



Date: April 5, 2007,

To: Superintendents, Foreman, Leadhands, and Workers

Re: Safe Work Procedure #32 – After Hours Work Procedures / Emergency Procedures

*** This Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Manitoba Workplace Safety and Health Act and Regulation and the Project safety Plan for more information about performing a task safely.**

GENERAL TASK DESCRIPTION:	Anytime work is being performed after regular working hours. <u>Appointed competent person will be responsible for reviewing this information with their workers before the work begins and completing a PSI as per the Project Safety Plan.</u>
----------------------------------	--

HAZARD IDENTIFICATION:		
ITEM	HAZARDS IDENTIFIED	CONTROLS
1	Tripping hazards	<ul style="list-style-type: none"> ▪ Make sure all materials are picked up at the end of shifts ▪ Proper lighting available ▪ Remove any tripping hazards found, don't leave for next guy ▪ All trades to pick up all tools each day ▪ Extension cords that are not in use are to be picked up and put away ▪ Be aware of your surroundings
2	Slippery / wet conditions	<ul style="list-style-type: none"> ▪ Slippery areas are to be taped off ▪ Signage to be posted ▪ Sand slippery areas (applicable in winter conditions)
3	Temporary Power supplies	<ul style="list-style-type: none"> ▪ No digging permitted near buried lines ▪ Lock-out procedures must be followed when required ▪ Cab tire to be inspected on a regular basis ▪ Power supply must be properly marked
4	Gases / Fumes	<ul style="list-style-type: none"> ▪ MSDS must be made readily available (by all trades) ▪ Use air monitoring equipment when required ▪ Know where MSDS are located ▪ Do Not enter area where unknown products are being used ▪ Proper respiratory equipment to be used when required ▪ Always refer to MSDS before any product use
5	Muscle sprains / strains	<ul style="list-style-type: none"> ▪ Be aware of site conditions and changes ▪ Do not lift heavy material alone ▪ Use proper lifting technique



		<ul style="list-style-type: none"> ▪ Use mechanical lifting when required ▪ Perform stretches before performing tasks
6	Workplace Violence	<ul style="list-style-type: none"> ▪ Make sure security will know when you are onsite ▪ Be aware of unfamiliar people in the area ▪ Call police if unfamiliar people are found onsite ▪ Do Not confront any suspected trespassers, call security or police for assistance
7	Open Edges / Fall Hazards	<ul style="list-style-type: none"> ▪ All open edges must be guarded against access ▪ Fall protection must be worn if having to work near open edges ▪ Be aware of any fall hazards that may be present onsite
8	Physical Health Conditions	<ul style="list-style-type: none"> ▪ Regular checkups with a physician is recommended ▪ Know your physical limits if conditions exist, and stick to those limits ▪ If you have a health condition, inform another person where you will be and the length of time you will be there ▪ Carrying a cell phone is recommended ▪ Do not over exert yourself or create any stress that could trigger any physical conditions ▪ If a medical condition does exist, it is not recommended to be alone at work, have someone present in case of an emergency

LIST OF TOOLS/EQUIPMENT:

ITEM	TOOLS/EQUIPMENT	DESCRIPTION/COMMENTS
1	Tower crane	Tower crane operator will only be directed by the competent person that has been appointed by PCL. The crane operator does have the ability to refuse a task assigned if they feel it could be hazardous or dangerous to the other workers involved.
2	Will be specific to the tasks being performed	Review Safe Work Procedure #3 – Safe Work of Tools.
3	Rigger / Swamper	Worker performing this task must be competent in the tasks being performed. The worker must also be visible to the crane operator at all times. Radio communication must also be used.



PCL CONSTRUCTORS CANADA INC.

EMERGENCY CONTACTS:

NAME	POSITION	NUMBER
John Osadcuk	General Superintendent	793 – 3227 (Cell) 668 – 4141 (Home)
Randy Wiebe	Site Superintendent	781 – 4590 (Cell) 668 – 1515 (Home)
Bruce Neufeld	Site Superintendent	470 – 9624 (Cell) 853 – 2146 (Home)
Rick Ford	Site Safety Co-ordinator	781 – 3162 (Cell) 253 – 2803 (Home)
Lorne Madden	District Safety Manager	781 – 5682 (Cell) 222 – 2238 (Home)
Jeff McKay	Project Manager	885 – 0703 (Home) 612 – 3149 (Cell)
Monique Buckberger	Project Manager	489 - 1660 (Home) 612 – 3158 (Cell)
<u>OUTSIDE CONTACTS</u>		
Fire, Police, Ambulance		911

MEANS OF ASSISTANCE

ITEM		
1	First Aid Location	<ul style="list-style-type: none"> ▪ Located in PCL trailers and site office and lunchroom (if accessible) ▪ Subtrades are required to have a first aid kit readily available ▪ See attached Site Plot Plan
2	Phone Locations	<ul style="list-style-type: none"> ▪ PCL site office (Edmonton Ave) ▪ Public phones located in surrounding area



		<ul style="list-style-type: none">▪ Public phones in City Place▪ Public phones in Portage Place▪ Assigned competent person will be equipped with a cell phone so emergency numbers can be easily contacted.
3	Location of emergency #'s	<ul style="list-style-type: none">▪ Project Safety Plan and this Safe Work Procedure▪ See attached Emergency #'s list
4	Radio use required	<ul style="list-style-type: none">▪ Radios are located in the PCL site office. If radio is needed, get permission from onsite foreman. Arrangements to be made before with PCL.

SAMPLE ONLY



WORKER REVIEW & SIGN-OFF:

By printing my name and signing I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here within. If I am unsure of anything in this procedure, I will ask for clarification.

	WORKER NAME (Please Print)	SIGNATURE	POSITION
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

CREATED BY:	RICK FORD	DATE:	
SIGNATURE:			
COMPETENT WORKER APPOINTED		DATE:	
SIGNATURE:			



