

Job Procedure Worksheet



City of Thompson

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Department: Public Works

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Job Procedure for: Repairing water line breaks

NOTE: This Job Procedure worksheet is a general summary document for use by supervisors or experienced staff as a training resource or a reminder when performing related activities. It is not intended to be used by inexperienced workers without the guidance of an experienced & competent worker.

1.0 Materials Required:

Excavation equipment, trucks, loaders, clamps, anodes, ladders, signs, barricades, shovels, wrenches. Safety gear, safety boots, hard hat, safety glasses, safety vest, gloves, etc.

2.0 Potential Hazards

Passing traffic, slips & falls, strains & sprains, struck by falling/flying objects or machinery, cold injuries during cold weather, heat injuries during hot weather, burns from steam, inhalation of welding vapour.

3.0 Steps:

At all times if excavation is left unattended for any reason, proper fencing must be put in place.

Put up signs to let residents & traffic know we are aware of a water break in the area. Be aware of passing traffic to avoid getting hit. Wear reflective clothing.

Whenever working on or near roadway, ensure proper traffic cones, delineators are in place to direct traffic flow.

Get water break under control by opening up catch basins & clearing street of ice & water if applicable.

Set up appropriate signage & barricades to avoid conflict with traffic. Wear appropriate footwear to prevent slips & falls. Wear reflective clothing. Use proper lifting techniques if shovelling.

Locate & check valves to see if they are working. Run a survey to determine where to start excavation. If valves are frozen & steaming is required, be aware of surroundings & avoid directing steam towards people. Use appropriate PPE when working with hot steam equipment.

Arrange for line locations & Workplace Safety & Health excavation permit.

Notify residents & Fire Dept. of required water service interruptions. If residents are confrontational, withdraw & request assistance in dealing with them.

Notify Public, Fire Dept., RCMP, & Bus Service of any required road closures.

Assemble equipment required for excavation & repair. During the course of excavating, whenever necessary to dig within 1 meter of utilities, call for re-locate to ensure no contact is made.

Review job plans with crew as to services in area (Hydro, MTS, Stittco) and the size & type of pipe being repaired. Operator of Backhoe must not place machine in position to dig, before discussing this with Foreman. **This is a critical step in the procedure as ground stability is very important.**

Ensure area is properly barricaded & start excavation as necessary (jackhammer, digging). Be aware of people, equipment in area when swinging boom, backing trucks, etc. Use proper precautions in area of buried services. Use proper sloping or shoring methods to prevent cave in while working. "Top Man" must watch for signs of wall collapse or falling debris.

Enter excavation to carry out repairs. Ensure ladders are properly placed & secured & use proper climbing methods (facing ladder & holding onto rungs). Be aware of uneven surfaces & proceed carefully to avoid tripping. Wear proper PPE (hard hats, safety shoes, eye protection, gloves) & be aware of pinch points when securing clamps &/or anodes. When welding anodes, use appropriate breathing protection to avoid inhalation of fumes.

Turn on water supply & check for leaks.

Vacate excavation & commence back filling by placing sand in the hole with backhoe. Pack sand around pipe & complete back filling. Be aware of swinging boom & falling material.

Notify all parties concerned when water is back on & road is reopened.

4.0 Emergency Procedures

In case of damage to underground services, shut down all equipment & evacuate & secure area & call the Fire Department & appropriate authorities to deal with damaged service.

In case of injuries, be aware of surroundings & try to prevent further injuries. Call for ambulance assistance &, if safe, provide first aid treatment to the injured.

Fill out injury or damage reports in the event that any occurred.

Reviewed By:		Approved By:	
Supervisor:		Department Head:	
Title:		Title:	
Date:		Date:	
Reviewed by Workplace Safety & Health Committee			
Management Co Chair		Worker Co Chair	