

Standard Operating Procedure

SOP No.:	SOP2018-003
SOP Name:	Plow and Wing Blade Utilization
Effective Date:	May 28, 2018
Revision Date:	
Related SOP, Management Directive, Council Policy, Forms	CP2016-012 Non-Emergency Fleet Policy, MD2016-015 Non-Emergency Fleet Services Management Directive

Public Works Standard Operating Procedure

General Introduction

This procedure is developed in conjunction with Council Policies, Management Directives and collective agreements and considered the procedure to be followed by every employee of the Public Works Department.

Authority

This procedure and its resulting processes have been developed as a result of a decision and commitment by all Public Works Department employees in order to function more consistently as a Team. In the event a specific procedure references applicable legislation or existing Council Policy or Management Directive, those authorities shall supercede divisional influence.

Scope of Application

All regular processes followed Public Works Department employees are developed into this Standard Operating Procedure (SOP).

Operational Compliance

All Public Works Department employees shall be responsible to identify, record (where applicable) and comply with Standard Operating Procedures for all regular work processes. All Public Works Department employees shall be responsible to comply with the Council Policy or Management Directive and related Public Works Department Standard Operating Procedures and Guidelines.

Procedure Amendments

This procedure will be periodically reviewed and updated; updates will be carried out by the Director of Public Works in consultation with Fleet Manager and Public Works staff members. Any operational situations that cannot be adequately addressed using the prescribed SOP shall be immediately brought to the attention of the Fleet Manager.

Standard Operating Procedure

Administration

This process is to explain the procedures for **Plow and Wing Blade Utilization**.

PPE REQUIRED:	SAFETY BOOTS 	EYE PROTECTION 	GENERAL SAFETY GLOVES 	HEARING PROTECTION 
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ACTIONS	DETAILS
OPERATIONAL PROCEDURE:	<ol style="list-style-type: none"> 1. Wear edges will be checked and monitored by unit operators daily. When the edge is at or within 0.5 cm of moldboard, the Supervisor shall assess and decide whether to change the edge or continue to use. 2. Once the decision to change the edges is made, the operator shall acquire the necessary tools, materials and PPE. Operators shall be aware of hazards such as but not limited to sharp edges, noise, dust, vibration, flying objects. 3. The plow/ wing shall be raised off of the ground to a height no greater than that required to allow use of tools to loosen and remove nuts. Properly sized stands to support the weight shall be placed under the plow/wing. The plow/ wing shall then be lowered onto the stand so as to minimize the risk of equipment failure and staff being caught underneath. 4. When changing edges, extreme care should be taken to avoid over exertion. Proper lifting techniques and assistance of co-workers shall be considered at all times during this operation. 5. Removal of the worn edges should be done by first loosening and removing all but two of the holding bolts. A minimum of two alignment bars shall be placed into the vacant holes and the last two remaining bolts removed. The edge can now be carefully lowered to

Standard Operating Procedure

	<p>the ground by removal of the alignment bars. This process will be copied until all of the sections of the plow/ wing are removed.</p> <ol style="list-style-type: none"> 6. The area underneath the edge shall be cleaned of all dirt and rust by brushing or cleaning the unit, inspected for any signs of fatigue or damage. When this process is being performed pre or post winter control season, this area should be painted prior to new edge installation. 7. Installation of the new edges will be opposite of removal. The edges will be raised and secured with a minimum of two alignment bars. Two bolts and nuts will now be used to secure the edge in place and the alignment bars can now be removed. The remaining bolts will now be installed and all bolts tightened to manufacturers specifications. 8. Bolts shall be checked and retightened after two plowing events. 9. All blades remain the property of the City of Kawartha Lakes and remain in possession of the assigned depot. The used blades will be returned to Fleet Services at the end of the winter control season for disposal.
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Revision History:

Revision	Date	Description of changes	Requested By
0.0	2018 05 28	Initial Release	T. Bryant

Standard Operating Procedure

Staff Sign-off:

Date reviewed by Public Works Department	2018 05 28
Date accepted	2018 05 28
Date of implementation	2018 05 28
Proposed Date of Review	