











Date Revised:	March 2021	Overall Task Risk Rating:	Before Controls	B	After Controls	C
Description:	Activities related to equipment repairs and the use of any of the following: hydraulic jacks, vehicle support stands (jack stands), mechanical screw jacks, mechanical scissors jacks, service jacks, etc....					
Location(s):	Shop, Asphalt Plant & Construction Projects					
Associated Documents: Hazardous Energy Control WTS, Noise WTS, Equipment and Machinery Operation WTS, Driving and Vehicle Operation WTS, Housekeeping WTS						

RED FLAGS (HOLD WORK UNTIL CORRECTED):

Note:

- If you are not familiar with the safe use of any machinery or equipment, ask your foreman / superintendent for assistance prior to starting
- If you are not trained and authorized to do so, do not commence maintenance / repairs tasks

PERSONAL PROTECTIVE EQUIPMENT (CSA APPROVED)

									
Head Protection	Foot Protection	High-Vis Protection	Hearing Protection	Hand Protection	Eye Protection	Respiratory Protection	Skin Protection	Face Protection	Fall Protection
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note:

- When in the Shop one must adhere to the minimum Shop PPE Requirements: Safety Boots
- When on a construction side or at the asphalt plant one must adhere to the minimum site requirements (i.e. Safety Boots, Hard Hat & High Visibility Protection – Safety Glasses when necessary)
- The noise level exceeds 85 dB in the production area. Hearing protection should be worn during prolonged exposure
- Additional PPE such as hand protection (i.e. gloves) and eye protection (i.e. safety glasses) may be required depending on the task

SAFE WORK PRACTICES (SWP)

General Equipment Repairs Practices:

- If you are not familiar with the safe use of any machinery or equipment, ask your foreman / superintendent for assistance prior to starting
- All equipment must be maintained and operated in a condition that does not endanger a worker
- Ensure equipment is Locked-out / Tagged-out out when making adjustments / conducting repairs to machinery or equipment
- To prevent movement of equipment on wheels ensure adequate wheel chocks are used
- Do not attempt to clear jammed machinery without first shutting off the power
- When performing maintenance or repairs on equipment, lock-out procedures must be followed
- Do not stand or pass under elevated forks (unloaded) or an elevated load
- Ensure Hoisting and Rigging WTS is implemented as needed
- Operate equipment machinery and/or tools as per manufacturer's instructions
- When in operation, do not leave equipment, machinery and/or tools or controls unattended

Support Structures (i.e. jack stands, wooden blocking):

- All jack stands shall be provided with labels indicating the proper procedure to be followed (generally provided by the manufacturer)
- Use the equipment for it's intended use
- All projects which require the raising of a vehicle or mobile equipment through the use of jacks shall use two forms of support at all times
- Jack stands shall be placed on a hard level surface capable of sustaining the load
- Jacks used to raise equipment shall be replaced by rigid supports (ie. jack stands or wooden blocking) as soon as practicable
- Support structures shall be properly positioned beneath a load to ensure firm, positive contact
- Loads placed on jack stands shall not exceed the manufacturer's rated capacity of the jack stand

- Jack stands shall always be used in pairs
- Wooden blocking shall be free from rounded edges, visible rot, cracks, checks or splits

Reversing:

- Look to the back and to both sides before backing up slowly and with caution
- Use a spotter or signal person when the view of the intended path of travel is obstructed and when there are obstacles to maneuver around
- Operators and signal persons are to agree on the signals to be used before moving the vehicle

Housekeeping:

- Keep machines and equipment clean and report any leaks or other noticeable defects

Inspection:

- Before starting a machine or equipment, ensure guards and safety devices are in place, adjusted and functioning properly
- All exposed moving or rotating parts must be adequately guarded - no one is to make any protective guarding ineffective
- Any equipment used for raising or supporting loads shall be inspected prior to its use

Training:

- Employee Orientations (including roles, responsibilities, applicable workplace task standards, WHMIS, etc.)
- Workers exposed to, or required to work with WHMIS controlled products/material, must be trained in WHMIS accordingly
- Workers required to handle propane must be a holder of a certificate or ROT (record of training) for that purpose
- Only trained, authorized personnel are allowed to operate machinery or equipment (i.e. cranes & hoisting devices)
- Only trained, authorized personnel are allowed to perform maintenance / repairs

Personal Protective Equipment:

- Workers on construction projects must wear, at a minimum, head, foot and high visibility protection. Eye protection when necessary
- Eye protection is required when completing tasks that may cause debris / objects to dislodge or become airborne
- The noise level exceeds 85 dB in the production area. Hearing protection should be worn during prolonged exposure
- Signal Person(s) and workers working in the vicinity of mobile equipment, must wear high visibility clothing
- Seatbelts must be worn by operators and passengers where vehicles / machinery / equipment are so equipped

JOB HAZARD AND RISK ANALYSIS		RISK RATING SYSTEM	
		A	High risk of injury or equipment / property damage.
		B	Medium risk of injury or equipment / property damage.
		C	Low risk of injury or equipment / property damage.
TASK HAZARDS	RATING BEFORE CONTROLS	TASK CONTROLS	RATING AFTER CONTROLS
<ul style="list-style-type: none"> • Lack of Training 	C	<ul style="list-style-type: none"> • Only trained, authorized personnel are allowed to operate machinery or equipment • Only trained, authorized personnel are allowed to perform maintenance / repairs 	C
<ul style="list-style-type: none"> • Equipment Failure 	B	<ul style="list-style-type: none"> • Equipment shall be operated as per the manufacturer's instructions • Implement Equipment and Machinery Operation WTS, as necessary • Do not operate within legislated safe approach distances of energized overhead electrical hazards (wires) 	C
<ul style="list-style-type: none"> • Hazardous Energy 	B	<ul style="list-style-type: none"> • Prior to performing maintenance or repairs on electrical equipment, lock-out tag-out procedures are to be followed • Do not attempt to clear jammed machinery without first shutting off power 	C
<ul style="list-style-type: none"> • Electrocutation 	B	<ul style="list-style-type: none"> • Ensure all electrical repairs are conducted by a qualified person 	C
<ul style="list-style-type: none"> • Struck-by Equipment, Lack of Signaler 	B	<ul style="list-style-type: none"> • Equipment operators whose view is obstructed, shall be directed by a competent signal person • Signal Person(s) and workers working in the vicinity of mobile equipment, must wear high visibility clothing 	C

SAFE JOB PROCEDURES (SJP)

Pre-Task Commencement:

1. Gather and wear the required PPE for the task - on construction sites, all must wear head, foot and high visibility protection. Eye protection when necessary
2. Ensure the site-specific workplace violence assessment is complete
3. Ensure controls are in place prior to commencing work so risks are mitigated / eliminated
4. Determine what equipment / machinery / tools and material, are required for the completion of the task
5. Inspect all equipment / machinery / tools prior to use and document the inspections on appropriate forms when required
6. Ensure preventative maintenance activities have been completed where required, prior to using equipment / machinery / tools
7. If equipment / machinery / tools are observed to be damaged, remove it from use and notify the Foreman / Superintendent
8. Install fencing and hoarding where needed

During Task:

1. Shutdown equipment, machinery and or tools, requiring repair
2. In conjunction with Hazardous Energy Control WTS, Lock-out / Tag-out equipment and machines
3. Commence repairing operations, if it is safe to do so
4. Use support structures as needed, ensuring that they are on firm ground and are adequately rated for the intended load
5. As parts of equipment / machinery / tools are disassembled, ensure they are stored appropriately such that they wont roll or collapse
6. When in operation, do not leave equipment, machinery and/or tools or controls unattended

Task Completion:

1. Hazardous Energy Control WTS controls to be removed
2. Ensure equipment has been repaired properly, with the correct parts and attachments
3. Do not release equipment, machinery or tools, that are not safe or for any reason are not in accordance with the manufactures specifications
4. Ensure all equipment / machinery / tools are maintained and stored appropriately in the designated locations
5. Implement any housekeeping or maintenance as required