

STANDARD OPERATING PROCEDURE

FILTER CLOTH AND GEO-TEXTILE MATERIALS, CUTTING OF

Document Number: 962C-SOP-007

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Latest Revision Date: June 15, 2022

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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 cutting filter cloth and geo-textile materials.

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

- Personal injury resulting from using the wrong cutting tool to complete the task.
 - Assess proper selection of cutting tool for material to be cut (scissors/ shears/ easy-safe) prior to starting task.
 - Ensure cutting tool is selected in accordance with site standards (approved tools).
- Personal injury resulting from personnel using the cutting tool incorrectly.
 - Use cutting tools according to manufactures intended purpose and best practices, do not force if binding occurs.
 - Do not use cutting tools for other purposes such as prying or striking tools.
- Cuts, Lacerations, Impalement to body parts during cutting operation.
 - Cut away from your body.
 - Wear cut resistant hand protection such as Kevlar gloves (Refer to site specific requirements for ASTM Cut Level requirements).
 - Ensure that no person or body part is in line of fire.
 - Avoid side loading of cutting tools.
 - Create a physical barrier between yourself and cutting tool wherever possible.
 - Store tool in sheath or tool box when not in use, do not carry or store in pockets.

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- Work area to be set up to allow for easy access to the roll and unimpeded action of cutting the cloth or other material.
- Remove clutter and debris from area work is being performed.
- Failure of cutting tools.
 - Ensure pre-use inspection of all cutting tools being utilized, ensure sharp blades have no defects, or rust etc.
 - Remove and tag damaged tools out of service.
 - Have maintenance sharpen or repair tools as required.
- Material slipping and shifting when being cut.
 - Secure material prior to cutting.
 - Perform housekeeping in work area to avoid possible slip, trip fall hazards.
- Losing focus or becoming distracted.
 - Focus on task at hand. Maintain vigilant.
 - Avoid distractions that may cause you to lose focus on safe use of tool to complete task.
 - Stop task if distractions are present.

4.0 CHECKLIST

- Attend all preparatory meetings (IE: daily PSI; job scope; review of JSA's and SOP's 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 Ltd. (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.



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5.3 HSE

Refers to the Health, Safety & Environment department

6.0 PROCEDURE

- 1) Load cloth roll on to stand with appropriate mechanical means.
- 2) Two workers to roll out cloth to desired length by holding each corner and walking out cloth to a predetermined point.
- 3) Workers to return back to roll and secure/ hold roll to keep it from unwinding and prevent slipping or bunching of material while being cut. Ensure that material is held tight while cutting.
- 4) Worker to cut material with appropriate cutting tool by starting cut and sliding tool or use of cutting motion to cut material. Always move cutting tool away from you. (Stand on opposite side of roll while cutting to create a physical barrier between your body and the cutting tool.
- 5) Once cut is completed, properly store cutting tool in a safe place and with the help of other workers, fold material into a smaller size and move material out of direct work area for further handling.
- 6) Repeat task as required.

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

- 950C-C-025 – Hand Tools Code
- 950C-C-049 – PPE General Code
- 960C-SOP-504 Hand Tools, Use of
- 960C-SOP-507 Knives, Safe Use of
- Alberta Occupational Health and Safety Act, Regulation and Code – {Part 2}