

## **SAFE JOB PROCEDURES 4.12**

**JOB TITLE:** SITE SUPERVISORS

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

**APPROVED BY:** Don Sager                      **POSITION:** Director

**DATE:** August 11/04

**REVISED BY:** Phil Sayers                      **DATE:** January 23, 2016

**EQUIPMENT REQUIRED:** Truck, cell phone, computer, fax, sawhorses, utility knife, saw, taping tools, mixers, buckets, trowel, hawk, finishing knives, pans, pole, sander, hammer, screw driver, metal snips, router, screw gun, hatchet, texture machine, vacuum cleaner, stapler, light, cords, tape measure, sanding sponges – carry as needed

**MATERIAL REQUIRED:** Stationary, joint filler, tape, concrete filler, corner bead, red tape, texture, tints, drywall, insulation, polyethylene, caulking, adhesives – carry as needed

**PERSONAL PROTECTIVE EQUIPMENT:** Steel-toed boots, eye protection, hard hats, safety vest, ear plugs, gloves

### **JOB STEPS:**

1. 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.
2. Use care navigating sites to avoid falling objects, open holes in floors and slipping hazards on wet, icy, uneven ground.
3. Use stress management techniques to alleviate health problems from high stress.
4. Ensure a good grip and use proper lifting procedures for moving all heavy materials and equipment. Know your physical limitations and the weight of materials. Obtain assistance lifting heavy objects. Avoid reaching out and twisting motions.
5. Protect against unexpected door and garage door openings when examining work sites.
6. Ensure you have a valid operator's license.

7. Be conversant with traffic laws and regulations.
8. Drive defensively.
9. Back in when practical taking care around the sides of excavations. Do not drive over sidewalks or park on driveways.
10. Ensure the vehicle has an emergency road kit.
11. Ensure you are not under the influence of drugs (prescription or non) or alcohol.
12. Avoid driving when fatigued.
13. Wear seatbelts at all times.
14. Be familiar with the vehicle and its capabilities.
15. Walk around vehicle before driving or reversing.
16. Use hands free device for handling cell phone calls or pull over to talk and make driving your first priority. Avoid taking notes or looking up phone numbers while driving. Do not engage in stressful or emotional conversations when driving.
17. In winter clear snow from all windows, mirrors and lights. Accelerate and brake gently to reduce skids. Ensure winter clothing does not impair movement, vision or hearing.
18. Do not smoke when handling any insulation or drywall materials, or anytime on site.
19. Keep in regular contact with service people and all trades to ensure safety of all workers.
20. Ensure builder is aware of safety issues and any framing deficiencies you noticed.
21. Post Formal Hazard Assessments and ERP (Emergency Response Plans) in windows.
22. Move scaffold to ensure trades are able to do their jobs safely and quickly. Ensure the scaffold is the right sizing and planks are in good condition.