

**Skillcraft Aluminum Ltd
Safe Work Procedure
Installation of Soffit and Fascia**

Facility: Field Site	Written By: Gary Black	Approved By: J Dethmers	Date Created: November 15, 2007	Date of last revision: Initial Document
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Equipment Required	Hazards Present	Training Requirements:	Materials Required	Personal Protective Equipment
Ladder(s)	Hands cuts	Body Posture	Aluminum Soffit or fascia	Fall protection
Skill Saw	Metal filings in eyes	Skill Saw	Sheet metal screws	Eye glasses
Pneumatic Nailer	Noise	Pneumatic Nailer	Staples	Hearing protection
String line		Ladder Safety		
Tape measure				
Extension cords				
Air compressor				
Cordless drill				
Aviation Snips				

Guidance documents/Standards: Manitoba workplace Safety & health Regulation, M.R. 217-2006: 6.1 Personal Protective Equipment 2.1 Safe Work procedures 8.0 Musculoskeletal Injuries 12.3,12.4 Hearing Protection

Job steps:

Pre-Job Process:

- a) Workers must be wearing the proper Personal Protective Equipment (PPE) such as footwear, eye wear, hearing protection, fall protection and hard hat as required. Workers must be trained in the proper installation, use and maintenance of all protective equipment.
- b) Fall protection is required where a worker may fall over 3 m. Fall protection can be guardrails continuously along the roof eaves or safety harnesses, shock absorbing lanyards and lifelines.
- c) Safety harnesses, shock absorbing lanyards and lifelines must be **CSA approved** and meet the requirements of WPHS.
- d) Ladders must be secured and project three feet above roof level.
- e) When climbing use the 3 - point rule.
- f) Ladders must be inspected before use and maintained according to manufacturer's specifications and guidelines.
- g) Conduct a site inspection for items that may indicate a hazard. If a hazard is discovered, develop a hazard assessment plan and submit a copy of the plan to the office.

Work Process:

1. Set up a ladder against the building to measure the soffit width.
2. Snap a string line along the side of the building which will serve as a line for the soffit "J"
3. Cut the soffit to width using a skill saw which has been set up on a table stand. Ensure that the table saw will not interfere with the work area. Review the Safe Job Practice for using a skill saw if you are unfamiliar with the safe operation of a skill saw. Ensure that you are wearing eye protection for this operation as well as hearing protection. Aviation snips may also be used for this operation.
4. Install the "J" trim along the string line using sheet metal screws and a cordless drill or the pneumatic nailer. Set up a ladder as required. Remember a ladder may be used for short term work only.
5. Slip the soffit into the "J" channel and screw it or nail it to the fascia board. Use proper eye protection for this procedure.
6. Install the fascia to the fascia board using either screws or staples. Cut the fascia to length using aviation snips.
7. Good housekeeping habits on construction sites are essential. Use garbage bins if they are provided and, if not, stack the used material in a location that will not interfere with the safe work activities of the work site.
8. Workers are to ensure that proper lifting techniques are used. Whenever possible objects are to be kept close to the body and the legs should be used to perform the lift. Do not lift using your back. Seek the assistance of a co-worker for lifting heavy or awkward loads. The intended path of direction for the movement of the material should be inspected prior to the movement of the material for potential tripping or slipping hazards.