

<b>Name of Task</b> <b>Carrying Shingles</b>	
<b>Department/Unit:</b> Trades Programs, and Maintenance	
<b>Personal Protective Equipment or other required equipment and safety considerations:</b> Eye protection, CSA approved footwear, hearing protection, no loose fitting clothing, no jewelry, (rings, necklaces, etc.). Long or loose hair must be tied back.	
<b>Hazards:</b> Unsecured hoses whipping under pressure, and compressed air.	
<b>Required Training:</b>	Successful completion of safety unit and test Instructor supervision and training Part of annual equipment list review
<b>Steps to be taken to complete task safely:</b>	
1	<b>Pre-Operational Safety Checks:-</b> <ul style="list-style-type: none"> <li>• Ensure no slip/trip hazards are present, ensuring ground is free of potential hazards, water and other objects.</li> <li>• Inspect all required Personal Protective Equipment (PPE) and replace if necessary.</li> <li>• Faulty equipment must not be used. Immediately report suspect equipment.</li> <li>• Inspect shingle bundle for damage.</li> </ul>
2	Put on all required personal protective equipment.
3	Stretch and warm up muscle groups.
4	Position your body close to the bundle of shingles taking a wide stance.
5	Bend your knees keeping your back straight.
6	Raise one end of the shingle bundle to test the load to determine if you can handle it. If you find it is too heavy, inform your instructor/supervisor and the load will be lightened.
7	Rest the raised end of the shingle bundle on your thighs keeping the opposite end on the ground.
8	Firmly grip both sides of the bundle, keep your shoulders in line with your feet, straighten your legs and assist with your arms, breathing out while lifting, lift the bundle of shingles up and rest it on your shoulder.
9	Center the bundle on your shoulder to balance it, holding it securely. <b>Caution:</b> If at any time while completing this activity you find the shingle bundle is too heavy, or it is slipping, place the bundle down by bending your knees, keeping your back straight and gently placing the bundle on the ground.
10	Carry the shingle bundle to the desired location and lower to the ground using the same procedure as listed in #9.
<b>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.</b>	
<b>Responsibilities, Completion and Review</b>	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	
<b>Completed by and Date:</b>	<b>Approved by:</b>
<b>Last Reviewed/Revised by and Date:</b>	<b>Note:</b> This task will be monitored periodically to ensure compliance and effectiveness.