

STANDARD OPERATING PROCEDURE

Hoarding Enclosures

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HOARDING ENCLOSURES

						
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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 the use of hoarding enclosures.

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

- Improperly set up hoarding enclosure leading to structure collapse, hazardous atmosphere, flammable hazards, poor visibility, and improper or missing emergency exits.
 - Only competent people will complete construction of hoarding, always ask if unsure of any steps.
 - Inspect hoarding on a daily basis. Follow all permit requirements if applicable. Report any observed defects immediately.
 - Continuous atmospheric gas monitoring in fully enclosed hoarding may be required depending on the task being conducted inside the hoarding. Any task that has a potential to change air quality in a fully enclosed hoarding will require continuous atmospheric monitoring. Follow restricted/confined space requirements. Controls such as ventilation fans, smoke eaters etc. may be required. Refer to 950C-C-029 Hazardous Space Entry Code.
 - Do not store compressed gas cylinders and combustibles in enclosed hoarding. When they are not in use, hoses will be removed; or the regulators and tank valves closed, and the hoses drained. If conducting scope work that causes sparks i.e., welding, grinding use controls such as fire blankets and fire watch personnel.
 - Ensure hoarding material is fire resistant if doing hot work inside or around the hoarding.
 - All hoarding enclosures must have adequate lighting for the task and movement of people. Ensure adequate illumination is in place with light towers or stringed lights. Stringed lights must have bulb covers and be elevated so they do not cause tripping hazards.

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- Emergency exits need to be in place, if doors are being used, they must open outwards and have illuminated exit sign. Do not block or obstruct exits. The areas on both sides of the door shall be unobstructed and the door marked reflective or have an illuminated exit sign.
- Portable heaters may be used for temperature control in hoarding enclosures, this can cause fire hazards and oxygen deficiencies with exhaust fumes. Heating units must be types that do not produce any fumes or other contaminants in the heated air. Set up portable heaters far enough away from hoarding enclosures to prevent exhaust fumes from entering. The units must automatically shut down if the flame goes out or the ignition source shuts down. Reference 960C-SOP-101 Portable Heaters – Inspection and Use.
- Ensure air movement and air quality in a hoarding enclosure. Monitor to ensure people are not exposed to harmful levels of airborne debris, smoke, fumes, vapors, or mists.
- When assembling hoarding enclosures, snow loads must be considered to ensure hoarding does not collapse. Direction of snow and ice drop must be monitored to ensure a dropped object hazard is not created.

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

North American Construction Group (NACG) divisions, departments, or subsidiaries.

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 Hoarding Enclosure

A temporary partial or fully enclosed structure erected around the perimeter of a work area.

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6.0 PROCEDURE

6.1 Inspecting Area for Hoarding Enclosure

- 1) Complete an FLRA and inspect area of for the hoarding enclosure. Identify and remove any debris to ensure good housekeeping.
- 2) Ensure all required permitting is in place before starting work as required.
- 3) Inspect all tools, equipment, and materials to be used, report any deficiency.

6.2 Building and Occupying Hoarding Enclosure

- 1) Complete an FLRA for the task.
- 2) Evaluate tasks to be conducted within the hoarding enclosure and determine if hoarding will be fully enclosed or partially enclosed.
 - a. Fully enclosed hoarding may require atmospheric monitoring if tasks have a potential to create a hazardous atmosphere. Fully enclosed hoarding may also create a restricted or confined space. Follow up with supervisor.
 - b. Hoarding material must be fire resistant if hot work will be conducted in or around the hoarding.
- 3) Obtain permits if required.
- 4) Assemble and inspect the materials and tools required to erect the hoarding enclosure. Inspect hoarding on a daily basis.
- 5) Secure hoarding materials to structures or scaffolding. Follow manufacturer's assembly and use instructions if applicable.
- 6) Set up adequate exits and lighting within the structure. Exits must be marked.
- 7) Ensure adequate air movement in the enclosure. Set up portable heaters as required ensuring they do not create a hazardous atmosphere or condition inside the hoarding.

6.3 Repairing or Disassembling Hoarding Enclosures

- 1) When removing tarps or section of hoarding, move in manageable sized pieces. Ensure ground surface is clear of any obstructions and tripping hazards.
- 2) Clean any debris or garbage up as you go to ensure good housekeeping.
- 3) When folding tarps up, avoid standing on them as they can be slippery. Properly secure and store materials in proper location so they do not get blown around by wind.

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 Occupational Health and Safety Act, Regulation and Code – {Part 5, Confined Spaces}
- Construction Owners Association of Alberta – Winter Works, A Best Practices Guidelines
- 950C-C-029 Hazardous Space Entry Code
- 960C-SOP-101 Portable Heaters – Inspection and Use

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9.0 APPENDICES

- Appendix A – Example of a Hoarding Enclosure

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Appendix A Example of a Hoarding Enclosure

