(Insert company name)
Safe Work Procedure
Installation of Siding

Facility:	Written By:	Approved By:	Date Created:	Date of last revision:
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Equipment Required	Hazards Present	Training Requirements:	Materials Required	Personal Protective Equipment
Ladder(s)	Hand cuts	Ladder Safety	Vinyl/aluminum Siding	Fall protection
Skill Saw	Metal/vinyl filings in the eyes	Fall Protection	1 ½ inch Nails	Eye glasses
Hammer	Noise	Skill Saw	Staples	Hearing protection
String line	Falls from Heights	Body Posture		Footwear
Tape measure	Struck by objects			Hard Hat
Utility knife				
Aviation Snips				

Guidance documents/Standards: Manitoba Workplace Safety & Health Regulation, M.R. 217/2006:
2.1 Safe Work Procedures
6.1 Personal Protective Equipment
8 Musculoskeletal Injuries
13. Entrances, Exits stairways and ladders
12.3, 12.4 Hearing Protection
14 Fall Protection
28 Scaffolds and other elevated work platforms including guardrails, elevated work platforms, pump jack scaffolding and ladder jack scaffolding

Fall Protection Guideline

Job steps:

Pre-Job Process:

Workers must be wearing the proper Personal Protective Equipment (PPE) such as footwear, eye wear, hearing protection, fall protection and hard hat as required. Workers must be trained in the proper installation, use and maintenance of all protective equipment.

Fall protection is required where a worker may fall **3 m or more**. **Fall protection is also required if working less than 3 m when workers are working over hazardous objects or substances (eg. Concrete), operating machinery, water, etc.** Fall protection will be a safety harness with a shock absorbing lanyard and lifeline. Anchors as supplied by the manufacturer are to be installed according to the manufacturer's recommendations on the ridge of the roof on the roof truss. Safety harnesses, shock absorbing lanyards and lifelines must be **CSA approved** and meet the requirements of **Workplace Health & Safety**.

Conduct a site inspection for items that may indicate a hazard. If a hazard is discovered, develop a hazard assessment plan and submit a copy of the plan to the office. Also, inform the site foreman/superintendent who is responsible for the project so that they may take appropriate action.

Access Options:

Extension ladder: may be used for the installation of the siding above head height. The ladder can only be used for completing work of a short duration.

1. Ladders must be secured and the angle of the ladder is to be determined as 1:3 but no greater than 1:4 ratio and must project three feet above roof level.
2. If an extension ladder is to be used standoff stabilizers may be attached to stabilize the ladder on the roof while providing a 10” standoff from the work surface.
3. When working on uneven ground use ladder levelers to stabilize the base of the ladder. If you are working off of a gable roof, use a ladder with a ladder leveler and screw the base plate into the roof to prevent the base form moving.
4. When you remove the ladder caulk any holes that may be present.
5. When climbing use the 3 - point rule.
6. Ladders must be inspected before use and maintained according to manufacturer’s specifications and guidelines.

Ladder Jacks: May also be use for the installation of siding.

1. The ladders are to be set up according to the above guidelines.
2. Ladder jacks are to be installed at a height that will allow for easy access to the work area on the inside of the ladder.
3. Engineered planks are to be attached to these ladder jacks.
4. An additional set of ladder jacks or a rail holder will be installed on the outside of the ladder jack which will be used as a support for the guardrail.
5. An additional ladder securely fastened to the ladder jack can act as a guardrail.
6. A toe board will be installed and secured on top of the engineered plank to reduce the risk of falling objects when there are other workers working below the ladder jack.

Pump Jacks: Are also an approved method of installing siding.

1. Pump jacks are to be set up in accordance with the manufacturer’s safety and installation instructions.
2. The support brace will serve as the anchor point for each pole and is to be installed according to the manufacturer’s instructions.
3. Tie the support brace into the top chord of the roof truss using screws as recommended by the manufacturer.
4. Engineered planks as a work surface are to be attached to these pump jacks.
5. An additional work bench holder will be installed on the outside of the ladder jack which will be used as a support for the guardrail.
6. An additional ladder securely fastened to the work bench holder can act as a guardrail.
7. If workers are working below, a toe board will be installed and secured on top of the engineered plank to reduce the risk of falling objects.

Guardrails: are to be used in accordance with Manitoba Regulation 14.3, Guardrail requirements.

- The top rail must be placed between 900 mm (35”) and 1060mm (41”) with an intermediate rail between 450mm (17”) and 530mm (21”) above the working surface.
- The guardrail, if made from wood, must be a minimum of 1 ½” by 3.1/2” and supported at 7.75 foot intervals.

Working from the roof:

1. Workers are to use a fall protection system consisting of a body harness, shock absorbing lanyard, rope grab and lifeline when working from a roof.
2. Anchors (peak anchor, strap anchor or flat anchor) are to be installed as an anchorage point for the lanyard, rope-grab and lifeline.
3. These anchors are to be installed following the manufacturer’s recommendations and installed on the top chord of the truss.
4. Positioning of the anchors must be considered during the job planning process in order to ensure that the angle of the lanyard or lifeline does not exceed 10 degrees from the anchor point. Workers are to ensure that they have sufficient anchors as part of their PPE inventory to allow for the placement of more than one anchor.
5. When a worker is installing or removing an anchor, they are to ensure that they have achieved 100 per cent fall protection and can install the anchor using a JLG lift or install a guard rail directly in line with the area that they are accessing to install the anchor. The guardrail may be attached to a pump jack or ladder jack system or in the event of a JLG being used; the bucket of the JLG lift may be used as a guardrail.
6. If the worker is working from a ladder on a sloped roof, then ladder levelers are to be used with the ladder and the base of the ladder leveler is to be secured into the roof using a number 10, 3inch wood screw. Fall protection in the form of a body harness, shock absorbing lanyard and a life line is to be used at all times.
7. **The lifeline must extend all the way to the ground. When workers are accessing the roof they must attach to the lifeline before climbing the ladder.**

Work Process:

Chalk line:

1. Establish a straight reference line by measuring down from the eves.
2. At the lowest corner of the house, drive a nail to snap a chalk line.
3. Stretch a taunt chalk line from this corner to a similar nail at the other corner resetting the line based on measurements from the eves.
4. Repeat this process for the rest of the house ensuring that the first and last corners meet.

Corner posts:

1. Install corner posts before the siding is hung using either “J” channels or corner posts.
2. Make sure the post is set sure and straight and overlap longer post requirements. Aviation snips may be used for this operation.
3. Set a full length piece over the existing corner running from ¼ “below the bottom of the starter strip to the underside of the eve.

4. Nail every 12” with nails on both flanges. Nail to within 1/32 inch of the nailing fin, snug but not tight.

Starter strip:

1. Using the chalk line previously established as a guide, install the starter strip all the way around the bottom of the building. The starter strip should be straight and meet accurately at all corners.
2. Ensure that the starter strip overlaps the corner posts flanges to help reduce air infiltration.
3. Use nails spaced not more than 8” apart to securely fasten the starter strip.
4. Nail the starter strip as low as possible and do not over drive the nails.
5. Nail to within 1/32 inch of the nailing fin, snug but not tight.
6. Individual strips may be cut using either snips or a utility knife.
7. Start by drawing a line across the panel using a square.
8. Begin cutting at the top lock first and continue toward the bottom of the panel.
9. Break the panel across the butt edge and snip through the bottom lock. Aviation shears may be used to cut the top and bottom locks and a utility knife is used to score and break the face of the panel.

First course:

1. Apply the panel by hooking the bottom lock of the panel into the interlock bead of the starter strip. Make sure the lock is engaged.
2. At the corner posts, slide the panel into the recess first, and then exert upward pressure to lock the panel into place along its entire length.
3. Keep the panels back 3/4' inch to allow for later fitting of the individual corners. Panels must be hung with nails through the center of the factory slotted holes every 16 inches to 24 inches along their entire lengths allowing room for movement of the panels.
4. Nail to within 1/32 inch of the nailing fin, snug but not tight.

Overlapping:

1. Panels should overlap each other by approximately 1/2 inch. Avoid short panel lengths of less than 24 inches.
2. Ensure the factory-cut ends are always on top of field cut ends. The staggering of the joints should be planned for visual appearance. Avoid joints on panels directly above and below windows.
3. Separate panel overlaps on the next course should be at least 2 feet.

Housekeeping:

Good housekeeping habits on construction sites are essential. Use garbage bins if they are provided and, if not, stack the used material in a location that will not interfere with the safe work activities of the work site.

Lifting:
Workers are to ensure that proper lifting techniques are used. Whenever possible objects are to be kept close to the body and the legs should be used to perform the lift. Do not lift using your back. Seek the assistance of a co-worker for lifting heavy or awkward loads. The intended path of direction for the movement of the material should be inspected prior to the movement of the material for potential tripping or slipping hazards.