

SAFE JOB PROCEDURES

<i>Date Created: March 12, 2018</i>	<i>Date Revised: August 14, 2020</i>	<i>Version #: V1-2020</i>
<i>Created by: Steve Thorne</i>	<i>Revised by: Steve Thorne</i>	
<i>Approved by: Angelo Ventrella</i>	<i>Approved by: Angelo Ventrella</i>	

VBN Paving Limited
HEALTH AND SAFETY MANUAL

ASBESTOS REMOVAL MANAGEMENT

Location: _____

Description: _____

Contract No.: _____

Prepared By: _____

Prepared For: _____

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The Asbestos Removal Plan has been prepared to provide detailed procedure, sequence and protection to our employees/sub-contractor while working with asbestos. To complete this work, CG Construction Services Ltd. will be relying on the expertise of our asphalt sub-contractor.

1. General Work Plan

- Orientation with staff and those involved in operation and or within work zone (discuss procedures, health and safety and protective wear).
- Secure perimeter around work area to separate general public from work area.
- Pre-soak work area / removal area thou rally and maintain consistent water suppression to the work area, increase water supply as required to ensure no particles become airborne.
- Mechanically remove the area of hard surface (asphalt asbestos), Material shall be transferred mechanically into a disposal bin for transportation.
- Apply additional water to the material placed into disposal bin.
- Tarp bin accordingly as per MOE requirements
- Place all protective wear in a garbage bag and dispose into disposal bin.

2. Schedule of Work

Reference construction schedule

3. Dust Control

- We will prevent the spread of dust control by wetting down the work area prior to saw cutting and continue to wet the area throughout the duration of the operation by means of the equipment's own wetting-down mechanism
- We will regularly and at steady intervals while doing the work and immediately upon completion of the work, clean up dust and waste and remove it using wet sweeping,

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and place it in a container for asbestos waste

4. Containers for Dust and Waste

- Dust and Waste will be immediately placed in a truck covered with a tarpaulin.

5. MOE License to Haul

- Company Name:
- MOE Haul No.:

6. Transportation and Disposal of Asbestos Waste

- Asbestos-containing waste will be transported and disposed of in accordance with O. Reg. 347/90 and at a site/location that is authorized for the acceptance and disposal of asbestos waste.
- Disposal Site:

7. Respirators

- Employees are supplied with Full Mask Respirators as per Paragraph 12 of Section 14, O. Reg. 278/05

8. Protective Clothing

- Employees are supplied with protective clothing as per Paragraph 12 Section 15, O. Reg 278/05

9. Eating and Drinking Prohibition

- Employees are advised that they are prohibited to eat, drink, chew or smoke in the work area

10. Facilities for Washing

- Portable washrooms are provided on-site for employees to wash their hands and face
- Employees are advised and encouraged to use these facilities when leaving the work area

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DOCUMENTS NOT INCLUDED IN THIS PACKAGE

- **MOE Permit for Hauler (WILL BE PROVIDED BEFORE CONSTRUCTION BEGINS)**
- **MOE Permit for receiving site (WILL BE PROVIDED BEFORE CONSTRUCTION BEGINS)**
- **Asbestos Training Certificates for CG Construction workers**
- **Asbestos Training Certificates for _____ (Subcontractor)**

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BACKFILL EXCAVATION Safe Job Procedure

1. Machine operator mounts and starts the Machine
2. Check all Blind Spots
3. Check for overhead powerlines
4. Fasten seatbelt
5. TCP guides machine operator to granular stockpile
6. Machine operator drives into stock pile and scoops granular fill into bucket
7. Machine operator drives back to excavation with guidance from TCP
8. Operator slowly places granular fill into excavation on top of pipe to specified depth
9. As operator is placing granular fill into excavation, operator is watching signaler for guidance
10. Machine operator mechanically compacts Granular fill, using a mini excavator with packer attachment, to specified compaction levels. This will be verified periodically by Quality Testing done onsite by a third party
11. Operator repeats steps i) to xi) until granular fill is fully placed into excavation
12. Once compaction is complete the remaining excavation is backfilled. If backfilled with U-fill, no additional compaction is required. If backfilled with Granular material, repeat compaction as required to ensure all specified compaction levels are met
13. Backfill material is left 50mm lower to accommodate installation of temporary asphalt and barrels / signs should be placed around area if it is not safe to yet to drive over (i.e u-fill still needs time to cure)

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BACKFILL WITH AGGREGATE Safe Job Procedure

1. Machine operator mounts and starts the Machine
2. Check all Blind Spots
3. Check for overhead powerlines
4. Fasten seatbelt
5. TCP guides machine operator to granular stockpile
6. Machine operator drives into stock pile and scoops granular fill into bucket
7. Machine operator drives back to excavation with guidance from TCP
8. Operator slowly places granular fill into excavation to specified depth
9. As operator is placing granular fill into excavation, operator is watching signaler for guidance
10. Machine operator mechanically compacts Granular fill, using a mini excavator with packer attachment, to specified compaction levels. This will be verified periodically by Quality Testing done onsite by a third party
11. Operator repeats steps i) to xi) until granular fill is fully placed into excavation,
12. Once compaction is complete the remaining excavation is backfilled. If backfilled with U-fill, no additional compaction is required. If backfilled with Granular material, repeat compaction as required to ensure all specified compaction levels are met
13. Backfill material is left 50mm lower to accommodate installation of temporary asphalt and barrels / signs should be placed around area if it is not safe to yet to drive over (i.e u-fill still needs time to cure)

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CATCH BASIN Installation Safe Job Procedure

1. Place traffic control signs and safety devices as required at jobsite.
2. Use proper PPE.
3. Use jackhammer or breaker to remove curb and gutter or asphalt if needed.
4. Demo any brick from the structure.
5. Dig down and remove old Catch Basin.
6. Establish elevation for new structure.
7. Install catch basin on grade with the use of two workers to safely balance the weight of the frame.
8. Prep, form, and pour concrete if needed.
9. Remove forms and prep for paving.
10. Clean up jobsite, tools and truck.
11. Remove traffic control signs and safety devices as required at jobsite.

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DEMOBILIZATION Safe Job Procedure

- a) Remove and dispose of all debris / garbage from compound and work zone (i.e cardboard boxes, skids)
- b) Make a list of all unused / extra material not used on site
- c) Arrange for pickup of all unused materials by suppliers and return – to be completed by supervisor
- d) Remove steel fencing from compound and return to yard or transport to another site as per direction of supervisor
 - i) Worker attaches proper rigging to steel fence and to linkage on machine
 - ii) Worker signals machine operator to lift steel fence and guide him to dump box or trailer
 - iii) Once fence is loaded, truck driver unhooks rigging from steel fence
 - iv) Repeat steps i) to iii) until required amount of fencing is loaded
- e) Remove all temporary construction signs, barrels, fencing and transport to yard or another site at the direction of the supervisor – report any defective / non usable items immediately to the supervisor
 - i) Worker loads up bucket of machine with Temporary Construction Signs
 - ii) Machine operator brings signs over dump box or trailer
 - iii) Truck driver and worker load Temporary Construction Signs into Dump Box or trailer
 - iv) Repeat steps i) to iii) until required amount of Temporary Construction Signs are loaded
 - v) Repeat steps i) to iv) for Traffic Barrels, Plastic/Steel Fencing and Project Signs
- f) Remove and dispose all silt control devices from catch basins and manholes by lifting cover and removing filter fabric covering opening
- g) Clean out debris with use of vac truck
- h) Remove all Tree Protection Zone fencing (if installed) and transport to yard or another site at the direction of the supervisor
- i) Remove all construction machinery and equipment and transport to yard or another site as per the direction of the supervisor – report any damaged / unusable equipment to the supervisor immediately
- j) Remove and transport Office Trailer to another job. Remove and replace documents as necessary

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DUST CONTROL Safe Job Procedure

1. Spraying water on the workpiece before cutting, pouring material etc.
2. Spraying water on the ground before sweeping. If wet sweeping is not possible, use a vacuum.
3. Using a dust collector for tools or equipment if available.
4. Shorten the distance that material is dropped or tossed when pouring or shoveling dusty materials.
5. Wear the appropriate PPE such as respirators.

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EQUIPMENT LOADING Safe Job Procedure

1. Perform the pre-trip inspection before leaving yard on both the vehicle and the trailer
 - Paperwork complete
 - Visual check
2. Park trailer on level ground and engage parking brake
3. Set trailer ramps
4. Enter the equipment using 3-point contact method
5. Move equipment to back of trailer, making sure you are straight and properly aligned.
6. Raise bucket using a spotter to ensure no overhead wires are contacted
7. Move ahead slowly until front wheels or tracks are on the trailer
8. Carefully proceed to the front of the trailer using a spotter to ensure proper alignment
9. Lower the bucket and engage the parking brake
10. Exit the equipment using 3-point contact
11. Dismount the trailer carefully. Jumping off trailers is prohibited
12. Secure the equipment using 2 chains and 4-point contact
13. Pack trailer ramps
14. Inspect the load

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EQUIPMENT UNLOADING Safe Job Procedure

1. Park trailer on level ground and engage parking brake
2. Set trailer ramps
3. Remove chains/binders from equipment
4. Mount the trailer with caution
5. Enter the equipment using 3-point contact method
6. Release parking brake and raise bucket/attachments
7. Using a spotter, reverse slowly, moving equipment to back of trailer, making sure you are straight and properly aligned.
8. Move slowly back off the trailer until wheels or tracks are on the ground
9. Carefully proceed to move equipment off the trailer using a spotter to ensure proper alignment
10. Park equipment in a secure level area
11. Lower the bucket and engage the parking brake
12. Exit the equipment using 3-point contact
13. Pack trailer ramps

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EXCAVATION Safe Job Procedure

1. Ensure the Daily Circle Check has been completed on the machine
 - Check the binder to see if the form has been completed
 - If not completed, then complete Daily Circle Check and place completed form in binder/envelope
2. Ensure the Traffic Control Plan is in place
3. Ensure the Traffic Control Plan has been written and the barrels are in place accordingly
4. Review the specifications to understand the details of the scope of work
 - What location
 - What depth
5. Walk the site with the stake out binder
 - Focus on the immediate area where work will take place
 - Paint over existing paint marks to make more visible
 - Use landmarks as reference points to place utilities
6. Review the locate sheet
 - Ensure the markings on the ground match the markings on the sheet before proceeding to dig
 - If the markings between the ground and the sheet do not match, then do not dig and advise the Site Supervisor
7. Tone utilities to confirm
8. Ensure the saw cuts have been made before proceeding
 - If the saw cuts have not been made, then do not dig and advise the Site Supervisor
9. Ensure a spotter is available to watch
10. Review the hazards
 - Look around and be aware of potential hazards

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11. Check the manhole to determine the depth
 - Open the cover and use a tape measure to measure the depth from grade
 - Use a saw cut to cut “keys” into the asphalt inside where the saw cuts were made
 - Use a hand shovel to remove the “keys” making it easier for the machine to get into the asphalt

12. Mechanically remove top layer of asphalt and concrete and place in waiting dump truck or in designated area at least 1.2m away from the side of the excavation

13. Expose known utilities by manually digging or hydro vac excavation
 - Support exposed utilities

14. Excavate to the required depth
 - Review the specifications to confirm

15. Use a spotter while excavating to keep an eye for
 - Utilities
 - Changing soil conditions
 - Overhead power lines

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FUELING EQUIPMENT/TOOLS Safe Job Procedure

1. Ensure the traffic control barrels are in place
2. Additional specialized PPE required
 - a. Eye protection
 - b. Gloves
3. Bring fuel container to equipment/tool
4. Shut off ignition, extinguish any smoking material
5. Remove fill cap
6. Insert container nozzle in to tank and slowly tip container to pour fuel
7. Continue to slowly fill equipment/tool. Watch carefully to ensure overfilling and spillage doesn't occur
8. After fueling, wipe any spilled or dipped fuel
9. Replace container nozzle back in container, replace fuel cap on equipment/tool
10. Return fuel container to storage

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LAYING & LEVELLING BEDDING Safe Job Procedure

a) Laying Bedding

- i) TCP guides machine operator to Gravel stockpile
- ii) Machine operator drives into stock pile and scoops gravel into bucket
- iii) Machine operator drives back to trench/excavation with guidance from TCP
- iv) Operator slowly places bedding into trench/excavation
- v) As operator is placing bedding into trench/excavation, operator is watching signaler for guidance
- vi) Operator repeats steps i) to v) until bedding is fully placed into trench/excavation

b) Worker levels bedding

- i) Worker places ladder into trench/excavation
- ii) Worker ties off ladder to support system (speed shoring/trench box/aluminum box)
- iii) Worker accesses trench/excavation with ladder
- iv) With shovel, Worker spreads bedding until even
- v) Once level, Worker uses a plate tamper or a jumping jack to compact the gravel base (if necessary) and proceeds to egresses trench/excavation via ladder

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MOBILIZATION Safe Job Procedure

- a) Machine operator performs circle check of machine at yard
 - i) Fills out Daily Circle Check Sheet
 - i) Reports any deficiencies to the Site Supervisor or Foreman
 - i) Hands in Daily Circle Check to Site Supervisor or Foreman

- b) Machine operator mounts the machine
 - i) Start Machine
 - ii) Puts seatbelt on
 - iii) Check all Blind Spots
 - iv) Position Machine to start loading material into dump truck
 - v) Once in proper position, activate machine stabilizers

- c) Dump Truck Driver performs circle check of dump truck at yard
 - j) Fills out Daily Circle Check Sheet
 - ii) Reports any deficiencies to the Site Supervisor or Foreman
 - ii) Hands in Daily Circle Check to Site Supervisor or Foreman

- d) Dump Truck Driver mounts the Dump Truck
 - vi) Start Dump Truck
 - vii) Puts seatbelt on
 - viii) Check all Blind Spots
 - ix) Position Dump Truck to start receiving material from Machine Operator

- e) Loading of steel fencing for site compound
 - i) Worker attaches proper rigging to steel fence and to linkage on machine
 - ii) Worker signals machine operator to lift steel fence and guide him to dump box/trailer
 - v) Once fence is in dump truck/trailer, truck driver unhooks rigging from steel fence
 - vi) Repeat steps i) to iii) until required amount of fencing is loaded

- f) Load all temporary construction signs, barrels, fencing and transport to job site at the direction of the supervisor – report any defective / non-usable items immediately to the supervisor
 - j) Worker loads up bucket of machine with Temporary Construction Signs
 - vi) Machine operator brings signs over dump box/trailer
 - vii) Truck driver and worker loads Temporary Construction Signs into Dump Box/trailer
 - viii) Repeat steps i) to iii) until required amount of Temporary Construction Signs are loaded
 - ix) Repeat steps i) to iv) for Traffic Barrels, Plastic/Steel Fencing and Project Signs

- g) Once on site, unload and erect all project signs at limits of site as per construction drawings/supervisor

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- h) Unload and erect all temporary construction signs and barrels as per approved traffic control/management plan
- i) Unload and erect steel fencing separating construction zone from public way (if shown in traffic management plan)
- j) Mark out areas in white paint to be saw cut as per construction layout of proposed water/sewer (to be completed by supervisor)
- k) Install sediment control devices on all catch basins and manholes by lifting the cover and placing a section of filter fabric over the opening and putting cover back over the opening. The filter fabric must be large enough to extend around the edges of the cover.
- l) Contact sub contractor to cut pre-marked work areas (ensure proper traffic control devices are installed in area of saw cutting) – to be completed by supervisor
- m) Set up a material compound surrounded by steel fencing – location to be determined by supervisor
- n) Arrange delivery of material to be used on site – to be completed by supervisor
- o) Stage skids of material in compound areas and spread pipe along project limits adjacent to work zone - as necessary or as site conditions allow. All to be completed at the direction of the supervisor
- p) Identify all areas that require Tree Protection Zones and erect as required. This will be determined by comparing proposed work areas to minimum Tree Protection Zones. These zones are identified by measuring the trunks of existing trees, and correlating them to minimum distances specified in contract documents – to be determined by supervisor
- q) If conflicts are found within the tree protection zones, additional work must be completed with the aid of an arborist and forestry department to determine the next steps for construction.
- r) Double check that all proposed work locations are included in located area – to be completed by supervisor
- s) Deliver machinery, support system, steel plates. The amount and size of units to be delivered depends on scope of work to be completed (i.e. depth of trench/excavation, road crossing, size of pipe). Confirm storage area and type/size of machinery, support system and steel plates to be delivered with site supervisor
- t) Get trailer delivered to site by a third party hauler
- u) Set up trailer and generator at location pre-determined by supervisor/inspection staff
- v) Contact a certified electrician to connect generator to trailer and ensure it is running to code

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- w) Once hydro connection is complete ensure proper operation/inspection of;
- i) Fire extinguisher
 - ii) Smoke alarm
 - iii) Carbon monoxide detector
 - iv) Dead bolt lock
 - v) Eye wash station
 - vi) First aid kit
 - vii) Tables/chairs/printer
 - viii) Mini fridge
 - ix) Air condition / heating unit
- x) Post all necessary documentation in trailer
- 1. Notice of project is posted
 - 2. Form 1000
 - 3. Closest route to the hospital
 - 4. Name of JHSC representatives
 - 5. Copy of company Health and Safety Program
 - 6. Support system drawings (speed shoring/trench box/aluminum box)
 - 7. Copy of completed tool box talks
 - 8. Traffic control plans
 - 9. Copy of OSHA
 - 10. Copy of all MSDS sheets
- y) Contact a Port-o-Poti supplier and arrange deliver of Port-o-Poti to site.
Refer to OSHA Reg. 29.1 (5) (6) (7) (8) and (9) to determine the number and type of Port-o-Poti's required.

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MOVING MATERIAL Safe Job Procedure

1. When receiving the materials, the first step taken is to guide the third party delivering the material to the chosen designated storage area.
2. Unloading of the material typically takes place by third party delivering it and is stored according to the site layout plan and with the green book.
3. Moving material on site depend on its size and can be either done by hand or by a machine.

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RIGGING CATCHBASIN Safe Job Procedure

- a) Signaler guides bucket towards catch basin and worker attaches chain to hooks on the catch basin and attaches the other end to linkage of machine (ensure machine has lifting capacity to lift and lower the structure into trench/excavation and ensure using proper chain and attachment to lift precast) - lifting capacity can be determined by comparing the weight of the structure and chain, to the lifting chart found in the operations manual for the machine being used – if there is any doubt in determining the proper lifting capacity, ask your supervisor for direction. **DO NOT** proceed until you have been given clearance from your supervisor
- b) Once the machine operator hoists the catch basin close to the trench/excavation, it is slowly lowered into trench/excavation
- c) When the catch basin is less than 600 mm from the bottom for the trench/excavation, one or more workers(s) accesses the trench/excavation with ladder, and assists with positioning of catch basin, once in proper position the signaler tells operator to completely lower catch basin
- d) Worker unhooks chain from catch basin, and operator removes chain from trench/excavation
- e) Repeat steps i) to iv) for Moduloc, Frame and cover – note this is to be completed only after the trench/excavation is backfilled to the level of the top of the catch basin

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SAW CUTTING – QUICK CUT SAW

1. There are different saw blades for different material. Ensure to pick the saw with the correct blade for the material and task
2. Visual inspection of the tool
 - Ensure there is fuel in the tank
 - Ensure the blade is secure
 - Ensure the guards are secure
 - Ensure the water tank is full
3. Additional specialized PPE required
 - Mask
 - Safety glasses
 - Gloves
4. Mark the spots that require to be cut
5. Ensure all precautions are exercised when cutting near marked utilities
6. Activate the water supply
7. Cut along the marks
8. Cut in as straight a line as possible
 - Cuts that aren't straight can potentially jam the saw blade in the material
9. When the cut is done, turn the water supply off, turn the ignition off, activate the emergency "red" stop button
10. When the blade has stopped rotating, proceed to remove the blade
 - Be cautious of the blade temperature when removing the blade
11. After the blade has been removed, secure the blade and the saw in the truck in its designated spot

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VBN Paving Limited

HEALTH AND SAFETY MANUAL

TEMPORARY ASPHALT FROM DUMP Safe Job Procedure

1. Ensure the traffic control barrels are in place
2. Additional specialized PPE required
 - a. Eye protection
 - b. Gloves
3. Review and walk the site for hazards
4. Inspect tools and equipment
5. Reference the specifications to determine the amount and location of additional asphalt to remove (above and beyond what was removed for the excavation)
6. Mechanically remove the top layer of asphalt as per the specifications o Saw cut the ends to ensure a clean break when removing the asphalt (where necessary)
7. Clean the surface of any remaining loose material and ensure a flat level surface to receive the asphalt o Use a rake and tamper
8. Spray diesel on any tools or equipment that will be in contact with the asphalt. This includes, but is not limited to: machine buckets, rakes, shovels, loader, skidsteer o This will prevent asphalt from sticking to these items
9. Back the dump truck into position
 - a. Use a spotter to assist or ensure the vehicle has a back up camera
10. Raise the dump box on the truck
 - a. Ensure the box door is in the locked position
 - b. Use a spotter to watch for overhead hazards
11. Use the skidsteer to remove the asphalt from the dump box
 - a. Raise the bucket over the top of the box door and remove material
 - b. Once the material is depleted enough that removal with the skidsteer no longer works, release the lock on the dump box and dump the remaining asphalt
12. Use the loader to move the asphalt to the specific area it is required
13. Lower the dump box on the truck o Use a spotter to watch for overhead hazards
 - a. Ensure the dump box is in it's secured lowered position before moving the vehicle
14. Release the asphalt from the loader o Slowly dump the bucket so that only a small amount is released
 - a. Shake the bucket to control the amount dropped
15. Rake out the asphalt so that it is even
16. Mechanically compact the asphalt using a mechanical roller or tamper
17. Ensure the temporary asphalt is at the same grade as the existing asphalt.
 - a. There should be no lips or drop from one asphalt to the next
 - b. Fill any dips, compact any rises

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VBN Paving Limited
HEALTH AND SAFETY MANUAL

TRAILER DROP OFF Safe Job Procedure

1. Perform the pre-trip inspection before leaving yard on both the vehicle and the trailer
 - Paperwork complete
 - Visual check
2. Be knowledgeable of the weather conditions in the areas you'll be driving. This way you will have a better understand of travel times and can adjust the time you leave to still be on time for your arrival.
3. Drive according to road conditions. Consider traffic and weather.
 - Use extra caution in residential areas
4. Approach the job site and temporarily park at the side of the road
5. Exit the vehicle and walk the job site looking for and assessing hazards and obstructions
6. Determine the best location to deliver the trailer
 - Storage of equipment to block the trailer
 - Ease to remove items from the trailer
7. When moving the vehicle, ensure visibility in the direction of travel
8. Slowly bring the truck and trailer into position
9. Place the pylons and wheel chocks
10. Unhook the jaw clamp
11. Drop the jack to raise the ring on the trailer into the open part of the jaw clamp
12. Perform the disconnect
 - Detach the chains
 - Disconnect the lights and brakes
 - Close the jaw on the clamp
13. Drive away

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VBN Paving Limited

HEALTH AND SAFETY MANUAL

TRAILER PICK UP Safe Job Procedure

1. Perform the pre-trip inspection before leaving yard
 - Paperwork complete
 - Visual check
2. Be knowledgeable of the weather conditions in the areas you'll be driving. This way you will have a better understand of travel times and can adjust the time you leave to still be on time for your arrival.
3. Drive according to road conditions. Consider traffic and weather.
 - Use extra caution in residential areas
4. Approach the job site and temporarily park at the side of the road
5. Exit the vehicle and walk the job site looking for and assessing hazards and obstructions
6. When moving the vehicle, ensure visibility in the direction of travel
7. Slowly back into position
 - Use a spotter whenever possible
 - Use the trailer sides as a reference point, relative to the truck sides
 - Listen and feel for the "clunk" of the hitches connecting
 - Exit the vehicle and physically look to ensure everything is positioned correctly
8. Crank the jack stand down until the ring on the trailer sits in the jaw clamp
9. Perform the hook up
 - Attach the chains
 - Connect the lights and brakes
 - Ensure that the jack stand is fully in the up position
 - Close the jaw on the clamp
10. Perform a pre-trip inspection on the trailer
 - Ensure the lights and brakes are in working order
 - Ensure the tires are all ok
 - Ensure the load is secure
11. Pick up the pylons and wheel chocks and secure them to the trailer
12. Drive away

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