



SAFE JOB PROCEDURES

TABLE OF CONTENTS

- [ADJUSTABLE STILTS](#)
- [ALUMINUM SAW HORSE](#)
- [ANGLE GRINDER](#)
- [BELT SANDER](#)
- [CORDLESS CAULKING GUN](#)
- [CORDLESS DRILL](#)
- [CORDLESS IMPACT GUN](#)
- [DRIVING](#)
- [ELECTRIC CONSTRUCTION HEATERS](#)
- [ELECTRIC FAN](#)
- [EXTENSION LADDER](#)
- [GASOLINE CONTAINERS](#)
- [HIGH VOLUME LOW PRESSURE SPRAYER \(HVLP\)](#)
- [MANUAL MATERIAL HANDLING](#)
- [MOBILE SCISSOR LIFT](#)
- [OFFICE ERGONOMICS](#)
- [PAINT ROLLER](#)
- [PAINT SPRAYER \(AIRLESS\)](#)
- [PAINT/TEXTURE MACHINE](#)
- [PALM SANDER/DISK SANDER](#)
- [POLE SANDER](#)
- [PRESSURE WASHER \(GAS\)](#)
- [RAG STAINING \(WIPING STAIN\)](#)
- [ROLLING METAL SCAFFOLDS](#)
- [SHOP VACUUM](#)
- [STEP LADDER](#)
- [WORKING AT HEIGHTS](#)



VANBERG INTERIORS PAINTING LTD

SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: ADJUSTABLE STILTS

APPLICATION: Light duty activities such as painting, sanding, prepping, 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.

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 March 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.



VANBERG INTERIORS PAINTING 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 March 14, 2017. • David Milne June 7, 2016. • JOHSC April 5, 2016.
• JOHSC Mar 3, 2015. • Carol Stade Nov 10, 2014.



VANBERG INTERIORS PAINTING 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 March 14, 2017 • David Milne Nov 23, 2016. • Katy Dionne Aug 29, 2016.



VAN-BERG INTERIORS LTD SAFE JOB PROCEDURES

SJP: BELT SANDER

APPLICATION: Shaping and finishing wood and other materials.

REQUIRED TRAINING: WHMIS and belt sander SWP's.

REQUIRED PPE: Safety headgear, Safety footwear, Eye protection, Hearing protection, Respiratory protection, hi viz as needed.

POTENTIAL HAZARDS: Abrasions/lacerations/burns, Entanglement, Pinch points, Excessive noise, Excessive dust, Vibration, Electrical shock.

PROCEDURES: • Inspect tool before use. • Unplug tool before changing belt. • Ensure belt is installed in the proper direction. • Ensure work is stable and secured. • Do not wear loose fitting clothing. • Ensure long hair is tied back. • Adjust tension to keep belt running true and at same speed of pulley drum. • Do not use extremely worn, ripped or otherwise damaged sanding belts. • Do not force the tool. • Allow belt to come to a complete stop before setting down or handing it to others.

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

Development date: Sep 22, 2014

Review date: • JOHSC March 06, 2018

Developed by: David Milne



VANBERG INTERIORS PAINTING LTD

SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: CORDLESS CAULKING GUN

APPLICATION: Applying various construction adhesives, and sealants.

REQUIRED TRAINING: •WHMIS. •Cordless caulking gun 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: •Potential exposure to fumes. •Eye/skin/respiratory irritations/injuries.
•Overreaching. •MSI's. •Repetitive strain injuries. •Fire hazard (short of battery terminals).

PROCEDURES: •Inspect tool before use. •Always follow product instructions and consult the MSDS. •Use caution to not get product in eyes/face/skin. •Keep charger from getting wet. •Store batteries in case with plastic end protectors to prevent battery shorts. •Keep away from moisture and high heat. •Clean tool after use. •Dispose of waste containers appropriately.

REFERENCES: •Manufacturer's instructions. •Product MSDS/SDS. •BC OH&S Regulation.

Originally developed by: •David Milne Sep 22, 2014.

Reviewed/Revised by: •JOHSC March 14, 2017 •Katy Dionne Dec 15, 2016.



VANBERG INTERIORS PAINTING 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 March 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.



VANBERG INTERIORS PAINTING 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 March 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.



VANBERG INTERIORS PAINTING 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 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. • Ensure loads are stable, secure, and red flagged when applicable. • avoid using cruise control on wet, icy, or slippery surfaces. • Always do a walk around of your vehicle prior to departure.

REFERENCES: • Owner's manual. • All applicable federal, provincial and municipal traffic laws.

Originally Developed by: • David Milne Oct 9, 2014.

Reviewed/Revised by: • Chris Falconer/ David Milne/ JOHSC May 3rd, 2018 • JOHSC March 14, 2017 • David Milne June 7, 2016. • JOHSC Apr 5, 2016. • JOHSC Mar 3, 2015. • Carol Stade Nov 10, 2014.



VANBERG INTERIORS PAINTING 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 paint 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 March 14, 2017 • David Milne June 7, 2016. • JOHSC Apr 5, 2016.
• JOHSC Mar 3, 2015. • Carol Stade Nov 10, 2014.



VANBERG INTERIORS PAINTING 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 March 14, 2017 • David Milne Sep 26, 2016. • Clay Vickberg Sep 7, 2016.
• JOHSC Sep 6, 2016.



VANBERG INTERIORS PAINTING 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 March 14, 2017 • David Milne June 7, 2016. • JOHSC Apr 5, 2016.
• JOHSC Mar 3, 2015. • Carol Stade Nov 10, 2014.



VANBERG INTERIORS PAINTING 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 March 14, 2017 • David Milne June 7, 2016. • JOHSC Apr 5, 2016.
• JOHSC Mar 3, 2015. • Carol Stade Nov 10, 2014.



VANBERG INTERIORS PAINTING LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: HIGH VOLUME LOW PRESSURE SPRAYER (HVLP)

APPLICATION: Applying lacquer to a surface

REQUIRED TRAINING: • WHMIS. • Product specific. • HVLP SJP's. • Electric fan SJP (negative air application) • Respirator.

REQUIRED PPE: • Full face respirator. • Solvent resistant gloves. • Disposable painter's coverall.

POTENTIAL HAZARDS: • Loss of consciousness. • Respiratory illnesses. • Eye/skin irritation. • Headaches/dizziness. • Slip/Trip hazards. • MSI's. • Repetitive strain injuries.

PROCEDURES: • Inspect machine before use. • Make sure all cords and hoses are in good condition. • Ensure all parts are in place in the product pot. • Ensure adequate ventilation in spray area. • Use only as per manufacturer's instructions. • Empty and clean product pot after use. • After use, store in a safe manner.

REFERENCES: • Manufacturer's instructions. • Product MSDS/SDS.

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

Reviewed/Revised by: • JOHSC March 14, 2017 • David Milne Sep 26, 2016. Clay Vickberg Sep 7, 2016. • JOHSC Sep 6, 2016.



VANBERG INTERIORS PAINTING 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: •Chris Falconer/ David Milne May 3rd, 2018 •JOHSC April 04,2017 •David Milne June 7, 2016. •JOHSC Apr 5, 2016. •JOHSC Mar 3, 2015. •Carol Stade Nov 10, 2014.



VANBERG INTERIORS PAINTING 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. • Always inspect pins when sliding decks in/out. • Always watch for holes/pipes, or other debris while driving.

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

Originally Developed by: • David Milne 24, 2014.

Reviewed/Revised by: • JOHSC April 04, 2017 • David Milne June 7, 2016. • JOHSC Apr 5 2016. • David Milne Mar 18, 2015. • JOHSC Mar 3, 2015. • Carol Stade Nov 10, 2014.



VANBERG INTERIORS PAINTING 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 April 04, 2017 •David Milne Jun 7, 2016. •JOHSC Apr 5, 2016
•Maureen Sorensen Mar 18, 2015 •JOHSC Mar 3, 2015. •Carol Stade Nov 10, 2014.



VANBERG INTERIORS PAINTING LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: PAINT ROLLER

APPLICATION: To apply paint to large surface areas or to achieve specific desired paint finish.

REQUIRED TRAINING: •WHMIS. •Paint roller SJP.

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

POTENTIAL HAZARDS: •MSI's. •Repetitive strain injuries. •Respiratory irritation/disease.
•Central nervous system damage. •Eye irritation/injuries. •Skin irritation

PROCEDURES: •Select appropriate roller type and size. •Ensure roller is securely installed on the proper roller cage. •Load paint from paint tray onto roller. •Use ridged side of paint tray to remove any excess paint. •Apply paint to surface rolling vertically whenever practicable. •When using roller extension for horizontal rolling, do not over extend. •Keep your body and arms as close to the roller and surface as practicable. •Wrap roller in painter's plastic for future use or clean out and dry.
•Dispose of used rollers appropriately.

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

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

Reviewed/Revised by: •JOHSC April 04, 2017 •David Milne Nov 24, 2016. •Clay Vickberg Oct 17, 2016.



VANBERG INTERIORS PAINTING LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: PAINT SPRAYER (AIRLESS)

APPLICATION: Applying paint to a surface

REQUIRED TRAINING: • WHMIS, • Paint Sprayer SJP's • Product specific.

REQUIRED PPE: • Protective clothing as needed. • Eye protection as needed. • Respiratory protection. • High viz and fall pro as needed.

POTENTIAL HAZARDS: • Respiratory illnesses. • Eye/skin irritation. • Entanglement. • Electric shock. • Slip/Trip hazards. • MSI's. • Repetitive strain injuries.

PROCEDURES: • Inspect machine before use. • Ensure cords and hoses are in good condition. • Ensure filters are clean and fittings are tight. • Ensure machine has oil and is primed if necessary. • Consult product MSDS. • Use only as per manufacturer's instructions. • Ensure to disengage pressure after use. • Pump clean with water/solvent after use. • Ensure pick up, gun and reverse line are sitting in water/solvent for storage.

REFERENCES: • Manufacturer's instruction. • Product MSDS/SDS.

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

Reviewed/Revised by: • JOHSC April 04, 2017 • David Milne Sep 26, 2016. • Clay Vickberg Sep 7, 2016. • JOHSC Sep 6, 2016.



VANBERG INTERIORS PAINTING 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/Clean Paint Machine + Filters when finished with it. •Point Hopper/Paint Gun away from your face and body while cleaning.

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

Originally Developed by: •David Milne Sep 22, 2014

Reviewed/Revised by: •Curt Patrick/ Dave Milne May 3rd,2018 • JOHSC April 04,2017 •David Milne June 7, 2016. •JOHSC Apr 5, 2016. •JOHSC Mar 3, 2015. •Carol Stade Nov 10, 2014.



VANBERG INTERIORS PAINTING LTD

SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: PALM SANDER/DISC SANDER (Electric)

APPLICATION: For cleaning, smoothing and polishing of surfaces.

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

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

POTENTIAL HAZARDS: •Abrasions. •Lacerations. •Burns. •Eye/Face injury. •Flying debris.
•Respiratory hazards. •Vibration. •Excessive noise. •Electric shock.

PROCEDURES: •Inspect tool before use. •Ensure tool is unplugged when changing paper/disks.
•Ensure paper or disk is properly installed. •Ensure work surface is stable and secure. •Hold tool firmly
and apply constant and even pressure. •Unplug after use.

REFERENCES: •Manufacturer's Instructions. •B.C OHS regulation.

Originally Developed by: •Katy Dionne, Dave Milne Sep 6, 2016.

Reviewed/Revised by: •JOHSC April 04, 2017 •David Milne Dec 9, 2016. •Clay Vickberg Oct 17, 2016.



VANBERG INTERIORS PAINTING 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 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. •Do not overextend. •Keep pole sander head on a diagonal angle when sanding. •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/ Dave Milne May 3rd,2018 •JOHSC April 04, 2017 •David Milne Dec 15, 2016. •Clay Vickberg Oct 17, 2016.



VANBERG INTERIORS PAINTING LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: PRESSURE WASHER (GAS)

APPLICATION: Cleaning outdoor surfaces with pressurized water in preparation for paint.

REQUIRED TRAINING: • Manufacturer's instructions. • WHMIS. • Pressure washer SJP's • Gas can SJP's.

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

POTENTIAL HAZARDS: • Flying debris. • Lacerations. • Excessive noise. • Slip/trip hazards.
• Burns. • Repetitive strain injuries. • Fire/explosion.

PROCEDURES: • No Smoking. • Inspect pressure washer before use. • Check fuel and oil. • Follow gas can SJP's when refilling fuel. • Ensure proper nozzle tips in use for job (low/high pressure). • Only use as per manufacturer's instructions. • Never point spray wand at anyone. • Be aware of electrical sources. • Never leave unattended while running. • Ask for assistance when loading/unloading. • Turn off machine before changing pressure tip. • Release pressure before turning off and storing.

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

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

Reviewed/Revised by: • JOHSC April 04, 2017 • David Milne Sep 26, 2016. • Clay Vickberg Sep 7, 2016.
• JOHSC Sep 6, 2016.



VANBERG INTERIORS PAINTING LTD SAFE JOB PROCEDURES

SAFE JOB PROCEDURE: RAG STAINING (wiping Stain)

APPLICATION: Applying wiping stain with a cloth rag.

REQUIRED TRAINING: •WHMIS. •Rag staining SJP's.

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

POTENTIAL HAZARDS: •Fire. (Spontaneous combustion) •Brain and nervous system damage. •Poison. •Respiratory irritation/illnesses. •Eye and skin irritation/injuries. •Slip/trip hazards.

PROCEDURES: •Consult MSDS. •Dip corner of a partially folded rag into stain and apply to work surface. •Remove desired amount of product from work surface with a clean dry rag. •**Never leave a folded or balled up rag unattended (may result in spontaneous combustion).** •When finished with used rags, lay rags flat to dry or submerge rags completely in a pail of cold water before discarding.

REFERENCES: •Manufacturer's instructions. •Product MSDS/SDS. •B.C. OH&S Regulation.

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

Reviewed/Revised by: •JOHSC April 04, 2017 •David Milne Dec 9, 2016. •David Milne Sep 26, 2016. •Clay Vickberg Sep 7, 2016. •JOHSC Sep 6, 2016.



VANBERG INTERIORS PAINTING 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. • Always inspect ground surfaces for holes 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. • NEVER jump off of scaffolding, climb off and on as per factory instructions
• 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 3rd, 2018 • JOHSC April 04, 2017 • David Milne Dec 9, 2016. • David Milne June 7, 2016. JOHSC Apr 5, 2016. JOHSC Mar 3, 2015. Carol Stade Nov 10, 2014.



VANBERG INTERIORS PAINTING 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 April 04, 2017 • David Milne Jun 7, 2016. • JOHSC Apr 5, 2016. • JOHSC Mar 3, 2015. • Carol Stade Nov 10, 2014.



VANBERG INTERIORS PAINTING 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 April 04, 2017 •David Milne June 7, 2016. •JOHSC Apr 5, 2016.
•JOHSC Mar 3, 2015. •Carol Stade Nov 10, 2014.



VANBERG INTERIORS PAINTING 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, Safety Monitor. •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 3rd, 2018 • JOHSC April 04, 2017 •David Milne Jun 7, 2016.
•JOHSC Apr 5, 2016. •David Milne Mar 18, 2015. •JOHSC Mar 3, 2015. •Carol Stade Nov 10, 2014.