



# **EXPLO National Manual for Projects Management**

## **Volume 11, Chapter 2**

### **Supervisor Safety Pocket Book**



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# Supervisor Safety Pocket Book

### Barricades and Signs

- Dangerous areas marked with red/black danger tape.
- Caution areas marked with yellow/black barrier tape.
- Barricade tape must be on all sides without gaps.
- Use hard (rigid) barricades in areas where work will continue more than 24 hours.
- Ensure all protective barricades are capable of supporting 90(kg) of force.

Imminently Dangerous Areas  
Authorized Personnel Only

**DANGER DANGER DANGER**

Not Imminently Dangerous Areas  
Caution Areas

**CAUTION CAUTION**

### Fire Prevention and Protection

- Separate fuel cylinders from oxidizers by at least 6m or by a 1-hour fire wall while in storage.
- Never transport acetylene or liquid fuel containers on their side.
- Remove gauges and reinstall caps after use or at the end of each shift.
- Use metal safety cans when transporting or de-canting.
- Ensure metal storage cabinets are used .
- Ensure hot work permit is in place when cutting, brazing, or welding.
- Fire watch in place when completing Hot Work.

### Inspection Program

- Inspect fire extinguishers in the following:
  - › When any hot work is being completed
  - › Before each use
  - › On a monthly basis
- Perform and log quarterly inspections on the following:
  - › Ladders - portable and fixed
  - › Fall protection - harnesses and lanyards
  - › Electrical equipment - tools and connections
  - › Rigging and lifting - equipment and hardware

## SUPERVISOR SAFETY POCKET BOOK



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Respiratory Protective Equipment	Suspended Personnel Platforms	Articulating Booms	Confined Space Entry
<ul style="list-style-type: none"> <li>→ Ensure that the right type of filter is used.</li> <li>→ Conduct fit tests and physicals for work using Air Purifying or Supplied Air Respirator.</li> <li>→ When using a respirator, you must be clean shaven.</li> <li>→ You must be trained in the use of the equipment.</li> <li>→ Use correct filters.</li> </ul>	<ul style="list-style-type: none"> <li>→ Ensure a personnel lift plan is in place.</li> <li>→ Perform a load test of basket and rigging prior to use.</li> <li>→ Do not perform unauthorized field repairs to basket or rigging.</li> <li>→ Separate lifeline for each individual.</li> <li>→ Must be tied off to a separate anchor point.</li> </ul>	<ul style="list-style-type: none"> <li>→ Only trained operators are to use machines.</li> <li>→ Occupants must keep both feet on the floor of the machine.</li> <li>→ Do not stand on toe boards or railings.</li> <li>→ Personnel must wear a harness and to be tied off to manufacturer's anchor point.</li> <li>→ Ensure fire extinguishers remain in the basket during operation.</li> <li>→ When using hand tools inside basket, they must be attached to a lanyard.</li> <li>→ Perform daily inspection prior to each use.</li> </ul>	<ul style="list-style-type: none"> <li>→ Complete confined space entry permit prior to entry.</li> <li>→ Perform inspection of the space for atmospheric and physical hazards.</li> <li>→ Ensure attendant is present at all times during confined space entry.</li> <li>→ Do not allow entry without verifying means of communication is in place with attendant.</li> <li>→ Confirm lockout/tag out is in place, if required.</li> </ul>
			<div> <ul style="list-style-type: none"> <li>• Do not allow entry into a confined space without training and authorization</li> <li>• Never attempt a rescue without evaluating the hazards and executing the approved rescue plan</li> </ul> </div>