

SAFE JOB PROCEDURES 4.2

JOB TITLE: INSULATION INSTALLATION

DEVELOPED BY: Dan Sager **DATE:** July 22/04

APPROVED BY: Robert Paxton **POSITION:** Supervisor

DATE: August 25, 2004

REVISED BY: Calvert Mason **DATE:** January 23, 2016

EQUIPMENT REQUIRED: Planks, utility knives, hammer, hammer tacker, stilts, caulking guns, benches, lights, cords, foam gun

MATERIAL REQUIRED: Caulk, polyethylene, fiberglass insulation, staples, tape, foam and mesh.

PERSONAL PROTECTIVE EQUIPMENT: Hard hat, steel-toed boots, gloves, eye protection, dust masks, fire extinguisher

JOB STEPS:

1. Fill out FLRA with job address before starting work.
2. Examine work site for safe access and evacuation routes, for loading equipment and supplies into site making sure a proper route with good footing from vehicle to the inside exists. Examine inside of site for any hazards to movement such as protrusions or holes in floors. Sweep floor if necessary from other trade materials.
3. Set up work surfaces, scaffolding and benches to ensure obstacle free, level area to manipulate equipment and materials. Minimize tools and material on platforms. Maintain three points of contact when climbing and do not climb ladders higher than third rung from top. Inspect all stilts, ladders, and scaffolding before each use. Engineered trusses must not be used as scaffold planks. Inspect scaffold prior to use to ensure proper erection.
4. Ensure safety rails are in place around all stairwells, only remove when proper scaffolding is in place in working area and replace as soon as high work is complete. Stair railings must be left in place at the end of every working day and at the completion of each phase of the job. Stair railing brackets are not to be removed unless they are reinstalled immediately after insulation installation.
5. Set up materials so they are not underfoot but are accessible without over reaching. Use proper lifting techniques for handling materials. Examine all walking paths to avoid trips and falls.
6. Cut batts and poly to length being careful with sharp tools.

7. Watch for protruding staples, nails, screws etc. when installing batts and poly to avoid punctures and cuts.
8. Use caulking compounds with good ventilation as per manufactures instructions taking care not to get product on skin or in eyes. Avoid vapor contact with mucus membranes by using proper respiration protection. Do not smoke while installing insulation or caulking compounds or at any time on site.
9. Protect against unexpected door openings when working around doorways, entrances and garage doors.
10. Do not work in unventilated spaces when power trowels or malfunctioning space heaters are being used. Do not work in any areas where spray painting is being carried out unless proper respirators are used.
11. Hard hats must be worn whenever someone is working on a higher level or when walking from your vehicle to inside the dwelling.
12. Remove scrap insulation, poly from work areas as it is created to avoid tripping, falling hazards. Take precautions not to injure other workers when removing scrap drywall from upper levels of job site.
13. When final site clean and refuse removal is done, use dust masks and eye protection to prevent lung or eye injury.
14. When working around 220 volt outlets, ensure breaker is off and when plate is pulled out from wall, wires are properly secured. Turn breaker off before installing poly boots. Electrical heaters should be used with proper plugs in place and good clearance from flammable items including in basements above and behind electrical panel.
15. Load out materials and equipment insuring a safe route from site to vehicle.
16. Foam usage – ensure proper ventilation when installing low density foam around windows and doors.
17. Ensure foam is used at adequate temperatures. **DO NOT HEAT** cans artificially.
18. Ensure proper distance from heat source for all materials including insulation, foam, and caulking. Under no circumstances may materials be heating up using a heat source inside a house. This is grounds for immediate dismissal.
19. Tie up all loose materials tight for supervisor or scrap personnel to move.
20. Cut out doors and windows that open to ensure accessibility.