

## **SAFE JOB PROCEDURES** 4.24

**JOB TITLE:** SCRAP PICK UP

**DEVELOPED BY:** Jennifer Moher      **DATE:** November 10, 2014

**APPROVED BY:** Mike Matthews      **POSITION:** Scrap Driver

**DATE:** November 12/14

**REVISED BY:** Clayton Bonwick      **DATE:** January 16, 2015

**EQUIPMENT REQUIRED:** Dump Truck, Shovel, Broom, Ice Melt

**PERSONAL PROTECTIVE EQUIPMENT:** Hard Hat, Steel Toes, Gloves, Eye Protection, N95 Mask, Fire Extinguisher, Medical Kit

### **JOB STEPS:**

1. Examine truck prior to leaving the shop. Fill out a "Trip Inspection". Both driver and passenger should do together. Ensure you check everything on the inspection sheet daily.
2. Drive to first address according to Alberta Transportation laws and regulations. See Safe Job Procedures section 4.21 "Motor Vehicle Operation".
3. Pull up to job and identify where the scrap pile is located.
4. If you need to back into the job, have the passenger exit the vehicle and help direct you back safely to the pile. If you do not have a passenger, exit the vehicle to observe the area and identify any hazards. You may then proceed backing up.
5. Ensure you put on gloves prior to loading truck with scrap. If it's windy, consider wearing an N95 to protect yourself from drywall dust containing silica. Carefully pick up scrap pile using proper lifting techniques (legs not back). Avoid twisting at your core so as to not strain your back. Throw scrap into back of truck trying to push it as far forward as possible.
6. Once scrap has been picked up, carefully close the back doors ensuring they are properly locked.
7. Cover load with the cover attached to the truck. **Turn crank in a clockwise direction. This is the proper way to turn the crank. If you turn it the other way, the locking mechanism will not engage and the spring-loaded crank will let go with great force causing injury.**
8. Proceed to the next address to pick up.
9. Proceed to dump only when truck is 100% full.
10. Pull onto scale at the dump at no more than 10km or the alarms will sound.

11. Tell attendant what your load consists of. Only pull off scales when told to do so.
12. Proceed to the lift.
13. Stop when entering the lift and the grounds keeper will direct you to the dumping area they want you to go to.
14. Make sure the ground is level ground (watch for soft spots). DO NOT drive through the muddy areas.
15. Open tarp. Pull up on brake and turn crank counter clockwise. Hold the brake the entire time.
16. Open rear doors, one door at a time in case the load shifts.
17. Raise box slowly making sure the load is falling out and not stuck. If it's stuck. Stop and put the box back down. Then proceed again to raise it. Pull forward to solid ground and lower box.
18. Close doors and proceed slowly out of dump.