

SOP Number #007

SOP Title Setting Trailer and Tool Storage Trailers

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

| SOP no. | Effective Date | Significant Changes | Previous SOP no. |
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**SOP Title: Setting Office trailers
and Tool Storage Trailers****1. PURPOSE**

- This procedure is a guideline on the proper way to set Office trailers and Tool Storage Trailers for facility 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 while setting Office trailers and Tool Storage Trailers for facility construction.

3. SCOPE

- This procedure has been set in place for BBGCI personnel including operator and spotter who will be setting Office trailers and Tool Storage Trailers for facility construction.

4. DEFINITIONS

- Semi Tractor- Large vehicle combination of a tractor unit and one or more semi-trailers to carry freight. Requires a CDL to drive.
- Office Trailers- Towable mobile offices built on an axle iron frame for easy relocation to multiple job sites.
- Tool Storage Trailer- Towable mobile Unit for tool storage which allows for easy relocation to multiple job sites.
- Line of Fire- The path of a moving object that can potentially injure or the potential path of an object that may move.
- Buffer Zone- The area where operation occurs, that is deemed not safe for unauthorized personnel or equipment.
- Wind Direction Device- A device which will give a clear indication of which direction the wind is blowing. E.g. Wind sock

5. RESPONSIBILITIESQualified Spotter

1. Participate in tailgate meeting and JSEA.
2. Understand the scope of work and the hazards involved in his/her specific job duty.
3. Maintain good communication with the Equipment Operator and supporting personnel at all times
4. Ensure that the buffer zone is free of any unauthorized equipment or personnel at all times.

**SOP Title: Setting Office trailers
and Tool Storage Trailers**

5. Maintain a safe working distance away from any mobile equipment while work is in progress.
6. Be aware of traffic and pedestrians and make sure the equipment operator knows when equipment or a vehicle is approaching.

Qualified Third Party and BBGCI CDL Drivers

(Equipment includes: Simi Tractor)

1. Participate in tailgate meeting and JSEA.
2. Complete equipment inspection.
3. Understand the scope of work prior to beginning work.
4. Establish good communication with the spotter prior to beginning work.
5. Commence work and maintain safe operations.

Supporting Personnel

1. Participate in tailgate meeting and JSEA.
2. Maintain a safe working distance away from any mobile equipment while work is in progress.
3. Maintain safe distance from overhead loads.
4. Understand the scope of work prior to beginning task.
5. Maintain good communication with all employees involved in this process.

6. SPECIFIC PROCEDURE**Setting Office Trailers and Tool Storage Trailers**

(Personnel Involved: Third party CDL driver, BBGCI CDL driver, Qualified Spotter, and Support Personnel)

1. Ensure third party drivers and BBGCI drivers have appropriate CDL licence and are in good standing with DOT regulations. BBGCI drivers will also have to be in compliance with company policy on defensive driving.
2. Ensure the pad is properly marked for the location of Office trailer and storage units.
3. Before work can commence, properly complete all JSEA's, work permits if clients required, safety tailgate meetings.
4. Ensure all equipment inspections and Client required forms or questionnaires properly filled out. All equipment inspections will be completed by qualified personnel.
5. Establish the scope of work, and ensure everyone knows their specific job duty.
6. Qualified spotter will guide delivery vehicles on the pad to the properly marked locations.
7. Third party drivers will set office trailers in predetermined positions on the pads then level and anchor them down.

**SOP Title: Setting Office trailers
and Tool Storage Trailers**

8. BBGCI Driver will set trailer on marked location as required and then unhook load while ensuring stability of tool storage trailer.
9. Ensure that the tool storage trailer has the proper barricades and steps installed as required and also install wind direction device on tool storage unit or other area depending on layout and visibility of the site.
10. I&E department of BBGCI will connect appropriate generators and connect temporary power to the Office trailers, tool storage, guard shack, and employee break area. Refer to I&E specific SOP connecting temporary power.

7. JOB RELATED HAZARDS***Slips, Trips and Fall Hazards:***

- Inspecting equipment
- Climbing on and off equipment.
- Walking on uneven surfaces or rocks

Traffic

- School Zones

Fatigue**Load/Unload mobile equipment**

- Uneven loading/unloading surfaces
- Trucks not properly chocked or stabilized,
- Pedestrians, congested work area,
- Unauthorized movement of vehicle,
- Personnel not properly trained,

Ignition source***Pinch Points and Line of Fire Hazards:***

- Moving equipment
- Walking in unauthorized work areas/ buffer zone

8. REQUIRED PPE

- Hard hat
- Safety Glasses

- Steel Toe Boots/ Safety Toe Shoes
- Gloves
- Reflective vest for spotter (Site Specific)
- Fire Resistant Clothing (Site Specific)
- Personal Gas Monitors (Site Specific)

9. FORMS/TEMPLATES TO BE USED

- JSEA
- Work Permits (If Required)
- Equipment Inspection Forms
- Client Required Forms

10. INTERNAL AND EXTERNAL REFERENCES

10.1 Internal References

10.2 External References

11. CHANGE HISTORY