integrated safety Standard Operating Practices

|  |  |
| --- | --- |
| General Information | |
| SOP number | Written by: |
| Date effective: 21 03 14 | Last modified: |
| Job task: Manuring Poultry Bram with Conveyor Belt System | |
| Location: Laying Barn | No of employees performing job: 1 |

|  |  |
| --- | --- |
| Responsibilities(Who is responsible for each aspect of the job) | |
| Position | Duties |
| Farm owner/manager | Provide safe equipment, facilities and training for everyone working in the operation.  Routinely monitor work to ensure it is being done safely and correctly. |
| Employees | Carry out the task in a safe efficient manner.  Notify management immediately if any problems occur. |

|  |  |
| --- | --- |
| Job Task Assessment(List all the tasks & associated hazards for the job being evaluated) | |
| Job Task | Hazards |
| Pick up coveralls, goggles and respirator for performing task. | To protect from inhalation of ammonia, dust, and manure. |
| Walk to back of barn and turn on lights and confirm that ventilation fan is running. | Dark area and need lights to safely carry out task. |
| Carefully climb down into unloading area and remove Styrofoam from manure conveyer. Climb back up onto barn floor. | Open pit area so caution must be used at all times when at back of barn. |
| Engage all scrappers on the cage rows using caution around pinch points. | Caution must be used as force is needed to engage scrapers. Keep hands clear to avoid getting pinched. |
| Turn on power switches in the proper sequence on the back wall. | Avoids malfunction of equipment. |

|  |  |
| --- | --- |
| Walk through walkway to manure storage building and turn on light. Ensure equipment is running smoothly. | Good lighting required to ensure safety around stairs and operating equipment. |
| If adjustments are required, make adjustments using caution around moving equipment. | Moving conveyor system poses risk of personal injury so extra caution required. |
| Return to poultry barn when procedure is complete turn all power switches to off position. | Lock out power to all conveyor belts as you will be working near them. |
| Disengage manure scrapers. Scrape manure off all scrapers so it doesn’t dry hard. | Use caution when scraping to avoid falling into equipment. |
| Sweep floor to clean stray manure off walk way. | Use caution to avoid slipping and falling into open pit area. |
| Enter manure storage building. Climb up to catwalk and clean scraper on top of conveyor. | Use extreme caution when climbing up to and walking along catwalk. May be slippery and risk of falling into manure pile. |
| Ensure all lights and power switches are off and return to front of barn. |  |

|  |
| --- |
| Hazard Controls(Describe the controls that will be implemented to remove hazards – elimination, substitution, engineered, administrative, PPE)**.** |
| PPE: one piece coveralls, goggles, appropriate chemical cartridge respirator available at front of barn. Rubber boots available at the door. |
| Anyone performing task must be properly trained. |
| Have caution signs posted on walls in high risk areas. |
| First aid equipment available in office area. |
| Ensure all shields are in proper place and in good condition. |

|  |
| --- |
| Skill level / training required to perform the job(List training requirements) |
| Employees must be properly trained and knowledgeable about the procedure and controls. |
| The owner must be familiar with all operational procedures so they can properly train people. Periodically check on worker performing task.  Owner must know how to handle or repair malfunctioning equipment. |

|  |
| --- |
| Communications processes(Consider working alone, further instructions, concerns, how will assistance be delivered) |
| Cell phones and two-way radios are to be available at all times. Any problems or concerns should be called into the farm owner/manager. |

|  |
| --- |
| Emergency Procedures(Consider how the worker will initiate an emergency response) |
| All injuries or emergencies must be reported or called into farm owner/ manager. |
| If serious injuries occur call 911 immediately. |

|  |
| --- |
| Expected Result(Consider the benefits of the Standard Operating Practice for farm operations) |
| Proper and safe operation of manuring equipment will accomplish the task in a timely manner. Ensure that maintenance is completed daily to keep equipment in top shape. |
| Consistent and timely work will prevent injuries and incidents in the workplace. |