

ASWP 02 R0

Job Planning



Revision History

Version	Revision Date	Brief Description of Revisions
R0	February 2016	Document has been updated to new format.

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Workplace Safety & Prevention Services wishes to express its appreciation to those who have assisted in the preparation of the **Arborist SafeWorkPractices** guide.

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1.0 Introduction

Working in a safe worksite requires that all workers are made aware of the hazards and barriers to protect them from harm. This document covers off the information required to perform job planning utilizing the information found in sections on Work in a Safe Environment and Protect Self and Others.

1.1 Hazards

The following hazards have been identified to aid in establishing and maintaining a safe work environment:

Biotic Conditions	Gravity
Chemical	Mechanical
Climatic Conditions	Pedestrian Traffic
Electrical Conditions	Vehicular Traffic
Ergonomics	

Note: The above list of hazards is not a complete list and a thorough job plan should be completed to identify existing hazards found at the work site.

1.2 Legislation / Safe Work Practices

The following information has been provided listing legislation requirements:

- Temporary Conditions – Ontario Traffic Manual

Legislation	RRO / RSO	Section Referenced
Industrial	851 / 90	4.2, 43, 79, 80, 81, 82, 83, 84
Construction	213 / 91	17, 21, 22, 23, 24, 25, 26, 27, 67, 69, 79, 93, 112, 181, 183, 188

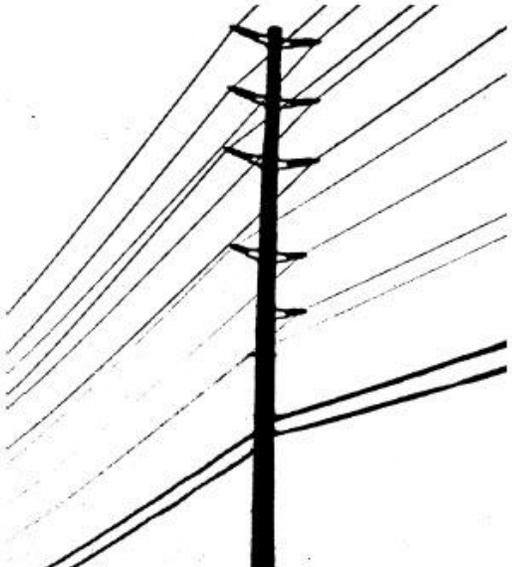
2.0 Job Planning

The purpose of this section is to outline the requirements for appropriate job planning while performing arboricultural work.

2.1 Mandatory Information / Work Practice

The following information will ensure appropriate job planning:

- Job planning is a process of identifying hazards and incorporating appropriate barriers to the hazards
- Job planning incorporates the use of the Safety Basics
- Job planning is an on-going process throughout the job and must be constantly monitored and changed as needed i.e. changes in plans, introduction of new work members or changes to work members
- Prior to the job starting a discussion shall be conducted, referred to as a Tailboard Discussion, outlining the hazards at the work site and required barriers
- All members of the crew shall be included in the discussion
- Hazards shall be eliminated and if they cannot be eliminated than measures put in place to control the potential harm from them
- Emergency Response Plan shall be included within the job planning process

Step	Action
<p>Identify hazards at job site (e.g. Figure 1)</p>  <p>Figure 1</p>	<p>Identify hazards such as:</p> <ul style="list-style-type: none"> • Utilities overhead and underground • Mechanical • Structural defects of tree • Public pedestrians flow • Vehicular traffic • Terrain specifics • Weather conditions • Hazardous <i>Biotic Conditions</i> • <i>Biohazards</i> <p>Identify barriers to <i>hazards</i>:</p> <ul style="list-style-type: none"> • Protective equipment / devices • Work practice(s) • Specialized training for the situation

Step	Action
<p>Identify Emergency Response Plans (e.g. 911 or appropriate phone number Figure 2)</p>  <p style="text-align: center;">Figure 2</p>	<p>Identify procedures to follow in case of emergency such as:</p> <ul style="list-style-type: none"> • Emergency phone numbers • Closest hospital • Location of work site • First Aid kit location • Fire Extinguisher location • Rescue equipment location
<p>Complete Tailboard Discussion</p>	<ul style="list-style-type: none"> • Ensure all crew members are present and participate • Ensure all assigned tasks are communicated to crew members and understanding is reached • Crew members introduced after the original Tailboard Discussion is completed must be included on the Tailboard and be introduced to the hazards and barriers in place
<p>Monitor the work site for changes to original Tailboard Discussion</p>	<ul style="list-style-type: none"> • Assess work site for changes to hazards throughout duration of the work <p>Note: Changes to hazards require the crew to stop and re-evaluate conditions and barriers.</p>

3.0 Protect Self and Others

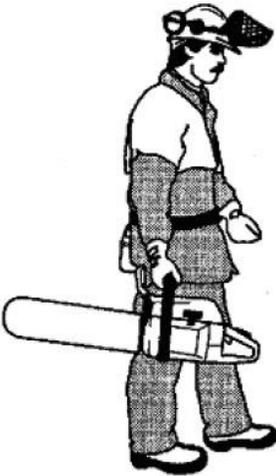
The purpose of this section is to outline how a worker can protect themselves and others at the work site as part of the job planning process.

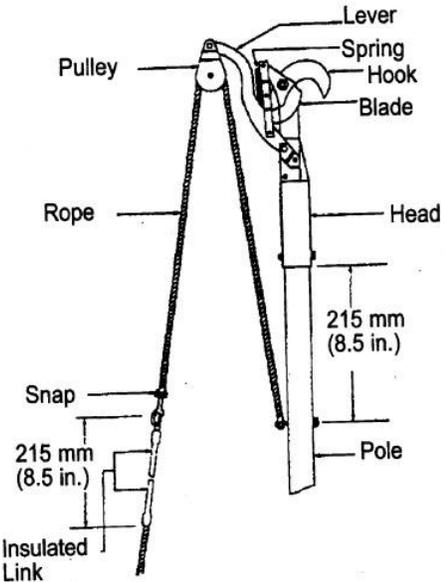
3.1 Mandatory Information / Work Practice

The following information has been provided to help ensure self and others are protected:

- All applicable Personal Protective Equipment (PPE) must be appropriately worn at all times
- PPE must be fitted properly

- PPE must not be modified or repaired except by the manufacturer or authorized by the manufacturer
- All tools and equipment must be inspected prior to use
- All guards and barriers shall be used as described in the manufacturer's instructions
- Head protection shall meet the applicable CSA standard and be appropriate to the circumstance i.e. Class E for electrical environments
- Hearing protection shall meet the applicable CSA standard and be appropriate to the circumstance
- Eye protection shall meet the applicable CSA standard (Z94.3-92) and be appropriate to the circumstance
- Foot protection shall meet the applicable CSA standard (Z195-M92) and be appropriate to the circumstance
- Leg protection shall meet the BNQ/CAN standard (1961.45)
- Hand protection shall be appropriate to the circumstance
- High visibility clothing shall be worn in appropriate circumstances i.e. night work, vehicular traffic situations

Step	Action
<p>Select, inspect, adjust, maintain and wear Personal Protective Equipment (PPE) appropriate to the circumstance daily / before use (e.g. Figure 4)</p>  <p>Figure 4</p>	<p>Inspect the following PPE components:</p> <ul style="list-style-type: none"> • Head protection • Eye protection • Hearing protection • Hand protection • High visibility clothing • Chainsaw leg protection • Foot protection • UV Protection

Step	Action
<p>Inspect tools and equipment required for the work.</p>  <p>Figure 5</p>	<p>Inspect tools for:</p> <ul style="list-style-type: none"> • Proper operation • Sharpness • Cracks, damage • Loose connections and leaks • Appropriate certification required i.e. di-electrical testing • Follow manufacturer's instructions
<p>Handle and carry equipment safely</p>	<ul style="list-style-type: none"> • Utilize guards and barriers as required