



Title: Lift Station Inspection or Repair During Covid-19 Safe Work Procedure

Procedure Number: 062

Corresponding Policy Number: Nil

Date Approved: April 2, 2020

Department: Public Works

Purpose: To ensure the health and safety of employees that are performing work on the lift stations throughout the Town during the outbreak of Covid-19.

Potential Hazards:

- Slips, trips, falls
- Poor visibility
- Exposure to sick or exposed public or employees
- Pinch points
- Arc flash/electrical and energy hazards
- Open access cover
- Working alone
- Vehicle accident
- Weather conditions
- Strains/awkward postures
- Uneven terrain/surfaces
- Exposure to hazardous gas levels
- Traffic
- Faulty equipment/tools

PPE and Equipment Required:

- Steel toe boots
- Arc rated coveralls
- Arc rated face shield
- Gas detector
- Cell with working alone app
- Tools
- Disposable gloves
- Disposable coveralls or wetsuit
- Traffic control signage/devices
- Cleats (icy conditions)
- Arc rated gloves
- Hand sanitizer
- Disinfectant and paper towels
- Lock and tags
- Respirator with P100 and gas cartridges

Procedure:

1. Prior to taking the gas detector, the employee is to wipe the detector with a 1 to 10 ratio of dish detergent and water. Once cleaned the employee is to dry the detector with paper towels and dispose of the paper towels. The employee is then required to wash their hands.
2. The employee is to bump test the gas detector.
3. When it is required for the electrical panel to be opened, the employee has to ensure that arc rated coveralls are donned and that arc rated gloves and face



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shield are ready in the vehicle to take to site. These must be worn prior to accessing the lift station.

4. In case the access cover is required to be opened and repairs need to be made, disposable coveralls or a wetsuit, disposable gloves, and a respirator with P100 and gas cartridges are to be kept in the truck.
5. If working alone after hours, set up the working alone app on the water and sewer phone for check ins. If working alone is not occurring, each employee is to take a separate vehicle to the lift station in order to maintain social distancing.
6. Drive to the site and assess site conditions, ensuring social distancing from other employees is maintained (at least 6 feet). Ensure that all PPE requirements and site conditions are met (e.g. cleats for icy conditions). Set up traffic control as required by location and work activities.
7. If someone from the public starts to walk by the work site. Warn them to maintain adequate distance from the worksite to maintain social distancing as required by the Town and Department of Health and Community Services.
8. Open the panel to look at the display screen to determine the source of the fault (code) with all required arc rated personal protective equipment on.
9. Reset the pump to see if it trips/faults.
10. If it is required to open the access cover, don the respirator, disposable coveralls or wetsuit, gas detector and disposable gloves. Ensure areas around legs and wrists are secured.
11. Open the access door and lock it into place to ensure that it does not close due to weather conditions. Use proper body mechanics when opening the access cover.
12. Check the level in the lift station and watch the cycle to see if there are any issues. Watch footing to ensure that you do not slip or fall into the lift station.
13. Check the level sensors and clean, if required.
14. If the pump works and there is no further trip/fault, unlock the cover and close it using proper body mechanics.



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15. Ensure the site is secured and remove all disposable items and place it into a garbage bag. Place respirator into a separate bag for cleaning at the Depot. Employees are to use hand sanitizer to clean their hands before getting into the trucks.
16. In the nighttime, if the pump trips/faults again, leave the panel off and secure the site. Notify the Supervisor of the issue. Work will be completed in daylight hours unless it constitutes an emergency situation, in which the Supervisor will contact additional employees to assist with the work.
17. In the daylight, if the pump trips/faults again, notify the Supervisor of the issue. The Supervisor will contact additional employees to assist with the work. Set up traffic control as required by location and work activities.
18. Additional employees are to don disposable personal protective equipment prior to starting work and are to maintain social distancing of at least 6 feet.
19. Ensure traffic control keeps public away from the work area to prevent risk of injury. Also, ensure that anyone approaching the area is maintaining the requirements for social distancing of at least 6 feet.
20. Panel is to be locked and tagged out prior to the start of work, using proper locks and tags by the Systems Maintenance Electrician.
21. Set up the crane truck in location. The operator of the crane truck is not permitted out of the vehicle during the work activity to ensure social distancing at the site.
22. Attach the pump to the crane truck and pull the pump from the well and onto the ground. Ensure that employees are not within the swing radius of the crane and are still maintaining social distancing. Shut off the crane once the pump is on the ground.
23. Dismantle or remove the obstruction from the pump or inspection port. This is to be completed by one employee at a time in order to maintain the required social distancing. Employees can verbally communicate the requirements and who is going to perform the work or in what order. This will be done if several employees will be performing the work.
24. Reassemble the pump, if necessary. Remove the lock and tag and restart the panel to test the pump to ensure that it is in working order, maintaining social distancing.



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25. Start the crane truck and lower the pump into the lift station.
26. Run the cycle to ensure that the pump is working properly.
27. Close the access cover and secure the site prior to leaving. Remove all traffic control that was put into place, while maintaining social distancing.
28. Remove all disposable items and place it into a garbage bag. Place respirator into a separate bag for cleaning at the Depot. Employees are to use hand sanitizer to clean their hands before getting into the trucks.
29. Drive back to the Depot and disinfect the inside of the truck's surfaces such as door handles, steering wheels, gear shifts, etc.
30. Clean the respirator with the wipes to ensure it has been cleaned and sanitized. Once completed, employees are to put it back into their locker to dry and are to wash their hands. Clean the handle to their lockers and any doors touched in order to reduce potential exposure from Covid-19.

Revision History:

Revision:	Change Made:	Changes Made By:	Date: