integrated safety Standard Operating Practices

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| General Information | |
| SOP number | Written by: |
| Date effective:20 03 14 | Last modified: 08 09 14 |
| Job task: Cleaning out Bins | |
| Location: Bin Yard | No of employees performing job: 2 |

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| Responsibilities(Who is responsible for each aspect of the job) | |
| Position | Duties |
| Employer | Provide safe equipment, facilities, training and supervision. Conduct a risk assessment to ensure that the confined space is safe to enter with the established protocols. |
| Foreman | Ensure safe work is being done, discuss hazards |
| Worker | Understand and follow established practices, use required safety equipment/protection and report unsafe situations to the lead hand. |

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| Job Task Assessment(List all the tasks & associated hazards for the job being evaluated) | |
| Job Task | Hazards |
| Preparing equipment (broom, bucket(s), PPE) |  |
| Open the door and secure it in the open position then open the rooftop hatch, using the remote hatch rope opener and secure the rope to prevent the hatch from closing. Allow 10 minutes for bin to ventilate. |  |
| Before entering perform a visual inspection to determine if there is any grain stuck to the walls, mouldy or rotten grain, rodents or wasp nests. If any such hazards are present consult with Ashton before entering. | Grain wall collapse causing suffocation  Bites and exposure to rodent waste |
| Determine if the bin is equipped with a bin sweep or other motorized moving components. If any such components are present, locate and lock out the controls in OFF position. | Entanglement in operating equipment |

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| Put on safety harness and attach lifeline, eye and respiratory protection before entering bin, then place shovel, broom and bucket into bin |  |
| Watch person remains outside bin near the recovery winch to watch should an emergency occur and help needs to be called |  |
| Begin from the left side of the doorway and shovel / sweep the grain towards the center as you work around the bin | Dust which can be inhaled and cause eye irritation |
| Once grain/dust is piled in the center, begin filling the bucket(s) and carry them to the doorway for removal.  Empty bucket(s) into front end loader bucket for removal. Return bucket to bin for final sweepings removal | Strain from improperly lifting the bucket(s) |
| Once finished removal all equipment, close top hatch and close and secure door. |  |
| Remove lock out but do not re-energize mechanical components. |  |
| Return tools to storage area and dispose of waste onto waste grain pile |  |

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| Hazard Controls(Describe the controls that will be implemented to remove hazards – elimination, substitution, engineered, administrative, PPE)**.** |
| Personal protective equipment – safety harness and life line attached to the harness, disposable dust mask and dust goggles  Lock out card and lock |
| Periodic rest breaks |

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| Skill Level / Training Required to Perform the Job(List training requirements) |
| Training by employer. Valid first aid training. |

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| Communications Processes(Consider working alone, further instructions, concerns, how will assistance be delivered) |
| Watch person keeping contact with cleaner. Watch person will have cellphone or two way radio to call for assistance if required |

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| Emergency Procedures(Consider how the worker will intiate an emergency response) |
| If watch person sees that sweeper is having problems, he should immediately instruct the sweeper to come to the door and exit the bin, upon safe exit helper must call Ashton to notify him of the issue |
| If the sweeper cannot safely exit the bin but is conscious the helper should immediately call Ashton and wait for further directions while monitoring the sweeper |
| If the sweeper collapses the helper should use the recovery winch to bring the sweeper to the door, then conduct a first aid assessment and provide first aid and call 911 immediately and not attempt to enter the bin |

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| Expected Result(Consider the benefits of the Standard Operating Practice for farm operations**)** |
| Quick and effective cleaning |
| No risk taking – no injuries or emergencies |