
 <p>HEALTH, SAFETY & ENVIRONMENTAL MANUAL</p>	12.11.1 Asphalt Milling and Paving – Safe Work Procedure				
	Initial HIRA Score:	15	Residual HIRA Score:	5	Critical Task: No
	Program: 11.1				
	Revision Number: R0		Number of Pages: 4		
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 	

Safe Work Procedure

SAFE WORK PROCEDURES

Planning

- Ensure all workers involved in the task are competent for the work assigned to them.
- Ensure all equipment and PPE required is available.
- Inspect all equipment and PPE. If anything is found to be hazardous, lockout and remove from service immediately.
- Complete a job hazard assessment. Ensure all controls identified are implemented before beginning work.
- Ensure worksite is secure and not a hazard to the public or workers.

Mounting and Dismounting

- Keep treads, steps, stairs on equipment and vehicles clean.
- Keep boots as clean as possible.
- Always mount/dismount facing the vehicle.
- Always keep 3-points of contact when mounting/dismounting.
- Do not carry items if unable to maintain 3-point contact when entering/exiting equipment or vehicles.
- Avoid distraction when mounting/dismounting. Avoid being on your phone.

During the Task

- Dump truck is backed into the location by a signal person.
- The hopper is loaded with asphalt by the truck.
- If a shuttle buggy or other similar piece of equipment is used, the asphalt is then loaded into the hopper of the paver.
- Asphalt is placed on the work surface by the paver.
- In areas where the paver cannot reach, workers manually shovel and rake the asphalt.
- Paving must always be carried out at a pace which ensures the paving crew's safety. Workers must not be hurried by the pace of the operator.
- Asphalt surface is rolled/compacted with smooth drum rollers.
- Debris is cleaned.

Completion

- Ensure all equipment/tools/materials are safely stored.
- Housekeeping as required



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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 no 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. 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 	5
20	Struck by	<ul style="list-style-type: none"> Ensure signalers are used where an operator/driver's line of sight may become obstructed. Workers must not enter the safe approach distance without first communicating with the operator. Operators must do their best to be aware of changing site conditions 	5
10	Noise	<ul style="list-style-type: none"> Workers exposed to high noise level must use CSA approved hearing protection. 	5



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10	Musculoskeletal Disorders	<ul style="list-style-type: none"> Follow J-AAR safe work procedures for manual material handling. When possible, workers can 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	Traffic Control	<ul style="list-style-type: none"> Follow J-AAR's Safe work procedure for traffic control Work in accordance with MTO's book 7 Wear appropriate PPE for the time of day/year Complete TPP or TCP as required. Ensure all workers are aware of the plan and methods of communication 	5
15	Asphalt Milling	<ul style="list-style-type: none"> Ensure proper PPE for the task is being used A traffic control plan must be in place if paving on an assumed road Preuse inspection of all paving equipment and trucks must be completed before beginning work. If any equipment or vehicle is found to be defective, tag it and remove it from service immediately Spotters are to be used when sightlines or vehicles/equipment are impeded or vehicles must be operated in reverse Use spotters to reverse trucks into place 	5



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15	Asphalt Paving	<ul style="list-style-type: none"> • Ensure proper PPE for the task is being used • A traffic control plan must be in place if paving on an assumed road • Preuse inspection of all paving equipment and trucks must be completed before beginning work. If any equipment or vehicle is found to be defective, tag it and remove it from service immediately • Spotters are to be used when sightlines or vehicles/equipment are impeded or vehicles must be operated in reverse • Use spotters to clear dumping areas 	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 hazardous, lockout and remove it from service immediately 	5
15	Airborne Dust	<ul style="list-style-type: none"> • Apply water as necessary. • Workers may need to wear appropriate respiratory protection 	5
12	Slip, Trip, Fall	<ul style="list-style-type: none"> • Keep the tread of boots clean. Use a boot brush if necessary • Keep the treads, steps of equipment/vehicle mounting points clean/free of debris • Maintain 3-points of contact when mounting/dismounting • Always face the cab when mounting/dismounting • Do not carry items if unable to maintain 3-point contact 	5