receive WHMIS training and MSDS's (Material Safety Data Sheet) must be on site.
- Always wear Eye and Hearing protection when using any type of power saw for cutting.
- Set up table saw on a firm solid base. Always use push sticks when doing narrow or short cuts on table saws.
- Ensure all guards are in place and operating properly.
- When using a mitre saw, set up on a solid work bench at waist level to reduce awkward angles and kneeling/squatting positions.
- Keep all cutting blades sharp and use the right tool for the job. Do not modify or alter tools and do not use a tool for anything other than its intended purpose.
- Ensure tools are in safe working order. Attach a “do not use” tag to damaged tools and notify your foreman.
- Only use extension cords that have ground pins and are free of cracks, cuts or burn marks.
- Rotate work position or stretch often to reduce strain on your knees and back (kneeling; squatting; standing etc.).

TRADES GUIDELINES – CABINETS & FINISHING

TRIM & FINISHING – SAFE WORK PRACTICES

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as a hardhat, safety footwear, safety eyewear, hearing protection, and fall protection as required.
- Before bringing materials into the house make sure stairs or access ramps are provided into the house and to all levels you will be working.
- Clean up and pick up after yourself as you go; good housekeeping practices on the job site must be maintained. If bins are supplied – use them. If no bins, have piles designated for waste away from installation area.
- Read the label on the glue or adhesives and refer to the MSDS Sheets for appropriate PPE and safe handling information. Always ensure adequate ventilation when using adhesives.
- Workers must receive WHMIS training and MSDS's (Material Safety Data Sheet) must be on site.
- Always wear Eye and Hearing protection when using any type of power saw for cutting.
- When using a mitre saw, set up on a solid work bench at waist level to reduce awkward angles and kneeling/squatting positions.
- Have the work bench long enough to support the length of trim.
- Keep all cutting blades sharp and use the right tool for the job. Do not modify or alter tools and do not use a tool for anything other than its intended purpose.
- Ensure tools are in safe working order. Attach a “do not use” tag to damaged tools and notify your foreman.
- Only use extension cords that have ground pins and are free of cracks, cuts or burn marks.
- Rotate work position or stretch often to reduce strain on your knees and back (kneeling; squatting; standing etc.).

GENERAL SAFETY INFORMATION

1. PPE (Personal Protective Equipment)

PPE may be used as a method to help reduce identified hazards – as a “last line of defence”. Every effort to eliminate or reduce the hazard should follow this order:

- At the Source (Elimination or Substitution)
- Along the Path to the Worker (Modifications to Work or Process)
- At the Worker (PPE)

The Workplace Safety and Health Regulation states that **Safety Headwear and Safety Footwear** must be made “immediately available” for all personnel on a construction site (including new construction; renovations and any alterations or modifications to a structure, building or street). They must be worn if a danger to an injury is present.

Safety Headwear and Safety Footwear are mandatory PPE that must be “immediately available” or worn by any person on a construction site

Required PPE to be worn or made “readily available” at residential construction sites include:

Head Protection: Where danger of injury to a worker's head exists or may exist. E.g. where overhead work is being done or where material is being hoisted overhead.

Foot Protection: Where danger of injury to a worker's foot exists or may exist. E.g. where housekeeping is poor, material delivery, uneven terrain.

Fall Protection: If working at heights over 10 feet, or less, if a worker may fall onto a hazard, fall protection is required. Generally your options will be guardrails; travel restraint or fall arrest systems. See special note on Residential Fall Protection above.

Other PPE that may be required include:

Eye Protection: Where danger of injury or irritation to a worker's eye exists. E.g. during use of power or pneumatic tools (skill saws, quick-cut saws, sweeping, sawdust, etc.)

Respiratory Protective Equipment: When working with or around airborne contaminants that may be an inhalation hazard or if the airborne contaminant exceeds applicable Occupational Exposure Limits, respiratory protection is required. E.g. dusts or chemicals; mixing cement or stucco, sanding, etc.

TRADES GUIDELINES – CABINETS & FINISHING

Hearing Protection: when noise levels in exceed 80 dBA, a hearing conservation program must be implemented. Ear muffs or Ear plugs should be worn when working with or around loud tools or equipment. E.g. skill saws, cutting, pneumatic tools.

Limb and Body Protection: Where danger of injury to a worker's hands, arms or legs, or trunk of the body exists suitable clothing and equipment must be worn – E.g. dust, material handling, kneeling, sun, etc.

2. Lifting Activities

Caution and appropriate controls must be used during any lifting activity – to protect the load and the workers. Lifting on work sites is done either mechanically or manually. Whenever possible, lift and place heavy or awkward items using mechanical lifting devices.

Mechanical Lifting: Equipment or machinery must be of sufficient size to safely lift anticipated loads. Equipment or machinery must be properly maintained. Workers must be competent in the operation of the equipment, including certification if cranes or forklifts are used.

Manual Lifting: Proper lifting techniques should be employed (i.e. keep objects as close to the body as possible, lift with legs, not back). Know your limits, and ask a co-worker to help lift objects too heavy or awkward for one person. Do not be afraid to ask for help. Eliminate potential tripping or slipping hazards before beginning to lift.

3. Access to the Work Area

Proper access to the work area must be available at all times – this will normally be ladders during insulating activities.

Ladders: Ladders should be used for short-term work only. Never lean out while on a ladder – move the ladder. Ladders used to access work areas should be grade 1. They must be secured from movement (normally tied off) and extend a minimum three feet above work level. The ladder should be positioned to maintain a 4:1 slope. Always maintain three-points of contact when climbing or descending a ladder.

Ramps: Ramps should be constructed of at least two – 2 x 10 planks. They must be secured from movement and have a slope no greater than one vertical to three horizontal. Cross cleats must be provided at regular intervals to exceeding 1 ½ feet – and must be keep clear of snow, ice and mud accumulations.

Stairs: Temporary stairs should be constructed to support any likely loads. They must be secured from movement; be uniform in width, length and height; with a slope not exceeding 50 degrees from horizontal. Open sides must have a handrail equivalent in strength to the top rail of a guardrail.

4. Trucking Operations and Mobile Equipment

Trucking operations and mobile equipment are used to haul material or equipment to and from work sites. During homebuilding, the site can get very busy with backhoes, loaders, dump trucks, cement trucks and delivery vehicles. Protection of workers and/or the public is required in the working area. Traffic Control techniques should be implemented. Other general precautions should include:

- Minimize the need for equipment backing up. If required, ensure vehicles and equipment have back-up alarms and workers wear high visibility vests. Ensure standard signalling procedures are known and followed by everyone involved (including drivers of delivery vehicles and spotter).
- Be aware of the operators 'blind spots' – always maintain eye contact with the operator if you must approach equipment.
- Never stand under a suspended load, raised forks, buckets or blades.
- When receiving a load, use taglines to keep a safe distance between you and the load.

Truck drivers should be competent in the operation of the truck and or any other equipment associated with the truck (i.e. conveyors, hoists) as well as any techniques used to load and unload materials. All equipment must be capable of performing the task for which it is to be used and must be properly maintained.

TRADES GUIDELINES – CABINETS & FINISHING

5. General

Housekeeping is a major cause of residential incidents – scrap shingles and asphalt pebbles are often a cause of slips, trips and falls. It's very important to keep your job site clean – clean up as you go. Use a bin or create dedicated scrap piles as soon as possible. From a safety standpoint, cables and cords should be kept clear of workspaces to prevent tripping hazards.

It's recommended for fire extinguishers to be readily available for trades working with open flames.

There must be adequate lighting when performing work at all times.

Prior to beginning work, a toolbox talk can be very beneficial. When safety discussions are held, the chances are higher that a safe job will result.



RESTRICTED AREA
Authorized Personnel Only
All persons must contact Site Supervisor before entering

Employer: _____
Contact: (204) _____
First Aid: (204) _____ OR 911
First Aid Kit: ON SITE or in Service Vehicle
First Aiders: ON SITE
Safety Rep: ON SITE or contact employer

*ON SITE look for personnel / location / equipment / signage / equipment

CONSTRUCTION SAFETY ASSOCIATION OF MANITOBA
Winnipeg: 204-775-3171 Brandon: 204-728-3456



MANDATORY PPE
All persons entering this site must wear:

Hard Hat _____
Safety Footwear _____
Eye Protection _____
Hearing Protection _____
Other: _____

CONSTRUCTION SAFETY ASSOCIATION OF MANITOBA
Winnipeg: 204-775-3171 Brandon: 204-728-3456

To assist the general public in “awareness” of the potential and actual hazards – the first and simplest method is to post a sign. If the hazards warrant, you may need to secure the site (i.e. fencing and warning tape) or the actual hazard (i.e. floor openings or access ramps / ladders).

ACKNOWLEDGEMENT

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

TRADES GUIDELINES – CABINETS & FINISHING

CONTRACTOR COMPLIANCE DECLARATION

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

Submitted To: _____

Company Name: _____

Address: _____

CSAM Safety Program Information

COR Certification # _____ Safety Program Registration # _____

DECLARATION

I have read the information provided to me by the Builder or Renovator respecting Cabinets & Finishing, which I am advised was taken from the Manitoba Residential Construction Safety Guide, prepared by the Construction Safety Association of Manitoba. Its information relates to my trade or occupation to help ensure a safer job site.

- As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health Act (W210) and the Construction Industry Regulation.
- As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor, familiar with the WSH Act and Regulations.
- As required by all persons in the province of Manitoba, I will share required information with the prime contractor, and those affected, necessary to identify and control existing and potential hazards.
- To the best of my knowledge, I and my company employees meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety and Health Legislation.

Print Name: _____

Signature: _____

Print Company: _____

Date: _____



Head Office: Winnipeg (204) 775 – 3171

Westman Office: Brandon (204) 728 – 3456

www.constructionsafety.ca

Head Office: Winnipeg (204) 925 – 2560

www.homebuilders.mb.ca

TRADES GUIDELINES – CABINETS & FINISHING

TRADES GUIDELINES – EXTERIOR FINISHES

It must be pointed out that every company or sub-contractor on the residential site is classified as an “employer” under the WSH Act – and have the same legal duties and responsibilities. In a nutshell, employers must ensure the safety and health of their workers and ensure that their actions (or lack of action) do not cause anyone else harm.

By law, each employer must abide by the WSH Act, Regulations. Systems should be in place to:

- Share required information necessary to Identify; Communicate and Control hazards
- Ensure workers are supervised by a competent person (knowledge, training or experience)
- Ensure workers are competent to perform the tasks assigned (instruction and training)
- Ensure tools and equipment are maintained properly
- Ensure PPE is provided and worn

Further, each Employer is responsible to ensure plans are in place and their workers are aware of the following minimum emergency procedures:

- Providing first aid to the injured
- Providing transportation to medical aid for the injured
- Conducting initial attack fire fighting; and
- Promptly contacting outside agencies for assistance

You should ensure Site Orientations are conducted and information is posted on site to cover the above, along with any other site specific hazards and controls – PPE Requirements; Communication Device; Emergency Phone Numbers; Muster Point; First Aid Kit; MSDS Sheets; Safe Work Practices.

MAIN HAZARDS: The main hazards associated with Exterior Finishes include: Falls; Sun Exposure; Struck by Objects (injuries to Eyes and Hands); Slips and Trips and Over-exertion

EXTERIOR FINISHES – SAFE WORK PRACTICES

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as a hardhat, safety footwear, safety eyewear, hearing protection, and fall protection as required.
- Respiratory equipment must be used when mixing cement or stucco materials.
- Ladders must be inspected prior to use and secured from movement (tie off or have workmate hold)
- All scaffolding must be properly erected and inspected by a competent person.
- Light duty tasks less than 5 metres can use A-Frame scaffolds, lean-to scaffolds and ladder jacks. They must be secured to prevent movement and have a minimum 20” platform (2 – 2” x 10” number 1 structural grade spruce plank used.
- Supports for the wood planks must not be further than 8 feet apart. Engineered platforms as per manufacturers specifications.
- Mason scaffolding must be secured against movement and include mudsills, base plates, levelling screws, horizontal and vertical bracing – maximum 1.5 metres wide (5 feet). Ideal set up is 2 to 4 inches from the wall with platforms a minimum 20” wide capable of safely supporting 4x maximum load.
- Fall protection is required above 10 feet (Guardrails; Fall Restraint or Fall Arrest).
- Clean up and pick up after yourself as you go; good housekeeping practices on the job site must be maintained. If bins are supplied – use them. If no bins, have piles designated for waste.
- Store materials neatly in a clean, level and easily accessible area away from overhead power lines.
- Do not modify or alter tools and do not use a tool for anything other than its intended purpose.
- Ensure tools are in safe working order. Attach a “do not use” tag to damaged tools and notify your foreman.
- Only use extension cords that have ground pins and are free of cracks, cuts or burn marks.
- Workers must receive WHMIS training and MSDS’s (Material Safety Data Sheet) must be on site.

GENERAL SAFETY INFORMATION

1. PPE (Personal Protective Equipment)

PPE may be used as a method to help reduce identified hazards – as a “last line of defence”. Every effort to eliminate or reduce the hazard should follow this order:

- At the Source (Elimination or Substitution)
- Along the Path to the Worker (Modifications to Work or Process)
- At the Worker (PPE)

TRADES GUIDELINES – EXTERIOR FINISHES

The Workplace Safety and Health Regulation states that **Safety Headwear and Safety Footwear** must be made “immediately available” for all personnel on a construction site (including new construction; renovations and any alterations or modifications to a structure, building or street). They must be worn if a danger to an injury is present.

Safety Headwear and Safety Footwear are mandatory PPE that must be “immediately available” or worn by any person on a construction site

Required PPE to be worn or made “readily available” at residential construction sites include:

Head Protection: Where a danger of injury to a worker’s head exists or may exist. E.g. where overhead work is being done or where material is being hoisted overhead.

Foot Protection: Where danger of injury to a worker’s foot exists or may exist. E.g. where housekeeping is poor, material delivery, uneven terrain.

Fall Protection: If working at heights over 10 feet, or less, if a worker may fall onto a hazard, fall protection is required. Generally your options will be guardrails; travel restraint or fall arrest systems. See special note on Residential Fall Protection above.

Other PPE that may be required include:

Eye Protection: Where danger of injury or irritation to a worker’s eye exists. E.g. during use of power or pneumatic tools (skill saws, quick-cut saws, sweeping, sawdust, etc.).

Respiratory Protective Equipment: When working with or around airborne contaminants that may be an inhalation hazard or if the airborne contaminant exceeds applicable Occupational Exposure Limits, respiratory protection is required. E.g. dusts or chemicals; mixing cement or stucco, sanding, etc.

Hearing Protection: When noise levels in exceed 80 dBA, a hearing conservation program must be implemented. Ear muffs or Ear plugs should be worn when working with or around loud tools or equipment. E.g. skill saws, cutting, pneumatic tools.

Limb and Body Protection: Where danger of injury to a worker’s hands, arms or legs, or trunk of the body exists suitable clothing and equipment must be worn – E.g. dust, material handling, kneeling, sun, etc.

2. Lifting

Caution and appropriate controls must be used during any lifting activity – to protect the load and the workers. Lifting on work sites is done either mechanically or manually. Whenever possible, lift and place heavy or awkward items using mechanical lifting devices.

Mechanical Lifting: Equipment or machinery must be of sufficient size to safely lift anticipated loads. Equipment or machinery must be properly maintained. Workers must be competent in the operation of the equipment, including certification if cranes or forklifts are used.

Manual Lifting: Proper lifting techniques should be employed (i.e. keep objects as close to the body as possible, lift with legs, not back). Know your limits, and ask a co-worker to help lift objects too heavy or awkward for one person, do not be afraid to ask for help. Eliminate potential tripping or slipping hazards before beginning to lift.

3. Access to the Work Area

Proper access to the work area must be available at all times – this will normally be ladders during exterior finishing activities.

Ladders: Ladders should be used for short-term work only. Never lean out while on a ladder – move the ladder. Ladders used to access work areas should be grade 1. They must be secured from movement (normally tied off) and extend a minimum three feet above work level. The ladder should be positioned to maintain a 4:1 slope. Always maintain three-points of contact when climbing or descending a ladder.

TRADES GUIDELINES – EXTERIOR FINISHES

Ramps: Ramps should be constructed of at least two – 2 x 10 planks. They must be secured from movement and have a slope no greater than one vertical to three horizontal. Cross cleats must be provided at regular intervals to exceeding 1 ½ feet – and must be keep clear of snow, ice and mud accumulations.

Stairs: Temporary stairs should be constructed to support any likely loads. They must be secured from movement; be uniform in width, length and height; with a slope not exceeding 50 degrees from horizontal. Open sides must have a handrail equivalent in strength to the top rail of a guardrail.

4. Trucking Operations and Mobile Equipment

Trucking operations and mobile equipment are used to haul material or equipment to and from work sites. During homebuilding, the site can get very busy with backhoes, loaders, dump trucks, cement trucks and delivery vehicles. Protection of workers and/or the public is required in the working area. Traffic Control techniques should be implemented. Other general precautions should include:

- Minimize the need for equipment backing up. If required, ensure vehicles and equipment have back-up alarms and workers wear high visibility vests. Ensure standard signalling procedures are known and followed by everyone involved (including drivers of delivery vehicles and spotter).
- Be aware of the operators 'blind spots' – always maintain eye contact with the operator if you must approach equipment.
- Never stand under a suspended load or raised forks, buckets or blades.
- When receiving a load, use taglines to keep a safe distance between you and the load.

Truck drivers should be competent in the operation of the truck and or any other equipment associated with the truck (i.e. conveyors, hoists) as well as any techniques used to load and unload materials. All equipment must be capable of performing the task for which it is to be used and must be properly maintained.

5. General

Housekeeping is a major cause of residential incidents – scrap shingles and asphalt pebbles are often a cause of slips, trips and falls. It's very important to keep your job site clean – clean up as you go. Use a bin or create dedicated scrap piles as soon as possible. From a safety standpoint, cables and cords should be kept clear of workspaces to prevent tripping hazards.

It's recommended for fire extinguishers to be readily available for trades working with open flames.

There must be adequate lighting when performing work at all times.

Prior to beginning work, a toolbox talk can be very beneficial. When safety discussions are held, the chances are higher that a safe job will result.



RESTRICTED AREA
Authorized Personnel Only
All persons must contact Site Supervisor before entering

Employer: _____
Contact: (204) _____
First Aid: (204) _____ OR 911
First Aid Kit: ON SITE or in Service Vehicle
First Aiders: ON SITE
Safety Rep: ON SITE or contact employer

Winnipeg: 204-775-3171 Brandon: 204-728-3456



MANDATORY PPE
All persons entering this site must wear:

Hard Hat
Safety Footwear
Eye Protection
Hearing Protection
Other:

Winnipeg: 204.775.3171 Brandon: 204.728.3456

To assist the general public in "awareness" of the potential and actual hazards – the first and simplest method is to Post a Sign and if the hazards warrant, you may need secure the site (i.e. fencing and warning tape) or the actual hazard (i.e. floor openings or access ramps / ladders).

TRADES GUIDELINES – EXTERIOR FINISHES

ACKNOWLEDGEMENT

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

TRADES GUIDELINES – EXTERIOR FINISHES

CONTRACTOR COMPLIANCE DECLARATION

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

Submitted To: _____

Company Name: _____

Address: _____

CSAM Safety Program Information

COR Certification # _____ Safety Program Registration # _____

DECLARATION

I have read the information provided to me by the Builder or Renovator respecting Exterior Finishes, which I am advised was taken from the Manitoba Residential Construction Safety Guide, prepared by the Construction Safety Association of Manitoba. Its information relates to my trade or occupation to help ensure a safer job site.

- As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health Act (W210) and the Construction Industry Regulation.
- As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor, familiar with the WSH Act and Regulations.
- As required by all persons in the province of Manitoba, I will share required information with the prime contractor, and those affected, necessary to identify and control existing and potential hazards.
- To the best of my knowledge, I and my company employees meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety and Health Legislation.

Print Name: _____

Signature: _____

Print Company: _____

Date: _____



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www.constructionsafety.ca

Head Office: Winnipeg (204) 925 – 2560
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TRADES GUIDELINES - EXTERIOR FINISHES

TRADES GUIDELINES – SOFFITS, FACIA, EAVES AND SIDING

It must be pointed out that every company or sub-contractor on the residential site is classified as an “employer” under the WSH Act – and have the same legal duties and responsibilities. In a nutshell, employers must ensure the safety and health of their workers and ensure that their actions (or lack of action) do not cause anyone else harm.

By law, each employer must abide by the WSH Act, Regulations. Systems should be in place to:

- Share required information necessary to Identify; Communicate and Control hazards
- Ensure workers are supervised by a competent person (knowledge, training or experience)
- Ensure workers are competent to perform the tasks assigned (instruction and training)
- Ensure tools and equipment are maintained properly
- Ensure PPE is provided and worn

Further, each Employer is responsible to ensure plans are in place and their workers are aware of the following minimum emergency procedures:

- Providing first aid to the injured
- Providing transportation to medical aid for the injured
- Conducting initial attack fire fighting; and
- Promptly contacting outside agencies for assistance

You should ensure Site Orientations are conducted and information is posted on site to cover the above, along with any other site specific hazards and controls – PPE Requirements; Communication Device; Emergency Phone Numbers; Muster Point; First Aid Kit; MSDS Sheets; Safe Work Practices.

MAIN HAZARDS: The main hazards associated with Eaves & Soffits include: Falls; Over-exertion; Awkward Posture; Cuts/Abrasions and Sun Exposure

SOFFITS, FACIA, EAVES TROUGHS AND SIDING – SAFE WORK PRACTICES

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as a hardhat, safety footwear, safety eyewear, hearing protection, and fall protection as required.
- Ladders should be used for short-term work only. # 1 Rule: Never lean out while on a ladder – move the ladder.
- Set up saws, brakes and trough machines where they will not interfere with access to the work area.
- Keep hand tools in good condition. Sharp tin snips make work quicker and are easier on the wrist.
- For longer term work, use a powered elevating work platform or set up a light duty A-Frame or Lean-to scaffold or pump-jack scaffold.
- Light duty tasks less than 5 metres can use A-Frame scaffolds, lean-to scaffolds and ladder jacks. They must be secured to prevent movement and have a minimum 20” platform (2 – 2” x 10” number 1 structural grade spruce plank used).
- Fall protection is required above 10 feet (Guardrails; Fall Restraint or Fall Arrest).
- Clean up and pick up after yourself as you go; good housekeeping practices on the job site must be maintained. If bins are supplied – use them. If no bins, have piles designated for waste.
- Store materials neatly in a clean, level and easily accessible area away from overhead power lines.
- Do not modify or alter tools and do not use a tool for anything other than its intended purpose.
- Ensure tools are in safe working order. Attach a “do not use” tag to damaged tools and notify your foreman.
- Only use extension cords that have ground pins and are free of cracks, cuts or burn marks.
- Workers must receive WHMIS training and MSDS’s (Material Safety Data Sheet) must be on site.

GENERAL SAFETY INFORMATION

1. PPE (Personal Protective Equipment)

PPE may be used as a method to help reduce identified hazards – as a “last line of defence”. Every effort to eliminate or reduce the hazard should follow this order:

- At the Source (Elimination or Substitution)
- Along the Path to the Worker (Modifications to Work or Process)
- At the Worker (PPE)

TRADES GUIDELINES – SOFFITS, FACIA, EAVES AND SIDING

The Workplace Safety and Health Regulation states that **Safety Headwear and Safety Footwear** must be made “immediately available” for all personnel on a construction site (including new construction; renovations and any alterations or modifications to a structure, building or street). They must be worn if a danger to an injury is present.

Safety Headwear and Safety Footwear are mandatory PPE that must be “immediately available” or worn by any person on a construction site

Required PPE to be worn or made “readily available” at residential construction sites include:

Head Protection: Where a danger of injury to a worker’s head exists or may exist. E.g. where overhead work is being done or where material is being hoisted overhead.

Foot Protection: Where danger of injury to a worker’s foot exists or may exist. E.g. where housekeeping is poor, material delivery, uneven terrain.

Fall Protection: If working at heights over 10 feet, or less if a worker may fall onto a hazard, fall protection is required. Generally your options will be guardrails; travel restraint or fall arrest systems.

Other PPE that may be required include:

Eye Protection: Where danger of injury or irritation to a worker’s eye exists. E.g. during use of power or pneumatic tools (skill saws, quick-cut saws, sweeping, sawdust, etc.).

Respiratory Protective Equipment: When working with or around airborne contaminants that may be an inhalation hazard or if the airborne contaminant exceeds applicable Occupational Exposure Limits, respiratory protection is required. E.g. dusts or chemicals; mixing cement or stucco, sanding, etc.

Hearing Protection: When noise levels exceed 80 dBA; a hearing conservation program must be implemented. Ear muffs or Ear plugs should be worn when working with or around loud tools or equipment. E.g. skill saws, cutting, pneumatic tools.

Limb and Body Protection: Where danger of injury to a worker’s hands, arms or legs, or trunk of his body exists. E.g. material handling, kneeling, sun, etc.

2. Lifting

Caution and appropriate controls must be used during any lifting activity – to protect the load and the workers. Lifting on work sites is done either mechanically or manually. Whenever possible, lift and place heavy or awkward items using mechanical lifting devices.

Mechanical Lifting: Equipment or machinery must be of sufficient size to safely lift anticipated loads. Equipment or machinery must be properly maintained. Workers must be competent in the operation of the equipment, including certification if cranes or forklifts are used.

Manual Lifting: Proper lifting techniques should be employed (i.e. keep objects as close to the body as possible, lift with legs, not back). Know your limits, and ask a co-worker to help lift objects too heavy or awkward for one person, do not be afraid to ask for help. Eliminate potential tripping or slipping hazards before beginning to lift.

3. Access to the Work Area

Proper access to the work area must be available at all times – this will normally be ladders during Soffit, Fascia, Eaves and Siding activities:

Ladders: Ladders should be used for short-term work only. Never lean out while on a ladder – move the ladder. Ladders used to access work areas should be grade 1. They must be secured from movement (normally tied off) and extend a minimum three feet above work level. The ladder should be positioned to maintain a 4:1 slope. Always maintain three-points of contact when climbing or descending a ladder.

TRADES GUIDELINES – SOFFITS, FACIA, EAVES AND SIDING

4. Trucking Operations and Mobile Equipment

Trucking operations and mobile equipment are used to haul material or equipment to and from work sites. During homebuilding, the site can get very busy with backhoes, loaders, dump trucks, cement trucks and delivery vehicles. Protection of workers and/or the public is required in the working area. Traffic Control techniques should be implemented. Other general precautions should include:

- Minimize the need for equipment backing up. If required, ensure vehicles and equipment have back-up alarms and workers wear high visibility vests. Ensure standard signalling procedures are known and followed by everyone involved (including drivers of delivery vehicles and spotter).
- Be aware of the operators 'blind spots' – always maintain eye contact with the operator if you must approach equipment.
- Never stand under a suspended load or raised forks, buckets or blades.
- When receiving a load, use taglines to keep a safe distance between you and the load.

Truck drivers should be competent in the operation of the truck and or any other equipment associated with the truck (i.e. conveyors, hoists) as well as any techniques used to load and unload materials. All equipment must be capable of performing the task for which it is to be used and must be properly maintained.

5. General

Housekeeping is a major cause of residential incidents – scrap shingles and asphalt pebbles are often a cause of slips, trips and falls. It's very important to keep your job site clean – clean up as you go. Use a bin or create dedicated scrap piles as soon as possible. From a safety standpoint, cables and cords should be kept clear of workspaces to prevent tripping hazards.

It's recommended for fire extinguishers to be readily available for trades working with open flames.

There must be adequate lighting when performing work at all times.

Prior to beginning work, a toolbox talk can be very beneficial. When safety discussions are held, the chances are higher that a safe job will result.



RESTRICTED AREA

Authorized Personnel Only
All persons must contact Site Supervisor before entering

Employer: _____
Contact: (204) _____
First Aid: (204) _____ OR 911

First Aid Kit: ON SITE or in Service Vehicle
First Aiders: ON SITE

Safety Rep: ON SITE or contact employer

*ON SITE look for personnel / locations displaying these symbols

CONSTRUCTION SAFETY ASSOCIATION OF MANITOBA
Winnipeg: 204-775-3171 Brandon: 204-728-3456



MANDATORY PPE

All persons entering this site must wear:

Hard Hat

Safety Footwear

Eye Protection

Hearing Protection

Other:

CONSTRUCTION SAFETY ASSOCIATION OF MANITOBA
Winnipeg: 204-775-3171 Brandon: 204-728-3456

To assist the general public in "awareness" of the potential and actual hazards – the first and simplest method is to Post a Sign and if the hazards warrant, you may need secure the site (i.e. fencing and warning tape) or the actual hazard (i.e. floor openings or access ramps / ladders).

ACKNOWLEDGEMENT

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

TRADES GUIDELINES – SOFFITS, FACIA, EAVES AND SIDING

CONTRACTOR COMPLIANCE DECLARATION

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

Submitted To: _____

Company Name: _____

Address: _____

CSAM Safety Program Information

COR Certification # _____ Safety Program Registration # _____

DECLARATION

I have read the information provided to me by the Builder or Renovator respecting Soffits, Fascia, Eaves and Siding, which I am advised was taken from the Manitoba Residential Construction Safety Guide, prepared by the Construction Safety Association of Manitoba. Its information relates to my trade or occupation to help ensure a safer job site.

- As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health Act (W210) and the Construction Industry Regulation.
- As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor, familiar with the WSH Act and Regulations.
- As required by all persons in the province of Manitoba, I will share required information with the prime contractor, and those affected, necessary to identify and control existing and potential hazards.
- To the best of my knowledge, I and my company employees meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety and Health Legislation.

Print Name: _____

Signature: _____

Print Company: _____

Date: _____



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TRADES GUIDELINES – SOFFITS, FACIA, EAVES AND SIDING
