



TASK ANALYSIS / SAFE WORK PROCEDURE FORM

Name of Procedure or Operation: Canopy Glass Replacement (Crane) Project Name: Atlantic Avenue Art Block

Job Number: 50662 Location: South Canopy

Written By: Jeff Watson Subcontractor Name (if applicable): General contractor – Opus

Reviewed by: Doug Burtch Date Created/Last Reviewed: Nov 25, 2015 / Jan 12, 2016

Practice: Ensure the procedure conforms to all OH&S, OSHA, WCB, company, client, and local regulations, acts, rules, etc. Review MSDS for any hazardous materials identified. All workers must abide by the highest possible safety standards, as demolition is a high-risk task. **This procedure must be followed throughout the demolition process.**

Hazard Levels: 1 High 2 Moderate 3 Low

Tools / Equipment / Materials Required		Personal Protective Equipment	
• Hand Tools, Drills • Levels, Ladders • Shims, Screws • Caulking	• Barricades • Signage • Danger Flagging / Tagging • First Aid Kit	• Hardhat • Safety Boots • Hearing Protection	• Eye Protection • Gloves • High Vis Vests

Document the Key Steps of the Safe Work Procedure in the Order (first to last) they must occur:

Step #	Description Of Step	Potential Hazards	Hazard Level	Permits, Safety Precautions, Equipment, PPE, Recommended Action or Procedure
1	PHA	Miscommunication	1	Ask questions if you don't understand
2	Barricade and tape off area	Risk to public	2	Coordinate with building operator and other trades to close entry
3	Access (scaffold and ladders)	Falling	3	Tie off ladders, secure footings, ensure scaffold is secured properly and tag. Discuss fall protection requirements.

"Plan Your Work; Work Your Plan" – Safety Pays!



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4	Confirm measurements	Falling	3	Harness and tie off and maintain contact with beam, ladder or glass.
5	Inspect power cups	Cup failure	3	Clean cups with glycol, check charge. Refer to manufacturers safe load limits.
6	Remove standoffs	Falling, dropping tools	3	Tie off and secure tools using lanyards and harness
7	Remove glass	Falling, glass breakage, miscommunication	2	Stand clear, have a designated drop zone. Inspect all rigging, go over hand signals with driver and designate a signaler.
8	Prep glass and standoffs	Falling material	3	Secure tools, good housekeeping on canopy
9	Crane glass into place	Cup failure, breakage	2	Coordinate and communicate with operator use proper signals or two way radio.
10	Secure new glass with standoffs	Falling tools or material	3	Tie and secure loose items, tighten standoff to spec
11	Clean up, remove debris	Broken glass, public hazard	2	Use PPE, gloves, glasses. Ensure all broken glass is cleaned up, all debris to be cleared.



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