**Safe Job Procedure Facilities Maintenance**

| **Department/Area:** | **Approved by:** | **Date Created:** | **Review/Revision Date:** |
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| insert text here |  |  |  |

| **Potential Hazard** | **Risk level** |
| --- | --- |
| Awkward/sustained postures | Medium |
| Forceful exertions | High |
| Vibration | Medium |
| Sharp points/edges | High |
| Pinch points | High |
| Materials falling | Medium |
| Surfaces causing falls | Medium |
| Moving machinery | High |
| Chemicals | Low |
| Electrical | Medium |
| Extreme heat/cold | Medium |
| Noise | High |
| Combustibles/flammables | Low |
| Other: Falling objects, struck by objects, crashes, lone worker, fire, cuts, bruises, head bumps | High |

| **Risk control devices, personal protective equipment, and other safety considerations** | **Training/Reference info** |
| --- | --- |
| * Appropriate PPE (gloves, safety shoes, safety glasses, overalls)
* Specialized PPE (electrical, chemicals)
* De-energize power sources
* Safety tape barriers
* Lockout/Tag-out
* Housekeeping
* Emergency equipment
* Warning signs, labels
* First aid kit
* Fire extinguisher
* Chemical spill kit
 | * Part 6 Lockout/tag-out safe work procedure
* Nova Scotia *Safety and Health Act and Regulations*:
1. Part 4. General Workplace Requirements.
2. Part 9. Tools and Robots
3. Part 13 Premise and Building
* WHMIS
 |

**Note:**  When lockout/tag-out is employed, test the machine before working on it if it has a potential to release energy.

**Employers must ensure that workers are trained and follow this safe work procedure.**

**Steps to complete this task safely:**

* Receive work order from person concerned and inspect equipment or work area for any hazards before starting work.
* Ensure that you consult with the area supervisor before shutting down equipment to verify you are working on the affected production line.
* Place warning signs or labels on the equipment to identify the status of the equipment, place barriers in the area and wear appropriate PPE.
* If the work area is isolated from the general area, inform a supervisor or a colleague of the location.
* Moving parts and energy sources must be secure by ensuring lockout/tag-out is in place. Test the equipment before working. The key for the lockout/tag-out must be kept by the worker working on the equipment.
* Ensure there are no chemical spills in the area. If there is a spill, provide a chemical spill kit and check the chemical's Safety Data Sheet to confirm which PPE is appropriate to use.
* When working under or on the side of equipment, your body may be in an awkward position. Do take breaks to prevent musculoskeletal injury.
* When working at heights, inspect ladders before use. Ask another worker to assist by holding the ladder to prevent it from slipping. Always use the 4:1 ratio when leaning a ladder against a wall.
* After the job is completed, inspect the area for any residual hazards. Ensure guards are in place and safety devices like emergency buttons and interlocks are active before testing equipment. Inform supervisors and workers of the equipment's status.
* Observe the equipment/device for safe operation before turning it over to workers.
* Clear area and close out necessary documentation.

**Warning:** If working near or on a boiler or any equipment and location containing asbestos, stop work and inform facility manager of the need to assess for asbestos in the area.