		Section: Safe Job Practices and Procedure – Asphalt Paving					
		Initial HIRA score		15		Residual HIRA score	5
		Critical Task?	No	Location(s)	Jobsites	REVISION # 1	
		Description		Placing hot mix asphalt through the use of equipment/manual touch ups as required.		# OF PAGES:	5

SAFE WORK PRACTICES

General

- Ensure everyone working on the task understand their roles, responsibilities, and actual/potential Hazards
- Any unsafe conditions including defective equipment/PPE must be reported to J-AAR supervision immediately
- Most experienced rake person should work closest to traffic with the least experienced working in the most protected areas
- Always use the buddy system to help your crew members spot potential hazards they might not notice while working
- Unless authorized to operate them by J-AAR supervision/management no one is permitted on the screed platform or paver
- Always follow the manufacturer's instructions when operating equipment
- No headphones/cell phone use while paving operations are underway

Traffic Control

- All traffic control measures must be implemented per MTO's Book 7
- All traffic control personnel must be competent

Equipment

- Never leave equipment unattended while in operation – this includes the paver while it is heating
- Operators must signal the crew any time they resume movement after being stationary for some time
- Never operate the paver at a pace which could put the crew in an unsafe situation
- Try and keep 10m of safe space around operating paving equipment. Operators are to slow down if this is not achievable
- A pre-use inspection of all equipment required for the task must be completed before work commences. If anything is found to be defective, tag it and remove it from service immediately. Notify J-AAR supervision as soon as you can.
- If possible, never put yourself in equipment's path of travel. Always stay downstream or to the side of mobile equipment.



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Night Work

- Ensure temporary lighting is adequate for the task
- Ensure lighting does not create a new hazard by aiming the light in a way which may blind oncoming traffic
- Ensure all workers are wearing appropriate PPE for night work

Signalers

- Required for backing vehicles
- Required if dump trucks may come near overhead lines

External Factors

- Asphalt paving cannot happen in wet conditions
- Be very aware of heat stress during asphalt paving tasks

JOB HAZARD RISK ASSESSMENT


Initial HIRA Score	Hazards	Controls	Residual HIRA Score
15	Lack of training/communication	<ul style="list-style-type: none"> • All operators must be qualified/competent • Ensure a site-specific orientation has been attended by all crew members • Ensure JHA carried out before commencing task 	5
10	Housekeeping	<ul style="list-style-type: none"> • Keep work area clean • Ensure material and debris is not in the path of travel • Ensure tools/equipment are cleaned after the task • Ensure there are not trip hazards in the path of travel 	5
20	Improper Chemical use	<ul style="list-style-type: none"> • Ensure all chemicals are labeled according to WHMIS 2015 standards • Ensure all chemicals have corresponding SDS' 	5



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		<ul style="list-style-type: none"> Ensure all chemicals are stored and transported according to the SDS Ensure all required PPE for safe handling is available and used correctly when handling 	
20	Struck by	<ul style="list-style-type: none"> Ensure spotters are used where an operator/driver's line of sight may become obstructed Workers should not enter the safe approach distance without first communicating with the operator Operators should do their best to be aware of changing site conditions 	10
10	Noise	<ul style="list-style-type: none"> Workers exposed to high noise level must use CSA approved hearing protection 	5
10	Musculoskeletal Disorders	<ul style="list-style-type: none"> Follow J-AAR safe work practices for manual material handling When possible, workers should rotate through repetitive tasks 	5
15	Heat Stress	<ul style="list-style-type: none"> Follow J-AAR's heat stress policy Ensure ample cool water on site Take rest breaks as needed 	5
10	Vehicle and pedestrian traffic	<ul style="list-style-type: none"> All reasonable precautions must be taken to ensure the safety of everyone effected by the work 	5

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15	Asphalt Burns	<ul style="list-style-type: none"> All workplace parties involved with placing and handling of asphalt must wear long pants and shirts with sleeves Wear appropriate PPE (rated gloves, etc) when there is a risk of burns 	5
20	Lack of inspection	<ul style="list-style-type: none"> A pre-use inspection must be carried out for all equipment and PPE involved in the operation. If anything is found to be defective tag it and remove it from service immediately 	5


SAFE WORK PROCEDURES

Planning

1. Ensure all workers involved in the task are competent for the work assigned to them
2. Ensure all equipment and PPE required is available
3. Inspect all equipment and PPE. If anything is found to be defective, tag it and remove from service immediately
4. Complete a job hazard assessment. Ensure all controls identified are implemented before beginning work
5. Ensure jobsite is secure and not a hazard to the public or workers

During the task

1. Dump truck is backed into the location by a signal person
2. The hopper is loaded with asphalt by the truck
3. If a shuttle buggy or other similar piece of equipment is used, the asphalt is then loaded into the hopper of the paver
4. Asphalt is place on the work surface by the paver
5. In areas where the paver cannot reach, workers manually shovel and rake the asphalt
6. Paving must always be carried out at a pace which ensure the paving crews safety. Workers should not be hurried by the pace of the operator
7. Asphalt surface is rolled/compacted with smooth drum rollers
8. Debris is cleaned

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Completion

1. Ensure all equipment/tools/material are safely stored
2. Housekeeping as required