











Date Revised:	March 2021	Overall Task Risk Rating:	Before Controls	<b>B</b>	After Controls	<b>C</b>
Description:	Activities conducted during the evening and night, or when visibility is low.					
Location(s):	Shop, Asphalt Plant & Construction Sites					
Associated Documents: Traffic Control WTS, Workplace Violence and Harassment WTS						

**RED FLAGS (HOLD WORK UNTIL CORRECTED):**

Note:

- Do not begin night work if you have not first increased your High Visibility Personal Protective Equipment

**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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 onsite one must adhere to the minimum site requirements (i.e. Safety Boots, Hard Hat & High Visibility Protection. Safety Glasses when necessary)
- Additional High Visibility Protection is required for night work either through the use of coveralls or leg bands

**SAFE WORK PRACTICES (SWP)**

Night Work General Practices:

- Provide more supervision overnight to ensure workers are more closely monitored

Lighting:

- Ensure lighting is adequate for visibility of the workers and for the workers to complete the task at hand
- Lighting used to illuminate the worksite shall not be aimed at drivers (making it more difficult for them to see their intended path)

Vehicles and Equipment:

- All vehicles, equipment and machinery, must have adequate lighting systems turned on during operation
- Do not drive / operate equipment if you feel physically or mentally unable to do so - talk to your supervisor and & take a rest break

Violence & Harassment Prevention:

- Workers are trained during orientations on appropriate response procedures to acts (or potential acts) of violence and harassment
- Immediately report any and all situations where a worker has been subjected to: inappropriate situations, harassment, domestic violence, workplace violence, or bodily contact
- Workplaces will be adequately lit, in effort to prevent instances of violence and/or harassment

Traffic Control at Night:

- Keep signs clean, legible, and in good working condition to ensure good visibility at night
- Inspect traffic control equipment at night to assure that the level of retro-reflectivity is adequate and clearly visible
- Drive through the site at night to confirm / ensure clarity of the instructions and visibility of the signs

Training:

- Employee Orientations (including roles, responsibilities, applicable workplace task standards, WHMIS, etc.)

Personal Protective Equipment:

- Workers working in the vicinity of mobile equipment, must wear high visibility clothing (CSA approved)

- All workers shall wear high-visibility clothing (CSA approved) while working at night – including the addition of Leg-Bands
- Where required, all workplace parties shall wear a retro-reflective vest or retro-reflective garments in addition to his/her other personal protective equipment when exposed to vehicular traffic and/or mobile equipment hazards or as required by project owner's requirements

JOB HAZARD AND RISK ANALYSIS		RISK RATING SYSTEM	
		A	B
TASK HAZARDS	RATING BEFORE CONTROLS	TASK CONTROLS	RATING AFTER CONTROLS
<ul style="list-style-type: none"> <li>• Struck by Equipment and/or Vehicles or Lack Of PPE</li> </ul>	<b>B</b>	<ul style="list-style-type: none"> <li>• All workers shall wear high-visibility clothing (CSA approved) while working at night – including the addition of Leg-Bands (or wear coveralls)</li> </ul>	<b>C</b>
<ul style="list-style-type: none"> <li>• Operating Equipment at Night / Poor Visibility</li> </ul>	<b>B</b>	<ul style="list-style-type: none"> <li>• Ensure lighting is adequate for visibility of the workers and for the workers to complete the task at hand</li> </ul>	<b>C</b>
<ul style="list-style-type: none"> <li>• Fatigue</li> </ul>	<b>C</b>	<ul style="list-style-type: none"> <li>• Do not drive / operate equipment if you feel physically or mentally unable to do so - talk to your supervisor and &amp; take a rest break</li> </ul>	<b>C</b>
<ul style="list-style-type: none"> <li>• Violence and Harassment</li> </ul>	<b>C</b>	<ul style="list-style-type: none"> <li>• Workers will be trained, during employee orientations, on appropriate response procedures to acts (or potential acts) of violence and harassment</li> <li>• Immediately report any and all situations where a worker has been subjected to: inappropriate situations, harassment, domestic violence, workplace violence, or bodily contact</li> </ul>	<b>C</b>

## SAFE JOB PROCEDURES (SJP)

### Pre-Task Commencement:

1. Gather and wear the required PPE for the task. Inspect PPE to ensure retro-reflective vest or retro-reflective garments are clean and meet specification including leg and arm bands.
2. The Superintendent/Foreman will complete the Daily GAZZ Card and conduct a crew huddle to review with all workers the shift's tasks and any associated hazards and control strategies
3. Ensure all workers understand the GAZZ Card contents, and sign off in acknowledgement
4. Ensure all workers are fit for duty including well rested and fatigued
5. Ensure controls are in place prior to commencing work so hazards are mitigated / eliminated
6. The Superintendent/Foreman will complete a Traffic Protection Form and ensure that traffic protection measures are in place in accordance with Ontario Traffic Manual Book 7 and communicate the hazards and controls to workers when workers have the potential to be endangered by traffic (refer to Traffic Control WTS for more detail)
7. Determine what equipment / machinery / tools and material, are required for the completion of the task
8. Inspect all equipment / machinery / tools prior to use and document the inspections on appropriate forms when required.
9. Ensure all lighting is functioning on all equipment to provide adequate lighting for the workers and site
10. Ensure that any battery operated devices (i.e. flash lights, helmet mounted lights. Etc) have spare batteries in case of failure and or additional devices
11. Ensure preventative maintenance activities have been completed where required, prior to using equipment / machinery / tools
12. If equipment / machinery / tools are observed to be damaged, remove it from use and notify the Foreman / Superintendent
13. Install fencing and hording where needed
14. Overhead hazards (i.e. powerlines) will be identified, signs posted and a signal person appointed as required

### During Task

1. Wear all PPE at all times. If PPE is damage during task replace as necessary.
2. Increase supervision of workers during night time operations

3. Ensure all lighting continues to operate as required to ensure that the work area or site is adequately illuminated. Replace lighting as necessary.
4. Ensure lighting continues to not be aimed at motorist
5. Replace batteries in lighting devices should they die or fail to illuminate correctly

**Task Completion:**

1. Ensure all devices are cleaned and stored appropriately in the designated locations
2. Implement any housekeeping or maintenance as required
3. Ensure lighting devices are properly shut down and secured in a safe location off the travelled portion of the road
4. Schedule for repair or service any device that may have failed or looks to be failing
5. Clean and store PPE. Replace any damage PPE