



Procedure:	Tow Ropes and Towing Procedures		
Scope:	Corporate	Procedure No	Cal-PR-001
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Introduction

The purpose of this document is to provide guidance to ensure the safety of employees who may be required to use tow ropes or straps. These are designed to enable a vehicle to remove another vehicle from a situation where it may have become stuck. **They are designed to deliver a method to tug another vehicle safely, and are not a substitute for driving safely or taking proper measures to ensure you do not get stuck.** The first line of defense should be to minimize exposure through the use of proper driving techniques.

Stantec recognizes that towing is a hazardous activity for which you must have direction on how to proceed as well as training. Under NO circumstances should you get another contractor to help tow you without first getting supervisor approval.

Employees

Employees are responsible for performing any towing operations in accordance with this safe operating procedure. No towing operations shall be performed where the appropriate equipment is not available, or the employee has not been trained to perform the operation safely. For all incidents where towing is required an incident report must be completed.

Prior to towing any vehicle, Stantec employees must:

- **Supervisor must first be called and approval to tow the vehicle must be obtained**
- Be aware of the safe operation of their vehicles
- Ensure the vehicles are parked and shutdown in accordance to policy prior to leaving the vehicles
- Ensure the vehicle is blocked and secured wherever there is a possibility of inadvertent movement.
- Receive training where there is the possibility of being required to perform towing operations.
- Inspect the tow line for damage or evidence that it may not withstand the stresses that will be imposed on it (checking for fraying, cutting, tearing etc..)
- Maintain a safe distance from the tow line in use in case of breakage and keep others at a safe distance as well.

Definition

Tow: To draw or pull behind by a chain or line. To exert force so as to move (something) toward the source of the force.

Safe work practice

1. Supervisor must be called and approval must be obtained.
2. Prior to removing the vehicle that is stuck you must first ensure you are using the proper equipment. The tow rope or tow strap should be made of braided polyester rope or polyester webbing and should be obtained from your supervisor. Ensure that the strap/rope is not cut or frayed prior to using it. In no circumstances should a chain with be used.
3. Prior to attaching the rope or strap to a vehicle ensure it is shut off.
4. If a vehicle is on an incline, use a blocking device to block the wheels to prevent the vehicle from moving or rolling.
5. Attach both ends to each vehicle and ensure that both ends are securely fastened to the frame prior to commencing towing.
6. Slowly move one vehicle till the rope/strap is taught.
7. Reassess the rope/strap to ensure it is maintaining the connection and secure. Vehicles should be shut off during this inspection.
8. If the rope/strap is not secure move one vehicle to remove the tension on the rope/strap, shut off vehicle and repeat steps 4, 5 and 6. .
9. Once the rope/strap is secure and taught, shut down vehicles and remove any blocking that may have been required.
10. Commence tugging the vehicle out of the problem area using the strap/rope.
11. While towing the vehicle, please ensure that you are not pulling the vehicle that is stuck into a position that is not appropriate or putting it, the driver or yourself in danger.
12. If at any point there is a question about how to proceed, stop the towing procedure, analyze what is not working and take time to make an appropriate plan.
13. Once the vehicle being towed has been removed from where it was stuck, remove tension from the rope/strap, shutdown both vehicles and remove rope/strap. Use blocking if required due to site condition to prevent vehicle movement during rope/strap removal.
14. Complete Stantec Incident, Near Miss and Loss Report.

Remember, safety of all involved is the first priority.