

Job Title: **Circular or Reciprocating Saws**

Developed By: Safety Manager Date: Feb 10, 2009

Approved By: Jay Shipton President of Housing Date: July 31, 2023

Revised By: Charlotte Charbonneau Safety Manager Date: July 31, 2023

**Equipment Required**

Circular saw, reciprocating  
saw

**Material Required**

**Personal Protective Equipment**

Safety glasses, hearing protection,  
Gloves, hard hat, safety footwear

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**Job Steps:**

1. Determine if this is the proper tool for the job required.
2. Read the manufacturer's instructions when using a new tool.
3. Inspect tool including electrical cord and safety features for any damage. If damage is noted do not use tool and chose another.
4. Put on all PPE required when operating saw.
5. Ensure proper blade for the material being cut.
6. Set the blade depth to the proper level for the material being cut.
7. Secure the material to be cut.
8. Plug in the saw.
9. Cut material as desired ensuring that your hands, body, and electrical cords remain out of the line of fire.
10. Wait until guard falls back into place or blade stops spinning before placing saw down on any surface.
11. Secure tool for future use.
- 1.

Job Title: **Corded or Cordless Drills**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Jay Shipton

President of Housing

Date: Sept 13, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: Sept 13, 2023

**Equipment Required**

Cordless or corded drill

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**Material Required**

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**Personal Protective Equipment**

Safety glasses, hearing protection,

gloves, hard hat, safety footwear

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**Job Steps:**

1. Read the manufacturer's instructions prior to using a new tool.
2. Ensure that tool is unplugged, or battery removed when adjusting or changing the bits.
3. Use the proper type of drill bit for the material that you are working on.
4. Hold the tool per the manufacturer's instructions.
5. Pay full attention to the work activity when using this type of tool.



Job Title: **Drywall and Taping**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Jay Shipton

President of Housing

Date: Feb 15, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: Feb 15, 2023

**Equipment Required**

Ladder, stilts, knife,  
scaffold, trowels

**Material Required**

Wall board, screws,  
drywall compound

**Personal Protective Equipment**

Steel toed boots, dust mask or  
Air purifying respirator or

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**Job Steps:**

1. Proper access to the building for delivery of materials be provided.
2. Ensure that SDS's are reviewed prior to commencing work.
3. Proper PPE must be used (i.e., when sanding is done use recommended breathing protection).
4. Proper ventilation must be maintained.
5. Floor openings must be covered and secured or barricaded.
6. All ladders used must be Grade 1 or 1A.
7. Ladders be inspected regularly and properly maintained.
8. All scaffolding must be properly erected, inspected and tagged as per the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.
9. When stilts are used the floor must be clear of debris.
10. Stilts must not be used on stairs or where Fall Protection applies.
11. Disposal of used blades must be done safely.
12. Fall protection required if working higher than 3m.
13. If drywall material is to be disposed of through the windows on the second floor of a home the area below must be marked, and signs posted warning of the activity, or a worker must be below to ensure that no personnel will be in the area that the materials are being dropped.

Job Title: **Electric Pressure Washer**

Developed By: Safety Manager

Date: Dec 8, 2017

Approved By: Jay Shipton

President of Housing

Date: February 13 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: February 13, 2023

**Equipment Required**

**Material Required**

**Personal Protective Equipment**

Pressure Washer

WHMIS if applicable

Safety glasses, hand protection,  
hard hat

**Job Steps:**

1. PPE must be worn as required by the manufactures instructions and the Prime Contractor's company policy.
2. Ensure you have been trained in the use of pressure washers
3. Inspect pressure washer carefully prior to use, look for signs or wear or damage
4. Do not use extension cords, plug your cord directly into the receptacle.
5. Ensure all hoses and cords are away from city sidewalks and stairs into the home
6. Pressure washers produce a kickback, maintain firm footing and grip to a void injury
7. Modifications to trigger device are not allowed, strap or tie down etc.
8. If using a chemical injector, read and follow the chemical suppliers MSDS
9. To avoid damage and risk of flying particles, do not start with the spray too close to the surface to be cleaned

Job Title: Extension Ladder

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Jay Shipton

President of Housing

Date: Aug 16, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: Aug 16, 2023

**Equipment Required**

Extension ladder

**Material Required**

**Personal Protective Equipment**

As required

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_____	_____	_____
_____	_____	_____

**Job Steps:**

1. Ensure that all materials and debris is cleared away from area where ladder will be used.
2. Inspect ladder for any defects.
3. Extend ladder to 3 ft. over the point where you will be getting on or off.
4. Install kicker at base of ladder.
5. Have someone hold the ladder until the top is secured or tied off.
6. Always maintain 3-point contact when using the ladder.
7. Do not overreach, keep your body centered on the ladder.

Job Title: **Fall Protection Equipment**

Developed By: Safety Manager Date: Feb 10, 2009

Approved By: Jay Shipton President of Housing Date: April 5, 2023

Revised By: Charlotte Charbonneau Safety Manager Date: April 5, 2023

<b>Equipment Required</b>	<b>Material Required</b>	<b>Personal Protective Equipment</b>
<hr/>	<u>Anchor point</u>	<u>Harness, lifeline, shock sorbing</u>
<hr/>	<hr/>	<u>Lanyard, carrier(s)</u>
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**Job Steps:**

1. Do not use this equipment unless you have been trained in the use of this type of safety equipment.
2. Check your anchor point prior to connecting the lifeline to it.
3. Check the harness for any damage (cuts, damaged stitching, and damage from chemicals).
4. Check the lifeline for cuts or damage.
5. Ensure that the rope gr is installed in the proper direction.
6. Put on your harness and adjust it so that it fits snugly. Have another person check to see that the “D” ring is located between your shoulder blades.
7. Secure the end of the lifeline to the anchor point.
8. Secure the shock sorbing lanyard to the rope gr and then to the “D Ring” on the harness.
9. Have your Fall Protection Plan on site.

Job Title: **Fire Extinguishers**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Jay Shipton

President of Housing

Date: July 31, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: July 31, 2023

**Equipment Required**

Fire Extinguisher

**Material Required**

**Personal Protective Equipment**

As required

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_____	_____	_____
_____	_____	_____

**Job Steps:**

1. Approach the burning material from upwind.
2. Stay approximately 3m from the burning material.
3. Holding the Fire Extinguisher in an upright position twist the pin to break the tie then pull pin out.
4. Aim the hose or nozzle at the base of the fire.
5. Squeeze the lever.
6. Sweep the Fire Extinguisher from side to side.
7. Do not breathe in the extinguishing agent.



Job Title: **Fixed or Retractable Knives**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Jay Shipton

President of Housing

Date: Jan , 312023

Revised By: Jody Edin

Safety Manager

Date: Jan 31, 2023

**Equipment Required**

Fixed blade knife or  
retractable blade knife

**Material Required**

**Personal Protective Equipment**

Safety glasses, Kevlar gloves

**Job Steps:**

1. Check all tools prior to use for defects.
2. Always use sharp blades.
3. Always cut away from your body.
4. Ensure that your hands or other parts of your body are out of the line of fire.
5. Only one worker work on material with a knife.
6. Make sure that no other personnel are in the line of fire.

Job Title: **Flooring**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Jay Shipton

President of Housing

Date: Feb 15, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: Feb 15, 2023

**Equipment Required**

Kicker, knee pads, knife,  
trowel, power Nailer

**Material Required**

Carpet, linoleum,  
Hardwood, glue, smooth  
edge

**Personal Protective Equipment**

Safety glasses, gloves

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**Job Steps:**

1. Proper PPE is required for work being done (i.e., knee pads, safety glasses).
2. Refer to SDS prior to commencing work.
3. Ensure Employees are competent in the use of hand, power, and air tools.
4. Proper lifting techniques be used when carrying materials (i.e., large rolls of carpet).
5. Clear floor of sharp objects before installing material.
6. Disposal of used blades be done safely.
7. Provide adequate ventilation when spreading glue.
8. Take precautions when installing carpet on stairs to prevent tripping.
9. Good housekeeping practices must be followed.
10. Ensure proper disposal of glue containers.



Job Title: **Fueled Heaters (Frost Fighters)**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Jay Shipton

President of Housing

Date: Feb 15, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: Feb 15, 2023

<b>Potential Hazards:</b>	<b>Required PPE/Equipment:</b>	<b>Training:</b>
<ul style="list-style-type: none"><li>• Carbon Monoxide Poisoning</li><li>• Fire</li><li>• Burns</li><li>• Equipment/Property damage</li></ul>	<ul style="list-style-type: none"><li>• Carbon Monoxide Detector</li><li>• Batteries</li><li>• Fire Extinguisher</li><li>• Drywall or metal base</li></ul>	<ul style="list-style-type: none"><li>• First Aid / CPR</li><li>• WHMIS</li><li>• Fire Extinguisher</li><li>• ERP</li></ul>
<p><b>Steps to perform the task safely:</b></p> <ol style="list-style-type: none"><li>1. Kerosene or other fueled heaters, before use, shall be approved by the foreman or safety coordinator</li><li>2. Kerosene or other fueled heaters shall be placed on a non- combustible material, which extends a minimum of 3 feet from the front of the heater’s outlet. Keep all combustibles a minimum of 10 feet away from the outlet and a minimum of 3 from the top, side, and rear.</li><li>3. An ABC type fire extinguisher must be always in the immediate area of the heater.</li><li>4. Ensure that there is adequate ventilation; refer to the heater manufacturer’s specifications. This can be done by opening windows or doors.</li><li>5. A battery-operated Carbon Monoxide detector must be within sight or hearing range of the workers to alert them to exposure of Carbon Monoxide gas.</li><li>6. Symptoms of inadequate ventilation are; headache, dizziness, burning eyes and nose, nausea and dry mouth or sore throat. Workers are to leave the site and get medical attention and report the incident to the Safety Officer immediately.</li><li>7. Re-fueling tanks must be stored safely outside; the heater must be brought outside when re-fueling and all spills must be cleaned off the unit before i.t is re-fired. All empty fuel cans must be removed from the work site and discarded as per environmental requirements</li><li>8. Workers are not permitted to work alone in a worksite with any type of fossil fuel heaters.</li><li>9. Never leave a heater running unattended.</li><li>10. All workers must have WHMIS training and the current SDS for the fuel used must be readily available.</li></ol> <p><b>Refer to the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006 for additional information.</b></p>		

Job Title: Hand Tools

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Jay Shipton

President of Housing

Date: Oct 6, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: Oct 6, 2023

**Equipment Required**

Hammer, screwdriver  
wrenches

**Material Required**

**Personal Protective Equipment**

Safety glasses, hard hat, hearing  
protection, safety footwear, gloves

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**Job Steps:**

1. Check all tools prior to use for defects. Watch for cracked handles or other defects.
2. Use the proper tool for the job.
3. Hold the tool firmly.
4. Do your work in a safe manner.

**Hammer**

- Grasp handle tightly with your wrist straight.
- Face of hammer should be larger than the object being struck.
- Keep your eye on the object being struck.
- Strike the object with a square blow.

**Screwdrivers**

- Ensure that the object is secure.
- Do not hold object in your hand.
- Use insulated end screwdrivers.

**Wrenches**

- Use a boxed end wrench whenever practical.
- Always apply the force towards you and not away.
- Never strike a wrench to gain more force.
- Never use a pipe (snipe) to gain more force.

Job Title: **Insulation**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Jay Shipton

President of Housing

Date: Apr 21, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: Apr, 1, 2023

**Equipment Required**

Ladder, scaffold, knives,  
stapler

**Material Required**

Insulation, poly, tape,  
sealant

**Personal Protective Equipment**

Steel toed boots, dust mask or  
Air purifying respirator or

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**Job Steps:**

1. Proper respiratory protection must be used. Refer to SDS or manufacturer's recommendations for proper PPE.
2. Clothing that adequately covers the body and limbs be worn.
3. Proper ventilation must be maintained.
4. Ladders be inspected regularly and properly maintained.
5. All ladders used on site must be Grade 1 or 1A
6. All scaffolding must be properly erected and inspected as per the
7. For work done over 3m from the floor proper Fall Protection be in place.
8. Disposal of used blades must be done safely.
9. Hand tools be in good repair.
10. Proper housekeeping practices must be followed.

Job Title: Manual Lifting and Carrying

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Jay Shipton

President of Housing

Date: Feb 15, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: Feb 15, 2023

<b>Equipment Required</b>	<b>Material Required</b>	<b>Personal Protective Equipment</b>
<hr/>		<hr/> <u>Steel toed boots and gloves</u>
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**Job Steps:**

1. Size up the load. If you think you need help, ask for it.
2. Get a good footing.
3. Bend your knees and get a good grip on the object to be lifted.
4. Keep your back straight, your head up, lift with your legs and keep the object being lifted close to your body.
5. Keep your balance. Do not twist or turn as you lift.
6. To put objects back down again, do not bend at the waist. Keep your back straight and bend your knees keeping the object close to your body until it is placed in a secure position.

Job Title: **Mold Remediation**

Developed By: Safety Manager

Date: Apr 8, 2016

Approved By: Jay Shipton

President of Housing

Date: Feb 19, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: Feb 19, 2023

<b>Equipment Required</b>	<b>Material Required</b>	<b>Personal Protective Equipment</b>
<u>Ladders</u>	<u>Poly</u>	<u>Safety Glasses</u>
<u>Mold Spray Pack</u>	<u>Bristled Brush</u>	<u>Respirator</u>
	<u>Gabor RTU</u>	<u>Chemical or Latex Gloves</u>
	<u>Mold Clean</u>	<u>Boot Covers and or extra shoes</u>

### **Job Steps:**

**\*Level 1 if less than 50% mould cover in a 1m<sup>2</sup> area than proceed with the following steps\*:**

1. Put down a layer of poly on the floor.
2. Spray affected area with Mold Clean.
3. Scrub affected area with a hard-bristled brush, hand brush or power tool with dust collector (Repeat steps 2 and 3 as required until stain is removed)
4. Spray Gabor RTU on the affected area until wood is evenly coated and saturated. Spray generously but do try to avoid excessive dripping
5. Clean all exposed surfaces and tools used in the process.
6. Do not use window cleaner on any glass windows or doors.
7. Dispose of all contaminated poly used to contain area.
8. Wash gloves and safety glasses thoroughly.

Wash hands and face / shower.



Job Title: **Painting**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Jay Shipton

President of Housing

Date: Feb 15, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: Feb 15, 2023

**Equipment Required**

Ladder, rollers, brushes,  
scaffold, spray machine,  
sander

**Material Required**

Paint, solvent  
masking tape

**Personal Protective Equipment**

Steel toed boots, safety glasses  
air purifying respirator

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**Job Steps:**

1. Ensure that SDS are reviewed prior to commencing work.
2. Proper PPE must be used.
3. All Employees must wear proper respiratory equipment when spraying is done.
4. Respiratory equipment must be properly fitted.
5. Ensure there is proper ventilation.
6. Ensure air (spray) equipment is in good repair.
7. All scaffolding must be properly erected and inspected as per the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.
8. Ladders be inspected regularly and properly maintained.
9. All ladders used must be Grade 1 or 1A.
10. Proper disposal of paint cans supplies, and solvents must be carried out as per the manufacturer's instructions and or the local environmental legislation.

Job Title: **Plumbing Installation**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Jay Shipton

President of Housing

Date: Nov 21, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: Nov 21, 2023

**Equipment Required**

Hand tools, power tools,  
ladders

**Material Required**

S pipe, pox lines,  
S adhesive

**Personal Protective Equipment**

Hard hat, steel toed boots, safety  
glasses and gloves

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**Job Steps:**

1. Proper PPE must be used.
2. Ensure that SDS for all materials used is available for reference.
3. Ladders must be inspected and maintained regularly.
4. Floor openings must be properly covered, secured, or barricaded and marked.
5. All ladders used must be Grade 1 or 1A.
6. Ladders be inspected regularly and properly maintained.
7. All pipe threaders have foot pedal to turn machine on and off.
8. Ensure all extension cords are the right gauge, are properly grounded and are not damaged.
9. Check all power tools to ensure that they are in good condition with all guards in place.
10. Ensure that fire extinguisher is available when doing any hot work.
11. Power tools to be grounded or double insulated.
12. Extinguish all sources of ignition prior to using any flammable adhesives.
13. Proper housekeeping practices must be followed

Job Title: Roofing

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Jay Shipton

President of Housing

Date: July 17, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: July 7, 2023

**Equipment Required**

Ladder, full body harness,  
Lanyard, lifeline, retractable

**Material Required**

Shingles, nails, vents,  
flashing

**Personal Protective Equipment**

Fall protection system, safety  
glasses, hard hats, steel toed boots

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**Job Steps:**

1. PPE must be worn as required by the manufactures instructions and the Prime Contractor's company policy.
2. Fall Protection be used as per the Fall Protection System (covering of openings, guardrails, travel restraint or fall arrest) is required if working more than 3m over ground.
3. Ladders must be secured and project 1m over roof level.
4. All ladders used must be Grade 1 or 1A.
5. Ladders be inspected regularly and properly maintained.
6. Inspect roof surfaces for slip and trip hazards.
7. Materials must be stored a minimum of 2m from roof edge. No more than 6 bundles be stacked together on any area of the roof and not be done on an area where the ridge of a roof intersects a roof slope.
8. Ensure roof brackets are securely attached to a solid surface.
9. Roof with a fall distance greater than 10 ft. (3m) must have safety nets, guard rails, Travel Restraint or Fall Arrest Systems in place.
10. Workers using Fall Protection Equipment be competent in the care, use and maintenance of the equipment. End user fall protection training be renewed every 3 years by a recognized provider.
11. Training documentation and Fall Protection Plans must be on site.
12. Fall Protection Plan must include a rescue procedure that employees are trained in.
13. Proper housekeeping practices must be followed. Bags for excess material or construction debris have a maximum weight of 60 lbs. (27 kg).

All cut pieces are to be bagged and lowered to the ground. Throwing of excess material or cut off pieces from the roof to the ground is not allowed

Job Title: Siding

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Jay Shipton

President of Housing

Date: Mar 26, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: Mar 16, 2023

**Equipment Required**

Metal shears, air Nailer,  
circular saw, hammer, poles,  
planks, back rails

**Material Required**

Siding, soffit, and fascia  
materials

**Personal Protective Equipment**

Hard hat, steel toed boots, safety  
glasses fall protection system

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**Job Steps:**

1. Ensure that proper PPE is used.
2. Ensure that poles and planks are inspected prior to use.
3. Properly secure all pole supports and chain all planks to poles to prevent movement.
4. Ladders be inspected regularly and properly maintained.
5. Check all power and air tools to ensure that all guards and safety devices are in place.
6. Wear proper Personal Protective Equipment when using power or air tools.
7. Proper housekeeping practices must be followed.
8. Fall Protection System be used as required by the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.
9. Workers using Fall Protection Equipment be competent in the care, use and maintenance of the equipment. End user fall protection training be renewed every 3 years by a recognized provider.
10. Training documentation and Fall Protection Plans must be on site.
11. Fall Protection Plan must include a rescue procedure that employees are trained in.

Job Title: Step Ladder

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Jay Shipton

President of Housing

Date: July 31, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: July 31, 2023

**Equipment Required**

Step ladder

**Material Required**

**Personal Protective Equipment**

As required

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**Job Steps:**

1. Make sure that all materials and debris is cleared away from area where ladder will be set up.
2. Inspect ladder for any defects.
3. Fully open ladder and lock spreader.
4. Set ladder up on a firm, level, and dry surface.
5. Secure the top of the ladder.
6. Do not carry objects in your hand while climbing ladders.
7. Do not climb on top two rungs of a step ladder or top 3 rungs of a portable ladder.
8. Do not overreach, keep your body centered on the ladder.

Job Title: **STM Safe Job Procedure**

Developed By: Safety Manager

Date: Dec 19, 2018

Approved By: Jay Shipton

President of Housing

Date: February 13, 2023

Revised By: Charlotte Charbonneau

Safety & Fleet Manager

Date: February 13, 2023,

**Equipment Required**

Hammer Tacker, Knife,  
Cordless router, and hand  
tools

**Material Required**

Blue goo, Home Flash,  
Sill treatment and plastic  
shims. Tyvek

**Personal Protective Equipment**

Hard hat, steel toed boots, gloves  
and fall protection equipment,

**STM Safe Job Procedure applies to the prep and installation of the window treatments prior to installation.**

**Job Steps:**

1. Check in with your manager prior the start and end of each job. Job number and or address needs to be provided so they are aware of your location.
2. PPE must be worn as required by the Prime Contractor's company policy.
3. Complete hazard assessment prior to starting work.
4. Ensure tools are safe and have been checked prior to use (i.e. extension cords, blades, guards).
5. Ladders be inspected regularly and properly maintained.
6. All ladders be Grade 1 or 1A.
7. Fall protection to be worn any time working over 3m or 10 ft