integrated safety Standard Operating Practices

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| General Information | |
| SOP number | Written by: |
| Date effective: 07 03 14 | Last modified: 06 03 15 |
| Job task: Processing eggs | |
| Location: Laying Barn | No of employees performing job: 1 |

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| Responsibilities(Who is responsible for each aspect of the job) | |
| Position | Duties |
| Employer/Owner | To provide safe equipment and facilities. Train employees and ensure their safety. Evaluate risks of work and address them. |
| Workers | Understand the criteria placed by employer. Follow guidelines set forward. |

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| Job Task Assessment(List all the tasks & associated hazards for the job being evaluated) | |
| Job Task | Hazards |
| Monitoring packer | Back strains from standing on concrete floor. |
| Picking out cracked eggs and double yolked eggs | Fingers caught in packer’s moving parts. Sliders popping out and getting plugs ejected into operator’s face. Back strains from standing on concrete floor. |
| Filling de-nester | Fingers caught in between trays. Rod comes out and can get poked in the face. |
| Stacking trays | Shocked by static created by the belt and trays. Fingers caught in between trays. Fingers caught at the end of the belt. Back strains from standing on concrete floor. |
| Stacking stacks of trays on pallet | Stacks landing on fingers when placing on pallet. Stacks falling onto your feet. Muscle strains for lifting heavy stacks. |
| Moving pallet into cooler | Muscle strains from jacking up pallet. Pallet can pin you to a wall or object. Pallet rolls over your feet. Pallet tipping over and hitting you. |

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| Hazard Controls(Describe the controls that will be implemented to remove hazards – elimination, substitution, engineered, administrative, PPE) |
| Training and supervision prior to independent work. Using required PPE. |
| Standing on fatigue mat to reduce strains. |
| Moving parts have guards. Wear safety goggles for protection from parts popping out. |
| Put the trays in properly and facing the right way to reduce the risk of fingers pinched and take your time. Turn off packer before re-filling so the rod does not suddenly come out and also makes it easier to put the trays in to not pinch your fingers. |
| Place fingers in premade groves in the trays so they don’t hit your fingers. Protective metal cover covering end of the belt. |
| Place hands at the edge of the stack so when placed down it rests on the supports of the tray not your fingers. Wear safety footwear to protect your feet if you drop the stack of trays. Practice proper lifting techniques taught earlier to reduce risk of muscle strains. |
| Practice proper jacking up techniques taught earlier to reduce risk of muscle strains. Don’t jack up pallet too high to reduce risk of pallet rolling on its own. Move pallet slowly so you have more control. Have safety lever to pull to lower pallet on the floor in case of a runaway. Turn corners slow and again having the pallet low to the ground. |

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| Skill :Level / Training Required to Perform the Job(List training requirements) |
| Employees must be trained how to operate packer and where emergency shut off is. Also must be trained how to properly lift stack of eggs and how to operate the pallet jack. All training to be provided by Egg Farms Ltd owner. |
| All employees are trained properly. Periodic retraining if productivity issues or injuries are occurring. |

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| Communications Processes(Consider working alone, further instructions, concerns, how will assistance be delivered) |
| A cordless phone is located in the front room and is to be moved to packing room upon arrival. Beside phone is a list of contact names in which order to call if a problem occurs. |

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| Emergency Procedures(Consider how the worker will initiate an emergency response) |
| All emergences or injures have to be reported to owner/employer. |
| Workers must not place themselves at harm in emergency situations. They need to seek protection, treat any injuries using the first aid kit located in front room and call the names on the list located by the phone. |

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| Expected Result(Consider the benefits of the Standard Operating Practice for farm operations) |
| Using the equipment in a safe matter will accomplish the task in a timely manner. |
| No damaged product, equipment or facilities. |
| Work completed expediently. |