

SAFE JOB PROCEDURES 4.1

JOB TITLE: DELIVERY/SITE CLEAN UP

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

APPROVED BY: Shelley Logan **POSITION:** Insulation Coordinator

DATE: December 15/04

REVISED BY: Mike Mathews **DATE:** January 11, 2016

EQUIPMENT REQUIRED: Truck, cell phone, proper tie-downs, rope, ratchet straps, fall protection when required, broom, shovel, rake, ice pick

MATERIAL REQUIRED: Daily inspection binder

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

JOB STEPS:

1. Ensure you have a valid operator's license
2. Be conversant with traffic laws and regulation
3. Drive defensively
4. Back in when practical, taking care around the sides of excavations
5. Ensure the vehicle has an emergency road kit
6. Ensure you are not under the influence of drugs (prescription or non) or alcohol
7. Avoid driving when fatigued
8. Wear seatbelts at all times
9. Be familiar with the vehicle and its capabilities. For example, use care in the dump when lifting the box with frozen loads.
10. Walk around vehicle before driving or reversing
11. Use care navigating sites to avoid falling objects, open holes in floors and slipping hazards on wet, icy, or uneven ground.
12. 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 reach out and twisting motions.

13. Wear dust masks when handling fiberglass and drywall refuse, hard hats when working under trades and steel-toed boots.
14. Protect against unexpected door and garage door openings when examining work sites.
15. When working at a multistory building, ensure you where fall protection if at a leading edge with no safety rails installed.
16. If scrapping out a window, ensure the weather conditions permit (eg. Wind). If the weather does not permit, you must walk down the scrap.
17. Tape off area to avoid others walking into zone where scrap may drift. Ensure no other workers are in the area prior to dropping scrap into truck.
18. Use hands free device for handling cell phone calls or pull over to take and make driving your first priority.
19. Do not drive over sidewalks and do not park on driveways.
20. Make sure you recycle all loads.