



SAFE JOB PROCEDURES

TABLE OF CONTENTS

[ADJUSTABLE STILTS](#)
[ALUMINUM SAW HORSE](#)
[ANGLE GRINDER](#)
[AVIATION SNIPS](#)
[COMPOUND MITRE SAW](#)
[CORDLESS DRILL](#)
[CORDLESS IMPACT GUN](#)
[DRILL PADDLE](#)
[DRIVING](#)
[DRYWALL ROUTER](#)
[DRYWALL SAW \(Keyhole saw\)](#)
[DRYWALL SCREWGUN](#)
[DRYWALL/UTILITY KNIFE](#)
[ELECTRIC CHOP SAW](#)
[ELECTRIC CONSTRUCTION HEATERS](#)
[ELECTRIC DRILL](#)
[ELECTRIC FAN](#)
[EXTENSION LADDER](#)
[FIRESTOPPING](#)
[GAS FIRED FASTENING TOOLS \(Auto Hilti\)](#)
[GASOLINE CONTAINERS](#)
[GAS POWERED CUT OFF SAW \(Gas Axe\)](#)
[HAMMER DRILL/ROTARY HAMMER](#)
[HOPPER GUN](#)
[MANUAL MATERIAL HANDLING](#)
[MOBILE SCISSOR LIFT](#)
[OFFICE ERGONOMICS](#)
[PAINT/TEXTURE MACHINE](#)
[POLE SANDER](#)
[PORTABLE CIRCULAR SAW](#)
[PORTABLE ELECTRIC METAL CUTTING SHEARS](#)
[POWDER ACTUATED TOOLS](#)
[RECIPROCATING SAW](#)
[ROLLING METAL SCAFFOLDS](#)
[ROTATING LASER](#)
[SELF LEVELING LINE LASER](#)
[SELF LEVELING POINTER LASER](#)
[SHOP VACUUM](#)
[STEP LADDER](#)
[TAPE MEASURE](#)
[TELESCOPIC EYE LAG POLE](#)
[WORKING AT HEIGHTS](#)



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: ADJUSTABLE STILTS

APPLICATION: Light duty activities such as taping and filling, sanding, installing furring channels, insulating, etc.

REQUIRED TRAINING: • Stilts SJP's. • Workers must also be competent and have experience in their use before undertaking activities such as working with head up, using tools in both hands, and working at maximum height.

REQUIRED PPE: • Safety footwear. • Safety headgear. • Eye and ear protection as needed.
• Respiratory protection and Hi viz as needed.

POTENTIAL HAZARDS: • Losing one's balance and falling to the ground. • Falling over handrails or windows, which are usually only 1m high. • Slip/trip hazards. • Falling over while entering a different level or going through doorways. • Manual handling injuries caused by bending over or twisting from the stilts. • Stilt breakage due to improper inspection/preventative maintenance.

PROCEDURES: • Visually inspect stilts before use. • Do a floor and overhead check prior to donning stilts. • Move electrical cords to one side of room or hallway. • Ensure crawl space hatches and other floor openings are sealed. • Have someone on ground, ensure floor is kept free of wet paint and materials. • Only rigid platforms (no ladders) at equal or greater height to be used for donning and doffing of stilts. • Only portable hand tools to be used by stilt workers. • Never pick up items from below knee level. • Never use stilts on planks or scaffolds. • Immediately remove stilts if experiencing fatigue or drowsiness.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally developed by: • David Milne Sep 16, 2014.

Reviewed/Revised by: • JOHSC Mar 6, 2018. • JOHSC Mar 14, 2017. • David Milne June 7, 2016.
• JOHSC Apr 5, 2016. • JOHSC Mar 3, 2015. • Carol Stade Nov 10, 2014. • Rod Kirby, Curt Patrick Oct 29, 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: ALUMINUM SAW HORSE

APPLICATION: Access to heights

REQUIRED TRAINING: Saw horse SJP's

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye and Hearing protection as needed.
• Respiratory protection as needed. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: • Fall hazards. • Slip/trip hazards. • Pinch points.

PROCEDURES: • When lifting saw horse, use proper lifting techniques. • Ensure saw horse spreaders are extended fully and locked. • Ensure all 4 feet have solid contact with firm level ground. • Ensure area is clean, dry and free of debris. • Never stack sawhorses to obtain extra height. • Do not overload saw horses. • Do not carry heavy or bulky loads up or down saw horses. • When using saw horses to support work platforms, planks or platforms must be 20" wide and extend a minimum of 6" and a maximum of 12". • Any saw horse that is over 32" is considered a trestle ladder and therefore ladder SWP's/SJP's must be followed including no standing on the top two rungs.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation

Originally developed by: • David Milne Sep 24, 2014.

Reviewed/Revised by: • JOHSC Mar 6, 2018. • JOHSC Mar 14, 2017. • David Milne June 7, 2016.
• JOHSC April 5, 2016. • JOHSC Mar 3, 2015. • Carol Stade Nov 10, 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: ANGLE GRINDER

APPLICATION: For cutting, grinding, etching and polishing

REQUIRED TRAINING: • WHMIS. • Angle Grinder SJP

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye protection. • Hearing protection.
• Protective clothing. • Respiratory protection as needed. • Hi viz and fall protection as needed.

POTENTIAL HAZARDS: • Abrasions/lacerations/burns. • Eye and face injuries. • Flying debris.
• Disk explosion. • Vibration. • Potential sources of ignition. • Excessive noise. • Electrical shock.

PROCEDURES: • Inspect tool and disc before use. • Ensure guards and handles are in place.
• Ensure work is secured. • Bring disc to full speed before contacting work. • Do not force tool. • Allow disc to stop completely before setting down or passing to another. • Unplug grinder before changing disks. • Do not use damaged or broken disks.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally developed by: • David Milne Sep 22 2014.

Reviewed/Revised by: • JOHSC Mar 6, 2018. • JOHSC Mar 14, 2017. • David Milne Nov 23, 2016. • Katy Dionne Aug 29, 2016.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: AVIATION SNIPS

APPLICATION: Cutting of light gauge steel, corner bead, t-bar, etc.

REQUIRED TRAINING: • WHMIS. • Aviation snip SJP's

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye, Hearing and Respiratory protection as needed. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: • Cuts/Punctures from snips and material. • Pinch points. • Repetitive strain injuries.

PROCEDURES: • Inspect tool before use. • Hold work with one hand and push snips into work as far as they will go. • Keep snips perpendicular to work and squeeze. • For successive cuts, do not allow blades to close completely, open blades slowly while applying gentle forward pressure, then close them again in the same manner. • Do not force cut. • Push waste away from you either up or down. • Close snips when not in use and store only in tool pouch or bag.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally developed by: • David Milne Sep 24, 2014.

Reviewed/Revised by: • JOHSC Mar 6, 2018. • JOHSC Mar 14, 2017. • David Milne Dec 15, 2016.
• JOHSC Apr 5, 2016. • JOHSC Mar 3, 2015. • Curt Patrick Nov 20, 2014. • Carol Stade Nov 10, 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: COMPOUND MITRE SAW

APPLICATION: Butt, angled or compound angled cross cuts on wood or other suitable materials.

REQUIRED TRAINING: • WHMIS, • Mitre saw training. • Mitre saw SJP's

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye, hearing, and respiratory protection as needed. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: • Cuts/amputations/fractures, to fingers and hands. • Eye/face/torso injuries due to kickback or flying debris. • Excessive noise. • Respiratory irritations/illnesses.

PROCEDURES: • Inspect tool before use. • Ensure correct blade is used and is installed correctly. • Ensure blade is sharp and undamaged. • Set angle and lock table. • Hold or clamp work tight against fence and base. • Do not cut pieces that are too small to be secured against fence. • Allow blade to reach full speed before lowering blade into work. • After finishing cut, release trigger switch and keep the saw arm down until blade stops completely. • Crosscut only, never rip material.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally developed by: • David Milne Sep 19 2014

Reviewed/Revised by: • JOHSC Apr 17 2018. • JOHSC Mar 14 2017. • David Milne Dec 15 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: CORDLESS DRILL

APPLICATION: Light duty applications (fastening, drilling)

REQUIRED TRAINING: • WHMIS. • Cordless drill SJP's

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye and hearing protection as needed.
• Respiratory protection, Hi viz and fall protection as needed.

POTENTIAL HAZARDS: • Eye injuries. • Wrist injuries. • Flying/falling debris. • MSI's. • Repetitive strain injuries. • Dust. • Noise. • Burns (hot bits and fasteners). • Entanglement. • Electrical shock.
• Cuts/punctures. • Risk of fire (short out to battery terminals).

PROCEDURES: • Inspect tool, batteries and bits before use. • Do not use extremely worn or damaged drill or driver bits. • Ensure bits turn straight and true and are secured in drill properly.
• Adjust speed and clutch settings according to task. • Keep a firm grip and do not force tool. • Keep wrist in the neutral position. • Do not block air vents. • Do not overreach. • No loose fitting clothes.
• Tie back long hair. • Use caution when drilling above shoulder or below knees. • Use caution when changing bits (hot). • Do not walk or run while trigger is depressed. • Store batteries in case with protective caps on, (prevents short out and possible ignition of battery).

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally developed by: • David Milne Sep 22 2014.

Reviewed/Revised by: • JOHSC Apr 17 2018. • JOHSC Mar 14 2017. • David Milne June 7 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Dakota Moore Feb 12 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: CORDLESS IMPACT GUN

APPLICATION: Light duty fastening (screws, lag bolts, etc.)

REQUIRED TRAINING: • WHMIS. • Impact gun SJP's

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye, hearing protection, Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: • Eye injuries. • Flying/falling debris. • Wrist injuries. • Cuts/punctures. • Excessive noise. • Excessive vibration. • Overreaching. • MSI's. • Repetitive strain injuries. • Electrical shock. • Risk of fire (short out of battery terminals).

PROCEDURES: • Inspect tool and attachments before use. • Do not use extremely worn or damaged drill or driver bits. • Ensure bits turn straight and true and are secured in the drill properly. • Keep a firm grip and do not force tool. • Keep wrist in the neutral position. • Do not block air vents. • No loose fitting clothes. • Tie back long hair. • Do not overreach. • Use caution when drilling above shoulder or below knees. • Keep charger from getting wet. • Store batteries in their case with protective caps on to prevent terminal shorts.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally developed by: • David Milne Sep 22 2014

Reviewed/Revised by: • JOHSC Apr 17 2018. • JOHSC Mar 14 2017. • David Milne June 7 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Dakota Moore Feb 12 2015. Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: DRILL PADDLE (Mud Whip)

APPLICATION: Whip drywall joint compound into a very smooth, consistent, easily spreadable drywall “mud”.

REQUIRED TRAINING: • WHMIS. • Drill paddle SJP's. • Electric Drill SJP's

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye, hearing, and Hi viz as needed.

POTENTIAL HAZARDS: • Eye injuries. • Electrical shock. • MSI's.

PROCEDURES: • Visually inspect paddle and drill before use. • Add small amount of water to joint compound. • Brace bucket with feet and slowly push paddle into mud. • Keep drill turning slowly. • Increase speed as mud gets smoother. • Add water as necessary. • Do not allow paddle to hit inner walls of bucket when mixing. • Allow paddle to come to a complete stop before removing it from bucket. • Clean paddle after use.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally developed by: • David Milne Sep 16 2014.

Reviewed/Revised by: • Curt Patrick/David Milne May 3 2018. • JOHSC Apr 17 2018. • JOHSC Mar 14 2017. • David Milne Dec 16 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: DRIVING

APPLICATION: Safe operation of a motor vehicle

REQUIRED TRAINING: Must have valid driver's license and be familiar with driving SJP's.

REQUIRED PPE: N/A

POTENTIAL HAZARDS: Serious injury or death to yourself and others

PROCEDURES:

- Ensure your license, registration and insurance is current, valid and on your person.
- Ensure monthly inspection is performed on company vehicles.
- Ensure a walk-around the vehicle is performed prior to departure.
- Ensure you are not under the influence of drugs or alcohol.
- Avoid driving when fatigued.
- Always wear seatbelts.
- Do not operate a cell phone while driving without a hands free device.
- Be familiar with traffic laws and regulations.
- No hitchhikers.
- Drive defensively.
- Avoid using cruise control on wet, icy or slippery surfaces.
- Ensure loads are stable, secure, and red flagged when applicable.

REFERENCES:

- Owner's manual.
- All applicable federal, provincial and municipal traffic laws.

Originally Developed by: • David Milne Oct 9 2014.

Reviewed/Revised by: • JOHSC Apr 17 2018. • James Burns/David Milne Apr 11 2018. • JOHSC Mar 14 2017. • David Milne June 7 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: DRYWALL ROUTER

APPLICATION: Cutting holes in Drywall

REQUIRED TRAINING: • WHMIS. • Router SJP's

REQUIRED PPE: • Safety headgear. • Safety footwear. • Safety eyewear. • Respiratory protection.
• Hearing protection. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: • Cuts/Punctures. • Debris in eyes. • Electrical shock. • Excessive noise.
• Silica dust exposure. • Burns (bit gets very hot). • Falling material.

PROCEDURES: • Inspect tool before use. • Ensure depth guard is in place. • Ensure bit is sharp and at proper depth (1/8" past material). • Ensure collet is tight and 1/8" of bit shaft is showing above collet.
• Turn on tool and insert bit into work at 45° angle and then slowly straighten out. • Ensure bit does not contact wiring. • Use steady even pressure. • Let the tool do the work. • Maintain steady consistent speed. • Most materials should be cut clockwise, including cutting inside of electrical boxes or windows.
• Cut counterclockwise when cutting around the outside of boxes or vents. • Stabilize cut-out to avoid falling hazard. • Keep tool straight when removing it from material. • Allow cutter to stop turning before setting it down or handing it to someone. • Never modify the cord.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally Developed by: • David Milne Aug 18 2014

Reviewed/Revised by: • JOHSC Apr 17 2018. • JOHSC Mar 14 2017. • David Milne Dec 16 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: DRYWALL SAW (KEYHOLE)

APPLICATION: Sawing holes or other penetrations in drywall, ceiling tiles, etc.

REQUIRED TRAINING: • WHMIS. • Keyhole saw SJP's

REQUIRED PPE: • Safety headgear. • Safety footwear. • Safety eyewear. • Respiratory protection.
• Hi viz and Fall protection as required.

POTENTIAL HAZARDS: • Cuts/Punctures to hands and arms. • Debris in eyes. • Exposure to silica dust.

PROCEDURES: • Inspect tool before use. • Stabilize work before attempting cut. • Ensure teeth are sharp and free from damage. • Ensure nothing is behind sheet before attempting cut. • Keep hands away from teeth when cutting. • Replace saw in tool pouch or bag when finished cut.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally Developed by: • David Milne Aug 18 2014.

Reviewed/Revised by: • JOHSC Apr 17 2018. • JOHSC Mar 14 2017. • David Milne Dec 16 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: DRYWALL SCREWGUN

APPLICATION: Fastening drywall with screws to wall or ceiling components.

REQUIRED TRAINING: • WHMIS. • Drywall screwgun SJP's

REQUIRED PPE: • Safety headgear. • Safety footwear. • Hearing protection. • Safety eyewear and Respiratory protection as needed. • Hi viz and Fall Protection as needed.

POTENTIAL HAZARDS: • Punctures to fingers and hands. • Electrical shock. • Overexertion. • Overextension. • Exposure to dust including silica. • Debris in eyes. • Falling material. • Excessive noise. • Slip/trip hazards. • Repetitive strain injuries. • Musculoskeletal injuries (MSI's). • Entanglement, (clothing, long hair). • Snags due to cord entanglement.

PROCEDURES: • Inspect tool before use. • Refer to Provincial and Municipal Building Codes for proper fastener selection and spacing. • Ensure depth is set properly (just below face without breaking paper). • Ensure trigger lock is functioning properly. • Ensure long hair is tied back. • No loose clothing. • Ensure cord is free from potential snags. • For ceiling applications always work in pairs. • Fasten middle of sheet first and work out towards edges. • Never lower tool by cord.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation. • Provincial and Municipal Building Codes.

Originally Developed by: • David Milne Sep 16 2014.

Reviewed/Revised by: • JOHSC Apr 17 2018. • JOHSC Mar 14 2017. • David Milne Dec 16 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: DRYWALL/UTILITY KNIFE

APPLICATION: Cutting drywall to size with utility knife.

REQUIRED TRAINING: • WHMIS. • Utility knife SJP's

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye protection and respiratory protection as needed. • Ear protection as needed. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: • Cuts/punctures. • Debris in eyes. • Silica dust. • Repetitive strain injuries.

PROCEDURES: • Inspect knife before use. • Ensure blade is sharp and not damaged or rusty. • Stabilize work before attempting cut. • Snap off and dispose of broken blades in a safe conscientious manner to ensure you and others are not injured. • Use T-square or proper size straight edge. • Do not press too hard, only enough to score drywall paper. • Do not cut towards yourself. • Always retract blade if possible as soon as cut is completed.

REFERENCES: • Manufacturer's instructions. • B.C. OH&S Regulation.

Originally Developed by: • David Milne Aug 18 2014.

Reviewed/Revised by: • Katy Dionne/David Milne May 3 2018. • JOHSC Apr 17 2018. • JOHSC Mar 14 2017. • David Milne Dec 16 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: ELECTRIC CHOP SAW

APPLICATION: Cutting light and heavy gauge steel

REQUIRED TRAINING: • WHMIS. • Chop saw SJP's

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye protection. • Hearing protection. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: • Cuts/burns/amputations from contact with abrasive disk. • Flying objects and metal sparks. • Cutting disk explosion. • Burns from workpiece and metal sparks. • Excessive noise from motor and cutting action. • Electrical hazards. • Vibration. • Flammable hazards from sparks igniting.

PROCEDURES: • Inspect tool and blade before use. • Do not wear loose fitting clothes. • Only use for cutting to length. • Do not hold work, use clamp or vice. • Bring blade to full speed before contacting work. • Do not force tool. • Do not cut pieces that are too small to be secured against fence. • After cut is completed, release trigger switch and keep saw arm down until blade stops completely.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally Developed by: • David Milne Sep 19 2014.

Reviewed/Revised by: • David Milne/Colby White. • JOHSC Apr 17 2018. • JOHSC Mar 14 2017. • David Milne Dec 16 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: ELECTRIC CONSTRUCTION HEATERS

APPLICATION: To provide temporary heat for workers and materials.

REQUIRED TRAINING: • WHMIS. • Construction heater SJP's

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye and Hearing protection as needed. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: • Burns. • Fire. • Electrical shock. • MSI's. • Slip/trip hazards.

PROCEDURES: • Inspect heater before use. • Place heater at least 10' away from any materials or foundations. • Do not modify cord. • Do not use if damaged. • Clean all mud and dirt off of heater before and after use. • Do not use around flammable materials or vapours. • Ensure vents are free of dirt and debris. • Allow heater to cool before moving or storing.

REFERENCES: • Manufacturer's Instructions. • BC OH&S Regulation.

Originally Developed by: • David Milne: Sep 22 2014.

Reviewed/Revised by: • JOHSC Apr 17 2018. • JOHSC Mar 14 2017. • David Milne Jun 7 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: ELECTRIC DRILL (1/2" mixing drill)

APPLICATION: Heavy duty applications (mixing drywall mud, driving large lag bolts, etc.)

REQUIRED TRAINING: • WHMIS. • Electric drill SJP's.

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye protection. • Hearing protection.
• Respiratory protection as needed. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: • Eye injuries. • Wrist injuries. • Flying debris. • Dust. • Punctures and burns (bits). • Electrical shock. • Vibration. • Repetitive strain injuries. • Overreaching. • MSI's.
• Entanglement.

PROCEDURES: • Inspect tool and attachments before use. • Unplug tool before changing bits.
• Ensure bits or attachments turn straight and true. • Never use extremely worn or damaged bits.
• Ensure bits and attachments are secured in drill properly. • Ensure work is stable and secure. • Do not cover air vents. • Back out frequently from deep holes to clean them out. • Do not overreach. • No loose clothing. • Tie long hair back. • Use caution when removing hot drill bits.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally Developed by: • David Milne Sep 22 2014.

Reviewed/Revised by: • JOHSC Apr 17 2018. • JOHSC Mar 14 2017. • David Milne Dec 16 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: ELECTRIC FAN

APPLICATION: Creating air flow for reducing product drying times and negative air ventilation.

REQUIRED TRAINING: • WHMIS. • Electric Fan SJP's.

REQUIRED PPE: • Eye and Hearing protection as needed. • Respiratory protection as needed.

POTENTIAL HAZARDS: • Flying debris. • Slip/Trip hazards. • Electric Shock.

PROCEDURES: • Inspect fan before use. • Ensure cord is in good condition. • Ensure guard is clean and in place. • Do not expose to rain. • Attach plastic fan tube securely with adhesive tape when needed (negative air). • Do not use as an elevating device or stand on for any reason.

REFERENCES: • Manufacturer's instructions. • B.C. OHS Regulation.

Originally developed by: • Katy Dionne, David Milne Sep 6 2016.

Reviewed/Revised by: • JOHSC Apr 17 2018. • JOHSC Mar 14 2017. • David Milne Sep 26 2016. • Clay Vickberg Sep 7 2016. • JOHSC Sep 6 2016.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: EXTENSION LADDER

APPLICATION: To reach or gain access to higher areas/levels and sometimes from which to perform light duty tasks.

REQUIRED TRAINING: • WHMIS. • Extension ladder SWP's/SJP'S

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye and Hearing protection as needed.
• Respiratory protection as needed. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: • Fall hazards. • Falling objects or ladder itself. • Tripping over ladders.
• Muscle strain or overexertion from carrying and set up of ladders. • Electrical shock from power lines.

PROCEDURES: • Visually inspect ladder before use. • Use only Grade 1 ladders. • Select appropriate ladder for task. • Get help for large ladders. • Place ladder on firm level ground. • Extend ladder 3' above top surface. • Slope ladder 1:4. • If necessary, tie off or block top and bottom of ladder.
• Ensure dogs are secure. • Tie unused portion of halyard to ladder. • 3 point contact at all times. • Do not carry heavy or bulky loads up or down ladder. • Keep centre of gravity between side rails at all times. • Do not overreach.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally Developed by: • David Milne Sep 16 2014.

Reviewed/Revised by: • JOHSC Apr 17 2018. • JOHSC Mar 14 2017. • David Milne June 7 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: FIRESTOPPING

APPLICATION: Sealing holes and penetrations in walls and ceilings to provide appropriate fire ratings.

REQUIRED TRAINING: • WHMIS. • Applicable SJP's.

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye protection. • Gloves. • Ear and respiratory protection as needed. • hi viz as needed.

POTENTIAL HAZARDS: • Eye and skin irritation. • Fumes. • Lacerations (cutting open tubes).
• Wood splinters. • Pinch points.

PROCEDURES: • Don appropriate P.P.E. • Cut open tip in accordance with manufacturer's instructions and knife SJP's. • Ensure substrate and penetrating item are both clean and dry. • Remove dust and wood splinters from surrounding area. • If using a mineral wool backer, compress the mineral wool perpendicular to the grain and to the required depth of caulking. • Only apply in temperatures between 15 C - 30 C. • Do not allow product to freeze. • Once applied, tool the material flat with a tooling utensil or a gloved finger to ensure there are no cavities or air bubbles. • Dispose of spent tubes after use in an appropriate fashion.

REFERENCES: • Manufacturer's instructions. • MSDS.

Originally Developed by: • Jordan Sanders Nov 20 2014.

Reviewed/Revised by: • JOHSC Apr 17 2018. • JOHSC Mar 14 2017. • David Milne Dec 16 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • David Milne on Nov 21 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: GAS FIRED FASTENING TOOLS (AUTO HILTI)

APPLICATION: For driving fasteners into concrete and HSS using a compressed gas fired charge.

REQUIRED TRAINING: • WHMIS. • Hilti training. • Hilti SJP's.

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye protection. • Hearing protection.
• Respiratory protection as needed. • Hi viz and fall protection as needed.

POTENTIAL HAZARDS: • Cuts/punctures/lacerations/amputations. • Eye/face injury.
• Flying/falling objects. • Vibration. • Excessive noise. • Repetitive strain injuries. • Kickback.

PROCEDURES: • Inspect tool before use. • Select proper fastener according to provincial and municipal building codes. • Select appropriate power setting. • Load battery, gas container and fasteners following manufacturer's instructions. • Push gun firmly against work at a right angle to depress safety muzzle. • Do not shoot near edges of material. • Pull trigger. • Properly dispose of empty gas containers according to Municipal by-laws. • Clean tool weekly with a clean damp rag.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation. • Applicable Provincial and Municipal Building codes and by-laws.

Originally Developed by: • David Milne Sep 19 2014.

Reviewed/Revised by: • JOHSC Apr 17 2018. • JOHSC Mar 14 2017. • David Milne Dec 16 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: GASOLINE CONTAINERS

APPLICATION: Storage of gas and refueling gas powered equipment.

REQUIRED TRAINING: • WHMIS. • Gasoline container SJP's

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye protection. • Protective clothing.
• Hearing and Respiratory protection as needed. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: • Fire. • Burns. • Explosions. • Loss of life. • Skin irritation. • Dermatitis.
• Nose and throat irritation. • Nervous system damage. • Severe inhalation exposure can cause unconsciousness.

PROCEDURES: • No Smoking. • Inspect container for manufacture date and/or obvious signs of damage or leaking. • Always place gas can on ground before filling. • Touch can with gas dispenser nozzle before removing can lid. • Keep gas dispenser nozzle in contact with can inlet when filling.
• Never fill container full. • Replace cap tightly when done. • When refueling equipment, remove fuel cap slowly, holding it at the semi-locked position until pressure is released. • Clean up any spills immediately. • Close cap tightly and store in a well ventilated location.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally Developed by: • David Milne Sep 22 2014.

Reviewed/Revised by: • JOHSC Apr 17 2018. • JOHSC Mar 14 2017. • David Milne June 7 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: GAS POWERED CUT OFF SAW (GAS AXE)

APPLICATION: Cutting heavy gauge steel

REQUIRED TRAINING: • WHMIS. • Gas axe training and SJP's

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye protection. • Face shield. • Protective clothing. • Hearing protection. • Portable fire extinguisher. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: • Cuts/amputations/burns on arms and legs from contact with cut off disc. • Cutting disc explosion. • Flying objects and molten metal sparks. • Burns from motor, sparks or cut work. • High vibration. • Excessive noise from engine and cutting action. • Flammable hazards from spilled gas or oil. • Carbon Monoxide.

PROCEDURES: • Inspect tool and blade before use. • Only use in a well ventilated area. • Refuel saw when cold. • No Smoking. • Clean up spilled gas or oil before starting saw. • Start saw on ground. • Ensure work to be cut is stable. • Use a firm 2 handed grip and do not force saw. • Find sure footing away from the path of the blade in case of slippage. • Ensure waste will not fall in such a way as to bind on saw blade. • Make sure blade is near full speed before contacting work. • Allow blade to stop before putting it down or handing it to others.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally Developed by: • David Milne Sep 19 2014.

Reviewed/Revised by: • JOHSC Apr 17 2018. • JOHSC Mar 14 2017. • David Milne Dec 19 2016. • JOHSC Apr 5 2016 • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: HAMMER DRILL/ROTARY HAMMER

APPLICATION: Drilling small holes in concrete.

REQUIRED TRAINING: • WHMIS. • Hammer drill SJP's

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye protection. • Hearing protection.
• Respiratory protection. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: • Eye injuries, (dust, flying particles, falling debris.) • Excessive noise.
• Electrical shock. • Burns (drill bits get very hot). • Exposure to silica dust.

PROCEDURES: • Inspect tool before use. • Select correct fastener application according to applicable Provincial and Municipal Building Codes. Select correct size drill bit. • Ensure bit is straight and properly secured. • Do not force tool while drilling. • Do not block vents while drilling. • Do not lift or lower drill by cord. • Do not modify cord. • Unplug before changing bits. • Take care when changing bits after drilling, (bits will be very hot.) • Use depth guide and handle if provided. • Use two hands at all times when drilling. • Only drill ¼" deeper than intended and insert using caution to avoid submerged pipes and conduit. • Use caution when pulling bit out of work, (dust blow back).

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation. • Provincial and Municipal Building Codes.

Originally Developed by: • David Milne Sep 19 2014.

Reviewed/Revised by: • David Milne/Colby White May 3 2018. • JOHSC Apr 17 2018. • JOHSC Mar 14 2017. • David Milne Dec 19 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: HOPPER GUN

APPLICATION: Applying texture to drywall ceilings

REQUIRED TRAINING: • WHMIS. • Hopper gun SWP's. • Texture machine SWP's.

REQUIRED PPE: • Safety headgear. • Safety footwear. • Protective clothing. • Safety eyewear.
• Hearing protection. • Respiratory protection. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: • Eye injuries. • Respiratory irritations/illnesses. • Electrical shock.
• Noise. • Tripping hazards. • Fall hazards. • Burns. • MSI's.

PROCEDURES: • Inspect tool, all connections, and hoses before use. • Set up gun according to manufacturer's instructions. • Follow manufacturer's instructions and all applicable SWP's for mixing materials. • When filling hopper, use half buckets or equivalent method as to not put strain on lower back while lifting and pouring mud pails. • Do not point gun towards yourself or others when in use. • No smoking. • Clean after use. • Do not overreach. • Always be aware of your surroundings.

REFERENCES: • All applicable manufacturer's instructions and MSDS's. • BC OH&S Regulation.

Originally Developed by: • David Milne Sep 22 2014

Reviewed/Revised by: • Curt Patrick/David Milne May 3 2018. • JOHSC Apr 17 2018. • JOHSC Apr 4 2017. • David Milne Dec 15 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: MANUAL MATERIAL HANDLING

APPLICATION: The act of manually loading, unloading and moving objects

REQUIRED TRAINING: Manual material handling SJP's

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye and Hearing protection as needed. • Hi viz, fall, and respiratory protection as needed.

POTENTIAL HAZARDS: • MSI's due to awkward/sustained posture. • Overexertion.
• Overextension. • Repetitive movements. • MSI's/fractures/crush injuries from shifting/falling loads or objects.

PROCEDURES: • Plan and clear your route beforehand. • Use mechanical assists when possible.
• Carry load close to body and never twist. • Push not pull, whenever practicable. • Wait for assistance to move heavy or large objects. • Do not overreach or overexert. • Lift with legs, not back.
• Communicate clearly with partner, eg. (1,2,3,lift).

REFERENCES: • BC OH&S Regulation.

Originally Developed by: • David Milne Sep 24 2014.

Reviewed/Revised by: • David Milne/Colby White May 3 2018. • JOHSC Apr 17 2018. • JOHSC Apr 4 2017. • David Milne June 7 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: MOBILE SCISSOR LIFT

APPLICATION: Provides temporary access for people, materials or equipment to inaccessible areas, usually at height.

REQUIRED TRAINING: • Scissor lift training. • Scissor lift SWP's/SJP'S.

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye and Hearing protection as needed. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: • Death. • Serious injuries. • Fall or ejection from lift. • Electrical shock. • Tip overs. • Structural failure. • Entanglement. • Contact with protruding and/or overhead objects. • Working around or under a lift. • Weather, (wind can cause tip over).

PROCEDURES: • Inspect lift before use and document on prescribed form. • Verify functionality of all safety devices. • Do not override safety devices. • Stay inside the guardrails with both feet on platform. • Only operate on concrete surfaces within 3° of level. • Ensure command of platform controls at all times to avoid accidental movement or "over-lifting". • Perform visual check around and below lift before movement. • If working around or below a lift, make verbal contact with lift operator and confirm intentions continuously.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally Developed by: • David Milne 24 2014.

Reviewed/Revised by: • JOHSC Apr 17 2018. • JOHSC Apr 4 2017. • David Milne June 7 2016. • JOHSC Apr 5 2016. • David Milne Mar 18 2015. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: OFFICE ERGONOMICS

APPLICATION: Performing work at a computer workstation

REQUIRED TRAINING: Office ergonomics SJP's

REQUIRED PPE: N/A

POTENTIAL HAZARDS: •Indoor air quality. •MSI's. •Repetitive strain injuries. •Eye strain.

PROCEDURES: •Keep a neutral body posture without excessive bending, reaching, twisting or slouching. •Work with your wrists and hands in a neutral position. •Avoid sitting for a long period of time, alternate between sitting, standing and walking. •Adjust chair height so that your elbows are about the same height as top of desk. •Sit so the clearance between the front edge of your seat and the back of your knees just fits a clenched fist. •Look away from screen every 30 min and focus on a distant object.

REFERENCES: •Manufacturer's instructions. •BC OH&S Regulation.

Originally Developed by: •David Milne Oct 8 2014

Reviewed/Revised by: •JOHSC Apr 17 2018. •JOHSC Apr 4 2017. •David Milne Jun 7 2016. •JOHSC Apr 5 2016 •Maureen Sorensen Mar 18 2015 •JOHSC Mar 3 2015. •Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: PAINT/TEXTURE MACHINE

APPLICATION: Applying paint and/or a textured finish to a ceiling

REQUIRED TRAINING: • WHMIS. • Texture machine SJP's

REQUIRED PPE: • Safety headgear. • Safety footwear. • Protective clothing. • Eye protection.
• Hearing protection. • Respiratory protection. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: • Fire. • Tank explosion. • Eye injuries. • Respiratory injuries and illnesses.
• MSI's. • Slip/trip hazards. • Noise. • Electric shock. • Entanglement. • Pinch points. • Burns.

PROCEDURES: • Inspect tool and all fittings/attachments before use. • Get help to load/unload tool. • Consult product MSDS. • Place tool on firm level ground at least 12" away from nearest wall in well ventilated area. • Do not smoke. • Only use galvanized steel pipe and fittings. • Pull pressure relief valve ring daily. • Do not modify tank or valves, (explosion could occur). • Drain moisture from tank daily. • Do not expose to rain. • Oil and clean machine and filters after use.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally Developed by: • David Milne Sep 22 2014

Reviewed/Revised by: • Curt Patrick/David Milne May 3 2018. • JOHSC Apr 17 2018. • JOHSC Apr 4 2017. • David Milne June 7 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: POLE SANDER

APPLICATION: To sand ceilings and walls that are out of reach of a hand sander.

REQUIRED TRAINING: • WHMIS. • Pole sander SJP's

REQUIRED PPE: • Safety headgear. • Safety footwear. • Respiratory protection. • Eye protection.
• Hearing, Hi viz and Fall Protection as needed.

POTENTIAL HAZARDS: • MSI's. • Repetitive strain injuries. • Respiratory hazards.
• Eye/nose/throat irritation/injuries. • Inadvertent spearing of people or objects.

PROCEDURES: • Inspect tool before use. • Ensure proper size and appropriate grit of paper is being used. • Only use on stable and secure surfaces such as walls and ceilings. • Use vertically whenever practicable. • Use constant and even pressure. • Keep sander head on a diagonal angle whenever practicable. • Do not overextend. • Reverse hand position often to reduce the potential for repetitive strain injuries. • When leaving pole sander unattended, position pole with handle down and paper against the wall to avoid paper picking up foreign materials or scratching finished floors.

REFERENCES: • Manufacturer's instructions. • B.C. OH&S Regulation.

Originally Developed by: • Katy Dionne, David Milne Sep 7 2016.

Reviewed/Revised by: • Curt Patrick/David Milne May 3 2018. • JOHSC May 1 2018. • JOHSC Apr 4 2017. • David Milne Dec 15 2016. • Clay Vickberg Oct 17 2016.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: PORTABLE CIRCULAR SAW

APPLICATION: • Cross-cutting lumber. • Cross-cutting and ripping plywood and other materials.

REQUIRED TRAINING: • WHMIS. • Circular saw SJP's.

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye protection. • Hearing protection.
• Respiratory protection. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: • Cuts/lacerations/amputations. • Flying dust/debris. • Eye and face injuries. • Excessive noise. • Electrical shock. • Respiratory irritations/illnesses.

PROCEDURES: • Inspect tool and blade before use. • Do not wear loose fitting clothes. • Unplug tool before changing blades. • Adjust depth of blade approx. 1/8" – 1/4" below work. • Ensure blade guard opens and closes smoothly. • Secure work before cut. • Bring blade to full speed before contacting work. • Never adjust line mid cut, (blade could bind and kickback). • If saw binds, release trigger and allow blade to stop before removing saw from work. • Support waste piece near end of cut to prevent blade from binding. • Allow blade to stop completely before setting saw down or handing it to others.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally Developed by: • David Milne Sep 19 2014.

Reviewed/Revised by: • David Milne/Colby White May 3 2018. • JOHSC May 1 2018. • JOHSC Apr 4 2017. • David Milne Dec 19 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: PORTABLE ELECTRIC METAL CUTTING SHEARS

APPLICATION: Cutting 18g metal or lighter

REQUIRED TRAINING: • WHMIS. • Shears SJP's

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye protection. • Hearing protection and respiratory protection as needed. • Hi viz and fall protection as needed.

POTENTIAL HAZARDS: • Lacerations/punctures. • Noise. • Vibration. • Friction. • Electrical shock. • Pinch points. • Repetitive strain injuries.

PROCEDURES: • Inspect tool before use. • Ensure shear blades are sharp and blade clearance is sufficient. • Ensure work is stable and secured. • Use a firm grip and do not force tool. • No loose clothing. • Tie back long hair. • Use caution when handling expended kerf waste, (very sharp). • Use caution to keep cord away from all sharp edges. • Do not get wet. • Do not lower tool by cord. • When sharpening shear blades, grind only the top and bottom edges. • Never grind the sides of the blades.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally Developed by: • David Milne Sep 22 2014

Reviewed/Revised by: • JOHSC May 1 2018. • JOHSC Apr 4 2017. • David Milne Dec 19 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: POWDER ACTUATED TOOLS

APPLICATION: Driving fasteners into concrete and HSS using an explosive charge.

REQUIRED TRAINING: •WHMIS. •Powder actuated tool training. •Powder actuated tool SJP's.

REQUIRED PPE: •Safety headgear. •Safety footwear. •Eye protection. •Hearing protection.
•Respiratory protection as needed. •Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: •Cuts/lacerations/amputations. •Eye/face injury from flying objects.
•Kickback. •Excessive noise. •Repetitive strain injuries. •Vibration.

PROCEDURES: •Inspect tool before use. •Select proper fastener and charge according to provincial and municipal building codes. •Select proper power setting. •Push gun onto work firmly to depress safety muzzle. •Warn others in vicinity that you are about to shoot. •Do not shoot near edge of material. •Pull trigger. •Ensure hands are clear of sharp edges and other obstructions, (some models have a high kickback.) •Properly dispose of misfired charges. •Clean tool weekly.

REFERENCES: •Manufacturer's instructions. •BC OH&S Regulation. •Applicable provincial and municipal building codes.

Originally Developed by: •David Milne Sep 17 2014.

Reviewed/Revised by: •JOHSC May 1 2018. •JOHSC Apr 4 2017. •David Milne Dec 19 2016. •JOHSC Apr 5 2016. •JOHSC Mar 3 2015. •Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: RECIPROCATING SAW

APPLICATION: Cutting wood, metal, drywall, pipe, etc.

REQUIRED TRAINING: • WHMIS. • Reciprocating saw SJP's.

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye protection. • Hearing protection.
• Respiratory protection as needed. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: • Lacerations/amputations. • Kickback. • Excessive noise. • Dust. • Flying debris. • Vibration. • Electrical shock. • Burns (blades become hot after cutting). • Pinch points.

PROCEDURES: • Inspect tool and blade before use. • Unplug tool before changing blades. • Use caution when changing a hot blade. • Select proper blade for task. • Do not use extremely worn or damaged blades. • Ensure work is stable and secure. • Do not block air vents. • Do not force tool. • Do not insert or withdraw a blade from a cut or lead hole until the motor has stopped completely. • Use 2 hands. • Do not start cutting until blade reaches full speed. • Keep base/shoe in firm contact with the work.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally Developed by: • David Milne Sep 22 2014

Reviewed/Revised by: • JOHSC May 1 2018. • JOHSC Apr 4 2017. • David Milne Dec 19 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: ROLLING METAL SCAFFOLDS

APPLICATION: Provides support for workers and materials used in construction, maintenance, repair and demolition.

REQUIRED TRAINING: • WHMIS. • Scaffold SWP's/SJP'S.

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye and hearing protection as needed.
• Respiratory protection as needed. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: • Fall hazards. • Scaffold collapse or tip over. • Overhead hazards. • Pinch points. • Muscle strain or overexertion from setup or carrying.

PROCEDURES: • Visually inspect before use. • Inspect work area for holes, changes in ground levels and other hazards. • The height of tower must not exceed 3 times the minimum base dimension.
• Work platforms must be minimum 20" wide. • Guardrails or fall protection needed over 10'. • Frames and castors must be pinned. • Each castor has braking device and locked at all times when scaffold is not moving. • Frames must have horizontal and vertical bracing on both sides. • Scaffolds are only to be used on a firm surface within 3° of level. • If scaffold height exceeds 1 ½ times the minimum base dimension, the worker may stay on the platform but not move the unit himself. • If it exceeds 2 times the minimum base dimension, the worker must not remain on the scaffold when being moved. • Work only within the platform area, do not reach out over guardrails. • Never use anything on the work platform to increase height. • Always dismount scaffold by climbing down the ladder; no jumping off.
• Ensure scaffold is unoccupied before dismantling.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally Developed by: • David Milne Sep 16 2014.

Reviewed/Revised by: • Curt Patrick/David Milne May 3 2018. • JOHSC May 1 2018. • David Milne July 24 2017. • JOHSC Apr 4 2017. • David Milne Dec 9 2016. • David Milne June 7 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: ROTATING LASER

APPLICATION: Used for establishing level and plumb reference points or lines.

REQUIRED TRAINING: WHMIS.

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye, Ear and Respiratory protection as needed. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: Eye injury (if stared at continuously)

PROCEDURES: • Inspect tool, accessories, and attachments before use. • If using wall mounting bracket, fasten bracket to wall using clip and screws. • Attach laser to bracket. • Attach secondary safety wire to laser itself, (in case of bracket failure). • If placing on ground, ensure ground is firm, level, and dry. • Never allow laser to get wet. • Do not stare into beam. • Always store in case when not in use.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally Developed by: • David Milne Sep 19 2014.

Reviewed/Revised by: • JOHSC May 1 2018. • JOHSC Apr 4 2017. • David Milne Dec 19 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: SELF LEVELING LINE LASER

APPLICATION: Establishing level and plumb reference layout lines. (Laser chalk lines)

REQUIRED TRAINING: WHMIS

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye and hearing protection as needed.
• Respiratory protection as needed. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: Eye injury (if stared at continuously)

PROCEDURES: • Inspect tool before use. • If using wall mounting bracket, fasten to wall using spring clip or a screw. • Do not overtighten screw. • If not using bracket, ensure magnets are clean of rust and debris and ensure sufficient connection before turning on or swiveling laser. • If placing on ground, ensure ground is firm, level, and dry. • Never get laser wet. • Always store laser in case when not in use. • Do not stare into beam.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally Developed by: • David Milne Sep 19 2014.

Reviewed by: • JOHSC May 1 2018. • JOHSC Apr 4 2017. • David Milne Dec 19 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: SELF LEVELING POINTER LASER

APPLICATION: Used for establishing level and plumb reference points.

REQUIRED TRAINING: WHMIS

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye, Ear, and Respiratory protection as needed. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: Eye injury (if stared at continuously)

PROCEDURES: • Inspect tool before use. • Place laser on a dry, firm, level and stable surface. • Do not stare into beam. • Always store in case when not in use. • Do not get wet.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally Developed by: • David Milne Sep 19 2014.

Reviewed/Revised by: • JOHSC May 1 2018. • JOHSC Apr 4 2017. • David Milne Dec 19 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: SHOP VACUUM

APPLICATION: Removing dirt, dust, and small debris from jobsites.

REQUIRED TRAINING: • WHMIS. • Shop vac SJP's

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye and Hearing protection as needed.
• Respiratory protection and Hi viz as needed.

POTENTIAL HAZARDS: • Upper body MSI's. • Excessive noise. • Electrical shock. • Repetitive strain injuries.

PROCEDURES: • Inspect tool before use. • Do not modify cord. • Empty vacuum frequently, (a full bag can add 10-20lbs to vacuum). • Use appropriate attachment. • Keep elbows at or near your sides to minimize shoulder movement. • Avoid movements where your elbows are behind your body. • Avoid extreme ranges in wrists. • Maintain a neutral spine. • Move your legs and not your back. • Avoid overreaching. • Utilize micro breaks/pauses if needed.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally Developed by: • David Milne Sep 22 2014.

Reviewed/Revised by: • JOHSC May 1 2018. • JOHSC Apr 4 2017. • David Milne Jun 7 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: STEP LADDER

APPLICATION: For light duty tasks of short duration where ones centre of gravity is maintained between the side rails

REQUIRED TRAINING: • WHMIS. • Step ladder SJP's.

REQUIRED PPE: • Safety headgear. • Safety footwear. • Safety eyewear and Hearing protection as needed. • Respiratory protection as needed. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: • Fall hazards. • Pinch points. • Falling objects or ladder itself. • Muscle strain or overexertion from carrying and setting up of heavy ladders.

PROCEDURES: • Visually inspect ladder before use. • Use only Grade 1 ladders. • Select appropriate ladder for task. • Get help with large ladders. • Place on firm level surface. • Ensure area is clean to allow for safe mounting and dismounting. • Ensure ladder spreaders are extended fully and locked. • Do not use as a straight ladder. • Do not stand on top two rungs. • Maintain 3 point contact. • Maintain centre of gravity between the side rails at all times. • Do not overreach.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally Developed by: • David Milne Sep 16 2014.

Reviewed/Revised by: • JOHSC May 1 2018. • JOHSC Apr 4 2017. • David Milne June 7 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: TAPE MEASURE

APPLICATION: Measuring of construction and building materials.

REQUIRED TRAINING: • WHMIS. • Tape measure SJP's.

REQUIRED PPE: • Safety headgear. • Safety footwear. • Safety eyewear, respiratory and hearing protection as needed. • Hi viz and Fall protection as needed.

POTENTIAL HAZARDS: • Cuts to hands and arms. • Pinch points. • Slip/trip hazards.

PROCEDURES: • Visually inspect metal blade for cracks, rust, or tears. • Ensure lock functions properly. • Extend tape from point to point placing the end clip at wanted location. • While keeping a firm grip of tape measure, slowly retract metal blade keeping fingers away from blade edges and throat of housing. • Never let go of tape measure while blade is auto retracting. • Never retract a wet or dirty blade. • Discard tape if blade is cut or visibly damaged.

REFERENCES: • Manufacturer's instructions. • BC OH&S Regulation.

Originally Developed by: • David Milne Sep 16 2014.

Reviewed/Revised by: • JOHSC May 1 2018. • JOHSC Apr 4 2017. • David Milne Dec 19 2016. • JOHSC Apr 5 2016, • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: TELESCOPIC EYE LAG POLE

APPLICATION: Attaching wire to a ceiling with a screw in eye lag.

REQUIRED TRAINING: • WHMIS. • Lag pole SJP's.

REQUIRED PPE: • Safety headgear. • Safety footwear. • Eye protection. • Hearing and respiratory protection as needed. • Hi viz as needed.

POTENTIAL HAZARDS: • Eye injuries. • Falling objects/dust/debris. • Wrist injuries. • Cuts to fingers and hands. • MSI's. • Repetitive strain injuries. • Entanglement. • Electrical shock.

PROCEDURES: • Inspect tool before use. • Select appropriate wire and fastener combination as per engineer or provincial and municipal building codes. • Select appropriate length of pole. • Select appropriate speed and clutch setting on drill. • No loose fitting clothes. • Tie back long hair. • Use a firm 2 handed grip with sure footing. • Do not overload. • Use from ground only, do not use on ladder, scaffold etc. • Do not force tool. • Keep pole perpendicular to ceiling. • Use caution to keep pole away from other objects in the ceiling. • Utilize micro pauses/breaks, or switch tasks if needed.

REFERENCES: • Manufacturer's instructions. • Provincial/Municipal Building Codes. • BC OH&S Regulation.

Originally Developed by: • David Milne Sep 22 2014.

Reviewed/Revised by: • JOHSC May 1 2018. • JOHSC Apr 4 2017. • David Milne Dec 19 2016. • JOHSC Apr 5 2016. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.



VAN-ROC INTERIORS LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: WORKING AT HEIGHTS

APPLICATION: Performing work at heights

REQUIRED TRAINING: • WHMIS. • Fall protection training. • Working at heights SJP's.

REQUIRED PPE: • Safety headgear. • Safety footwear. • Fall Protection. • Eye/hearing/respiratory protection as needed, Hi viz as needed.

POTENTIAL HAZARDS: • Fall hazards. • Severe injury. • Death.

PROCEDURES: • If working 25' or higher, complete a Fall Protection Work Plan. • If working 10' or higher, or less than 10' when the risk of injury is greater than falling on a flat surface then Fall Protection must be used. • Select Fall Protection systems in this order: Guardrails, Fall restraint, Fall arrest, Control zones. • Inspect all Fall Protection components and document on pre-shift inspection checklist. • Always use Fall Protection systems according to manufacturer's instructions and SWP's. • Follow manufacturer's instructions for storage and care.

REFERENCES: • Manufacturer's instructions. • All applicable SWP's.

Originally Developed by: • David Milne Oct 2 2014.

Reviewed/Revised by: • JOHSC May 1 2018. • JOHSC Apr 4 2017. • David Milne Jun 7 2016. • JOHSC Apr 5 2016. • David Milne Mar 18 2015. • JOHSC Mar 3 2015. • Carol Stade Nov 10 2014.