

SWP (safe work procedure): Repetitive Motion and Heavy Lifting Tasks

Task: Sweeping, shoveling, moving materials, or any assigned task that involves repetitive motion or heavy lifting	Tools/actions required: Work-gloves, high-visibility vest, hardhat, *broom, *shovel, *hand-truck, *wheelbarrow, * other
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Task	Potential Hazards	Hazard Controls
- Prior to work start, assess work area for hazards and determine scope of work - Determine if a respirator is required - Complete Arkay FLHA	- Slip/trip - Obstructed/congested work areas - Poor lighting - Airborne particulates	- Correct hazards if within the workers ability such as moving/discarding excess materials - If a hazard cannot be corrected, it must be immediately reported to the site CSO prior to working in the area
- Assemble all tools, devices, materials, PPE for the assigned task *All tools and PPE must be in good working condition	- Failure to check tools and devices can lead to serious injury	- Check tools for wear or damage that would create a hazardous working condition - Ensure everything to be used is in good working condition
- Complete task as required *If the assigned task creates exposure to silica/organic vapour, respiratory protection procedures must be followed	- Muscular strain - Repetitive motion injury	- Stretch prior to work - Work within physical capabilities only - Request help or use mechanical help (hand truck, wheelbarrow, pallet jack) if practicable
- Return any tools/materials to lock-up	- Leaving tools/materials in work areas can cause congestion/hazard	- Return tools as required
- Change clothes or rinse off if the task has caused particulate exposure, excess sweat or other discomfort	- Sweat, grime or other exposures can lead to chafe, dermatitis or other irritation	- Good hygiene practices reduce secondary exposures and irritation

* Required tools are task dependant.

* Any tools in damaged condition must be red-tagged, taken out of service, and reported to the CSO/supervisor.