

STANDARD OPERATING PROCEDURE**CORE****SOP No:006****SOP Title: Jobsite Layout****SOP Number #006****SOP Title Jobsite Layout**

| | NAME | TITLE | SIGNATURE | DATE |
|-------------------|-------------------------|--------------------------|------------------|-------------|
| Author | Safety Team | Safety Department | | |
| Reviewer | Upper Management | Safety Committee | | |
| Authorizer | | | | |

| SOP no. | Effective Date | Significant Changes | Revision # | Revision Date |
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1. PURPOSE

- This procedure is a guideline on the proper way to layout a jobsite prior to construction. Employees at BBGCI will use this as a guide to help them perform their duty in a safe and productive manner.
- BBGCI will be in compliance with all government regulations as well as the regulations set forth by our clients.

2. INTRODUCTION

- BBGCI understands that all jobs are different. This SOP is set in place as a guideline to help employees understand the proper procedure to follow laying out a jobsite for construction.

3. SCOPE

- This procedure has been set in place for BBGCI personnel who will be performing operations for laying out a facility for construction.

4. DEFINITIONS

- Layout – Use marking paint, string and nails to create ground marks for facility equipment and piping
- One Call - a system through which a person can notify owners/operators of lines or facilities of proposed excavations.
- Line Locate – to determine existence of underground utilities.
- Plot Plan – diagram which shows facility equipment and piping designed location.
- Data Point – beginning reference point established on plot plan
- String Line – string installed a couple inches above ground (on nails) to establish reference points

5. RESPONSIBILITIESBBGCI Personnel

1. Participate in tailgate meeting and JSEA.
2. Understand the scope of work prior to beginning task.
3. Maintain good communication with all employees involved in this process.
4. Properly inspect all tools before use.
5. Make sure One Call (along with BBGCI line locator) is valid and all utility owners have given “all clear” responses
6. Understand Line Locate Map and Plot Plan

6. SPECIFIC PROCEDURE

Layout Facility

(Personnel Involved: BBGCI Personnel)

1. Before work can commence, a one-call must be made with an all clear from all participating utilities. Properly complete all JSEA's and work permits from the client for ground disturbance then conduct a safety tailgate meetings.
2. Properly inspect all tools to be used.
3. Establish the scope of work and ensure everyone knows their specific job duty.
4. Survey crew obtains Data points from client specifications.
5. Verify Elevation and starting point. Then run string line parallel from data point.
6. Identify and establish locations for ingress/egress, security guard shack, muster points, parking lot, employee break area, and designated smoking area.
7. Measure from string line and use marking paint to mark location of equipment placement and piping with support pillars (Also including office trailers, tool storage units, ect...)

7. JOB RELATED HAZARDS

Slips, Trips and Fall Hazards:

- Working and walking on uneven surfaces or rocks
- Protruding obstructions, anchor rods, nails and string line, etc

Wildlife

Heat Stress

Pinch Points and Line of Fire Hazards:

- Using hand tools
- Struck by hammer/tools
- Unidentified underground utilities

Muscle Strain:

- Bending over to install nails in ground
- Bending over to paint marks on ground

8. REQUIRED PPE

- Hard hat

- Safety Glasses
- Steel Toe Boots/ Safety Toe Shoes
- Gloves
- Fire Resistant Clothing (Site Specific)
- Personal Gas Monitors (Site Specific)

9. FORMS/TEMPLATES TO BE USED

- JSEA
- Work Permits (If Required)
- Client Required Forms
- One Call

10. INTERNAL AND EXTERNAL REFERENCES

10.1 Internal References

10.2 External References