

STANDARD OPERATING PROCEDURE

Flagging/Tagging and Barricading Hazardous Areas

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FLAGGING/TAGGING AND BARRICADING HAZARDOUS AREAS



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The following is a step-by-step procedure on how to complete a specific task or meet a facility specific requirement. Standard Operating Procedures (SOPs) are written for all identified critical tasks. By virtue of the hazard or complexity associated with critical tasks it is paramount that the SOP be followed as written. SOPs contain a listing of high-level hazards associated with the task, for detailed hazard analysis reference the applicable Task Hazard Assessments. SOPs do not replace the requirements contained in the company Standards, Codes, and Processes nor does it replace the need to comply with required legislation. Section 8.0 references documentation that the worker shall understand before work commences.

1.0 PURPOSE

- To establish a company standard to safely and effectively carry out work as it applies to flagging/tagging and barricading hazardous areas.

2.0 SCOPE AND APPLICATION

- This document applies to all company heavy construction mining operations. Ensure all site-specific requirements are being met or exceeded before performing the task.

3.0 HAZARDS AND CONTROLS

- Inadequate training on flagging/tagging and barricading hazardous areas.
 - Supervisors are responsible to ensure workers understand the flagging /tagging and barricading process.
- Not flagging/tagging and/or barricading a hazardous area causing personal injury.
 - Supervisors and workers are responsible to identify areas that require flagging/tagging and/or hard barricades. Examples where flagging/tagging and/or hard barricading must be used:
 - Any time work is to be performed at elevations with the potential to drop tools and materials on the public and/or other workers. Flagging and tagging must be used to warn others of the potential hazards.
 - Any time there is an opening in a work surface that creates a fall hazard, hard barricade and signage must be used around the opening.
 - Haul trucks parked with the boxes in the raised position creating a potential for material build up to fall to the ground. The area around the rear of the truck must be barricaded and red flagged to prevent any person or vehicle from entering the area when the box is raised. Extend the flagging to a minimum of 4-5 meters behind the truck box.
- Flagging/tagging and barricades getting removed before the task is complete.
 - Supervisors and workers are responsible to ensure the flagging/tagging and/or barricades remain in place while the hazards are still present and/or the task is incomplete.
 - Conduct walks arounds throughout the day to ensure the elements (wind, rain, snow) have not contributed to the removal of the flagging/tagging and/or barricades.

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4.0 CHECKLIST

- Attend all preparatory meetings (IE: daily PSI; job scope; review of JSA's and SOPs for the job).
- Complete FLRA cards before starting the work.
- Ensure all personnel involved in the task are aware of the hazards and the controls to be used, as identified in the SOP's; JSA's; and FLRA's
- Conduct a pre-job inspection of all equipment to be worked on and tools to be used.
- Standard of Training required for working on this job: On-the job training.**

5.0 DEFINITIONS

5.1 Company

Means North American Construction Group (NACG) and all directly or indirectly owned subsidiary companies, including joint ventures.

5.2 Company Personnel

Includes the Company's employees, officers, directors, agents, associates, consultants/contractors, temporary employees, and third-party processors.

5.3 HSE

Refers to the Health, Safety & Environment department

5.4 Flagging

A warning that a hazard or unsafe condition exists. Flagging must extend around all access points to the hazard (see Appendix A for examples of flagging).

5.5 Tagging

Provide vital information and specific requirements when entering as well as exiting a regulated or potentially dangerous area. Tags need to provide the following information: Name and department of the person installing the flagging, reason for the flagging, and the date on which the flagging was installed (see appendix B for examples of tags).

5.6 Barricades

Means a physical barrier, usually temporary, erected or placed to restrict the entry of persons to an area and/or prevent personnel being exposed to a hazard. Barricades can be classed as either a soft barricade or a hard (solid) barricade (see appendix C for examples of tags).

6.0 PROCEDURE

6.1 Flagging/Tagging & Barricading

- (a) Supervisor and workers will discuss the task and plan the safest way to approach the work. During that time workers will complete an FLRA card to identify the hazards in the area.
- (b) Supervisor and workers must also identify the areas flagging/tagging and/or barricades are required.
- (c) The area identified for flagging shall have flagging and a tag on all sides to ensure nobody accidentally enters the area.

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- (d) Flag-off only those areas where the hazard exists. Flagging-off too large an area will interfere with other work.
- (e) All flagging must be identified by means of a flagging tag with the following information:
- (f) Name and department of the person who installed the flagging.
- (g) Date on which the flagging was installed.
- (h) Reason for the use of flagging.
- (i) If flagging is placed for a specific permitted task, it must be removed as part of the cleanup. If the flagging must remain after the safe work permit is signed off the permit issuer must be advised.
- (j) No worker shall cross red flagging without authorization from the person who installed the flagging. Any worker required to work and/or pass in the red flagging must review and sign onto the FLRA card.
- (k) If red flagging does not have a legible tag, the supervisor for the area must be contacted to receive authorization to cross or remove the flagging and to revise the tagging to a readable condition.
- (l) An area supervisor must ensure a thorough hazard assessment is completed before removing any untagged flagging.
- (m) When crossing yellow caution flagging, team members must read the tag and ensure the required caution is used.
- (n) Flagging/tagging and/or barricades can only be removed by the owner when the hazard no longer exists.

Note: Only the area supervisor has the authority to remove flagging/tagging and/or barricades in the event the owner is not available, and the task is completed. That supervisor must ensure the task is completed and a thorough hazard assessment is completed before removing any flagging.

- (o) Once the work is complete and/or the hazards no longer exist the flagging/tagging and barricades can be removed.

7.0 NOTES

If this task is to be done by a method different than described in this SOP, the work must **STOP**, and the alternate method must be **DOCUMENTED** with an adequate hazard assessment tool such as a JSA. The document must be **APPROVED** by a supervisor before such procedures are implemented.

8.0 REFERENCES

- Alberta OH&S Code 2009 Part 22 Sections 310 – 322 Safeguards
- Alberta OH&S Code 2009 Part 3 Section 12 – Following Specifications
- CSA – Z321 – Signs & Symbols for the Workplace
- 960C-SOP-111 - Live Work – Working on Equipment While it is Running
- 950C-C-001 - Asbestos Identification and Control Code
- 950C-C-027 - Hazard Communication Signage Code
- 950C-C-008 - Cranes and Hoists and Rigging Code
- 950C-C-028 - Hazardous Energy Isolation Code

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9.0 APPENDICES

- Appendix A - Examples of Flagging
- Appendix B - Examples of Flagging Tags
- Appendix C - Examples of Barricades

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Appendix A Examples of Flagging

DANGER DO NOT ENTER DANGER DO NOT EN

RED – “Danger Do Not Enter” – Red with black lettering. This type of flagging is used where there is a potential Immediately Hazardous to Life or Health (IDLH) hazard, such as falling, flying, or swinging objects. Use of high pressure around swing radius of active equipment. Struck by, crush, pinch injuries; or securing an incident scene. Only those personnel required in the work area and aware of the hazards are allowed in these areas.

CAUTION DO NOT ENTER

CAUTION DO

YELLOW – “Caution” – Yellow with black lettering. This type of flagging provides a warning of a hazard not normally associated with that area. Yellow flagging can be crossed by personnel other than those who installed it only after reading the tag and understanding the hazards which are present and put hazard controls in place.

CAUTION RADIATION AREA CAUTION

RADIATION - Radiation flagging can be either yellow and magenta coloured flagging or ropes and radiation signs. Personnel shall not enter these areas unless authorized and escorted by the radiographer. All radiation flagging shall be tagged by the radiographer.



ASBESTOS
CANCER AND LUNG DISEASE HAZARD
AUTHORIZED PERSONNEL ONLY
RESPIRATORS AND PROTECTIVE CLOTHING
ARE REQUIRED IN THIS AREA



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ASBESTOS – White asbestos flagging means that work is being conducted involving the abatement, encapsulation, guarding or handling of asbestos-containing material. All workers behind this flagging must follow proper procedures.

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Appendix B Examples of Flagging Tags



Appendix C Examples of Barricades

