



PCL CONSTRUCTORS CANADA INC.

Date: February 6, 2007

To: Superintendents, Foreman, Leadhands, and Workers

Re: Safe Work Procedure #1 – Housekeeping

* 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 Regulations for more information about performing a task safely.

GENERAL TASK DESCRIPTION:	Housekeeping
----------------------------------	--------------

HAZARD IDENTIFICATION:		
ITEM	HAZARDS IDENTIFIED	CONTROLS
1	Dust	<ul style="list-style-type: none"> ▪ Use vacuum vs. broom if very dusty ▪ Use N95 (white) dust mask
2	Slip/Trip	<ul style="list-style-type: none"> ▪ Use safe access routes.
3	Material Storage	<ul style="list-style-type: none"> ▪ Keep area clean of debris and materials. ▪ Use proper stacking techniques. ▪ Do not lean materials against temporary support structures. ▪ Do not lean long lengths of materials against anything

LIST OF TOOLS/EQUIPMENT:		
ITEM	TOOLS/EQUIPMENT	DESCRIPTION/COMMENTS
1	Gloves	▪
3	Eye protection	▪

WORK PROCEDURE: GRINDING CONCRETE		
ITEM	PROCEDURES	NOTES/COMMENTS
1	Conduct Pre-job Safety Instruction	<ul style="list-style-type: none"> ▪ All Workers and Foreman to review
2	Wear gloves and eye protection, and other PPE as required.	<ul style="list-style-type: none"> ▪ i.e. dust masks.
3	Keep work areas clean and free of obstacles at all times.	<ul style="list-style-type: none"> ▪ Organize and maintain areas so that pedestrians and mobile equipment can move freely. ▪ Tools, loose materials, oils and grease are a slipping and



PCL CONSTRUCTORS CANADA INC.

		tripping hazard.
4	Keep stairways and exits clear of obstructions.	▪
5	Clean up spilled substances, flammables or corrosive materials immediately using the proper procedures according to the Material Safety Data Sheet (MSDS).	▪
6	Place garbage containers in convenient locations and dispose of refuse in designated containers.	▪
7	Do not allow combustibles to build up.	▪
8	Store hazardous products in separate locations as per MSDS requirements.	▪ Dispose of hazardous product containers as per MSDS regulations.
9	Every worker is responsible for keeping the site clean by disposing of refuse in its designated containers.	▪
10	Securely stack all materials to prevent falling over, collapsing or sliding.	▪
11	Stack pipe, bars and conduits carefully so that they do not roll free.	▪
12	Keep hoses and electrical cords to one side of walkways, egresses and stairways to prevent tripping hazards.	▪
13	Collect and dispose of needles, shards and syringes and other biohazards strictly following safe operating procedure #19.0 of the PCL Business Guide.	▪



SUPERINTENDENT / FOREMAN / LEADHANDS 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.

	SUPERINTENDENTS / FOREMAN / LEADHANDS NAME (Please Print)	SIGNATURE	POSITION
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

CREATED BY:	RICK FORD	DATE:	
SIGNATURE:			
REVIEWED BY:	MONIQUE BUCKBERGER	DATE:	
SIGNATURE:			
REVIEWED BY:	JEFF McKAY	DATE:	
SIGNATURE:			

