Dolyn Construction Ltd.

Health & Safety Program

Doug Burnside
President

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January 1, 2024

Hospital		
Ottawa General Hospital	501 Smyth Rd., Ottawa, Ont	613-737-8000
Ottawa Civic Hospital	1053 Carling Ave., Ottawa, Ont	613-722-7000
Montford Hospital	713 Montreal Rd., Ottawa, Ont	613-746-4621
Queensway Carleton Hospital	3045 Baseline Rd., Ottawa, Ont	613-761-4621

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THINK
SAFETY
BEFORE YOU
START


THINK
DO IT THE SAFE WAY
DO IT THE RIGHT WAY
DO IT EVERYDAY

Health and Safety Policy Statement

Dolyn Construction Ltd. is concerned for the well being of our employees and are committed to providing a safe and healthy environment by providing the active leadership, support, and a willingness to co-operate with employees in pursuing Occupational Health and Safety matters.

In fulfilling this commitment to protect people, their property and the environment, Dolyn Construction Ltd. will take the necessary steps to provide and maintain a safe and healthy work environment in accordance with industry standards and in compliance with legislative requirements.

Our Corporate Safety Policy is based upon the belief that accidents can be prevented and property damage arising from accidents can be minimized. Accident prevention is paramount for both employees and the

Management and supervisors will be held accountable for the health and safety of workers under their supervision. At all times, we will strive to ensure that safe and healthy work conditions are maintained in all work areas. We further ensure that all workers will receive adequate training in their specific work tasks to protect their health and safety.

The prevention of accidents and the provision of safe working conditions are the responsibility of all employees of Dolyn Construction Ltd.. Employees at every level are responsible and accountable for all precautions to protect the health and safety of themselves, their co-workers and all other people in their work environment. All contractors, sub-contractors and suppliers are required to abide by these principles.

All company functions must comply with safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All employees will perform their jobs in accordance with established procedures and safe work practices. Compliance with all company safety policies, rules and provincial

Elimination of occupational injuries and illnesses in the workplace is our goal. Through continuous safety and loss control efforts we will accomplish this goal. We are committed to continual improvement.

The Worker Health and Safety Manual is provided so that each employee has quick access to all company safety policies and rules as they currently apply. The manual is reviewed annually and updated as required. For details about a specific situation, reference must be made to the Occupational Health and Safety Act and applicable regulations.

Dolyn Construction Ltd. recognizes that working in a safe environment is a right for its employees and further recognizes that the benefits of working in a safe and healthy work environment extend to Dolyn Construction Ltd. employees, their families and friends.

Doug Burnside
President
Dolyn Construction Ltd.

January 1, 2024

Environmental Policy Statement

The company is dedicated to protecting human health, natural resources and global environment.

We recognize that our activities will always have an impact on the environment but we endeavor to minimize these impacts wherever possible and to use environmentally safe products. All wastes will be disposed of in a safe and responsible manner and, whenever possible, materials will be recycled.

We will assess, plan, construct and operate our construction sites in compliance with applicable government regulations and legislation. Beyond, or in absence of, regulatory requirements we will apply sound management and engineering practices to advance environmental protection and minimize environmental impact.

We will endeavor to develop innovative technologies that allow conservation of energy and other resources, together with preservation of the environment.

Dolyn Construction Ltd. will implement plans and programs to meet established objectives, thereby ensuring that our operations comply with this policy.

Doug Burnside
President
Dolyn Construction Ltd.

January 1, 2024

Health and Safety Management

H&S Management			Endorsement
Effective Date: Jan-24	Revision Date: Jan-24	Replaces: Jan-23	DB

Objective:
The objective of the Health and Safety Management policy is to ensure the establishment and maintenance of a documented Health and Safety Management System (HSMS). The system supports a strong internal responsibility program.

Policy:

Dolyn Construction Ltd. will establish, implement and maintain a documented Health and Safety Management System (HSMS) that meets the requirements of the Occupational Health and Safety Act and applicable Regulations, and meets the standards for the Accreditation for Ontario Workplace Standard.

The system will support a strong internal responsibility system.

Adequate time and resources will be provided to implement the HSMS and to achieve its policy, objectives and targets at all levels within the organization.

Company reports and records will be reviewed annually from a *Safety First* approach with the sole intent of improving the effectiveness of our policies and procedures and to ensure compliance to the Occupational Health and Safety Act and applicable Regulations and industry standards.

Health and Safety Management System:

Organized efforts and procedures for identifying workplace hazards and reducing accidents and exposure to harmful situations and substances. It also includes training of personnel in accident prevention, accident response, emergency preparedness, and use of protective clothing and equipment.

Action Plan:

A planned series of actions, tasks or steps designed to achieve an objective or goal.

Internal Responsibility System

The Internal Responsibility System is a system in which workers and management work jointly to resolve workplace health and safety problems.

Law:

Occupational Health and Safety Act
Regulations for Construction
Occupational Health & Safety Regulation 851 – Industrial Establishments

Scope:

Management, Health and Safety Consultants, Supervisors, Health and Safety Representatives, Committee Members, Subcontractors and Workers.

Roles and Responsibilities:

Employer:

- Ensure that the workplace parties, including workers, supervisors and managers, have the time, resources and competency to implement the HSMS and to achieve its policy, objectives; and targets.
- Make health and safety an organizational priority similar to other priorities and integrates the management system into all aspects of the organization.
- Promote participation of, and seeks feedback from, all workplace parties in developing and implementing and maintaining the HSMS, and recognizes the value of these contributions.
- Prepare a written health and safety policy statement that is specific to the company. The statement will:
    - Be dated and signed by the president.
    - Include a general statement of health and safety responsibilities and commitment of all workplace p
    - Specify commitment to achieve compliance with legal requirements.
    - Specify the commitment of the company to the health and safety and protection of workers.
    - Specify a commitment to continual improvement.
    - Be reviewed annually by management.
    - Be prominently posted or made available to the workers.
    - Express a commitment to work in a spirit of consultation and co-operation with the workers
    - Be explained to personnel upon commencement of work with the company.

Management:

- Actively promote and participate in the HSMS.
- Promotes health and safety in the community.
- Appoint a senior management representative responsible for the coordination of the company Health and Safety Program.
- The company may enlist the services of Health and Safety Consultants to assist in the development and implementation of a HSMS.
- When deemed necessary, enlist the services of Health and Safety Consultants to assist in the coordination and management of the company program.
- Provide support and leadership to all parties.
- Ensure that the workplace parties, including workers, supervisors and managers, have the time, resources and competency to implement the HSMS and to achieve its policy, objectives and targets.
- Make health and safety an organizational priority similar to other priorities and integrate the management system into all aspects of the organization.
- Promote participation of, and seeks feedback from, all workplace parties in developing and implementing and maintaining the HSMS, and recognizes the value of these contributions.
- Ensure an annual review of all policies and program.
- Prepare an annual Action Plan to:
    - Set annual health and safety goals.
    - Set annual training goals.
- Include responsibility and target dates for attaining goals.

Supervisor:

- Communicate any and all health and safety information in a timely manner to all affected workers.
- Participate in all Health and Safety training and safety talks required by the company.
- Ensure all workers, subcontractors and subcontractor employees are complying with any and all company procedures.
- When necessary, provide training or arrange for training.
- Continually assess the workplace and make recommendations to management on any procedural changes, which may prove effective in providing for the health and safety of the workers.
- When necessary, take appropriate enforcement measures, as outlined in the company *Enforcement Policy,* to ensure compliance to company policies and procedures.

Worker:

- Work in a safe and productive manner consistent with the Occupational Health and Safety Act and applicable Regulations, industry standards and with the company Health and Safety Policies and Procedures.
- Report all accidents/illnesses or near misses to supervisors immediately.
- Participate in Health and Safety training and safety talks required by the company.

H&S Coordinator

- Ensure an annual audit of the company Health and Safety Program is conducted.
- Ensure development and implementation of Health and Safety policies and procedures.
- Ensure workers receive worker orientation upon hire.
- Train and/or arrange for necessary training to ensure worker safety.
- Perform any other activities required by management.
- Ensure changes in the Occupational Health and Safety Act and applicable Regulations, and industry standards are reflected in the company policies and procedures. When necessary, make revisions to company policies and/or programs.
- Assist in the development of new policies and/or procedures with the sole purpose of improving effectiveness in the prevention of illness and/or injury.
- Ensure workers are adequately trained and ensure training is provided in a timely manner to all workers – see *Training and Education Policy* – and ensure additional training is provided as a result of promotion or change of position.
- Communicate any and all revisions in company policies and procedures to affected parties.
- Monitor changes for effectiveness and to ensure no new hazards occur as a result of changes.

H&S Consultant:

- Assist management in the development and implementation of a Health and Safety Program.
- Conduct an annual audit of the company's Health and Safety Program.
- Review, as necessary but at least annually, and make recommendations on the revision of the company Health and Safety Program.
- Provide, as requested, information dealing with Health and Safety issues.
- Instruct management on the proper processing and filing of documents as required.
- Work in full cooperation with company Health and Safety representative(s).
- Be a liaison between the company and the Ministry of Labour (MOL).
- Acknowledge and commend positive Health and Safety behaviours by all parties.

H&S Representative or JHSC Members

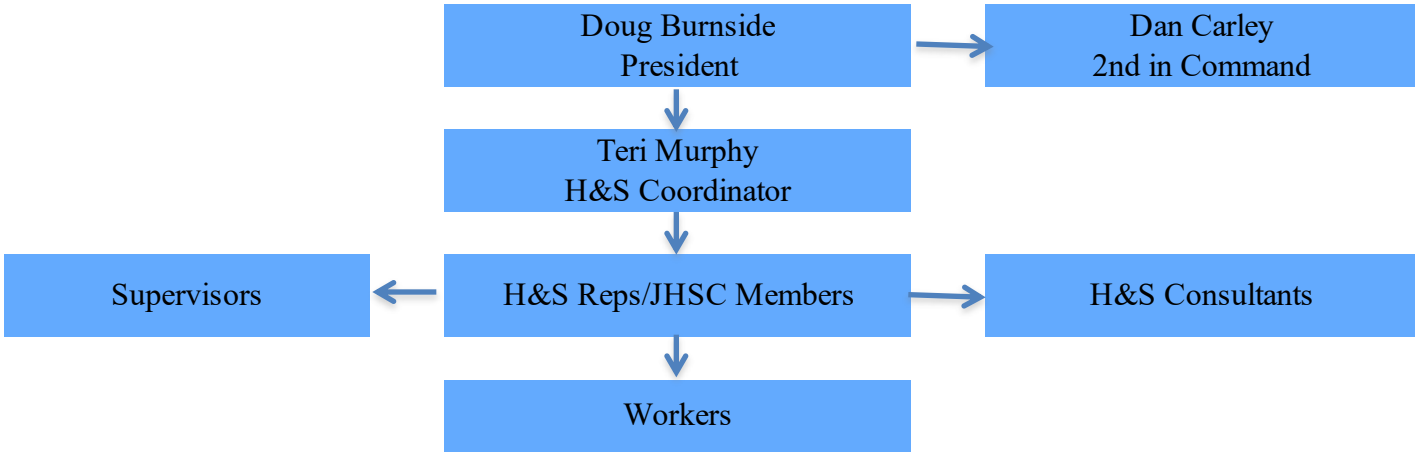
- Perform prescribed responsibilities as outlined in the *Roles and Responsibility Policy.*

Subcontractors:

- Work cooperatively with workers, other supervisors, managers and others.
- Perform prescribed responsibilities as outlined in the *Roles and Responsibility Policy* .

Health and Safety Organizational Chart

The company has a general chain of command, however, concerning health and safety issues, workers are expected to approach any level(s) to ensure their comfort and to ensure their issues are heard and dealt with in an acceptable manner.



Legal Requirements:

The company will ensure the establishment and maintenance of a process that:

- Identifies all applicable legal requirements.
- Incorporates legal requirements into the health and safety management system.
- Evaluates that legal requirements are consistently met.
- Identifies all industry standards as they apply to the work we perform.
- Keep the company informed on any additions and/or revisions to legislative requirements to ensure timely revisions or adoptions of new policies and procedures in compliance with legislative changes.
- Inform the company of Ministry of Labour (MOL) Guidelines as they apply to the work we perform.
- Inform the company of Canadian Standards Association (CSA) as they apply to the work we perform.
- Inform the company of industry standards as they apply to the work we perform.

At least annually, all policies will be reviewed to ensure compliance to applicable legal standards and requireme

The company may enlist the services of 3rd parties to assist in this process.

The MOL website will be consulted regularly for updates and guidelines on health and safety standards.

Copies of relevant legislation will be posted and/or available at each worksite.

Health and safety legislation/regulations will be considered during the project planning process.

Workers will be educated in their roles and responsibilities and the rights of the workers.

Accidents and prescribed incidents will be reported as required.

Health and Safety Management System:

The Occupational Health and Safety Act requires appropriate arrangements in place for the management and control of health and safety at work. In order to achieve these requirements we need to have an effective Health and Safety Management System (HSMS) that it is clearly defined and well documented.

We will ensure adequate health and safety measures are implemented requiring both management and employees to be actively involved and committed to the policy. By ensuring management control, the effective co-operation of employees and their safety representatives, the establishment of an effective safety communication system, achieving co-ordination of activities and ensuring the competence of all employees

We further commit to taking adequate steps to ensure a systemic and organized approach to ensuring our health and safety program is working effectively. This steps will include responsibility and accountability, competency and training, documentation and communication.

Health and Safety will be essential in every facet of our business. We will consider health and safety just as important to our operations and success as production is considered. Planning and implementation covers initial review, system planning, development and implementation, safety and health objectives and hazard prevention (prevention and control measures, management of change, emergency prevention, preparedness and response, procurement and contracting).

We will build in systemic measures to ensure the monitoring and measurement of performance; investigation of work-related injuries, ill health, diseases and incidents, and their impact on safety and health performance; audit and management review; review of data, reports, policies and action plans - for the sole purpose of establishing effectiveness.

Whenever required, to ensure the health and safety of the workers, preventative and corrective action will be taken as we strive for continual improvement of our health and safety program.

Health and Safety Objectives:

Management will ensure continual improvement by establishing measurable health and safety objectives for the company. Objectives will focus on reducing harmful and/or risky exposures, occupational injuries and/or occupational diseases in the workplace.

Health and safety objectives will:

- Be set and we will assigns responsibility for achieving the objectives through a documented Action Plan.
- Be practical and achievable
- Contain time frames.
- Be clear and measurable.
- Identify responsibilities.
- Have documented approval by senior management.

The company will develops health and safety performance indicators that reflect the size and nature of the company and its risks, and management system.

Ensures that the objectives are evaluated at least once a year and revised as needed.

Once annually the company will set its annual goals and objectives with the sole intent of improving the effectiveness of our policies and procedures and to ensure compliance to the Occupational Health and Safety Act and applicable Regulations and industry standards.

Goals and objectives will be determined as a result of our performance level in the previous year’s audit.

Management will assign responsibility for its targets and will establish a timeline for completion.

Health and Safety Management Review

At least annually, management will conduct a review of the company health and safety policies and program. The review will include a current evaluation summary report of all elements in our health and safety policies and program.

The company will ensure that the audit process is completed by a competent person. Annual audits may be conducted in-house or through a third party.

Each quarter, the company will conduct a review of it's health and safety statistics and work performance indicators.

The audit will compare current health and safety performance against the company's stated health and safety Continual Improvement Plan (CIP).

Based on the results of the CIP, management will create an Action Plan for the upcoming year. The Action Plan will address all deficiencies in the audit and create opportunities of improvement of the current program.

All performance objectives will be communicated to the workers through safety talks, pay cheque inserts, company newsletter or any other method determined by management.

When communicating policy revisions to workers all parties will do it in a clear and easy to understand format to ensure understanding.

Documentation and Records:

The company has established a system for creating, modifying, approving, and controlling health and safety documents.

Every policy developed will include adequate support forms/templates to ensure the proper documentation as required by the Occupational Health and Safety Act.

Documents will include health and safety policies procedures, work instructions, guidelines, etc.

Documents will be in a format appropriate for the workplace parties.

Documents will be regularly reviewed and updated where applicable by a competent person to ensure that the information is current and re-approved.

The company has developed a system to ensure records are prepared, maintained and reviewed. This system ensures that the person preparing the document/record signs off and dates the document/record. This system, further ensures, that management reviews, signs off and dates the document/record.

Records are to be kept as listed below but may not be limited to:

- Workplace inspections
- Equipment damage
- Pre-use equipment inspections
- Accident reports
- Safety Audits
- Training Records
- MOL reports
- ESRTW plans

Each year policies, documents and forms will be reviewed for effectiveness. When deemed necessary, revisions will be made to reflect changes in legislation or for the general overall improvement of the policy

The appropriate workplace party will record all Health and Safety data.

All Health and Safety data will be copied to management.

All report results may be reviewed quarterly but at least annually.

When communicating policy revisions to workers all parties it will be done in a clear and easy to understand format to ensure understanding.

Appropriate action will be taken to respond to trends, repeated contraventions, repeated injuries or commonly identified hazards.

Health and safety documentation and records will be retained for a minimum of four years.

Records will be regularly reviewed for completeness.

Networking:

Networking, as it applies to Health and Safety, involves the gathering of acquaintances or contacts to share information regarding health and safety in the workplace.

Networking provides an excellent opportunity for Dolyn Construction Ltd. to capitalize on external resources for the purpose of obtaining information about products and technical skills. It also allows us to gather data, both positive and negative, on issues that should help us to improve our best work practices.

Networking is especially important to those people who:

- Are involved in the management of health and safety policy and practices on job sites.
- Are part of the Internal Responsibility System (IRS) for health and safety
- Work in "high risk" occupational groups with higher than average accident/incident frequency.

Networking is accomplished through:

- Personal contact with peers, by phone, email, seminar attendance, or personal contacts.
- Individual membership in professional associations;
- Attendance at conferences and workshops;
- Contracts with technical specialists suppliers and consultants
- Participation in information sharing exchange mechanisms such as list serves subscriptions and organizational memberships.
- Exchange policies / documents / guidelines with another company
- Access external industry-specific information
- Consult with professional associations
- Health & Safety Associations (HSA) events/training

The company will communicate to workers any opportunity it recognizes for networking with other organizations to the workers through safety talks, pay cheque inserts, company newsletter or any other method determined by management.

Dolyn Construction Ltd. will take every effort to provide the resources and direction necessary to ensure that an effective networking program is encouraged. The company in conjunction with its Health and Safety Coordinator will assume primary responsible for the co-ordination of networking opportunities. Supervisors and designated employees will be encouraged to participate in peer associations meetings.

The company's goal will be to network with other firms, for the purpose of health and safety, at least four times during any calendar year. Optimally, at least one networking session will be held with a sister institution to meet with their peers for the specific purpose of determining transferable best safety practices.

The company will provide training to workers to ensure the success of this program.

Any information which leads to the improvement of existing policies and program, or the development of new policies and/or programs will be communicated to the workers in a timely manner and in a method deem appropriate by management.

Communication System:

Management recognizes the wealth of experience represented through the collectiveness of our workers. We encourage feedback from our workers and will make every attempt to address their recommendations and concerns. Recommendations submitted in writing will be responded to in writing within 21 days.

The company has establishes a communication system that creates awareness and ensures:

- Information about HSMS is provided to all workplace and external parties as appropriate.
- Information is provided in a language and format understood in the workplace.
- Workers can provide feedback and information to the employer
- All internal and external feedback is acknowledged and dealt with appropriately.
- Identification of methods to communicate HSMS content.
- A process for employee involvement and consultation on health and safety matters, including a procedure for dealing with health and safety issues and corrective actions.
- A process for communicating to and from the JHSC or health and safety representative.
- A process for regular communication on the progress of the HSMS including objectives, procedures relating to the HSMS, results of audits and results of the management review.
- A process for regular communication with suppliers, contractors and visitors about company health and safety requirements applicable to them.
- Documentation of all communication.

Workers are encouraged to communicate in a way that is most comfortable for them. The company has taken great effort to ensure a chain of command but we still encourage an open door policy at every level within the

Methods of communication may include but are not limited to:

- Direct one-on-one meetings with supervisors or members of management
- Communication through the H&S Coordinator
- Communication through the company H&S Consultants
- Communication through the H&S Representatives or JHSC Members.
- Written anonymous communications using company reporting forms

Management will ensure that information concerning health and safety issues is communicated to all workplace parties when appropriate. Information to be communicated will include but not be limited to:

- Workplace Inspections results
- JHSC minutes, when applicable
- Annual Audit results

Management will ensure that the company hold an annual safety meeting with the sole purpose of delivering safety information to the workers. The company will prepare an Agenda for the meeting and an attendance record will be kept.

Whenever possible, the president of the company will attend the annual safety meeting. There will always be a minimum of one member of upper management at a safety meeting.

Workers will be encouraged to actively participate during the Annual Meeting. They will be encouraged to ask questions concerning any part of the company health and safety program.

Minutes of the meeting will be recorded either in written form or electronically by camera or tape recording. Minutes will be posted or made available to workers.

The health and safety coordinator will ensure adequate communication of health and safety issues using one or more of the following:

- Postings on the Health and Safety Bulletin Board
- Company quarterly Newsletter
- Pay cheque insertions
- Email distribution
- Safety Talk meetings
- Annual Health and Safety Meeting

Policy and Program Review:

Management will ensure that a review of the organization's HSMS is conducted at least once a year to ensure it is meeting its objectives, is up-to- date, implemented and working.

The review will:

- Examine all the elements of the HSMS to determine the level of conformity and effectiveness.
- Include information from the system evaluations, worker input, investigation results, corrective and preventive actions records, reports and any other information that may be of benefit.
- Ensure failures to conform tare identified and deficiencies are remedied in a timely manner.
- Evaluate progress towards the organization's HSMS objectives and evaluates the effectiveness of follow-up actions from earlier management reviews.
- Record the findings and formally communicate to all appropriate internal and external parties.
- Prompt senior management to prepare and implement a corrective Action Plan to address any non-conformities and opportunities for improvement and recognizes and rewards achievement.

Whenever possible, the company will rely on statistical results when determining the success of a program. Examples of statistical results may include:

- Workplace inspections – number performed, work party performing inspections, issues involved and hazards identified.
- Accident investigation – number performed and recommendations.
- Lost time injuries – frequency, injury type, and body part involved.

The review process has been designed to produce measurable results based on verifiable proof.

Management Performance Review

All parties must be held accountable for their performance regarding the health and safety of the workplace. Periodically, management may wish to have members from Upper Management complete the *Management Performance Review*. The goal of the review is to identify areas in which management could improve. Upon the completion of the review each participant may set performance goals for the following year.

Supervisors Performance Review

All parties must be held accountable for their performance regarding the health and safety of the workplace. Periodically, management may wish to have supervisors complete the *Supervisor Performance Review*. The goal of the review is to identify areas in which supervisors could improve. Upon completion of the review the supervisor may set performance goals for the next year.

Employee Performance Review

All parties must be held accountable for their performance regarding the health and safety of the workplace. Periodically, management may wish to have workers complete the *Worker Performance Review*. The goal of the review is to identify areas in which workers could improve. Upon completion of the review the worker may set performance goals for the next year.

Quarterly Reports:

Each quarter the H&S Consulting company contracted by the company, will submit a report based on their findings as a result of independent inspections and site visits.

Management is committed to ensuring action is taken whenever unfavourable results are reported.

Audits:

Management will ensure that a full audit of the organization's Health and Safety Management System (HSMS) is conducted at least once in every three years, using an internal audit tool, This Audit will be used to ensure the HSMS is meeting its objectives, is up-to-date, and is implemented and effective.

The Audit will be completed by a qualified person or qualified people. It will identify non-conformities and opportunities for improvement in the companies' HSMS and its Health and Safety Program. The audit process will be facilitated by the lead Auditor.

The audit process may be completed in-house or by 3rd party.

The review process will produce measurable results based on verifiable proof.

The Audit form may be revised to focus on a particular goal or objective set for a policy.

The completed audit will be reviewed by senior management to determines the level of implementation and effectiveness of the HSMS and Health and Safety Program.

When weaknesses/areas for improvement are identified, or when the company wishes to focus on a particular element in our program, management will prepare and initiate a documented Action Plan to improve any failures to conform to the HSMS, and recognizes successful achievements of the HSMS goals and program. Management will commit the necessary resources to ensure the goals and objectives of the *Action Plan* can be successfully completed.

Management will ensure that the *Annual Audit Results* and the *Action Plan* for the up-coming year are communicated to all workplace parties. These results will be documented

Management will review and compare current H&S performance against the company's stated H&S objectives and previous year's continuous improvement action plan?

Audit Evidence:

Evidence, broadly construed, is anything presented in support of an assertion. For the purposes of the HSMS Review the three forms of evidence acceptable would include:

- Documentation
- Interviews
- Observations

Conformity:
Conformity requires compliance with requirements. Failure to comply results in non-conformity.

Audit Report:
The Audit Team draws Audit conclusions after the Audit has been completed and after Audit findings and Audit objectives have been considered. Audit findings result from a process that evaluates Audit evidence and compares it against Audit criteria.

Continuous Improvement Plan:
A set of activities designed to bring gradual, but continual, improvement to a process through constant review.

Upper Management:

- Upper Management will ensure that the *Annual Audit Results* and the *Action Plan* for the up-coming year are communicated to all workplace parties.
- Management will commit the necessary resources to ensure the goals and objectives of the *Action Plan* can be successfully completed.
- Senior Management will ensure that a qualified auditor is assigned to be the Principal Auditor. An auditor will be considered to be qualified if, and only if, they have completed the WSIB Certified Representative Member course and have completed the WSIB Basics of Auditing course. Records of said training must have been attained prior to the commencement of the audit process and, furthermore, must be kept on file by the company.
- All documents, forms, and interviews collected during the course of the Audit will be kept on record and filed together. Files will be kept for a minimum of seven years. The company will review and compare the results of previous audits against the results of the current year's Audit.

Auditors:
Auditors play a significant and objective role in ensuring an accurate snapshot of company health and safety performance is obtained. Upper management depends on the good faith and efficiency of the Auditor to ensure that company's actions in the day-to-day operations are verified.

Audit Scope:
All workplace parties are required to cooperate fully as required concerning their role in ensuring a successful Audit. Cooperation may include any of, but may not be limited to, the following:

- Providing records
- Participating in interviews
- Participating in Site inspections or observations
- Completing questionnaires

Auditor Training:
The company will only employ the services of a qualified auditor. An auditor will be considered to be qualified if they are in possession of the following prior to commencement of the Audit process:

- WSIB Certified Member
- IHSA Basics of Auditing Principles

Procedures:

The Audit Process will consist of the following steps:

1 Explaining the Audit process:

- Management will communicate to all parties
- Information will include the following information:
  - That the company will be conducting an extensive health and safety review of the company policies, procedures and performance.
  - Purpose of the audit
  - Objectives
  - Timeframes
  - All parties will be expected to cooperate with the process.
  - Possibility of being interviewed.
  - Every effort will be made to ensure confidentiality.
  - The Audit Report will be posted and provided to the H&S Representative or JHSC
  - The CIP developed as a result of the Audit will be posted.
  - Input into the CIP will be given by the H&S Representative or JHSC Members. Workers are encouraged to submit their concerns/recommendations to their reps.
  - Any changes to company policies and/or procedures resulting from the Audit will be communicated to all workers concerned.
- Communication may be made by any of the following:
  - Company Newsletter
  - Pay stub inserts
  - H&S Bulletin Board Posting
  - Safety Meetings
- Upon completion of each phase of the Audit process - all plans, Audits, Audit Reports, and Continuous Improvement Plans generated will be submitted for review, comments and recommendations by the H&S Representative or JHSC Members. Upon request, the company will issue the above to any worker within the company.
- As a result of the Audit findings, a Continuous Improvement Plan will be generated and the company will immediately begin to target any areas of weakness identified.

2 Prepare an Audit Plan:

- Management will ensure an *Audit Plan* is completed prior to commencement of the Audit.
- The plan will form a road map for the direction and completion of the Audit.
- The plan will be documented using the *Audit Plan* form developed by the company.
- The Plan will include but not be limited to:
  - The Principal Auditor's contact information and proof of credentials.
  - Identification of the Audit Team.
  - Identification of the Audit criteria.
  - Locations to be included in the Audit.
  - Personnel to be included in the Audit.
  - Audit Schedule.
  - A list of acceptable forms of evidence.
  - Explanation of the Risk Ranking System.
  - Risk ranking of areas of non-conformity
  - Audit Resources.
  - A copy of the *Audit Plan* will be made available to the JHSC for review and comment.
  - Upper Management will review and sign off on the *Audit Plan* .

3 Document Review:
- For each element of the review, there must be at least one reference to where the element has been documented in the company Health and Safety Program.

4 Gathering Evidence:
- For each element of the review, there must be at least one document proving implementation.
- Evidence will be in the form of documentation, interviews and/or site observations.

5 Complete the Audit:
- Upon completion of the Audit the Auditor will prepare an Audit Report.
- Upper Management to review and sign off on the Audit.

6 Issue an Audit Report:
- The Audit Report will quantify the outcome of the audit.
- The Audit Report will present the Audit Findings in a clear and organized manner.
- A copy of the Audit Report will be made available to the H&S Representative or JHSC Members.
- Upper Management to review and sign off on the Audit Report.

7 Continual Improvement Plan (CIP:)
- The responsibility to develop and initiate the Continual Improvement / Action Plan to address any non-conformities found during the conduction of the Audit of the HSMS Review (Audit Report)will be shared with Upper Management, the H&S Representative or JHSC Members.
- The CIP will:
  - The action plan will be developed in a priority order. Specific responsibilities will be assigned to individuals and estimated completion dates established.
  - Be available for review and recommendations by the H&S Representative or JHSC Members.
  - Require Upper Management to review and sign off on the Audit Report.
  - Assign responsibilities and assign timeframes.
  - Monitor progresses to ensure timeframes are met
  - Acknowledge success or make recommendations for improvement
  - Include general comments of those involved in the review
  - Set performance objectives for the coming year which will be communicated to all workers.
  - Performance objectives/targets can address
  - Content objectives might include
    - New items to be addressed in the worker orientation programs starting this year.
    - New safety meeting schedules.
    - New safe work procedures.
- In all processes when sign off is required, a minimum of the following will be provided:
  - Printed Name and signature.
  - Position
  - Date of Review.

Communication:
This policy is to be communicated to all workplace parties through safety meetings, Worker H&S Orientation, the Worker H&S Manual or by any other method determined by management.

Training:
Training will be provided to employees through safety meetings, one-on-one training or through organized and topic-specific trainings such as first aid etc. or by any other means when and where necessary.

Whenever possible, training will include a theoretical and a practical component.

Enforcement:
Any worker who does not comply with this policy may be subject to disciplinary actions as per the company Enforcement Policy.

Evaluation:
Management will review this policy, and support documentation, as necessary but at least annually. The sole intent of the review will be to acknowledge what we are doing well and to identify those areas in which we can improve to increase the effectiveness of this policy and program.

The review will evaluate the critical components of this policy and program.

When the company requires action to be taken, we will:

- Identify action(s) required
- Assign responsibilities
- Include timeframes
- Acknowledge success or make recommendations for improvement
- Include general comments of those involved in the review

H&S Consultants and Supervisors are expected to continually evaluate worker skills and competencies to ensure adequacy.

Workers will be given the opportunity to evaluate training sessions as to their value and effectiveness.

Reference Materials:
Occupational Health and Safety Act and applicable Regulations
WSIB Workwell Core Health and Safety Audit

Definitions:
Refer to *Glossary of Terms*

Forms:

Form	Identification Number
Audit Plan	H&S Mgt. 1
Internal Audit	H&S Mgt. 2
Questionnaires	H&S Mgt. 3
Evaluation Form	H&S Mgt. 4
HSMS Review	H&S Mgt. 5
Management Performance Review	H&S Mgt. 6
Supervisor Performance Review	H&S Mgt. 7
Worker Performance Review	H&S Mgt. 8

Workplace Responsibilities

Workplace Responsibilities			Endorsement
Effective Date: Jan-24	Revision Date: Jan-24	Replaces: Jan-23	DB

Objective:
It is the objective of Dolyn Construction Ltd. to define the roles and responsibilities of workplace parties such that all parties can work effectively toward the goal of eliminating or reducing workplace injuries and illnesses.

Policy:

By defining workplace roles and responsibilities, we can provide a framework that will allow for the co-ordination and communication of safe work practices and procedures. Workers and employers share responsibility for occupational health and safety. It is our policy to ensure workplace parties are trained in their roles and responsibilities to identify health and safety problems and to develop solutions.

Dolyn Construction Ltd. requires supervisors to be adequately trained with experience and knowledge in the work being performed by the workers. Supervisors will have an awareness of actual and potential health and safety hazards in their area of responsibility.

Supervisors will be commended for their strengths and resources made available to assist the supervisor in strengthening their weaknesses.

A designated host will accompany all visitors entering the workplace.

Internal Responsibility System (IRS):

The Internal Responsibility System is a system in which workers and management work jointly to resolve workplace health and safety problems.

The IRS gives everyone within the company direct responsibility for health and safety as an essential part of his or her job. Each person takes initiative on health and safety issues and works to solve problems and make improvements on an ongoing basis. They do this both singly and co-operatively with others. Successful implementation of the IRS should result in progressively longer intervals between accidents or work-related illnesses.

Supervisor:
A supervisor is a person who has charge of a workplace or authority over a worker.

Subcontractors:
Subcontractors and sub trades will herein be referred to as subcontractors. A subcontractor is any person(s) operating a construction-related business or business involving the repair, installation and maintenance of equipment and/or facilities. Sub trades may supply personnel for production or any other purpose.

Visitor:
Anyone, other than a direct hire employee who is entering the workplace and may be admitted to areas generally off limits to the public, is considered a visitor. Visitors on our work sites will receive the same protection entitled to all employees of the company.

Law:
Occupational Health and Safety Act - Part III, Sections 23-32

Scope:
Management, Supervisors, Workers, H&S Coordinator, H&S Consultants, H&S Representative, Subcontractors, Visitors.

Roles and Responsibilities:

Management:

Management duties include but are not limited to the following:

- Provide and maintain a safe, healthy work environment.
- Establish a safety policy and, when necessary, train personnel.
- Review, at least annually, and revise when necessary, the company Health and Safety Program.
- Provide resources to implement support and enforce the Health and Safety Program.
- Take every reasonable precaution for the protection of the workers.
- Ensure the development of a corporate Visitors Policy.
- Provide competent supervision for all workers. Supervisors will be adequately trained and have experience and knowledge in the work being performed by the workers. Supervisors must have an awareness of actual and potential health and safety hazards in their area of responsibility.
- Ensure compliance with the company Health and Safety Program.
- Ensure all workers working on a construction project are over the age of 16.
- Assign an individual to coordinate the company Health and Safety Program.
- Ensure the establishment of a JHSC and/or H&S Rep as required in the Occupational Health and Safety Act. Provide support, compensation, training and time to the H&S Representative or JHSC Members.
- Provide support, compensation, training and time to Health and Safety Representatives.
- Provide and maintain in good working order:
    - Equipment
    - Materials
    - Safety equipment and protective devices
- Ensure workers are trained in Legislated Health and Safety responsibilities and industry standards.
- Ensure all workers receive the mandatory Ministry of Labour (MOL) Health and Safety Awareness – 4 Step Program training.
- Ensure all supervisors receive the mandatory Ministry of Labour (MOL) Health and Safety Awareness – 5 Step Supervisors Program training.
- At a time to be determined by the Ministry of Labour (MOL) , ensure all new employees have successfully completed the Mandatory Entry Level Construction training.
- Ensure performance of, when required:
    - Inspections by supervisors and H&S representatives
    - Safety talks
    - Employee training
- Ensure equipment and machinery are used safely.
- Establish written emergency procedures.
- Take corrective measures to correct substandard acts and/or conditions.
- Ensure compliance with WHMIS regulations.
- Report accidents and injuries to authorities as required.
- Investigate all injuries and accidents and take corrective measures.
- Ensure that, on workplaces where the number of regularly employed workers exceeds five, on a project of a duration that exceeds three months, that a Health and Safety Representative is chosen by the
- Ensure the workers select the Health and Safety Representative(s) and that those they select do not exercise managerial functions.

- Require subcontractors to ensure a Health and Safety Representative(s) be selected by their workers where the number of employees regularly exceed five (5).
- Post in a prominent location in the workplace as determined by the supervisor or the H&S Representative or JHSC Members.
- Support and cooperate with Health and Safety Representatives.
- Respond to written recommendations received by Health and Safety Representative(s) within twenty one (21) days.
- Ensure all subcontractors receive the necessary information to ensure compliance to the company Health and Safety Program, policies, safe work practices and procedures.
- Ensure all companies involved with a project, in any manner, submit a signed Subcontractor Agreement prior to the commencement of work.
- Commend positive health and safety behaviours.

Management responsibilities As found in sections 25, 26 of the OHSA

25. (1) An employer will ensure that:

a) the equipment, materials and protective devices are provided as prescribed;
b) the equipment, materials and protective devices provided by the employer are maintained in good condition;
c) the measures and procedures prescribed are carried out in the workplace;
d) the equipment, materials and protective devices provided by the employer are used as prescribed;
e) a floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the Building Code Act.

25 (2) Without limiting the strict duty imposed by subsection (1), an employer will:

a) provide information, instruction and supervision to a worker to protect the health or safety of the
b) in a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;
c) when appointing a supervisor, appoint a competent person;
d) acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;
e) afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions;
f) only employ in or about a workplace a person over such age as may be prescribed;
g) not knowingly permit a person who is under such age as may be prescribed to be in or about a
h) take every precaution reasonable in the circumstances for the protection of a worker;
i) post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers;
j) prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy;
k) post at a conspicuous location in the workplace a copy of the occupational health and safety

l) provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety; and

m) advise workers of the results of a report referred to in clause (1) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.

26. (1)) In addition to the duties imposed by section 25, an employer will:

a) establish an occupational health service for workers as prescribed;
b) where an occupational health service is established as prescribed, maintain the same according to the standards prescribed;
c) keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed;
d) accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed;
e) notify a Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed;
f) monitor at such time or times or at such interval or intervals - the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed;
g) comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed;
h) establish a medical surveillance program for the benefit of workers as prescribed;
i) provide for safety-related medical examinations and tests for workers as prescribed;
j) where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace;
k) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and
l) carry out such training programs for workers, supervisors and committee members as may be

<u>Supervisor:</u>

Supervisors duties include but are not limited to the following:

- Ensure workers are trained to work in a safe manner.
- Ensure new workers receive a copy of the company Worker Health and Safety Manual.
- Review new workers' training qualifications to ensure they are adequate for the tasks they will be
- Ensure workplace safety procedures are followed.
- Ensure Personal Protective Equipment (PPE) is worn, as required, at all times.
- Ensure workplace safety procedures are being followed.
- Advise workers of actual and potential hazards on site.
- Review Safety Data Sheets (SDS) with crew before using a hazardous material.
- Ensure required posted materials are posted or available on the jobsite.
- Inspect the workplace at least weekly and when the work crew exceeds five workers, record findings on company inspection form. Continually recognize hazards and implement corrective measures to eliminate them.
- Inspect, or designate a competent worker to inspect tools and equipment regularly. If necessary ensure the removal/replacement/repair of damaged equipment.
- Ensure housekeeping is performed as required but at least daily.

- Perform safety talks at least weekly and when the work crew exceeds five workers, record findings on company safety talk form.
- Arrange for medical treatment as required, including transportation to a health care facility.
- Review minutes of safety meetings, Ministry of Labour (MOL) orders and safety directives with crew.
- Continually recognize hazards and implement corrective measures to eliminate or control them.
- Investigate all accidents, injuries and near misses.
- Communicate, in a timely manner, any and all additions/revision to the company H&S Program.
- Ensure that a competent person is assigned to assume the supervisors duties when you are not available on the site.
- Cooperate fully with H&S Representative or JHSC Members.
- Ensure there is a Health and Safety Representative on site at all times, when required.
- Monitor subcontractors and their workers to ensure compliance to the company H&S Program.
- Report to management, non-compliance situations involving subcontractors and/or their workers.
- Ensure all visitors are protected while on site.
- Ensure that a Host accompanies visitors at all times while on a construction site.
- Do everything reasonably possible to protect the workers on the job site.
- Commend positive health and safety behaviours.

Supervisors Responsibilities As found in sections 27 of the OHSA

27. (1) A supervisor will ensure that a worker,

a) works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and

b) uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.

Additional duties of supervisor

27. (2) Without limiting the duty imposed by subsection (1), a supervisor will:

a) advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;

b) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and

c) take every precaution reasonable in the circumstances for the protection of a worker.

Ten Questions Supervisors Need to Ask

1 Is the area safe to work in?
2 Will the activities of other crews interfere with safe operations?
3 Do workers understand their work assignments?
4 Have the proper tools and equipment been provided and are they in safe operating condition?
5 Has proper personal protective equipment (PPE) been provided?
6 Is the crew knowledgeable on how to properly use all PPE?
7 Can the crew effectively communicate with each other or are there restrictions due to high noise, restricted vision or language barriers?
8 If chemical products or compounds are being used, is the crew aware of the hazards and safety controls required to safely complete the work assignment?
9 Encourage workers to make suggestions to assist in completing job assignments safely?
10 Has the crew been advised to report any unsafe acts or unsafe conditions to their supervisor?

Worker:

- Work in accordance with the company H&S Program or the clients, whichever is more stringent.
- Work in accordance with the Occupational Health and Safety Act and applicable Regulations.
- Be accountable for your safety and work in a manner so as not to endanger fellow workers.
- Help new employees to recognize job hazards and encourage the following of proper procedures.
- Wear, use and properly maintain Personal Protective Equipment (PPE) as required.
- Clean up your work area as necessary but at least daily.
- Report immediately to your supervisor:
  - Any condition, practice, hazard or near miss that may cause injury or damage to equipment.
  - Any injury or accident, no matter how minor.
  - All health hazards.
  - Any defective tools and/or equipment.
  - Any infraction under the Occupational Health and Safety Act and applicable Regulations.
  - Respond to emergencies in accordance with site/job procedures.
- Participate in Health and Safety training and safety meetings/talks
- Inform the supervisor whenever a visitor is on site unaccompanied by a company Host.
- Workers are encouraged to take up their H&S concerns with their Health and Safety Representative.

Worker Responsibilities as found in sections 28 of the OHSA

28. (1 A worker will:

a) work in compliance with the provisions of this Act and the regulations;

b) use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;

c) report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or

d) report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

28. (2 No worker will,

a) remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device will be

b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or

c) engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous

H&S Coordinator:

- Assist management in administering and managing the company Health and Safety Program.
- Assist management with:
  - Hazard and Risk Assessment
  - Inspections and Reports
  - Accident/Incident Investigation Reports
  - Training requirements
- Review all incident and inspection reports to ensure that corrective action is taken.
- Appoint an Investigation Team to investigate an accident causing a critical injury.

- Ensure comprehensive investigation of all occurrences requiring first aid or medical aid injuries and/or conditions that result in property damage, or environmental contamination.
- Act as project liaison with all Federal, Provincial and local agencies as they relate to the company Health and Safety Program.
- Establish inspection schedules.
    - Accompany MOL inspectors when necessary.
    - When required provide, or arrange for, training.
    - Be responsible for ensuring documents and records are kept and filed as required.
- Work in full cooperation with all company H&S representative(s).
- When requested, be a liaison between the company and the Ministry of Labour (MOL).
- Acknowledge and commend positive H&S behaviours by all parties.

Health and Safety Coordinator Agreement:

A Health and Safety Coordinator Agreement has been developed outlining the responsibilities of the position. The Agreement is to be signed by a member of upper management and the Health and Safety Coordinator acknowledging acceptance of the position.

H&S Consultant:

The company may work with third party Health and Safety Consultants, when deemed necessary. H&S Consultants will be responsible to:

- Assist management in the development and implementation of a Health and Safety Program.
- Assist in conducting an annual Audit of the company's H&S Program.
- When requested, review and make recommendations on the company H&S Program.
- Provide, as requested, information dealing with H&S issues.
- When requested, assist management in the implementation and management of a JHSC.
- When requested, provide training or arrange for training to be conducted to ensure all workers' training requirements are current and adequate as required by the OHSA and applicable Regulations.
- Instruct management on the proper processing and filing of documents.
- When requested, conduct monthly inspections of worksites to monitor that safe work practices and procedures are being followed.
- When hazards are detected which may cause critical injury or fatality to a worker(s), instruct management to issue a Stop Work Order.
- Work in full cooperation with all company H&S representative.
- When requested, be a liaison between the company and the Ministry of Labour (MOL).
- Acknowledge and commend positive H&S behaviours by all parties.

H&S Representative or JHSC Members

Health and Safety Representatives play an integral part of the *Internal Responsibility System* , which is a system designed to enable workers and management to work jointly in the resolution of workplace health and safety problems.

Health and Safety Representative Agreement:

A Health and Safety Representative Agreement, outlining the responsibilities of the position, will be signed by a member of upper management and the Health and Safety Representative.

Selection of Representatives:

The selection of a health and safety representative will be made by those workers who do not exercise managerial functions and who will be represented by the health and safety representing the workers or the trade union or trade unions.

Functions of the Health and Safety Representative:

- Help implement the company health and safety program.
- Inspect work areas at least monthly to identify hazards and make recommendations to management on the control of identified hazards.
- When requested, assist management in the annual review of the Health and Safety Program.
- Assist management in accident investigation.
- Attend and participate in health and safety meetings on site.
- Be familiar with the requirements of the Occupational Health and Safety Act and applicable Regulations for Construction.
- Be familiar with the company Health and Safety Program.
- Receive any and all other training required to perform their functions effectively.
- Attend and participate in health and safety meetings on site.

Powers of the H&S Representative:

A health and safety representative has the power:

- To obtain information concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety.
- To be consulted about, and be present at the beginning of, testing as outlined above, conducted in or about the workplace if the representative believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid; and
- To obtain information respecting,
    - The identification of potential or existing hazards of materials, processes or equipment; and
    - Health and safety experience and work practices and standards in similar or other industries of which the constructor or employer has knowledge.

Workplace Inspections:

- Health and Safety Representative(s) are to inspect the workplace and review all health and safety hazards at least once a month.
- Health and Safety Representative(s) will use the company Health and Safety Representative Inspection form to record inspection results.
- Whenever an “A” ranked hazard is observed or is foreseeable, the Health and Safety Representative will instruct the supervisor to issue a *Stop Work Order* – An order issued by a supervisor instructing workers to cease work due to unsafe conditions.
- Submit a copy of inspection results to the supervisor and the safety committee when required.

Making Recommendations:

When making recommendations to management, the H&S Representatives may do so orally or in writing.

Written Recommendations:

Recommendations made in writing will be done so using the company *H&S Recommendation Form.*

Recommendation(s) and management response are to be documented on the form.

When written recommendations are submitted, the company will respond, in writing, within 21 days and will indicate either one of the following:

- Agreement to recommendations will provide a timeframe within which the recommendation will become effective.
- In the event that the recommendation has not been accepted, management will provide the reason(s) for their decision.

Tips for Writing Health and Safety Recommendations

When preparing recommendations, consider the following questions:

- What is the problem?
- Why do you think it is a problem?
- Where is the problem?
- When did you observe this, or when did the problem happen?
- Who/what is involved in the problem?
- What recommendations do you suggest to resolve the problem?

Health and Safety Representative Kit:

The company has developed H&S Representative Kits to assist our reps in the performance of their duties.

Each Health and Safety Representative will receive a kit, which will contain a minimum of:

- Agreement – 2 copies for Rep and Office
- Occupational Health and Safety Act and applicable Regulations (Green Book)
- IHSA Construction Health and Safety Manual
- IHSA Safety Talk Book
- Health and Safety Representative Policy
- Legal Responsibilities for Reporting Accidents sheet
- 3 H&S Rep. Recommendation Form
- 12 monthly Inspection forms & 2 spares
- Hazard Reporting Policy
- 3 Hazard Reporting Form
- Tips for Conducting Workplace Inspections sheet
- Writing H&S Recommendations
- Worker Manual
- Pen

Subcontractor:

When requested, we will provide subcontractors with a copy of the company's Health and Safety Program.

Subcontractors must provide proof of Workers Compensation coverage.

In the event that a subcontractor does not have a Health and Safety Manual, the company will be responsible for ensuring the subcontractor is aware of applicable Health and Safety policies, procedures, and regulations.

Subcontractors will be provided a site orientation that addresses health, safety, security, and/or environmental concerns.

Subcontractors will be made aware of incident reporting requirements. Subcontractors must report all incidents to the site supervisor.

Subcontractors will be made aware of the our company Drug and Alcohol policy. Subcontractors must adhere to the requirements of the Drug and Alcohol policy at all times while at the work site.

Subcontractors will be informed of their responsibilities while performing work for the company and will attend a site orientation that addresses health, safety, security, and/or environmental concerns.

Subcontractors will be required to provide any and all information requested by the company, prior to the commencement of work on a project.

When possible, subcontractors will be included in pre-job meetings and hazard assessments. Pre-job meetings can include information taken from a hazard assessment and any other safety or operational concerns.

When possible, written Health and Safety programs and training documentation applicable to the type of work the subcontractor will perform will be obtained and reviewed to assist with the hiring of safe subcontractors.

Only subcontractors who have a Health and Safety Program will be considered for work.

Subcontractors must adhere to requirements of the Drug and Alcohol policy at all times.

Subcontractors will be required to provide written agreement that they and their workers will work in compliance with Dolyn Construction Ltd. policies and procedures.

Subcontractors are responsible for:

- Providing Dolyn Construction Ltd. with:
  - An up-to-date proof (clearance certificate) that their account with the Workplace Safety & Insurance Board is in good standing.
  - An up-to-date liability insurance certificate, listing the company as a certificate holder. The subcontractor must have adequate coverage per occurrence of public and property liability insurance to satisfy Dolyn Construction Ltd.
  - Safety data sheets (SDS) for all WHMIS products used on the project.
  - A copy of workplace injuries/illness and MOL reports along with written explanations of their occurrence and steps taken to ensure they will not be repeated.
  - A copy of their company Health and Safety Program.
- Ensuring their workers work safely in compliance with the Occupational Health and Safety Act and applicable regulations, industry standards and the company Health and Safety Policy and Procedures.
- Ensuring machinery and equipment are safe and workers work in compliance with safe work
- Ensuring their workers receive adequate training in their specific work tasks to protect their own health and safety.
- Ensuring their workers are instructed in the application and use of Dolyn Construction Ltd. Health and Safety Policy and Procedures.
- Reporting, immediately, accidents to Dolyn Construction Ltd. management.
- Cleaning up their respective debris on a regular basis or as necessary.
- Keeping all access/egress emergency exits clear of any debris, material(s) and or equipment at all times.
- Notifying the supervisor that visitors are on site.

Subcontractor Agreement:

A subcontractor Agreement will fully define the health and safety expectations to be followed by a subcontractor and its employees. The subcontractor must ensure that all work must be performed in accordance with Dolyn Construction Ltd. Health and Safety Policies and Programs.

Subcontractor Checklist:

Subcontractor Checklist has been developed and should be used to track that subcontractors have completed all requirements of the company prior to the commencement of work.

List of Approved Subcontractors:

At the discretion of the company, a subcontractor may be placed on the *List of Approved Subcontractors.* Placement on this list would require the subcontractor to submit a *Subcontractor Agreement* annually.

Procedures

The following procedures are to be followed upon the awarding of a contract to a subcontractor:

- An email will be sent to the subcontractor to include but not be limited to:
  - A current copy of the *Worker Health and Safety Manual*, when requeste
  - A copy of the *Subcontractor Agreement*
- A record will be kept of information received/communicated using the Subcontractor H&S Checklist.

- At the discretion of the company, a subcontractor may be placed on the *List of Approved Subcontractors.* Placement on this list would require the subcontractor to submit a *Subcontractor*

Visitors

It is the policy of the company to ensure the accompaniment of any and all visitors entering the workplace by a designated host.

It will be the responsibility of the designated Host to provide for the protection of the visitor from any and all hazards on the workplace.

Host Responsibilities:

- Inform visitor of any general hazards associated with construction sites and explain the health and safety behaviours necessary to control these hazards.
- Inform visitor of any site-specific hazards and explain the health and safety behaviours necessary to control these hazards.
- Instruct visitor on site emergency plans.
- Provide visitor with PPE required on the site.
- Remain with visitor at all times.
- Do everything reasonable to provide for the safety of the visitor.

Visitors Responsibilities:

- Complete Visitors Agreement sheet prior to entering a Dolyn Construction Ltd. worksite.
- Wear all Personal Protective Equipment (PPE) required by the company.
- Be accompanied by a Dolyn Construction Ltd. employee at all times.
- Remain with their host for the duration of their visit.
- Remain in designated areas.
- Unless otherwise authorized, refrain from touching equipment.
- Obey all signage posted on the site.
- Be aware of hazards.
- Report to their host, any injury sustained on the visit regardless of how minor.
- In the event of an emergency, remain with their host until given the all clear.

Visitor Agreement:

Prior to a visitor being allowed on site, the visitor and their host will be required to sign a Visitor Agreement outlining their roles and responsibilities.

Communication:

This policy is to be communicated to all workplace parties through safety meetings, Worker H&S Orientation, the Worker H&S Manual or by any other method determined by management.

Training:

Training will be provided to employees through safety meetings, one-on-one training or through organized and topic-specific trainings such as first aid etc. or by any other means when and where necessary.

Whenever possible, training will include a theoretical and a practical component.

Enforcement:

Any worker who does not comply with this policy may be subject to disciplinary actions as per the company *Enforcement Policy*. Supervisors may be reassigned should they fail to meet their responsibilities. The appropriate consequence will depend on the facts of the case, including nature of the violation, the existence of prior violation(s), the response to prior corrective programs and the seriousness of the violation.

Evaluation:
Management will review this policy, and support documentation, as necessary but at least annually. The sole intent of the review will be to acknowledge what we are doing well and to identify those areas in which we can improve to increase the effectiveness of this policy and program.

When the company requires action to be taken, we will:

- Identify action(s) required
- Assign responsibilities
- Include timeframes
- Acknowledge success or make recommendations for improvement
- Include general comments of those involved in the review

H&S Consultants and Supervisors are expected to continually evaluate worker skills and competencies to ensure adequacy.

Workers will be given the opportunity to evaluate training sessions as to their value and effectiveness.

Reference Materials:
Occupational Health and Safety Act and applicable Regulations

Definitions:
Refer to Glossary of Terms

Forms:

Form	Identification Number
Health and Safety Coordinator Agreement	R&R 1
Health and Safety Representative Agreement	R&R 2
Health and Safety Representative Recommendation Form	R&R 3
Health and Safety Representative Kit Checklist	R&R 4
Subcontractors Agreement	R&R 5
Subcontractor H&S Checklist	R&R 6
List of Approved Subcontractors	R&R 7
Visitor Agreement	R&R 8

Joint Health and Safety Committees

JHSC			Endorsement
Effective Date: Jan-24	Revision Date: Jan-24	Replaces: Jan-23	DB

Objective:
It is the objective of the company that through joint education programs, joint investigation of problems and joint resolution of those problems that workers and management will develop a better working relationship to resolve health and safety issues.

Policy:
It is the policy of Dolyn Construction Ltd. that a Joint Health and Safety Committee (JHSC) be established, when required, to promote the Internal Responsibility System (IRS) of the company and to contribute to the continuous improvement of workplace health and safety.

The Joint Health and Safety Committee will be formed and will function in accordance with legislated requirements.

Joint Health and Safety Committee:
A joint health and safety committee (JHSC) is a forum for bringing the internal responsibility system into practice. The committee consists of labour and management representatives who meet on a regular basis to deal with health and safety issues.

Internal Responsibility System:
The IRS gives everyone within the company direct responsibility for health and safety as an essential part of his or her job. Each person takes initiative on health and safety issues and works to solve problems and make improvements on an ongoing basis. They do this both singly and co-operatively with others. Successful implementation of the IRS should result in progressively longer intervals between accidents or work-related illnesses.

Law:
Occupational Health and Safety Act - Section 9

Scope:
This policy applies to all Dolyn Construction Ltd. workplaces.

Roles and Responsibilities:

Management:

- Ensure a JHSC is established when 20 or more regular employees are employed and to maintain the committee until such time as there are less than 20 regular employees at the workplace or until the project has completed, whichever comes first.
- Ensure that the names and locations of the JHSC members, and alternates, are posted at designated locations determined by the Committee.
- When required, ensure management members and worker members are certified.

Supervisor:

- Support and cooperate with the JHSC and its members.
- Ensure that committee members receive required time to prepare for committee meetings and to perform committee functions.

Worker:

- Report all hazards to a committee member.

Joint Health and Safety Committee:

- Ensure the proper application of this policy.

Subcontractor:

- Support and cooperate with the JHSC and its members.
- Ensure that committee members receive required time to prepare for committee meetings and to perform committee functions.

Committee Objectives:

The objectives of a JHSC include but should not be limited to:

- Creating and maintaining an active interest in health and safety and the reduction of accidents.
- Discussing and recommending effective actions on the workplace accident-causing conditions.
- Promoting an awareness of health and safety issues and an atmosphere of cooperation between management and workers.
- Helping in the identification of problems, formulating policy and procedures, monitoring and improving workplace health and safety.

Committee Requirements:

Required at all workplaces that regularly employ twenty or more workers, or as directed by the MOL, or where designated substances regulations apply.

The JHSC will be comprised of equal numbers of members representing employers and workers. It is acceptable to have more worker members than management, however, it is not acceptable to have more management members than worker members.

The JHSC will have a minimum of two members on projects employing twenty or more workers or a minimum of four members on projects regularly employing fifty on projects with an expected duration of at least three months.

On projects where the committee is required to be composed of four members, one member representing management and one member representing the workers must be certified.

Worker members will be selected by the workers.

There will be two co-chairpersons appointed, one representing management and the one representing the workers. The position of chair will be alternated between them.

A recording secretary must be designated to record, prepare and distribute minutes.

Certified Members:

Certified members are certified by the WSIB and have successfully completed the required training to equip them to exercise their responsibilities.

Two Certified members for a JHSC are required on projects with fifty or more regularly employed persons and with an expected duration of at least three months. A JHSC in these circumstances will have a minimum of four certified members, two representing the workers and two representing management.

Frequency of JHSC Meetings:
The JHSC will meet on a predefined date, at a designated place, at least once every three months or more frequently as scheduled by the Committee.

Meeting Agenda:
An agenda will be prepared and will contain the minutes of the previous meeting for approval and other items pertaining to Health and Safety on the workplace.

All items raised from the agenda will be dealt with on the basis of consensus. Formal motions will not be used.

Minutes of the JHSC:
The JHSC will maintain and keep dated minutes as a record of its proceedings and the minutes will be posted at a pre-determined location determined by the Committee.

JHSC Functions:
Identify and evaluate potential hazards, make recommendations to management in all matters of Health and Safety and follow-up on recommendations.

Participate in the work refusal process.

Perform monthly workplace inspections and maintain records. Review inspection reports for recommendations to the employer and for corrective actions or plans for corrective actions.

Obtain information from management about testing, be consulted about testing methods and strategies, and designate a committee member to be present at the beginning of testing.

Accompany and assist the MOL when required.

Investigate dangerous circumstances, critical injuries and fatalities.

Initiate work stoppages when required (Certified Members).

Reporting:
Within 4 days, following a JHSC meeting, a report will be submitted to the Health and Safety Coordinator for review. The coordinator will report to the company president when deemed necessary.

Compensation:
A JHSC member will be compensated for one hour to prepare for each JHSC meeting and/or to conduct other Committee related activities. The JHSC member will be compensated for preparation time, and meeting time, at the worker's regular rate of pay.

Health and Safety Representatives:
Health and Safety Representatives will be selected by the workers.

Perform monthly workplace inspections and maintain records. Ensure the entire workplace is being inspected at least annually.

Review inspection reports for recommendations to the employer and for corrective actions or plans for corrective actions.

Communication:
This policy is to be communicated to all workplace parties through safety meetings, Worker H&S Orientation, the Worker H&S Manual or by any other method determined by management.

Training:
Certified members are considered certified by the WSIB upon successful completion of prescribed training.

Enforcement:
Any worker who does not comply with this policy may be subject to disciplinary actions as per the company Enforcement Policy. Supervisors may be reassigned should they fail to meet their responsibilities. The appropriate consequence will depend on the facts of the case, including nature of the violation, the existence of prior violation(s), the response to prior corrective programs and the seriousness of the violation.

Evaluation:
Management will review this policy, and support documentation, as necessary but at least annually. The sole intent of the review will be to acknowledge what we are doing well and to identify those areas in which we can improve to increase the effectiveness of this policy and program.

The review will evaluate the critical components of this policy and program.

When the company requires action to be taken, we will:

- Identify action(s) required
- Assign responsibilities
- Include timeframes
- Acknowledge success or make recommendations for improvement
- Include general comments of those involved in the review

H&S Consultants and Supervisors are expected to continually evaluate worker skills and competencies to ensure adequacy.

Workers will be given the opportunity to evaluate training sessions as to their value and effectiveness.

Reference Materials:
Occupational Health and Safety Act and applicable Regulations
IHSA *Guidelines for the Structure and Function of a Joint Health and Safety Committee*

Definitions:
Refer to *Glossary of Terms*

Forms:

Form	Identification Number
JHSC Meeting Agenda	JHSC 1
JHSC Meeting Minutes	JHSC 2

Safe Purchasing

Safe Purchasing			Endorsement
Effective Date: Jan-24	Revision Date: Jan-24	Replaces: Jan-23	DB

Objective:
It is the objective of the company to ensure the use of safe tools and equipment to reduce injury.

Policy:
It is the policy of the company to ensure the purchase of equipment and tools meet the standards of the CSA. In the event that previously used equipment is purchased the company will ensure that prior to the commencement of use, the equipment will be thoroughly inspected and meet the standard safety regulations as prescribed.

Canadian Standards Association:

The Canadian Standards Association (CSA) is responsible for developing safety standards for products in 57 different areas of specialization. Their registered mark shows that a product has been independently tested and certified to meet recognized standards for safety or performance. Most standards are voluntary, meaning there's no laws requiring their application. Despite that, adherence to standards is beneficial to companies because it shows products have been independently tested to meet certain standards. The CSA mark is a registered certification mark, and can only be applied by someone who is licensed or otherwise authorized to do so by the CSA.

Law:
OHSA Section 25(1)(a),(b),(h)
Occupational Health & Safety Regulation 213/91 – Construction Projects
Occupational Health & Safety Regulation 851 – Industrial Establishments

Scope:
This policy applies to employees involved in the active purchase of equipment, tools, materials, or substances.

Roles and Responsibilities:
Management:

- Ensure equipment, tools, materials, or substances are assessed for existing or potential hazards and ensure that appropriate controls are put in place.
- In the event that equipment or tools require modification, ensure that they are assessed for existing or potential hazards.
- Ensure health and safety risks posed by equipment, tools, materials, or substance are addressed.
- Ensure equipment, tools, materials, or substances comply with the OHSA and applicable regulations and any other applicable standards.
- Ensure the Canadian Standards Association (CSA) approves equipment, tools, materials, or substances.
- Ensure manufacturing manuals are available.
- Ensure any machine, device or thing emitting a hazardous physical agent, that relevant information is provided.
- Ensure legislated requirements or industry standards (i.e. CSA, UL, etc.) relating to the use, storage or disposition of the product or materials have been identified and to ensure that adequate controls are in place to ensure that the hazards and legal requirements are addressed so that the product or material can be used in a healthy and safe manner.

Supervisor:

- Only allow equipment, tools, materials, or substances on the workplace that have been authorized by the company.
- Ensure no worker brings equipment, tools, materials, or substances onto the workplace without the approval of management or the supervisor.
- Ensure safety procedures and safe work practices are followed by all workers.
- Ensure workers are adequately trained when required.
- Conduct regular safety talks on the safe use, maintenance and inspection of equipment, tools, materials, or substances.
- Conduct regular workplace inspections and assessments of equipment, tools, materials, or substances.

Worker:

- Follow company policies and procedures.
- Only use equipment, tools, materials, or substances as authorized by the company.
- Identify defects, contraventions and dangers and report to the supervisor.
- Report all accidents, injury and near misses to the supervisor.
- Report any health or safety concerns with respect to purchased products or services to the supervisors immediately.

H&S Coordinator:

- Assist management in the implementation of this policy.

H&S Consultant:

- When requested, assist management in any aspect of this policy.

H&S Representative or JHSC Members

- Bring any health and safety concerns with goods or services to the attention of management and make recommendations for improvement.
- Recommend evaluation by health and safety or ergonomics specialists, when necessary.
- Respond to requests for information on H&S issues arising from the purchase of products.

Subcontractor:

- Ensure equipment, tools, materials, or substances used are approved by the CSA
- Ensure health and safety risks posed by equipment, tools, materials, or substance are addressed.
- Ensure equipment, tools, materials, or substances comply with the OHSA and applicable regulations and any other standard that may pertain.

Considerations:

When evaluating equipment, tools, materials, or substances to be purchased, the company will consider the following:

- The effectiveness of the equipment, tools, materials, or substances – does it fulfill the work-related needs and functions of the worker required to use it?
- The acceptance by intended users of the equipment, tools, materials, or substances.
- The comfort associated with the operator's use of the equipment, tools, materials, or substances.
- Potential safety or ergonomics related hazards.
- The risks related to error during use and anticipation of misuse of the device.
- Will new hazards be created?
- What are the training requirements?
- What are the maintenance requirements?

Procedures:

Review applicable regulations and standards, when necessary, to ensure all health and safety requirements are addressed in purchasing documentation.

Identify potential health and safety issues in the purchase process for products by:

- Review accident statistics or risk factors for injury or illness associated with similar existing products.
- Review concerns raised by H&S Representatives, and workers.

Address identified issues during the purchasing process, as follows:

- Reference appropriate h&s legislation and/or industry standards in purchase documentation.
- Consult, where necessary, with health and safety consultants on methods to address identified health and safety issues.
- Whenever possible, arrange for field testing of products by workers in advance of purchase.

Verify that products submitted for purchase have met all mandatory health and safety requirements or request written verification of compliance, if compliance cannot be otherwise confirmed. Ensure that a demonstration of product(s) is provided, where applicable.

Communication:

This policy is to be communicated to all workplace parties through safety meetings, Worker H&S Orientation, the Worker H&S Manual or by any other method determined by management.

Training:

Training will be provided to employees through safety meetings, one-on-one training or through organized and topic-specific trainings such as first aid etc. or by any other means when and where necessary.

Whenever possible, training will include a theoretical and a practical component.

Enforcement:

Any worker who does not comply with this policy may be subject to disciplinary actions as per the company Enforcement Policy. Supervisors may be reassigned should they fail to meet their responsibilities. The appropriate consequence will depend on the facts of the case, including nature of the violation, the existence of prior violation(s), the response to prior corrective programs and the seriousness of the violation.

Evaluation:

Management will review this policy, and support documentation, as necessary but at least annually. The sole intent of the review will be to acknowledge what we are doing well and to identify those areas in which we can improve to increase the effectiveness of this policy and program.

The review will evaluate the critical components of this policy and program.

When the company requires action to be taken, we will:

- Identify action(s) required
- Assign responsibilities
- Include timeframes
- Acknowledge success or make recommendations for improvement
- Include general comments of those involved in the review

H&S Consultants and Supervisors are expected to continually evaluate worker skills and competencies to ensure adequacy.

Reference Materials:

Occupational Health and Safety Act and applicable Regulations
CSA Standards
Product Manuals and other information provided

Definitions:

Refer to *Glossary of Terms*

Forms:

Posted Materials

Posted Materials			Endorsement
Effective Date: Jan-24	Revision Date: Jan-24	Replaces: Jan-23	DB

Objective:
To ensure all parties have access to information concerning health and safety in the workplace.

Policy:

All required posted materials and materials which must be available, as prescribed in the Occupational Health and Safety Act and applicable Regulations, are posted or readily available to the workers on all projects.

Law:
OHSA Sections: 25(2)(i), 12(2), 9(32), 25(2)(k), 33(3), 38(1)(a)
First Aid Regulation #1101

Scope:
All workplace parties

Roles and Responsibilities:
Management:

- Supply or arrange for the availability of all required information for each project.
- Supply or arrange to have all required posted materials on each construction project.

Supervisor:

- Ensure all required materials are posted in a high traffic area or kept in an easily accessible place to be determined by supervisor or the H&S Representative or JHSC Members.
- Ensure compliance to this policy.
- Instruct and remind workers, through safety talks, to refer to the posted materials.

Worker:

- Employees will be encouraged to consult the Health and Safety Bulletin Board/Binder regularly.

Health and Safety Coordinator:

- Supply, or arrange for the availability of all required information for each project.
- Supply, or arrange to have all required posted materials on each project.

Health and Safety Consultant:

- Assist management in the development and implementation of this policy and program.

H&S Representative or JHSC Members

- Post as required all inspections reports, Committee meeting minutes and any prescribed information or information that may be useful at improving site health and safety.

Subcontractor:

- Supply, or arrange for the availability of all required information for each project.
- Supply, or arrange to have all required posted materials on each project.

Required Materials:

There are several documents required by the Ontario Occupational Health & Safety act that will be posted at each bulletin board location. These bulletin boards will be conspicuously posted in high traffic areas.

Material required to be posted or readily available to the worker include:

- Notice of Project
- Form 1000(s)
- Copy of the OHSA and Construction Regulations
- Copy of Workers H&S Manual/Company Program
- WHMIS Regulations
- SDS sheets
- First Aid Regulation 1101
- Names of all First Aiders
- Form 82 *In Case of Injury* poster.
- *Report All Injuries* poster
- Designated Substances Regulations when applicable
- Any other applicable Industry Regulations
- Emergency Plan - Site Specific
- Primary Phone Numbers to include:
    - 911, fire, police, ambulance
    - Poison control center
    - Ministry of Labour
    - Ministry of the Environment
    - Local Utilities
    - Internal company contact numbers
- All Health and Safety inspection reports
- Names and locations of all Committee members
- Minutes of all Safety Committee meetings
- Safety Talk Reports
- Workplace incident/accident reports
- MOL orders/reports/notices
- MOL mandatory *Health and Safety at Work* poster

Jobsite Health and Safety Binder:

On smaller, short term projects where installation of a Jobsite Health and Safety Bulletin Board is not practical, Dolyn Construction Ltd. supervisors will be equipped with a Jobsite Health and Safety Binder that will contain all the required posted materials.

Jobsite Health and Safety Binders will include, but not be limited to, information on the following:

- Worker Health and Safety Manual
- Education and Training
- Worker Orientation
- GHS & SDS's
- Enforcement
- First Aid
- Emergency Planning
- Violence/Harassment
- Hazard Management

- Workplace Inspections
- Safety Talks
- Accident Investigation
- ESRTW (Early and Safe Return To Work)
- MOL
- Other
- Occupational Health and Safety Act - Green Book
- IHSA Construction H&S Manual
- MOL mandatory *Health and Safety at Work* poster

Vehicle Health and Safety Binder:
Each company truck will be equipped with a Vehicle Health and Safety Binder containing all required materials and all H&S information pertinent to the driver.

Vehicle Health and Safety Binders will include, but not be limited to, information on the following:

- Worker Health and Safety Manual
- Education and Training
- GHS & SDSs
- First Aid
- Emergency Planning
- Violence/Harassment
- Hazard Management
- Accident Investigation
- ESRTW (Early and Safe Return To Work)

Communication:
This policy is to be communicated to all workplace parties through safety meetings, Worker H&S Orientation, the Worker H&S Manual or by any other method determined by management.

Training:
Training will be provided to employees through safety meetings, one-on-one training or through organized and topic-specific trainings such as first aid etc. or by any other means when and where necessary.

Enforcement:
Any worker who does not comply with this policy may be subject to disciplinary actions as per the company Enforcement Policy. Supervisors may be reassigned should they fail to meet their responsibilities. The appropriate consequence will depend on the facts of the case, including nature of the violation, the existence of prior violation(s), the response to prior corrective programs and the seriousness of the violation.

Evaluation:
Management will review this policy, and support documentation, as necessary but at least annually. The sole intent of the review will be to acknowledge what we are doing well and to identify those areas in which we can improve to increase the effectiveness of this policy and program.

The review will evaluate the critical components of this policy and program.

When the company requires action to be taken, we will:

- Identify action(s) required
- Assign responsibilities
- Include timeframes
- Acknowledge success or make recommendations for improvement
- Include general comments of those involved in the review

H&S Consultants and Supervisors are expected to continually evaluate worker skills and competencies to ensure adequacy.

Reference Materials:

Occupational Health and Safety Act and applicable Regulations

Definitions:

Refer to *Glossary of Terms*

Forms:

Form	Identification Number
Bulletin Board Checklist	Posted 1
Health and Safety Jobsite Binder Checklist	Posted 2
Health and Safety Vehicle Binder Checklist	Posted 3

Education and Training

Education & Training			Endorsement
Effective Date: Jan-24	Revision Date: Jan-24	Replaces: Jan-23	DB

Objective:
Management is committed to educating and training its employees. It is our goal to ensure workers are adequately trained to ensure they are equipped to perform their work in a safe and healthy manner, thus reducing workplace illness and injury.

Policy:
It is the policy of management that all employees are trained and competent to arrange and/or conduct work tasks in a safe manner posing no risk or controlled risk to the health and safety of the worker.

Competency will include having the knowledge of legal and workplace requirements and the proficiency to carry out their health and safety duties and responsibilities.

All workers will be trained in the three Rights of the Workers.

Training will be provided for new workers, when workers change jobs or return to work when a process or legislation is changed, and as determined by management.

All training will be documented and kept in personnel files.

For tracking purposes a master training record will be developed and reviewed at least quarterly.

Law:
Occupational Health and Safety Act, Section 25(2)(a)
Occupational Health & Safety Regulation 213/91 – Construction Projects

Scope:
This policy will apply to all employees of the company.

Roles and Responsibilities:
Management:

- Identify and outline training requirements for all levels of employees within the company.
- Develop a written Training Matrix to identify minimum standards required for training required.
- Ensure workers are trained in Legislated Health and Safety responsibilities and industry standards. This will be achieved through the services of third party health and safety consultants.
- Provide adequate resources to support the training program.
- Ensure additional training is provided for those promoted or to those who assume responsibilities for a new position i.e. Health and Safety Representatives and supervisors.
- Ensure a competent and qualified person(s) delivers all training.
- Ensure training requirements are identified and communicated for each project.
- Ensure accurate Records of Training (ROT) and Training Records are recorded and kept on file for a minimum of five years.
- Ensure measurable results to ensure worker understanding of training delivered. This may be achieved through worker training evaluations, supervisor observations, workplace inspection observation or any other method approved by management.
- Ensure development of a mechanism for workers to evaluate the value and effectiveness of training. This may be achieved through training quizzes, workplace inspections or any other method that may prove effective.

- Ensure workers are required to acknowledge receipt of training by signing the company *Confirmation of Receipt and Understanding* form or a ROT specific to the training delivered.
- Regularly, but at least annually, evaluate training qualifications at all levels to ensure they are adequate and that they are current with legislated standards and best practices. This will be accomplished through consultation with the H&S Coordinator, H&S Consultants, Supervisors, and H&S Representatives and may involve the review of company training records, workplace inspections, accident and injury reports or any other report that may prove valuable to this process.

Supervisor:

- Be knowledgeable in the training expectations and standards of the company.
- Review training expectations and training records of all Dolyn Construction Ltd. workers on a project to ensure compliancy to this policy.
- Communicate minimum training requirements and health and safety expectations on a project through a Site Specific Worker Orientation; refer to *Worker Orientation Policy and Program* .
- Confirm that subcontractors ensure that their employees have adequate training as required by this policy or as identified on a project.
- When a worker(s) is found to lack required training, provide training or arrange to have the worker trained as required.
- If a worker is performing work not in compliance with company or legislated standards, ensure the worker is removed from the work task until they agree and demonstrate that they will work in compliance or, when necessary training has been delivered. In the case of a subcontractor or one of their workers, the supervisor may require the worker(s) to be removed from the project until proof of adequate training can be provided.
- Keep accurate records of training delivered to workers on site. This may be achieved through the use of an ROT or as recorded on the company *Safety Talk* form.
- When necessary, should a worker refuse to participate in required training activities, the management or the supervisor should discipline the worker in a manner consistent with the company *Enforcement Policy*. Refer to *Enforcement Policy and Procedures.*

Worker:

- Participate in any safety meeting and or training required by the company.
- Comply, when required, to successfully complete a quiz or test to prove understanding.
- When required, provide written acknowledgement of receipt of information.
- Carry proof of training on your person at all times while on a construction project.
- Work in a manner consistent with company and training expectations.
- Report infractions of the OHSA and applicable Regulations to the supervisor.

H&S Coordinator:

- Ensure new workers have adequate training for the work tasks they will be expected to perform.
- Deliver or arrange for training when it is deemed a worker has inadequate training.
- Review training records regularly to ensure they are accurate and that worker training is current.
- Ensure all forms and records are systematically filed.
- Ensure that additional training is provided for those promoted or to those who assume responsibilities for a new position i.e. Health and Safety Representatives and supervisors.
- Ensure that a competent and qualified person(s) delivers all training.
- Participate in the annual review of this policy.

H&S Consultant:

- Assist management in setting annual training goals and objectives.
- If a H&S Consultant becomes aware that a worker is inadequately trained or is working in a manner not in compliance to company or legislated standards, they will report to the supervisor, H&S coordinator or management.
- When requested, H&S consultants will deliver training for which they are qualified to do so.
- The H&S Consultants will provide the company with the following records:
  - *ROT*
  - Current *Training Records*
  - *Worker Orientation H&S Packages*
  - Copies of certificates/cards confirming successful completion of a course(s)
  - Updated *Worker Emergency Information/Training Qualification* forms
  - Completed *Confirmation of Receipt and Understanding* forms
  - Completed *Worker Evaluation* forms
  - Annual H&S Meeting Agenda
- Assist management in the annual review of this program.

H&S Representative or JHSC Members

- When developing training requirements for a project, we will consult the H&S Representative or JHSC Members.
- It is expected that recommendations to management on any and all matters concerning the training of the worker, will be made by the H&S Representative or JHSC Members.

Subcontractor

- Ensure their workers are adequately trained as required by the company.
- Subcontractors will be required to accept full responsibility for ensuring their workers are adequately trained. This will be recorded on the Subcontractor Agreement prior to the commencement of work.
- If a subcontractor or their worker(s) is found to have inadequate skills, the supervisors, or any member of management may require the worker to leave the project until proof of training can be provided.

Minimum Training Requirement:

- A basic occupational health and safety awareness training program for supervisors will include instruction on the following:
  - The duties and rights of workers under the Act.
  - The duties of employers and supervisors under the Act.
  - The roles of health and safety representatives and joint health and safety committees under the
  - The roles of the Ministry, the Workplace Safety and Insurance Board and entities designated under section 22.5 of the Act with respect to occupational health and safety.
  - How to recognize, assess and control workplace hazards, and evaluate those controls.
  - Sources of information on occupational health and safety.
- A basic occupational health and safety awareness training program for workers must include instruction on the following:
  - The duties and rights of workers under the Act
  - The duties of employers and supervisors under the Act
  - The roles of health and safety representatives and joint health and safety committees under the
  - The roles of the Ministry, the Workplace Safety and Insurance Board and entities designated under section 22.5 of the Act with respect to occupational health and safety.

    - Common workplace hazards;
    - The requirements set out in Regulation 860 (Workplace Hazardous Materials Information System (WHMIS)) with respect to information and instruction on controlled products
    - Occupational illness, including latency.
- Ensure that a supervisor who performs work for the employer completes a basic occupational health and safety awareness training program within one week of performing work as a supervisor. A supervisor does not need to complete the training if:
    - The supervisor previously completed a basic occupational health and safety awareness training program and provides the company with proof of completion of the training
    - The company verifies that the previous training has been completed.
- An employer will ensure that a worker who performs work for the employer completes a basic occupational health and safety awareness training program as soon as practicable. A worker does not need to complete the training if:
    - The worker previously completed a basic occupational health and safety awareness training program and provides the company with proof of completion of the training
    - The company verifies that the previous training has been completed.
- The company will maintain:
    - A record of workers and supervisors that completed the basic occupational health and safety awareness training
    - A record of workers and supervisors that have been exempted from the training (if applicable).

All employees will receive, but will not be limited to, training on the following:

- Legislated Health and Safety responsibilities
- Industry Standards
- Ministry of Labour (MOL) Health and Safety Awareness – 4 Step Program. Proof of training to be provided, or training delivered within one week of employment.
- Ministry of Labour (MOL) Health and Safety Awareness – 5 Step Supervisors Program for all supervisors. Proof of training to be provided, or training delivered within one week of employment.
- Worker Rights - Right to Know, Participate and to Refuse Unsafe Work
- Company Health and Safety Program
- Early and Safe Return to Work obligations
- WHMIS
- Fall Protection
- The use and maintenance of Personal Protective Equipment (PPE)
- Any other training, which would prove beneficial to the worker to ensure their health and safety

Worker Rights

Management recognizes the knowledge base and experience that our workers bring to the company. We encourage workers to engage in the development and implementation of the Health and Safety Program. We believe that through the empowerment of the workers we work together for the betterment of the company.

In attaining our health and safety goals the company will recognize and respect the three rights of the worker: the right to know, the right to participate and the right to refuse unsafe work.

The Occupational Health and Safety Act recognize the three rights of the worker: the right to know, the right to participate, and the right to refuse unsafe work.

The company will include a *Rights of the Worker* Quiz to ensure understanding in the company Worker Orientation Package.

The Right to Know

Management recognizes the workers Right to Know and will endeavor to provide any and all information prescribed, required and/or requested to ensure the worker had adequate information to perform their work in a safe and healthy manner.

Through the process of Hazard Assessments, Workplace Inspections or any other process, the company will identify all existing hazards and potential hazards. Once identified, controls will be implemented for the sole purpose of reducing risk. Workers will be educated and, when necessary, trained on the controls.

Information will be provided to the worker through, but not limited to, the following methods:

- Training – formal/informal
- Memos
- Posting on the Health and Safety Bulletin Board
- Safety Talks
- Equipment instruction and manuals

The Right to Participate

Workers have the right to be part of the process of identifying and resolving workplace health and safety hazards and to recommend solutions through the H&S Representative or JHSC Members.

Management will ensure the selection of a H&S Representative(s) (refer to *Health and Safety Management - Roles and Responsibilities Policy and Procedures*).

Management recognizes the workers Right to Participate in other ways. We encourage questions and recommendations from our workers at all times and will ensure that no question will be treated as “dumb”.

Management will ensure that employees will be treated with respect and consideration.

Management values the wealth of knowledge through our workers. This knowledge has accumulated over countless years of on-the-job experience and in an attempt to capitalize on this wealth of knowledge; we encourage workers to participate in the improvement of our health and safety program through:

- Safety Talks
- Health and Safety Representatives
- Safety Committees
- Training Evaluations
- One-on-one meetings – Management is approachable

The Right to Refuse Unsafe Work

All workers at Dolyn Construction Ltd. have the obligation to refuse unsafe work when they believe that to perform a work task will result in injury to a worker or equipment. If any of the following conditions should exist the worker must refuse to continue the work task:

- Any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself or herself or any other person**.**
- The physical condition of the workplace, or the part of it in which they are working, is likely to endanger himself or herself or any other person.
- Any equipment, machine, device or thing used or operated or the physical condition of the workplace or the part in which they are working is in contravention of the Occupational Health and Safety Act and applicable Regulations and such contravention is likely to endanger themselves or any other person.

Work Refusal Procedures

If a worker invokes the Right to Refuse Unsafe Work, the following procedures will be followed:

- The employee must notify their supervisor immediately that they are refusing to perform work. They must offer an explanation as to why they believe the work to be unsafe.
- Upon notification of the Work Refusal, the supervisor will immediately stop the work.
- If the supervisor is unable to control the risk to the satisfaction of the worker, then management will convene an Investigation Team which may include, but is not limited to: the supervisor, the H&S Representative or JHSC Members. The team may also include a representative of management and, if requested, the employee refusing to work.
- If the worker chooses not to participate in the investigation then they are to remain in a safe place near the workstation.
- The Investigation Team will investigate the circumstance.
- Once corrective measures to resolve the Work Refusal are implemented, and only if all parties accept the situation to be safe, will the work resume.

If Parties Reach an Impasse:

In the event that an agreement cannot be reached, the following procedures must be applied:

- If the worker still believes the threat remains, the supervisor must contact the Ministry of Labour.
- The worker is to remain in a safe place or can be assigned alternate meaningful work.
- The MOL inspector will present a written report when they have completed their investigation.
- Only when all conditions, required by the MOL inspector, are implemented should it be considered safe for the worker to return to the work task in question.

Training Matrix:

A training matrix will be developed to identify and outline training requirements for all levels of employees within the company. The matrix will identify:

- Specific training requirements
- Who is competent to provide training
- Timeframes
- Method of ensuring understanding
- Expiry limits
- Acceptable verification mechanism.

Record of Training (ROT)

- A Record of Training (ROT) provides a systematic approach to ensure that training participants are recognized for attending a particular training session.
- The record will include the training topic, date training was delivered, the name of the facilitator and the printed names and signatures of those attending the training.
- The ROT may include a brief description of the course content when training outlines/materials are not provided.
- Records will be filed and kept on record by the Health and Safety Coordinator.

Training Records

- Training records allow for an over-all view of the training status of all workers within the company.
- Training records will be updated after the delivery of training or at least annually. It will be the responsibility of the Health and Safety Coordinator to ensure the records are kept current. This may be done in conjunction with Health and Safety Consultants.

Training Evaluations

- Training Evaluation forms have been developed as just one way to allow the worker to provide input into the company Health and Safety Program.
- Training Evaluations will identify the topic of the course, the date the course was delivered, and the name and signature of the facilitator.
- Training Evaluations will provide the opportunity to workers to rank the effectiveness of the course on a scale from very poor to very good. They will be able rank the following components of the course:
    - Quality of information presented
    - Presenter's knowledge of the topic
    - Presenter's ability to keep your interest
    - Relevance of the topic to your job
    - Value of the presentation

Training Evaluations will allow the worker to provide comments on:

- Which information they found to be of most value to them.
- Which information they found to be of least value to them.
- Their suggestions on what they feel would improve the value of the training.

Keeping A-Head of it All

Keeping A-Head of it All, is a voluntary program implemented by Dolyn Construction Ltd. to provide proof of training while at the same time providing critical emergency information for health care providers should the injured worker be unable to relay the information personally.

Management, in conjunction with the worker, will compile medical information and training qualifications and record them on an individual Worker Emergency Information/Training Qualification form.

Forms and a packing slip will be provided to the worker to attach the form inside of the hard hat.

A current copy of the Worker Emergency Information/Training Qualification form will be kept in the worker personnel file.

The Worker Emergency Information/Training Qualification forms will be reviewed and updated annually or whenever changes in the individual worker's medical information and/or training qualifications occur.

Newsletters:

In conjunction with the H&S Consultants, the company will distribute a quarterly H&S Newsletter. The aim of this publication will be to provide workers with information concerning some aspect of health and safety as it relates to their job.

From time-to-time the Newsletter may provide the worker with health and safety information concerning activities not directly related to the work but, in an effort to improve the workers and their family's awareness for safety, in their day-to-day lives.

The Newsletter may also be used to convey to the workers the company status in achieving its goals and objectives and to acknowledge the workers' contribution in attaining our goals.

Newsletters will be distributed to worker as an attachment to their pay stub or may be distributed electronically.

Procedures:

The company will ensure that the annual training goals and objectives are identified.

It will be the H&S Coordinator's responsibility to track the annual goals and objectives to ensure completion.

Upon hiring, a worker will be required to participate in and, when required, successfully complete all components of the company Health and Safety Worker Orientation – refer to *Worker Orientation Policy.*

Through this process the company will ensure that the worker has adequate skills and training for the position for which they have been hired.

If a worker is found to be lacking in required skills, arrangements will be made by the Health and Safety Coordinator to either provide, or arrange to have provided, the necessary training.

A worker found to lack training would be able to perform work for the company prior to receiving training if and only if the work does not require the skills for which the worker lacks training.

The H&S Coordinator will be responsible to ensure Records of Training (ROT) and Training Records are recorded and kept on file for a minimum of five years.

The company will monitor workplace inspections – refer to *Workplace Inspection Policy and Program,* to ensure workers are performing their duties in compliance with training standards.

Supervisors will reinforce training standards through safety talks – refer to *Safety Talks Policy and Program* or by any other means when and where necessary.

Refreshers will be delivered to all workers at the annual Health and Safety Meeting or as necessary.

Communication:

This policy is to be communicated to all workplace parties through Safety Meetings, Worker H&S Orientation, the Worker H&S Manual or by any other method determined by management.

Training:

Training will be provided to employees through safety meetings, one-on-one training or through organized and topic-specific trainings such as first aid etc. or by any other means when and where necessary.

Whenever possible, training will include a theoretical and a practical component.

Enforcement:

Any worker who does not comply with this policy may be subject to disciplinary actions as per the company Enforcement Policy. Supervisors may be reassigned should they fail to meet their responsibilities. The appropriate consequence will depend on the facts of the case, including nature of the violation, the existence of prior violation(s), the response to prior corrective programs and the seriousness of the violation.

Evaluation:

Management will review this policy, and support documentation, as necessary but at least annually. The sole intent of the review will be to acknowledge what we are doing well and to identify those areas in which we can improve to increase the effectiveness of this policy and program.

The review will evaluate the critical components of this policy and program.

When the company requires action to be taken, we will:

- Identify action(s) required
- Assign responsibilities
- Include timeframes
- Acknowledge success or make recommendations for improvement
- Include general comments of those involved in the review

H&S Consultants and Supervisors are expected to continually evaluate worker skills and competencies to ensure adequacy.

Workers will be given the opportunity to evaluate training sessions as to their value and effectiveness.

Reference Materials:

Occupational Health and Safety Act and applicable Regulations

Definitions:

Refer to *Glossary of Terms*

Forms:

Form	Identification Number
Training Matrix	E&T 1
Training Schedule	E&T 2
Record of Training (ROT)	E&T 3
Training Records	E&T 4
Emergency Information/Training Qualification form	E&T 5
Confirmation of Receipt and Understanding	E&T 6
Training Evaluation	E&T 7

Worker Orientation

Worker Orientation			Endorsement
Effective Date: Jan-24	Revision Date: Jan-24	Replaces: Jan-23	DB

Objective:
To outline the company's requirements for Worker Orientation for employees.

Policy:
The Health and Safety Coordinator will ensure Health and Safety Worker Orientation and training is provided for all new employees. All attempts will be made to ensure workers receive company Health and Safety Worker Orientation within 48 hours of employment and no longer than two weeks from the date of hire. Dolyn Construction Ltd. may use third party consultants to provide company H&S Worker Orientation.

Site Specific Orientation training will be provided by the site supervisor, or his/her designate, any time a new worker comes onto a project. Site Specific Worker Orientation will be provided to the worker prior to the commencement of work on a project.

Refresher training will be conducted at an appropriate frequency.

The company will develop and utilize a Worker Orientation Package to be completed with a new worker to ensure consistency of information communicated.

The Health and Safety Coordinator will maintain training records.

Worker Orientation:
Health and Safety Worker Orientation is a systematic process of familiarizing the worker with legislated, company and industry standards.

Site Specific Worker Orientation is a systematic process of familiarizing the worker with the jobsite and work tasks necessary for the worker to perform their job safely on a specific project.

New Employees:
For the purpose of this policy, new employees will be any worker who meets any one of the following criteria:

- A worker who is new to the trade – this may include young workers, co-op students, or workers who have worked in construction but never in the specific trade of the company
- A worker who is new to the company – this may include workers who have done utility work for many years for another company or perhaps in another province.
- A worker who is new to a supervisor – this may include workers who have been employed for many years for the company but who have never worked for a particular supervisor.

Law:
OHSA 25(2)(a), 42(3)
Occupational Health & Safety Regulation 213/91 – Construction Projects
Occupational Health & Safety Regulation 851 – Industrial Establishments

Scope:
All Dolyn Construction Ltd. workers, to include co-op/summer students, are to receive company Health and Safety Worker Orientation and Site Specific Worker Orientation.

All workers returning after a long period of absenteeism will be required to receive company Health and Safety Worker Orientation.

All workers, to include subcontractors and their workers, performing work on a project are to receive Site-Specific Worker Orientation on the company policies and procedures.

Roles and Responsibilities:

Management:

- Ensure direct hire employees receive H&S Worker Orientation within two weeks of hire.
- Ensure all workers complete the *New Worker Orientation Package.*
- Require workers to successfully complete quizzes found in the *New Worker Orientation Package* to ensure understanding of delivered information.
- Require workers to acknowledge receipt of training using the company Confirmation of Receipt and Understanding form found in the New Worker Orientation Package.
- Provide workers the opportunity to evaluate Worker Orientation using the company *Training Evaluation* form found in the *New Worker Orientation Package* .
- Ensure Site-Specific Worker Orientation is provided to all workers on a project, to include subcontractors and subcontractor employees, visitors and any other persons present on the project. Orientation will be based on level of competency required. A visitor would not require the full information necessary for the protection of the worker.
- Ensure every Dolyn Construction Ltd. employee and company vehicle is equipped with a copy of the Workers Health and Safety Manual.
- Ensure all new employees and subcontractors have received a copy of the company *Worker Health and Safety Manual.*
- Ensure training requirements, specific to a project, are identified.
- Ensure training records are kept and maintained.
- Ensure a competent person as defined in the Occupational Health and Safety Act delivers all training – refer to *Glossary of Terms.*

Supervisor:

- Be knowledgeable in the training expectations and standards of the company.
- Ensure that all workers have received Health and Safety Worker Orientation, have completed the *New Worker Orientation Package* and have received a copy of the *Worker Health and Safety Manual.*
- Ensure Site-Specific Worker Orientation is provided to all workers on a project, to include subcontractors and subcontractor employees, visitors and any other persons present on the project.
- Require workers to acknowledge receipt of training using the *Site Specific Worker Orientation* form.
- Ensure workers have received necessary training and ensure they carry proof of training on their person at all times.

- If a worker is performing work not in compliance with company or legislated standards, ensure the worker is removed from the work task until they agree and demonstrate that they will work in compliance or when necessary training has been delivered. In the case of a subcontractor or one of their workers, the supervisor may require the worker(s) to be removed from the project until proof of
- Keep accurate records of training delivered to workers on site. This may be achieved through the use of a *Record of Training (ROT)* or as recorded on the company *Safety Talk* form.
- When necessary, should a worker refuse to participate in required training activities, management or the supervisor should discipline the worker in a manner consistent with the company *Enforcement Policy*. Refer to *Enforcement Policy and Procedures*.

Worker:

- Participate in any safety meeting and/or training required by the company.
- Comply, when required, to successfully complete a quiz or test to prove understanding.
- When required, provide written acknowledgement of receipt of information.
- Carry proof of training on your person at all times while on a construction project.
- Work in a manner compliant with the Occupational Health and Safety Act and applicable Regulations, company policy and best work practices.
- Report any infractions of the OHSA and applicable Regulations to the supervisor.

H&S Coordinator:

- Ensure new workers have adequate training for the work tasks they will be expected to perform.
- Deliver or arrange for training when it is deemed a worker has inadequate training.
- Review training records regularly to ensure they are accurate and that worker training is current.
- Ensure all forms and records are systematically filed.
- Ensure that a competent and qualified person(s) delivers all training.
- Ensure the worker is added to the Training Records form and that completion of Health and Safety Worker Orientation is documented on the form. All other training qualifications of the worker are to be included on the Training Records.
- Participate in the annual review of this policy.

H&S Consultants:

- Upon notification, meet with a new worker on site and deliver Health and Safety Worker Orientation. It will be the responsibility of the supervisor or his/her designate to provide Site Specific Worker
- If a H&S Consultant becomes aware that a worker is inadequately trained or is working in a manner not in compliance with company or legislated standards, they will report to the supervisor, H&S coordinator or management.
- When requested, H&S consultants will deliver training for which they are qualified to do so.
- The H&S Consultants will provide the company with the following records:
  - *ROT*
  - Current *Training Records*
  - *Worker Orientation H&S Packages*
  - Copies of certificates/cards confirming successful completion of a course(s)
  - Updated *Worker Emergency Information/Training Qualification* forms
  - Completed *Confirmation of Receipt and Understanding* forms
  - Completed *Worker Evaluation* forms
  - Annual H&S Meeting Agenda
- Assist management in the annual review of this program.

H&S Representative or JHSC Members

- When developing training requirements we will consult with H&S Representative or JHSC Members.
- It is expected that recommendations to management on any and all matters concerning the training of the worker will be made by the H&S Representative or JHSC Members.
- Participate in the annual review of this policy.

Subcontractors

- Participate in Site Specific Worker Orientation.
- Ensure your workers receive any and all information provided in the Site-Specific Worker Orientation.
- Subcontractors will be required to accept full responsibility for ensuring their workers are adequately trained. This will be recorded on the Subcontractor Agreement prior to the commencement of work.
- If a worker does not have required training, ensure that a competent person provides training in a timely manner.
- If a subcontractor or their worker(s) is found to have inadequate skills, the Dolyn Construction Ltd. subcontractor will support the decision of the supervisor, or any member of management should they require the worker to leave the project until proof of training can be provided.
- Subcontractors are to ensure workers carry proof of training on their person at all times.

Requirements of Health and Safety Worker Orientation

Familiarize new workers with the OHSA and Regulations for Construction.

Familiarize new workers with the Dolyn Construction Ltd. Health and Safety Program.

Explain to the new worker the principles of at least the following, but not limited to:

- Company rules and regulations
- Reporting injury/illness
- Reporting hazards
- Emergency Plan
- Early and Safe Return to Work
- Health and Safety Representative roles
- Identification of hazards and their controls.

Requirements of Site Specific Worker Orientation

Familiarize new workers with:

- The project and duties expected.
- The site-specific emergency plan.
- The location of emergency equipment to include: First aid kits, fire extinguisher, eye wash station and any other emergency equipment specific to the project.
- The location of the H&S Bulletin Board/Jobsite Health and Safety Kit.
- The location of the WHMIS; SDS binder. The supervisor will identify any WHMIS identified hazardous materials specific to the project and review safe handling and emergency procedures concerning the materials.
- Site Specific hazards and control measures.
- PPE requirements and maintenance procedures.
- Tool use and maintenance procedures.
- Housekeeping requirements.
- Lunchroom and washroom facilities.
- Security procedures.

Supervisors, or their designate, will take the worker on a tour of the jobsite paying special attention to hazards and location of emergency equipment. Whenever possible, the new worker will be introduced to the First Aiders, Health and Safety Representative and crew members.

H&S Worker Orientation Package:

A competent person must complete the H&S Worker Orientation Package with the worker. The package will contain but will not be limited to:

- Record of Training (ROT)
- Procedures to be followed
- Health and Safety Orientation Checklist
- Worker Emergency Information form
- 4 Quizzes to be determined by management
- Employee Confirmation of Receipt and Understanding form
- Training Evaluation – optional on the part of the worker.

All completed packages will be kept on file with the company and kept in the worker personnel file.

Refer to Education & Training Policy and Program *Record of Training (ROT).*

Procedures:

This procedure must be followed by any Dolyn Construction Ltd. designate responsible for the delivery of New Worker Health and Safety Orientation.

Procedures:

- Complete the ROT especially if training is being delivered to more than one new worker.
- Confirm that the worker(s) has not already completed this package with any other company
- Provide the worker(s) with a copy of the company Worker H&S Manual and review it and all topics listed on the Health and Safety Orientation Checklist. Check off the topics reviewed.
- Verify all training by asking to see copies of the worker(s) cards. If possible, make two photocopies of the card(s) and put one copy into the Project Health and Safety Binder under the Education and Training section. The second copy is to be returned to management with the package, when completed.
- Have the worker(s) complete the Worker Emergency Information form.
- Have the worker(s) complete the quizzes and review any questions answered incorrectly by the
- Have the worker complete *top part section only* of the Confirmation of Receipt and Understanding form. The facilitator is to complete the bottom section.
- Encourage the worker(s) to complete the Training Evaluation although it is optional on the part of the worker(s).
- Remind the worker that they are to receive Site Specific Orientation upon arrival on a project. If it is not provided they have an obligation to request it.
- Return the completed package to management for their records at the completion of the project.

Orientation Checklist:

The form is to include the name of the worker, the date of delivery and the name of the facilitator.

The facilitator is to check off each topic once it has been explained to the worker.

The facilitator is to document any and all training they have delivered to the worker and, if possible, document training qualifications already attained by the worker. Expiry dates should be noted and the facilitator should initial to verify that they have physically seen the proof of training.

If at all possible photocopies should be taken of any training qualifications already attained by the worker.

Worker Emergency Information:

Although this is a voluntary program on the part of the worker it should be emphasized that this information will ensure quick and accurate information to health care providers in the event of an accident.

This form will record information concerning:

- Personal information on the worker
- Employer contact information
- Contact information on the worker's physician
- Documentation of any allergies or medical conditions of the worker
- The emergency contact information of the person the worker would like notified.

The Worker Emergency Information form should be signed and dated by the worker.

Quizzes:

To ensure understanding on the part of the worker, they will be required to complete four quizzes. The quizzes may be varied from time to time and may include topics such as:

- Rights of the Worker
- First Aid
- Emergency Response
- Early and Safe Return to Work
- Violence & Harassment Prevention in the Workplace
- Materials Handling and Tool Care

The worker must sign and date each quiz.

The facilitator will review the quiz answers with the worker and provide additional information in areas where the worker failed to get a question correct.

Employee Confirmation of Receipt and Understanding:

Once the Health and Safety Worker Orientation has been completed, the worker will complete the top part of the form confirming that they have:

- Received the familiarization and they understand and agree to work in compliance with the Dolyn Construction Ltd. Health and Safety Policies and Programs, as well as the requirements of the Occupational Health and Safety Act and its appropriate Regulations for Construction and industry
- Received a copy of the Dolyn Construction Ltd. Worker Health and Safety Manual and its contents have been explained to their satisfaction.
- The facilitator will then complete the bottom half of the form confirming that:
- They have reviewed Health and Safety Policies and Program as well as the requirements of the Occupational Health and Safety Act and the appropriate Regulations for Construction and industry
- They believe the worker has an understanding of the Policies and Procedures outlined in the Dolyn Construction Ltd. company Health and Safety Program.

Training Evaluation:

Refer to Education & Training Policy and Program *Training Evaluation* **.**

Worker Health and Safety Manual:

All new workers will receive a copy of the company Worker Health and Safety Manual.

The contents of the manual will be reviewed with the worker by the H&S Coordinator, a H&S Consultant, the supervisor or a competent person as designated by the supervisor.

The Worker Health and Safety Manual will be the sole property of the worker.

The new worker will complete a Confirmation of Receipt and Understanding form found in the *New Worker Orientation Package.*

Providing Worker Orientation:

Upon hiring a new worker, the H&S coordinator will ensure worker orientation is provided by a competent person who may be the H&S Coordinator, Project manager, supervisor or H&S consultants under contract to

Orientation will be provided within two weeks of hire. Site orientation will be delivered on the first day the worker is on a site.

During the time prior to receiving Worker Orientation, the supervisor will ensure the worker is not subjected to hazardous situations for which the worker has not received training.

Communication:

This policy is to be communicated to all workplace parties through safety meetings, Worker H&S Orientation, the Worker H&S Manual or by any other method determined by management.

Training:

Training will be provided to employees through safety meetings, one-on-one training or through organized and topic-specific trainings such as first aid etc. or by any other means when and where necessary.

Whenever possible, training will include a theoretical and a practical component.

Enforcement:
Any worker who does not comply with this policy may be subject to disciplinary actions as per the company Enforcement Policy. Supervisors may be reassigned should they fail to meet their responsibilities. The appropriate consequence will depend on the facts of the case, including nature of the violation, the existence of prior violation(s), the response to prior corrective programs and the seriousness of the violation.

Evaluation:
Management will review this policy, and support documentation, as necessary but at least annually. The sole intent of the review will be to acknowledge what we are doing well and to identify those areas in which we can improve to increase the effectiveness of this policy and program.

The review will evaluate the critical components of this policy and program.

When the company requires action to be taken, we will:

- Identify action(s) required
- Assign responsibilities
- Include timeframes
- Acknowledge success or make recommendations for improvement
- Include general comments of those involved in the review

H&S Consultants and Supervisors are expected to continually evaluate worker skills and competencies to ensure adequacy.

Workers will be given the opportunity to evaluate training sessions as to their value and effectiveness.

Reference Materials:
Occupational Health and Safety Act and applicable Regulations.

Young Worker Safety Awareness - The Workplace Safety and Insurance Board has developed a safety awareness program for young people new to a workplace. The program may be found at: **www.yworker.com**

Definitions:
See *Glossary of Terms*

Forms:

Form	Identification Number
Worker Orientation Package	WO 1
Site Specific Worker Orientation	WO 2

Safety Talks

Safety Talks			Endorsement
Effective Date: Jan-24	Revision Date: Jan-24	Replaces: Jan-23	DB

Objective:
It is the objective of Dolyn Construction Ltd. to ensure regular delivery of health and safety information to the worker on identified and potential workplace hazards and to provide the worker with concrete strategies for the elimination or control of said hazards.

Policy:
Safety Talks will be conducted regularly either by the supervisor or a designate of the supervisor.

Safety Talks will be related to the work being conducted. They will address the hazards and control measures as they relate to the work.

Safety Talks may also serve as a reminder and to reinforce information necessary for workers to perform their work in a safe and healthy manner.

In no way is a Safety Talk to replace formal training required by law or by the company.

Safety Talks will be documented.

Safety Talks:
Safety Talks are safety information sessions that are intended to educate workers about creating and maintaining safety work conditions. There are several facets to successful and useful Safety Talks. As a general rule, the talks are short and they are relevant to the work being performed. The goal is to empower workers so that they can recognize, avoid, report, and correct safety hazards.

Law:
Occupational Health and Safety Act - 25(2)(a)
Occupational Health & Safety Regulation 213/91 – Construction Projects
Occupational Health & Safety Regulation 851 – Industrial Establishments

Scope:

This policy will apply to all Dolyn Construction Ltd. employees.
This policy applies to subcontractors and their employees.

Roles and Responsibilities:
Management:

- To provide resources necessary to support those delivering Safety Talks.
- Prepare a company *Safety Talk* form to be used to record:
  - The date, time and location where the Safety Talk is being delivered.
  - The topic and a brief description of information delivered.
  - The names and signatures of those attending.

Supervisor:

- Be knowledgeable in the training expectations and standards of the company.
- Establish a schedule for delivery of Safety Talks and ensure that workers are aware of when and where Safety Talks are being conducted.
- As new hazards are identified, hold unscheduled Safety Talks to ensure workers are aware of the hazard and are instructed in the control measures required for their safety.
- Ensure that a competent person delivers Safety Talks.
- Ensure Safety Talks are relevant to the work being performed by the workers.

Worker:

- Actively participate during Safety Talks, as this is a time to capitalize on the wealth of knowledge workers have obtained over the years.
- Comply, when required, to successfully complete a quiz or test to prove understanding.
- Work in a manner compliant with the Occupational Health and Safety Act and applicable Regulations, company policy and best work practices.
- Report any infractions of the Occupational Health and Safety Act and applicable Regulations to the supervisor.

H&S Coordinator:

- To provide resources necessary to support those delivering Safety Talks.
- Ensure all forms and records are systematically filed.

H&S Consultant:

- When conducting regular inspections, provide one-on-one health and safety information sessions with workers. Keep records of these sessions on the Workplace Inspection form.
- Report identified hazards to the supervisor.
- When requested, assist in the delivery of Safety Talks.

H&S Representative or JHSC Members

- When requested, assist in the delivery of Safety Talks.

Subcontractors:

- It is the expectation of the company that subcontractors will ensure Safety Talks are delivered by their supervisors, or a designate of the supervisor, on a regular basis for their workers.
- It is expected that, when possible, subcontractors and their workers, will attend Safety Talks conducted by Dolyn Construction Ltd. on a project.

Frequency of Delivery:

Safety Talks will be documented as outlined below.

Specific Safety Talks, which are related to the work of the day, will take place each morning prior to the commencement of work.

Task specific Safety Talks will take place prior to the commencement of work on a specific work task when one or more of the following conditions apply:

- The work required has never been done by the workers(s) before.
- The work has not been done recently and requires a review of procedure(s).
- The work task requires a deviation from regular procedures.
- The workers would benefit from a refresher of proper procedures.

Functions of Safety Talks:

Safety Talks will contain three main elements. They will:

- Provide information considered relevant to ensure the work can be performed safely;
- Discuss the hazards associated with the procedure/task; and
- Address measures to be taken to eliminate or control the hazards.

Safety Talk Form:

The Safety Talk form provides for accurate documentation of all aspects of the Safety Talk.

The form will document:

- The project particulars
- Topic(s) of discussion
- Information communicated as a result Site Safety Meeting
- Issues raised by the workers
- Worker comments and recommendations
- Actions to be taken including responsibilities and timeframes
- Attendance

Safety Talk topics must not be limited to those identified in the topic section of the form. Whenever necessary, alternate topics will be recorded in the Additional Notes section of the form.

Procedures:

Prior to the Meeting:

- Prepare the Safety Talk before the meeting and become familiar with its content. Make sure the Safety Talk is pertinent to the workplace. Be able to present the material clearly and lead the discussion
- Seating space is not absolutely necessary, but arrangements should be made so that those attending can easily see and hear the presentation.
- Collect whatever materials and props are needed ahead of time. Try to use equipment at the workplace to demonstrate important points.

During the Meeting:

- Give the Safety Talk in easy to understand terms. Use notes merely as a guide.
- The purpose of a safety meeting is to initiate discussion of safety problems and provide solutions to those problems. Encourage employees to discuss hazards or potential hazards they encounter on the job. Ask them to suggest ways to improve safety in their area.
- Don't let the meeting turn into a gripe session about unrelated topics. It is the responsibility of the facilitator to make sure the topic is safety. Discussing other topics wastes time and can ruin the effectiveness of your safety meeting.
- At the end of the meeting, ask employees to sign a sheet on the back of the *Safety Talk* form as a record that they attended the safety meeting. Periodically submit completed forms to head office.

Documentation:

When work crews exceed 5 workers, supervisors will ensure that a written record of all Safety Talks delivered are kept using the company Safety Talks form and submitted to head office.

All workers attending a Safety Talk will be required to confirm delivery by signing off.

Safety Talk forms will be filed with the company upon completion of a project.

Communication:
This policy is to be communicated to all workplace parties through safety meetings, Worker H&S Orientation, the Worker H&S Manual or by any other method determined by management.

Training:
Training will be provided to employees through safety meetings, one-on-one training or through organized and topic-specific trainings such as first aid etc. or by any other means when and where necessary.

Whenever possible, training will include a theoretical and a practical component.

Enforcement:
Any worker who does not comply with this policy may be subject to disciplinary actions as per the company *Enforcement Policy*. Supervisors may be reassigned should they fail to meet their responsibilities. The appropriate consequence will depend on the facts of the case, including nature of the violation, the existence of prior violation(s), the response to prior corrective programs and the seriousness of the violation.

Evaluation:
Management will review this policy, and support documentation, as necessary but at least annually. The sole intent of the review will be to acknowledge what we are doing well and to identify those areas in which we can improve to increase the effectiveness of this policy and program.

The review will evaluate the critical components of this policy and program.

When the company requires action to be taken, we will:

- Identify action(s) required
- Assign responsibilities
- Include timeframes
- Acknowledge success or make recommendations for improvement
- Include general comments of those involved in the review

H&S Consultants and Supervisors are expected to continually evaluate worker skills and competencies to ensure adequacy.

Workers will be given the opportunity to evaluate training sessions as to their value and effectiveness.

Reference Materials:
Occupational Health and Safety Act and applicable Regulations
IHSA ***Safety Talks*** publication
www.safetytoolboxtalks.com
www.toolboxtopics.com
www2.worksafebc.com
www.thesafetylibrary.com

Definitions:
See *Glossary of Terms*

Forms:

Form	Identification Number
Safety Talk	ST 1

Risk Management

Risk Management			Endorsement
Effective Date: Jan-24	Revision Date: Jan-24	Replaces: Jan-23	DB

Objective:
The ability to recognize and identify safety hazards is an important and integral part of workplace safety. It is the objective of Dolyn Construction Ltd. to develop procedures to report and resolve safety hazards with the goal of reducing workplace accidents and injuries.

Policy:
The company will perform a Workplace Hazard Analysis to identify potential hazards prior to the commencement of a project.

Supervisors and workers will be acquainted with the potential hazards in the workplace of which it is aware.

All workers are expected to be observant for any foreseeable risks and unsafe situations in the workplace, and take reasonable and practical steps to correct or avoid unsafe situations.

All hazardous conditions, act and incidents must be reported to the supervisor or Health and Safety

Once identified, hazards will be dealt with immediately to eliminate, or if not possible, to minimize the risk to workers.

The company will keep a Critical Tasks list and ensure that controls are developed for each identified.

Hazardous Conditions:
Unsafe conditions – are circumstances, which could allow an accident to occur. For example might include, defective equipment, unlabeled containers, poor lighting etc.

Hazardous Act:
Hazardous Acts are unsafe acts and/or behaviour that could lead to an accident, for example, failure to wear PPE, using equipment in an unsafe manner and horseplay on the job.

Incident:
An incident is an unplanned event that under slightly different circumstances could have resulted in a loss or injury to people, equipment, property or production**.**

Safe Work Practices:
Safe work practices are generally written methods outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes.

Law:
OHSA Sections 27(2)(a), 25(2)(a), 8(6)-(9), 9(23), 57(10)
Occupational Health & Safety Regulation 851 – Industrial Establishments

Scope:
This policy will apply to all employees of the company.

Roles and Responsibilities:

Management:

- Develop a standard hazard ranking system to allow for the identification of classes of hazards as to their potential for injury or illness and the severity of injury likely to be sustained.
- The program must describe how hazards are identified. This includes, but is not limited to, Job Hazard Analysis (JHA/JSA), daily hazard assessments, or pre-job hazard assessments.
- Identify an acceptable timeframe within which each class of hazard must be either eliminated or
- Develop a standard form(s) to be used to assist in the process of risk management.
- Ensure hazard recognition and assessment is conducted by a competent person or persons and in consultation with the workers.
- Establish a formal system for classifying and ranking hazards according to risk. Risk may be determined by analyzing the probability of the hazard causing harm, the frequency the hazard is encountered, and the potential consequences of impact with the hazard. A risk matrix should be developed to assist employees with risk assessment.
- Ensure that safe work procedures are developed to reduce or eliminate identified hazards. Working in conjunction with supervisors, Health and Safety Consultants, H&S Representative or JHSC Members.
- Ensure all employees should be trained on the hazard identification and risk assessment process. Training may be performed in-house or by a 3rd Party.
- Hazard assessments will be performed before work begins to formally identify and assess hazards. A Job Hazard Analysis (JHA), or Job Safety Analysis (JSA), will be developed for all routine tasks. Formal workplace inspections will be performed on a regular basis. Hazard assessments and JHAs/JSAs will be updated whenever changes occur to processes, equipment, and/or facilities.
- The hierarchy of controls should be used to mitigate hazards. When a hazard is identified, attempt to eliminate the hazard. If elimination is not practicable, use engineering controls. If engineering controls are not practicable, implement administrative controls. If the hazard cannot be adequately controlled using engineering and/or administrative controls, employees must use Personal Protective Equipment. A combination of controls is usually best.
- Ensure any and all safety reports are forwarded to the H&S Representative or JHSC Members.
- Identify minimum training requirements for workers involved in a project.
- Workers will be actively involved in the hazard identification process. If subcontractors are performing work at the location, they will be included. Identified hazards must be reviewed with all affected
- Respond to any and all written recommendation and issue a written response within 14 days explaining when and how the recommendation will be implemented, or, why the recommendation will not be
- Develop standardized inspection forms to be used by Health and Safety Representatives and Supervisors.
- Ensure Inspections are performed as prescribed.
- Ensure adequate time and compensation for inspectors to conduct inspections.
- Ensure supervisors are trained in hazard identification.
- Ensure there is no negative repercussion taken against those reporting hazardous conditions or acts. Examples of negative repercussions may include but are not limited to:
    - Peer pressure from co-workers.
    - Blame inferred due to investigations.
    - Disciplinary action, intended or unintended, taken against the worker submitting the report.

Supervisor:

- Develop and implement safe work procedures and communicate the standards to workers in a timely
- Review all processes and procedures to evaluate their effectiveness. Make changes as necessary and communicate changes to affected parties.
- When necessary, provide training or re-training.
- Monitor all new processes and procedures to ensure their enforcement. Disciplinary action will be taken against those in non-compliance.
- Acknowledge success and recognize contributions of individual who followed the guidelines as set forth.
- Perform weekly inspections and record finding on company Inspection forms as prescribed.

Worker:

- Report defects or lack of equipment.
- Report any potential hazards, which may endanger yourself or another worker.
- Work in a manner consistent with the policies and procedures of the company.
- Cooperate with inspectors.

H&S Coordinator:

- Ensure that safe work procedures are developed to reduce or eliminate identified hazards, working in conjunction with supervisors, Health and Safety Consultants, the H&S Representative or JHSC Members.
- Prior to the commencement of work on a project, provide the supervisor with a copy of the *Risk Management Report*, if one has been completed, and any and all safe work procedures required specific to the project.
- Ensure any and all safety reports are forwarded to the H&S representative or JHSC when established.
- Encourage and consider any and all recommendations from workers concerning the improvement of any aspect of the Dolyn Construction Ltd. Health and Safety Program.
- Respond to any and all written recommendation and issue a written response within 14 days explaining when and how the recommendation will be implemented, or, why the recommendation will not be
- Ensure Inspections are performed as prescribed.

H&S Consultant:

- When requested, assist the company in the development and implementation of the Emergency Planning policy and program.

H&S Representative or JHSC Members

- Review Hazard Analysis reports and make recommendations.
- Health and Safety Representatives will conduct inspections at least monthly and make recommendations based on their findings.
- Review any and all safety reports and make recommendations.
- If, during an inspection, hazards are identified then recommendations will be made to the supervisor and/or management on how to effectively control the hazards.

Subcontractor:

- Will be responsible to perform regular inspections for the sole purpose of hazard identification.
- Will be responsible to regularly reassess the workplace, equipment and workers under their direction and, when necessary, to implement controls for the elimination or control of hazards.
- Will be responsible to provide for the safety of their workers and to ensure that the work they are performing does not pose a threat to others working on a project.

Hazard Assessments:

A Hazard Assessment involves a systematic review of the workplace and work tasks to be performed with the sole purpose of identifying existing and potential threats to the worker and/or equipment and implementation of controls to either eliminate or control the risks.

Hazard assessments involve four steps:

- Hazard identification,
- Identification of all contributing factors,
- Ranking and prioritizing hazards as to the potential for injury or damages creating timelines for the implementation of corrective measures, and
- Putting controls in place to eliminate or control risks.

Hazard Identification:

Hazard assessments will be performed before work begins to formally identify and assess hazards. A Job Hazard Analysis (JHA), or Job Safety Analysis (JSA), will be developed for all routine tasks. Formal workplace inspections will be performed on a regular basis. Hazard assessments and JHAs/JSAs will be updated whenever changes occur to processes, equipment, and/or facilities.

The identification of hazards may be as a result of: pre-start project visits, project pre-planning meetings, workplace inspections or hazards reported by workers.

Workers will be actively involved in the hazard identification process. If subcontractors are performing work at the location, they will be included. Identified hazards will be reviewed with all affected employees.

Records review can prove very beneficial when attempting to identify potential hazards. Records that to be reviewed may include but should not be limited to:

- Accident Reports
- Inspection Reports
- First Aid Treatment Logs
- Hazard/Incident Reports
- Risk Management Reports
- Industry injury/illness statistics

All employees will be trained on the hazard identification and the risk assessment process. Training may be performed in-house or by a 3rd Party.

The company will identify the general activities/processes that have potential for injury/illness involving the regular work tasks performed by workers. Safe Work Practices (SWP) will be developed for these hazards – refer to SWP section of this policy.

When hazards are identified that fall beyond the regular scope of work performed by the worker, a Hazard Assessment will be completed with results filed on the company *Risk Management Form* . This process will include a breakdown of the threatening task(s) and control measures to be implemented at each step to provide for the safety of the worker and/or equipment.

Supervisors and workers will be acquainted with the potential hazards in the workplace of which it is aware.

All workers are expected to report any previously unidentified or unknown hazards to which they may come across on any worksite. These hazards will be dealt with in the manner outlined in our Hazard Reporting Procedure.

Factors Contributing to Hazardous Conditions:

Rarely is one factor responsible for creating a hazard or causing an injury. For example, a floor is not generally a hazard, however, a wet spot, cold weather and fix housekeeping might result in a worker slipping on an icy patch and falling into a pile of materials that is insufficiently tied down causing injury to the worker.

To ensure all contributing factors involved with a hazard are identified, we will utilize a process using the principles of PEMEP:

- People – Who is contributing or may be affected by the hazard (worker(s), the public, other trades etc.)
- Equipment – Consider the equipment being used or equipment in close proximity.
- Materials – How are the materials being used, stacked, stored or handled?
- Environment - Does the environment affect the hazard i.e., extreme heat, snow, noise congestion etc.?
- Processes – Are we doing things in a way that might cause the risk or the effects of the hazard to be increased, for example are unnecessary people involved in the task, insufficient rules, or the order in which things are done adding to the risk?

Addressing all of the contributing factors should help us to better assess the effects of hazards and allow for better control principles to be used.

To assist in the identification of contributing factors a *Risk Management Report has been developed* .

Hazard Ranking:

Hazard Ranking is a systematic way of ranking hazards that have the potential to cause injury.

In all circumstances hazards are to be ranked using the following chart:

Ranking System		
Rank	**Consequence**	**Action Required**
A - Major	Immediately dangerous to life and health	Immediately
B - Moderate	Potential for non-life threatening injury or illness	As soon as possible
C - Minor	Potential for light injury or illness	As determined by the supervisor/management

In the case of an “A” ranked hazard, a Stop Work order must be initiated.

Supervisors must ensure that the safety of its employees is not compromised before a Back to Work order is

The JHSC must be consulted in any Stop Work order.

Hazard Ranking Procedures:

1. Identify the hazard - Consider what can go wrong that can hurt someone.

2. Determine what the most likely outcome would be – Consequence

Consequence	How severely could someone be hurt
5 - Severe	Death or permanent disability to one or more persons.
4 - Major	Hospital admission required.
3 - Moderate	Medical treatment required.
2 - Minor	First Aid required.
1 - Insignificant	Injuries not requiring First Aid.

3. Determine how likely those consequences as a result of frequency of performance.

Rate of Occurrence	How likely are injuries
A - Regular work task	Very high risk due to occurrence rate.
B - Performed daily	High risk due to occurrence rate.
C - Performed weekly	Moderate risk due to occurrence.
D - Performed monthly	Moderate risk due to rare occurrence.
E - Rarely performed	Insignificant risk due to rare occurrence.

4. Calculate the risk ranking

Rate of Occurrence	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Severe
A - Regular work task	B	A	A	A	A
B - Performed daily	B	B	A	A	A
C - Performed weekly	C	B	B	A	A
D - Performed monthly	C	C	B	B	A
E - Rarely performed	C	C	C	B	B

Dangerous Circumstance:

The Occupational Health and Safety Act (OHSA) 44 (1) (a-c) defines a "dangerous circumstance" as a situation in which all of the following apply:

a) A provision of the Act or the regulations is being contravened;
b) The contravention poses a danger or a hazard to a worker; ***and***
c) The danger or hazard is such that any delay in controlling it may seriously endanger a worker.

All dangerous circumstances will be ranked as an "A" hazard and will be treated appropriately.

It is the obligation of workers to report any and all dangerous circumstances to the supervisor.

Prioritization Schedule:

Hazard controls will be implemented as follows:

- A hazards – controls will be implemented immediately
- B hazards – controls will be implemented as soon as possible
- C hazards – controls will be implemented as determined by management in consultation with the workers and H&S Representative or JHSC Members.

Controls:

Dolyn Construction Ltd. will establish and implement preventative measures and controls to address identified high and medium risk hazards.

Controls will be established with the sole purpose of eliminating or controlling identified hazards starting with those of the highest risk.

Hierarchy of Risk Control Principles:

When addressing hazards, the following Hierarchy of Risk Control Principles will be used to consider types of solutions for developing control measures. Elimination provides the most preferred method of control down to Personal Protective Equipment (PPE) being the least preferred method of control.

- Elimination – stop what's creating the hazard. Remove the threat entirely. Examples would include turning off electrical power, building a roof on the ground and raising it with a crane.
- Substitution – replace with something less likely to cause harm or damage. Substitution could include substituting another less hazardous product, another machine or process to keep workers from being exposed to the hazard. In many cases, it is not practicable to do this or do it in its entirety. Additional types of controls may be needed.
- Engineering – change the way of doing what is creating the hazard. Engineering controls consist of physical measures designed to take away the capability of producing harm or otherwise protect the worker from the hazard. If a hazard cannot be eliminated, this type of control is the most effective, and should be utilized whenever possible.
- Isolation – separate what can be harmed or damaged from the hazard. Examples of isolation controls are handrails, barriers, guards, exhaust ventilation, lock out/tag out, and chemical storage rooms.
- Administrative - reduce exposure to the hazard. Administrative Controls are used when the hazard cannot be removed or isolated. They are often designed to reduce the amount of exposure a worker has to the hazard. Examples of administrative controls include safe work procedures, policies, rules, changes in work practices, changes in purchasing decisions, and/or changes in hours of work. Written policies, rules, and safe work practices (SWP) or supplementary instructions are extremely important to ensure a safe work environment and form an essential part of the overall OHS program.
- Personal protective equipment (PPE) – reduce effect of the hazard through the use of PPE. This is the least preferred method of control. PPE should always be considered the last line of defense. Should the hazard penetrate this last line of defense then there is nothing between the hazard and the worker. Examples of PPE include hard hats, safety boots, hearing protection, masks, gloves, and fall arrest

Priority of Control Principles:

When implementing controls every effort will be made to do so following the priority hierarchy below with #1 being the most desirable and #3 the least desirable:

- At the source of the hazard – elimination, substitution, engineering
- Along the path - between the source and the worker – isolation, administrative
- At the worker – PPE

Safe Work Practices (SWP):

Safe Work Procedures provide information necessary to assist all workers and supervisory staff in performing their various tasks safely. SWP also assist in the training and orientation of new employees in job hazards, as well as providing the rules and procedures necessary to ensure that they can perform their work in a safe and hazard free manner.

Safe Job Procedures (SJP):

Safe Work Procedures provide information necessary to assist all workers and supervisory staff in performing their various tasks safely. SWP also assist in the training and orientation of new employees in job hazards, as well as providing the rules and procedures necessary to ensure that they can perform their work in a safe and hazard free manner.

Critical Tasks

Critical tasks are activities that are associated with risks above the threshold value and include:

Aerial Devices
Asbestos
Chainsaws
Electrical Safety
Forklift
Heavy Equipment
Hoisting and Rigging
Internal Combustion Engines
Ladders
Lock Out/Tag Out (LOTO)
Mould
Overhead Power Lines
Portable/Mobile Cranes
Powder Actuated Fastening Tools
Propane
Respiratory
Rotary Foundation Drills
Saws
Spills/Spill Kits
Tower Cranes
Traffic Signaler
Trenching and Excavations
Underground Utilities
WHMIS
Working at Heights (WAH)

Hazard Reporting:

All workplace parties must accept the shared responsibility of reporting hazards. Failure to report a hazardous condition may result in disciplinary measures being taken, or worse, injury to a co-worker(s).

Without exception all hazardous conditions must be reported to the supervisor, management or the Health and Safety Representative.

Hazardous conditions include people, equipment and/or process that could cause injury or damage to equipment. All hazardous conditions will be reported immediately to the supervisor, management or the health and safety representative, using the following procedure:

In most circumstances the worker or the Health and Safety Rep. may make a verbal report to a supervisor.

Once reported, the supervisor will take the necessary action(s) to correct the hazard.

If the supervisor is unable to effectively control/eliminate the hazard, they will take action(s) to protect the workers from the hazard, and will report immediately to management for instruction.

No negative repercussion will be taken against those reporting hazardous conditions or acts. Examples of negative repercussions may include but are not limited to:

- Peer pressure from co-workers.
- Blame inferred due to investigations.
- Disciplinary action either intended or unintended, taken against the worker submitting the report.

Hazard Reporting Procedure:

1 Hazards are to be reported to the supervisor immediately.
2 The supervisor will record the hazard information, completing all portions of the Hazard Reporting
3 The supervisor, if appropriate, will notify other employees of the hazard. This can be in person or through warning signs.
4 The supervisor will give direction to correct the hazard in a safe manner.
5 Where the correction of the hazard is beyond the span of control of the supervisor will contact the management and provide a copy of the hazard report form.
6 Management will take all necessary steps to correct the hazard and file a completed hazard report noting corrective action in the job binder.
7 General hazards/areas are to be identified and noted on the site inspection forms.

Hazard Investigation:

The company is committed to the investigation of all reported workplace hazard conditions.

The investigation process will attempt to determine the cause(s) of hazards such that, once identified, the appropriate corrective action(s) can be taken to prevent recurrence.

Any changes to company policy(s) and/or procedure(s) will be communicated to workers in a timely manner.

Follow-Up:

After the investigation of the incident, the company will prepare a written report including the description of the incident, evidence collected, an explanation of the causes of the incident, and corrective actions.

The written incident investigation report will include an explanation of the contributing factors or root causes of the incident that were identified during the investigation.

It will be the responsibility of supervisors to follow-up on corrective action(s) to ensure they are working effectively and have not created additional hazards.

The written incident investigation report will include any immediate corrective actions that were taken as well as any long-term actions that are required to prevent the recurrence of the incident.

Members of the incident investigation team will be qualified and competent individuals. The employer will provide training on the investigation techniques used during an incident investigation. Training may be performed in-house or by a 3rd Party.

In the event that actions taken have not sufficiently controlled or eliminated the hazard, or perhaps the action taken has created an additional hazard(s), further investigation will be performed by the supervisor.

Failure to Respond:
If a worker, H&S Rep or H&S Coordinator feels that their concerns have not been addressed to their satisfaction, the following procedures must be followed:

- In the event of an "A" ranked hazard – Invoke the right to refuse unsafe work. (See *Work Refusal* procedures).
- In the event of an "A" or "B" ranked hazard - report to the supervisor, formally documenting the hazard. Once submitted, management will provide a written response to the report within twenty one working days following the submission. In the response management will provide action(s) being taken to correct/eliminate the hazard.

Site Specific Safety Plans (SSSP):
The SSSP will establish the overall safety requirements specific to a particular project and /or project location.

The SSSP will ensure the systematic identification, assessment and implementation of control measures concerning hazards specific to the project.

A SSSP covers the life cycle of a project and, therefore, should be considered a living document requiring updates as the project progresses and new or different information becomes available.

Supervisors will ensure the plan is implemented and workers will work in compliance to the plan.

A copy of the SSSP will remain at head office, be posted on the project and, when required, submitted to the constructor.

Communication:
This policy is to be communicated to all workplace parties through safety meetings, Worker H&S Orientation, the Worker H&S Manual or by any other method determined by management.

Training:
Training will be provided to employees through safety meetings, one-on-one training or through organized and topic-specific trainings such as first aid etc. or by any other means when and where necessary.

Whenever possible, training will include a theoretical and a practical component.

Enforcement:
Any worker who does not comply with this policy may be subject to disciplinary actions as per the company Enforcement Policy. Supervisors may be reassigned should they fail to meet their responsibilities. The appropriate consequence will depend on the facts of the case, including nature of the violation, the existence of prior violation(s), the response to prior corrective programs and the seriousness of the violation.

Reference Materials:
Occupational Health and Safety Act and applicable Regulations.

Definitions:
Refer to Glossary of Terms

Forms:

Form	Identification Number
Risk Management Report	RM 1
Hazard Report Form	RM 2

Rules, Regulations and PPE

Rules, Regs. & PPE			Endorsement
Effective Date: Jan-24	Revision Date: Jan-24	Replaces: Jan-23	DB

Objective:
The object of general safety rules and regulations is to provide a framework ensuring positive standards of behaviour for all workers at Dolyn Construction Ltd. and to outline general requirements and considerations regarding the selection and use of personal protective clothing and equipment in order to protect employees from occupational hazards.

Policy:
General Safety Rules and Regulations are developed and communicated to all workplace parties.

When necessary, Site Specific Safety Rules may be established on construction projects.

It is the expectation of the company that ***all*** company Rules and Regulations will be complied with at all times.

Personal Protective Equipment, as determined by the company, is to be worn when and where as required by the company.

Head protection and foot protection is to be provided by the worker. It must meet regulations and be worn at all times on Dolyn Construction Ltd. projects.

Workers will be trained on the use, maintenance and storage requirements of all PPE used by the worker.

Specialized PPE will be provided and made available to workers on a project. Workers will be trained on the use, maintenance and storage requirements of specializedl PPE used by the worker.

Supervisors will enforce the use of prescribed PPE via education, observation, and progressive discipline.

Fitness for Duty

It is the company's desire to provide a drug-free, healthy and safe workplace. To achieve this goal, workerss are required to report to work fit to perform their jobs in a satisfactory manner.

If a worker is observed by management to be possibly unfit for duty, they will be placed on medical leave until further assessment can be obtained. Emergency medical care will be immediately obtained whenever there is a question of acute illness or impairment that threatens the safety of the employee or others.

While on Dolyn Construction Ltd. premises and while conducting business-related activities off- site, no workere may use, possess, distribute, sell or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or illegal drug. Violation of this policy may lead to disciplinary action, up to and including immediate termination of

The legal use of prescribed drugs is permitted on the job only if it does not impair a worker's ability to perform the essential functions of the job effectively and safely in a manner that does not endanger clients or other individuals in the workplace. Any worker, who is using a prescribed medication that might impair their ability to perform his or her job, or might create a safety hazard, should discuss the matter with his or her supervisor.

Personal Protective Equipment (PPE):
PPE is the abbreviation for *personal protective equipment;* any device worn by a worker to protect against safety or health hazards. PPE reduces occupational risk but does not eliminate workplace hazards.

Personal protective clothing will only be used when engineering controls cannot eliminate the entire risk. Assessment will consider prescribed requirements, the nature of the tasks assigned, environmental conditions and the performance and comfort of protective clothing.

Canadian Standards Association (CSA):
The CSA is a not-for-profit, independent, private sector organization that serves the public, governments, and business as a forum for national consensus in the development of standards; offers certification testing and related services.

American National Standards Institute (ANSI):
ANSI is a not-for-profit organization that co-ordinates voluntary standards activities, approves standards, represents U.S. interests in international standardization, and provides information and access to the world's

Roles and Responsibilities:
Management:

- Develop a set of General Safety Rules and Regulations.
- Ensure this policy is communicated to all workplace parties.
- Management will provide and maintain all PPE required by the worker with the exception of Hard Hats and Safety Boots. All PPE or clothing will be of a safe design and construction for the work performed and will meet Canadian Standards Association (CSA) standards.
- Ensure PPE is cleaned, maintained and stored properly.
- Ensure workers are trained in use and care of PPE.
- Management will require all subcontractors, subcontractor employees, suppliers, visitors and any other person present on a project to wear required PPE as stipulated in this policy.
- Ensure supervisors are regularly monitoring and enforcing PPE requirements.
- When necessary, management will supply Hard Hats and Safety Boots for all visitors on site.
- Dolyn Construction Ltd. will ensure that all employees are trained and/or certified in the use of specific PPE requirements to complete the work task.

Supervisor:

- Communicate the *General Safety Rules and Regulations* to all workers on a project.
- Continually assess the workplace and, when necessary, implement *Site-Specific Safety Rules and*
- Ensure that all site-specific rules and regulations are communicated to all workers on the project.
- Identify any hazards arising from project activities and materials and make appropriate PPE available to all workers as required.
- Inform new workers, using the Site Orientation process, of any and all PPE requirements for the project.
- Ensure that all workers, visitors or other persons present on the project are protected from hazards by wearing required PPE as outlined in this policy.
- Ensure that an adequate supply of PPE is on site as required by the workers.
- Ensure that all damaged or missing PPE is either repaired/replaced by the company.
- Ensure that all employees are trained and/or certified in the use of specific PPE requirements to complete the work task. When required a *Record of Training (ROT)* will be maintained.
- When necessary, discipline workers found in contravention of this policy by implementing the Dolyn Construction Ltd. Enforcement Policy

Worker:

- All employees are expected to follow the rules and regulations as set forth by the company.
- All workers are required to wear such PPE, as determined by the Act and Dolyn Construction Ltd., and as necessary to protect themselves from hazards to which they may be exposed.
- It will be the responsibility of the worker to supply CSA approved head protection and foot protection as prescribed in Regulations for Construction Projects O. REG. 213/91.
- Workers are responsible to regularly, or as designated by the Occupational Health and Safety Act and applicable Regulations and/or the company, inspect their personal PPE and the PPE provided by the company. PPE provided by the worker, if found to be substandard, must be replaced by the worker. If PPE is found to be substandard, must be tagged and removed from service to be replaced/repaired by
- Ensure PPE is cleaned, maintained and stored properly.

H&S Coordinator:

- Periodically, or as prescribed, inspect or arrange to have inspected, PPE provided by the company.
- When required, arrange to have PPE repaired, or replaced as prescribed.

H&S Consultant:

- If a H&S Consultant becomes aware of defective PPE or other safety devices, or if they find that the provided PPE is inadequate for the intended use, they are to report to the supervisor immediately.
- When requested, assist management in the selection of PPE adequate for the work task.
- When requested, train workers on the proper use of PPE and/or other safety devices.
- Report to the supervisor any worker failing to comply with this policy.

H&S Representative or JHSC Members

- When requested, assist management in the selection of PPE adequate for the work task.
- When conducting workplace inspections, Report to the supervisor any worker failing to comply with this policy.

Subcontractor:

- Subcontractors will be required to ensure their workers work in compliance with this policy at all times.
- Subcontractors, or those in their employ, may be asked to leave a site for failing to comply with this policy. The suspension may be temporary or permanent, to be determined by management.

General Safety Rules and Regulations:

The general safety rules and regulations listed must be followed at all times by all company employees. Only management or supervisors have the authority to amend or approve amendments to the General Safety Rules and Regulations.

The following are the General Safety Rules and Regulations to be complied with:

- The company Health and Safety Policy and programs are to be followed at all times.
- Safety rules, as laid down by the local authority, will be strictly adhered to at all times.
- Site Specific rules and procedures, described by the supervisor, will be strictly adhered to.
- Operators of company vehicles/equipment will have a valid and relevant drivers/operators license.
- Consumption of alcohol and/or any banned substances during working hours, breaks, and at lunchtime is not permitted. Likewise, reporting to work while under the influence is not permitted. The company Drug and Alcohol Policy provides specific requirements and must be adhered to.
- Approved personal protective equipment/apparel, must be worn at all times as directed.
- Use proper lifting techniques when manual material handling is required.
- Obey all rules, signs and instructions.

- Report immediately any condition or practice which may pose a risk to people, equipment, property, materials or the facility - to your supervisor.
- Electrical equipment or circuits are to be handled only by qualified and authorized personnel.
- Do not operate any piece of equipment, forklift truck - unless assigned by your immediate supervisor/management.
- Do not remove "danger" or "lock out" tags placed on machinery or equipment. Safety devices on equipment must not be removed or made inoperative. Shut down and lockout machines before cleaning, oiling, adjusting or repairing.
- All defective tools or equipment are to be reported directly to the supervisor. Do not attempt to repair any machinery, electrical equipment or wiring requiring a qualified and authorized person.
- All incidents are to be reported to the foreperson/supervisor immediately and the appropriate forms filled out by the end of the working day.
- Using compressed air for blowing dust from clothing is forbidden. Never direct a stream of compressed air toward your own body or that of another person.
- Machine tools must be attended while they are in operation. An operator should not be distracted while his machine is running.
- "Rough House' or "Horse Play" is dangerous and will not be tolerated. It often results in someone else sustaining an injury.
- Check equipment constantly for unsafe conditions.
- All flammable liquids and acids must be kept in safe containers and properly identified.
- Materials, parts, tools, oil, grease or other articles must not be left wherever they may cause a tripping or slipping hazard to any person.
- Protect yourself and fellow employees by helping keep the worksite clean and tidy at all times. Do not leave food, refuse, wrappings or rags lying around.
- Do not operate machinery unless all guards are in place.
- Stay clear of overhead loads.

Smoking:

In compliance with the ***Smoke Free Ontario Act*** the company will ensure that:

- No one (visitors, delivery personnel, contracted service workers, members of the public, etc.) smokes in the workplace (and the workplace will include vehicles).
- Each worker is notified that smoking in banned in enclosed workplaces and company vehicles.
- Workers or others who refuse to comply with the ban must leave the enclosed workplace or vehicle.
- Proper signage is posted and that ashtrays are removed.

Cell Phones:

In compliance with the ***Ontario Cell Phone Driving Ban*** the company will ensure that:

- No one (visitors, delivery personnel, contracted service workers, members of the public, etc.) use hand-held devices while driving.
- The law covers cell phones and other hand-held devices.
- Exceptions are allowed for emergency cell phone calls.

Should any circumstances result in the issuance of fines against Dolyn Construction Ltd. due to non-compliance by a worker, subcontractor or worker of the subcontractor by the worker(s), subcontractor or worker of the subcontractor will be held liable by Dolyn Construction Ltd. for full or part compensation of the fine(s).

Personal Protective Equipment (PPE) Requirements

A worker required to wear protective clothing or use personal protective equipment or devices will be adequately instructed and trained in the care and use of the clothing, equipment, or device before wearing or using it. Training may be performed in-house or by a 3rd Party.

Clothing

- Clothing should not be loose, greasy, oily, torn or ragged.
- It is recommended that jewelry not be worn or worn under clothing so it doesn't hang out.
- Long hair must be tied back or otherwise confined.
- Shirts and long pants will be worn at all times.

Head Protection

- Hard hats must be worn at all times on any Dolyn Construction Ltd. project. Hard hats must be CSA certified Z94.1-02 Class "E" as per: Sec 22 (1) of the OHSA and Regulations for Construction.
- The worker must inspect the shell and suspension of hard hats regularly. Hard hats found to be damaged by cracks, deep scratches or other defects, must be replaced by the workers.
- If the user environment is known to include higher exposure to temperature extremes, sunlight, or chemicals, hard hats should be replaced routinely after two years of use.
- A simple field test can be performed to determine possible degradation of polyethylene shells: Compress the shell inward from the sides about 1 inch with both hands, then release the pressure without dropping the shell. The shell should quickly return to its original shape, exhibiting elasticity. There should be no residual deformation. Compare the elasticity of the sample with that of a new shell. If the sample does not exhibit elasticity similar to that of a new shell, or if it cracks because of brittleness, it should be replaced immediately.
- It is not permissible to wear baseball caps or any other head cover underneath hard hats.
- Stickers won't harm the hard hat's performance under normal conditions, but limit their use so the helmet shell can be inspected for signs of damage regularly.

Foot Protection

- Approved safety footwear must be worn at all times on a construction project.
- Only CSA approved Grade 1 safety boots bearing a green triangular patch will be worn on a project. When required, waterproof boots meeting the above standards will be acceptable on the jobsite - as per: Sec 28 (1) (b) of the OHSA and Regulations for Construction.
- It is the responsibility of the worker to provide approved foot protection.
- Fitting Safety Boots
  - When fitting boots, allow for heavy work socks. If extra sock liners or special arch supports are to be worn in the boots, insert these when fitting boots.
  - Boots should provide ample "toe room" (toes about 1/2 inch back from the front of steel box toe cap when standing with boots laced).
  - Safety boots must be laced to the top at all times.
- Safety Boot Care and Maintenance
  - Use a protective coating to make footwear water-resistant.
  - Inspect footwear regularly for damage.
  - Repair or replace worn or defective footwear.
  - Electric shock resistance of footwear is greatly reduced by wet conditions and with wear.

Eye Protection

- Adequate eye protection will be worn at any time there is risk of eye injury.
- The company will provide and ensure that adequate eye coverage is worn. The supervisor will enforce that the worker wears adequate protection.
- Fitting Safety Glasses
  - Eye size, bridge size and temple length all vary. Safety glasses should be individually fitted.
  - Wear safety glasses so that the temples fit comfortably over the ears. The frame should be as close to the face as possible and adequately supported by the bridge of the nose.
- Safety Glasses Care and Maintenance
  - Clean safety glasses daily. Follow the manufacturer's instructions. Avoid rough handling that can scratch lenses.
  - Scratches impair vision and can weaken lenses.
  - Store your safety glasses in a clean, dry place where they cannot fall or be stepped on.
  - Replace scratched, pitted, broken, bent or ill-fitting glasses. Damaged glasses interfere with vision and do not provide protection.
  - Replace damaged parts only with identical parts from the original manufacturer to ensure the same safety rating.

Hearing Protection

- Adequate hearing protection will be worn by workers whenever required by the company or whenever there is risk of hearing injury due to exposure to excessive noise or high levels of noise over an extended period or whenever noise levels exceed 85 decibles.
- Acceptable hearing protection will include earplugs or earmuffs. It is the company's responsibility to provide adequate hearing protection.
- It is the worker's responsibility to ensure proper fit of earplugs and to inspect earmuffs regularly to ensure proper fit. Earmuffs that no longer ensure a snug fit against the skull are not longer effective and must be replaced.
- Care/Maintenance of Earplugs and Earmuffs
  - Single-Use Earplugs
    - Inspect prior to fitting, examine your earplugs for dirt, damage or extreme hardness — discard immediately if compromised.
    - For proper hygiene, discard Single-Use earplugs after use.
  - Multiple-Use Earplugs
    - Prior to fitting, examine your earplugs for dirt, damage, deformation or extreme hardness — discard immediately if compromised.
    - Wash Multiple-Use earplugs with mild soap and warm water only. Pat dry with a towel and store in a case when not in use. Do not treat with any other substances, as the earplugs may degrade and compromise use.
    - With proper maintenance, Multiple-Use earplugs can last for 2-4 weeks.

- Banded Earplugs
  - Prior to fitting, examine your ear pods for dirt, damage or extreme hardness — discard immediately if compromised.
  - Wash pods and bands with mild soap and warm water only. Pat dry with a towel. Do not treat with any other substances, as the ear pods may degrade and compromise use.
  - Replace pods every 2-4 weeks to ensure optimal protection and performance.
- Earmuffs
  - Regularly examine ear cups and ear cushions for cracks and leaks — discard if ear cups are visibly damaged or compromised. Replace ear cushions if damaged.
  - Wash ear cups and ear cushions regularly with mild soap and water. They may not be dipped into water. Do not treat with any other substances, as the ear cushions may degrade and compromise use.
  - As ear cushions and foam inserts can degrade over time, replace these every 6-8 months under normal wear, or every 3-4 months with heavy use or in humid/extreme climates.
- For full details on hearing protection, consult the Noise work task procedures found in section one of the on-site health and safety binder.

Respiratory Protection

- Work areas should be ventilated to reduce hazards from dust, fumes, gases or vapours. Where ventilation is not practical, respiratory protection appropriate to the hazard will be provided to, and will be used by, the worker.
- It is the company's responsibility to provide adequate respiratory protection.
- Worker will be trained in the use and maintenance of the respirator and in the proper fit - as per: Sec 46, 59, of the OHSA and Regulations for Construction.
- Respiratory protective equipment must be worn for the prevention of respiratory tract disorders. Nuisance type dust masks are not acceptable. For specific type of protection required for the task or hazard, the worker should check the Safety Data Sheet (SDS) for the product.
- Care/Maintenance of Dust Masks
  - Store dust masks in a plastic bag or box in a secure location such as a locker or desk drawer, away from moisture and contamination.
  - Not share dust masks with others.
  - Not use a dust mask that is torn, distorted, or dirty.
- Use/Maintenance of Respirators
  - Sealing surface are clean and free of cracks and holes
  - Rubber and elastic parts have good pliability and no signs of deterioration
  - Inhalation and exhalation valves are clean and seated properly
  - Straps are sufficiently elastic and free of worn areas
  - If full face, face shield is cleaned and clear (no smudges, scratches, or other damage that may impede visibility)
  - Respirators that fail an inspection must be removed from service and replaced.
  - Repair of respirators may be done only by experienced personnel with parts designed for the specific respirator needing repair. No attempt may be made to replace parts or to make adjustments or repairs beyond the manufacturer's recommendations.
- For full details on respirators, consult the Respiratory Protection work task procedures found in section one of the on-site health and safety binder.

Hand and Skin Protection

- Appropriate protection will be used whenever injury or illness is a risk due to absorption of dangerous substances is possible.
- For specific type of protection required for the task or hazard, the worker should check the Safety Data Sheet (SDS) for the product.
- The companywill provide specific work gloves required for specific hazardous tasks.
- When wearing gloves, a worker must select gloves appropriate for the hazards presented by the task. The following chart indicates proper glove selection for most tasks.

Hazard	Gloves
Cuts and abrasions	Work gloves
Hot/cold objects	Insulated Gloves
Chemical	As specified on SDS/SDS
Electrical – Under 500 volts	Class '00' rubber gloves
Electrical – Over 500 volts	Class '0' rubber gloves

Fall Protection

- All workers who may be exposed to fall hazards must be trained in the use and care of fall protection equipment. For full details consult the Working at Heights work task procedures found in section one of the on-site health and safety binder.
- It is the responsibility of the company to provide fall protection equipment.

Designated substance handling

- Asbestos, silica, lead, etc. have particular legislation on minimum requirements. Management will ensure that approved procedures that comply with specific designated substances requirements are in
- When required, the company will provide adequate PPE to protect workers from injury.
- For full details on respirators, consult the the specific designated substance work task procedures found in section one of the on-site health and safety binder.

Traffic Protection

- Nylon reflective fluorescent blaze or international orange vests, with tear-away features, must be worn when ever a worker is exposed to the hazard of being struck by vehicular traffic.
- A worker who may be endangered by vehicular traffic will wear a garment that covers at least his or her upper body and has the following features
    - The garment will be fluorescent blaze or international orange in colour.
    - On the front and the back, there will be two yellow stripes that are 5 centimetres wide. The yellow area will total at least 500 square centimetres on the front and at least 570 square centimetres on the back.
    - On the front, the stripes will be arranged vertically and centred and will be approximately 225 millimetres apart, measured from the centre of each stripe. On the back, they will be arranged in a diagonal "X" pattern.
    - The stripes will be retro-reflective and fluorescent.
- A worker who may be endangered by vehicular traffic during night-time hours will wear retro-reflective silver stripes encircling each arm and leg, or equivalent side visibility-enhancing stripes with a minimum area of 50 square centimetres per side.
- For full details on required traffic control PPE, consult the Traffic Control and/or Traffic Signaler work task procedures found in section one of the on-site health and safety binder.

Selection of PPE

The wise selection of appropriate personal protective equipment depends on a variety of factors such as:

- Determination of hazard present or likely to be present in the workplace;
- Determination of the adverse effects of unprotected exposure;
- Examination of other applicable control measures that can be used instead of protective clothing;
- The existence of any prescribed standards (CSA, ANSI);
- Determination of the performance characteristics needed for protection. Refer to product Safety Data Sheet(s).
- Consideration of fit and comfort.

Maintenance of PPE

- The company will ensure that PPE will be stored and maintained in compliance with manufacturer's instructions.
- Workers will be instructed on the proper care of PPE.

Communication:

This policy is to be communicated to all workplace parties through safety meetings, Worker H&S Orientation, the Worker H&S Manual or by any other method determined by management.

Training:

Training will be provided to employees through safety meetings, one-on-one training or through organized and topic-specific trainings such as first aid etc. or by any other means when and where necessary.

Whenever possible, training will include a theoretical and a practical component.

Enforcement:

Any worker who does not comply with this policy may be subject to disciplinary actions as per the company Enforcement Policy. Supervisors may be reassigned should they fail to meet their responsibilities. The appropriate consequence will depend on the facts of the case, including nature of the violation, the existence of prior violation(s), the response to prior corrective programs and the seriousness of the violation.

Evaluation:

Management will review this policy, and support documentation, as necessary but at least annually. The sole intent of the review will be to acknowledge what we are doing well and to identify those areas in which we can improve to increase the effectiveness of this policy and program.

The review will evaluate the critical components of this policy and program.

When the company requires action to be taken, we will:

- Identify action(s) required
- Assign responsibilities
- Include timeframes
- Acknowledge success or make recommendations for improvement
- Include general comments of those involved in the review

H&S Consultants and Supervisors are expected to continually evaluate worker skills and competencies to ensure adequacy.

Workers will be given the opportunity to evaluate training sessions as to their value and effectiveness.

Reference Materials:

Occupational Health and Safety Act and applicable Regulations
IHSA Hearing Protection for the Construction Industry
IHSA Personal Protective Equipment; Users Guide
IHSA Construction Health and Safety Manual, chapters 10-17

Definitions:

Refer to Glossary of Terms

Forms:

Form	Identification Number
Alcohol & Drug Policy ROC	ROC 1
Smoking Policy ROC	ROC 2
Hands Held Policy ROC	ROC 3

Enforcement

Enforcement			Endorsement
Effective Date: Jan-24	Revision Date: Jan-24	Replaces: Jan-23	DB

Objective:
Dolyn Construction Ltd. recognizes that despite all the effort that goes into creating a comprehensive Health and Safety Program, the most critical part of the program itself is the enforcement of policies and procedures. Therefore, the company has implemented a strict disciplinary process to ensure that all workers are working in compliance with legislated and company Health and Safety Policies.

Policy:
It is the policy of Dolyn Construction Ltd. that workers comply with all company policies and those of the OHSA and applicable Regulations and industry standards. A worker found in a position of non-compliance may be disciplined in a manner outlined in this policy.

The company will implement an incremental disciplinary process, however, management reserves the right to circumvent the process when deemed necessary.

Records will be kept regarding disciplinary matters.

Law:
Occupational Health and Safety Act - Sections 25(1)(c) "An employer will ensure that; the measures and procedures prescribed are carried out in the workplace".

Scope:
Any employee of the company may be disciplined if found to be in a position of non-compliance to company policies and/or legislated policies or procedures.

Subcontractors, their employees, visitors and/or any other person on a project found to be in a position of non-compliance to the company Health and Safety Program, may be asked to vacate the worksite until a time to be determined by management.

Roles and Responsibilities:
Management:

- Develop and communicate an *Enforcement Policy* to all parties required to ensure compliance to company and/or the OHSA and applicable Regulations.
- Implement a progressive and systematic enforcement procedure that will ensure fair and consistent discipline of worker(s) found in contravention to legislated and company Health and Safety Policies.

Supervisor:

- Supervisors must implement the Enforcement Policy whenever a worker is found to be in a position of non-compliance and when their work behaviour places themselves and/or another person(s) at risk of
- When disciplinary measures in the workplace are proving inadequate, the supervisor will refer the matter to management.

Worker:

- Work in a manner compliant with the Occupational Health and Safety Act and applicable regulations, industry standards and company Health and Safety Policies.
- Report immediately to your supervisor:
- Any condition, practice, hazard or near miss that may cause injury to a worker or damage to equipment.
- Any injury or accident, no matter how minor.

- All health hazards.
- Any defective tools and/or equipment.
- Any infraction under the Occupational Health and Safety Act and applicable Regulations.

Subcontractor:

- Ensure workers, and those under your direction, work in compliance to Dolyn Construction Ltd. policies and procedures.
- Discipline workers to ensure compliance to the Occupational Health and Safety Act and applicable regulations, industry standards and the company Health and Safety program and policies.
- When your workers' behaviour places themselves and/or another person(s) at risk of injury, the subcontractor must discipline the worker(s) to the satisfaction of the supervisor and/or the management of Dolyn Construction Ltd..

Actions Subject to Enforcement

Actions, which may result in disciplinary actions, include, but are not limited to:

- Health and Safety violations.
- Willful damage to property, tools, equipment and/or machinery.
- Drugs or alcohol consumption on the job.
- Disrespect to authority / client / MOL inspectors etc.
- Absenteeism without reasonable cause.
- Leaving work without permission.
- Lateness.
- Dishonesty/Theft.
- Sabotage.
- Fighting.
- Insubordination.
- Improper conduct.
- Harassment.
- Violation of Client / Site Regulations.

Enforcement Procedures:

Dolyn Construction Ltd. will use the following incremental procedure when disciplining a worker:

Verbal Warning:

- Verbal warnings may be given where, in the opinion of the supervisor, the safety infraction is minor in nature and does not endanger the welfare of the worker or others.
- The employee will be instructed to alter their behaviour to ensure compliance.

First Enforcement Notification:

- First Enforcement Notification may be given where, in the opinion of the supervisor, the safety infraction is serious in nature and would have likely directly endangered the worker and/or others.
- First Enforcement Notification warnings may be given to a worker who has ***repeatedly*** been found in contravention of a minor safety infraction and who is not responding to verbal warnings and who is not altering their behavior to comply.
- Documentation will be provided to the worker and filed in the employee's personnel file.
- The worker may be instructed to participate in a training course to refresh the worker as to expected behaviours. The worker may also be required to attend an interview with upper management.

Second Enforcement Notification:

- A Second Enforcement Notification may be given where, in the opinion of the supervisor. the safety infraction is serious in nature and would have likely directly endangered the worker.
- A Second Enforcement Notification may be given to a worker who has been found in contravention of a minor safety infraction and who is not responding to their first written warnings and who is not altering their behaviour to comply.
- Any worker receiving their Second Enforcement Notification will be sent home from the jobsite immediately and will not be permitted to return to work until authorized by upper management.
- At the discretion of management, the worker will either be suspended for a fixed period of time, as determined by management, or the worker's employment will be terminated.
- Documentation will be provided to the worker and filed in the employee's personnel file.
- The worker may be instructed to participate in a training course to refresh the worker as to expected behaviours. The worker may also be required to attend an interview with upper management.

Serious Offence:
In the event of a serious offence, one that would most likely have directly endangered the worker and/or others, the supervisor will immediately follow the procedures for a Second Enforcement Notification as outlined above.

Communication:

This policy is to be communicated to all workplace parties through safety meetings, Worker H&S Orientation, the Worker H&S Manual or by any other method determined by management.

Training:

Training will be provided to employees through safety meetings, one-on-one training or through organized and topic-specific trainings such as first aid etc. or by any other means when and where necessary.

Whenever possible, training will include a theoretical and a practical component.

Evaluation:

Management will review this policy, and support documentation, as necessary but at least annually. The sole intent of the review will be to acknowledge what we are doing well and to identify those areas in which we can improve to increase the effectiveness of this policy and program.

The review will evaluate the critical components of this policy and program.

When the company requires action to be taken, we will:

- Identify action(s) required
- Assign responsibilities
- Include timeframes
- Acknowledge success or make recommendations for improvement
- Include general comments of those involved in the review

H&S Consultants and Supervisors are expected to continually evaluate worker skills and competencies to ensure adequacy.

Workers will be given the opportunity to evaluate training sessions as to their value and effectiveness.

Reference Materials:
Occupational Health and Safety Act and applicable Regulations.

Definitions:
Refer to *Glossary of Terms*

Forms:

Form	Identification Number
Enforcement Notification	EN 1

Emergency Planning

Emergency Planning			Endorsement
Effective Date: Jan-24	Revision Date: Jan-24	Replaces: Jan-23	DB

Objective:
Knowing the Emergency Plan and being aware of surrounding conditions can mean the difference between quick action and the wrong action. It is the objective of the company that all Dolyn Construction Ltd. employees will be adequately prepared to take quick action in the event of an emergency.

Policy:
The company will develop an Emergency Plan for emergency situations common to the type of work performed by the company and typical work location. We will communicate the Plan and ensure that all equipment and training is made available to ensure the correct and efficient application of this policy.

Every effort will be made to address potential emergency situations, however, in the event that specific emergency procedures have not been developed for an unforeseen emergency, we will utilize procedures that may somewhat apply to the emergency at hand, such as evacuation procedures.

All employees will be instructed to consider worker safety, property and equipment loss in making emergency procedure decisions.

Building Code:
The requirements as set out in the Building Code will be followed at all times.

Fire Code:
The requirements as set out in the Fire Code (Ontario Regulation 388/97) are to be followed at all times.

Law:
Occupational Health and Safety Act - Section 25(2)(b), 25(2)(h),
Occupational Health & Safety Regulation 851 – Industrial Establishments

Scope:
This policy will apply to all Dolyn Construction Ltd. employees.

Roles and Responsibilities:
Management:

- Post or have available a list of emergency telephone contact numbers at every job site to include at least:
  - Fire
  - Ambulance
  - Police
  - Poison Control
  - Bell Canada - locates
  - Enbridge Gas
  - Hydro
  - Ministry of Labour
  - Ministry of the Environment
  - Dolyn Construction Ltd. contact phone numbers, to include after hours.
  - A list of contact numbers will be kept and posted using the company “Emergency Response Contact Numbers” sheet” or by any other approved means.

- If possible, include in the Emergency Plan:
  - An accurate job location description.
  - A site plan of the workplace.
  - Exit routes.
  - Necessary training qualifications.
  - Location of:
    - Fire extinguishers/hoses/fire suppression systems.
    - Fire exits and pull stations.
    - Eye wash stations.
    - Employee Assembly Point.
  - Any other job specific required emergency equipment.
- Ensure all workers are trained in the Emergency Plan.
- Ensure all emergency equipment is provided and in good working order.
- Ensure there is a sufficient supply of emergency equipment.
- Ensure equipment is placed in appropriate locations and as prescribed.
- Ensure workers are trained in the proper use of the equipment.
- Equip all supervisors with an adequate means of communication.

Supervisor:

- Ensure all emergency equipment is in place as outlined in the Emergency Plan.
- Ensure the supply of emergency equipment is adequate.
- Ensure that the emergency equipment is placed in appropriate and accessible locations.
- Ensure that workers are properly trained in the use of all emergency equipment.
- Ensure that checks, inspections, replacements and/or calibrations for all emergency equipment are done on a schedule that meets the manufacturer's requirements.
- Designate a meeting spot (muster station) where workers will meet and be accounted for in the event of an emergency.
- Designate individuals to:
  - Ensure that Emergency Response Units are called.
  - Ensure Emergency Response Units are met at the site entrance and accompanied to the location of the emergency.
  - Ensure all workers are accounted for.
  - Ensure that no worker(s) re-enters an emergency location until it has been declared safe.

Worker:

- Attend all training, safety talks and other information activities required.
- Report any and all emergency situations to the supervisor.
- Always follow the procedures outlined in this policy and/or directions of those with designated responsibilities as noted above.

H&S Coordinator:

- Arrange for training to ensure emergency plans will be executed swiftly and efficiently.
- Ensure all emergency equipment is provided and in good working order.
- Ensure there is a sufficient supply of emergency equipment.
- Ensure workers are trained in the proper use of the equipment.
- Ensure supervisors are equipped with an adequate means of communication.

H&S Consultant:

- When requested assist management with the development and implementation of this policy.

H&S Representative or JHSC Members

- Review site-specific emergency plans and make recommendations when deemed necessary.

Subcontractors:

- Communicate the site-specific emergency plan to their workers and ensure compliance to the plan.
- All subcontractors and their employees will meet at the Muster Station identified by the Dolyn Construction Ltd. site supervisor in the event of an emergency evacuation.
- Subcontractors must ensure adequate provision of emergency equipment for their workers.

Emergency Response Contact Numbers

Fire:	911
Ambulance:	911
Police:	911
OPP:	1-888-310-1122
Poison Control:	1-800-268-9017
Bell Canada:	1-800-400-2255
Hydro:	1-888-664-9376
Enbridge Gas:	1-866-763-5427
Ministry of Labour (MOL):	1-800-531-5551
Ministry of Environment (MOE):	1-800-565-4923

Dolyn Construction Ltd.

Head Office:		613-224-7268
Dan Carley	cell	613-223-9671
Doug Burnside	cell	613-880-5936
After Hours Number		613-223-9671

SP Safety Solutions

Head Office:		613-259-5575
Toll Free		1-866-860-4103
Stan Pokrywa	cell	613-223-4943
Matt Pokrywa	cell	613-868-3242
Lindsey Marshall	cell	613-223-9284
Irena Karpaviciene	cell	613-552-5452
After Hours Number		613-223-4943

Emergency Equipment:

First Aid Kits:

- First Aid kits will be located within quick and easy access for all employees.
- First Aid kits will be the appropriate size and suitably stocked as stipulated in WSIB regulation 1101.
- First Aid kits will be identified to all new employees.
- Must be inspected and restocked to its original contents at least four times a year. Records of the date of inspection and name of the inspector will be logged and kept within the first aid kit.
- First Aid Kits must be equipped with a Treatment Log.

Fire Extinguishers:

In the event that the building where work is to be performed is not equipped with a fire suppression system and/or fire extinguishers, or when the fire suppression system is not functioning or has been shut off for any reason, or when client provided fire extinguishers have not been maintained and are not suspected to function as required, fire extinguishers will be provided by Dolyn Construction Ltd..

- Fire extinguishers will be located within easy access for all employees on construction projects.
- Fire extinguishers will be provided and kept in close proximity in the following situations:
  - Where flammable liquids or combustible materials are stored, handled or used.
  - Where oil-fired or gas-fired equipment is being used.
  - Where welding or open-flame operations are carried on.
  - On each story of an enclosed building being constructed or altered.
- The location of fire extinguishers will be adequately marked for easy location.
- All fire extinguishers on a project will be the appropriate size and type.
- Fire extinguishers will be identified to all new employees.
- Fire extinguishers will be inspected regularly and recharged when required.
- A third party technician will perform annual inspections. Records of the date of inspection and name of the inspector will be logged and kept within the first aid kit.
- Monthly inspections will be recorded on the inspection tag provided with the fire extinguisher. In the event that no inspection tag has been provided or in the event that it has been damaged, removed or made illegible, a written inspection log will be kept by the supervisor or any other designated worker.
- After a fire extinguisher is used, it will be recharged or replaced immediately.
- There will be a fire extinguisher in each company vehicle.

Eye Wash Stations/Bottles:

- Eye wash stations/bottles will be provided as required.
- Eye wash stations/bottles will be located in the vicinity of the first aid kit.
- It is the responsibility of the supervisor to ensure eye wash stations/bottles are inspected regularly.
- Eye wash bottles will be filled with saline and will be protected by a secure lid.
- All workers, in the event of materials or other objects getting in the eye, will immediately flush the eye as directed.

Communication

Communication is essential in the event of an emergency. Workers will be equipped with a means of communication when on a project. It may be a phone made available by the constructor or a private or company cell-phone or a mike/radio system. At the beginning of each shift supervisors should check their method of communication to ensure it is operating as required.

Maintenance of Communication Equipment:

All communication equipment will be maintained in excellent operating condition to facilitate emergency communications. All substandard conditions concerning radio operation will be reported to and documented by the appropriate supervisor for correction. Records will be kept of all communication equipment

Communication Procedures During Emergency Situations:

1. Begin emergency communication with "THIS IS AN EMERGENCY".
2. Identify self and location.
3. Indicates the type of assistance required - ambulance, police, fire, nearby crew, etc.

Receiver of Emergency call will: (In the order given)

1 Repeat the message to verify accuracy.
2 Contact the appropriate emergency assistance (usually 911).
3 Report back to SENDER on the action taken.

Other Mike/Radio users will:

- Cease all transmissions.
- Maintain radio silence.
- Standby to render assistance, if required.

Calling 911

911 will only be used in an emergency situation requiring immediate assistance from the police, fire and/or ambulance. 911 should not be used for general inquiries or administrative calls. If the police, fire or ambulance is needed in a non-emergency situation, then use the phone numbers provided on the Emergency

The following procedures should be followed when calling 911.

- Dial 911 (no coin required from a pay phone).
- State the emergency response service that you need – police, fire, ambulance.
- Give all pertinent information necessary.
- Follow the 911 dispatcher's instructions.

After police, fire or ambulance has attended to security and other medical attention, a written report must be completed and forwarded to the H&S coordinator and management.

Emergency Procedures – General

In the event of an emergency the following list covers basic actions to be taken. They apply to almost any emergency and should be followed in sequence.

- Stay Calm – Your example can influence others and thereby aid the emergency response.
- Assess the Situation – Determine what happened and what the emergency is. Look at the big picture. What has happened to whom and what will continue to happen if no action is taken.
- Take Command – The most senior person on the scene should take charge and call, or delegate someone to call, emergency services – generally 911 - and explain the situation. Assign tasks for controlling the emergency. This action also helps to maintain order and prevent panic.
- Provide Protection – Eliminate further losses and safeguard the area. Control the energy source causing the emergency. Protect victims, equipment, materials, environment, and accident scene from continuing damage or further hazards. Divert traffic, suppress fire, prevent objects from falling, shut down equipment or utilities and take other necessary measures. Preserve the accident scene; only disturb what is essential to maintain life or relieve human suffering and prevent immediate or further
- Aid and Manage – Provide first aid or help those already doing so. Manage personnel at the scene. Organize the workforce for both a headcount and emergency assignments. Direct all workers to a safe location or command post. This makes it easier to identify the missing, control panic, and assign people to emergency duties. Dispatch personnel to guide emergency services on arrival. What has happened to whom and what will continue to happen if no action is taken.
- Maintain Contact – keep emergency services informed of situation. Contact utilities such as gas and hydro where required. Alert management and keep them informed. Exercise increasing control over the emergency until immediate hazards are controlled or eliminated and causes can be identified.
- Guide Emergency Services – meet services on site. Lead them to emergency scene. Explain ongoing and potential hazards and cause(s)

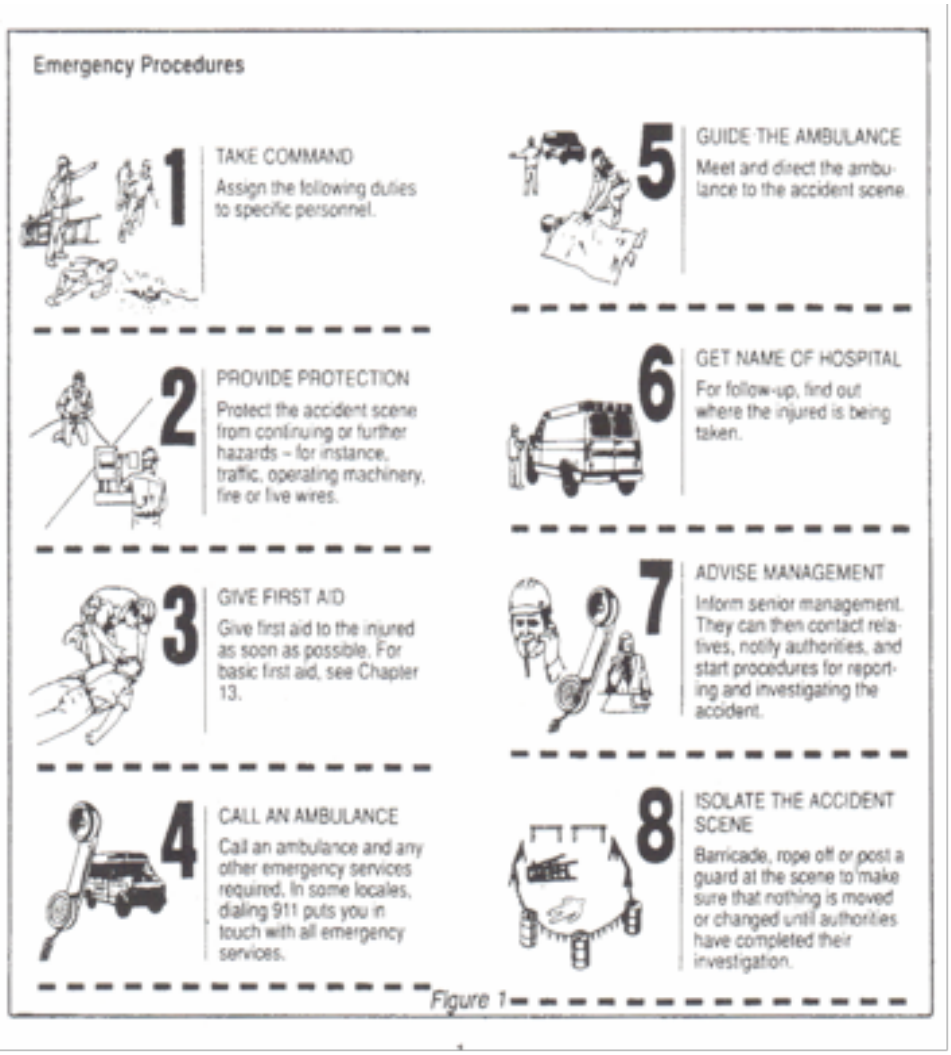


Figure 1

Critical Injuries or Fatalities:

Definition of a Critical Injury as per Regulation 834

An injury of a serious nature that:

- Places life in jeopardy.
- Produces unconsciousness.
- Results in substantial loss of blood.
- Involves the fracture of a leg or arm but not a finger or toe.
- Consists of burns to a major portion of the body.
- Causes the loss of sight in an eye.

In the event of a critical injury or fatality, the following list covers basic actions to be taken. They should be followed in sequence.

- The supervisor will arrange for immediate medical treatment to be provided, then ensure the accident scene is secure and immediately notify Dolyn Construction Ltd. .
- The Project Manager or management will notify the client and/or constructor.
- The supervisor, with assistance from a management designate, will conduct an accident investigation and prepare a detailed report of the event.
- All parties are to direct media questions to a spokesperson designated by upper management.
- In the case of a fatality, it will be the responsibility of the Police to notify the next of kin.
- In the case of a critical injury, the supervisor or a person designated by the company will inform the
- Except as necessary to preserve life or relieve human suffering, ensure the accident scene is preserved.
- It will be the responsibility of upper management to designate someone responsible to:
  - Notify Government Authorities, as required.
  - Prepare or authorize the release of documentation to the required Government Authorities.
  - Act as a liaison with the media and/or client.

Emergency Procedures Involving Medical Injuries:

In the event of an emergency involving medical injuries, the following list covers basic actions to be taken. They should be followed in sequence.

- ***Take Command*** - Alert Supervisor/Office and assign the following duties to specific personnel.
- ***Provide Protection*** - Prevent further injury to person. Protect the accident scene from continuing or further hazards - for instance: traffic, operating machinery, fire or live wires.
- ***Give First Aid*** - Give first aid to the injured as soon as possible.
- ***Call an Ambulance*** - Call an ambulance and any other emergency services required. Dialing 911 puts you in touch with all emergency services.
- ***Guide the Ambulance*** – Meet and direct the ambulance to the accident scene.
- ***Get Name of Hospital*** - For follow-up, find out where the injured is being taken.
- ***Advise Management*** - Inform senior management. They can then contact relatives, notify authorities, and start procedures for reporting and investigating the accident.
- ***Isolate the Accident Scene*** - Barricade, rope off or post a guard at the scene to make sure that nothing is moved or changed until authorities have completed their investigation.

Hospitals and Health Care Facilities

Central Ottawa

Name	Location	Phone #
Appletree Medical Group	368 Slater Street	613-731-0497
Appletree Medical Group	225 Preston Street	613-731-0497
Elgin Family Medical Centre	270 Elgin Street	613-237-2121
James Street Clinic	58 James Street	613-233-7229
Rideau Friel Medical Centre	421 Rideau at Chapel	613-789-7707
Sommerset West Community Health	55 Eccles Street	613-238-1220
University of Ottawa Health Services	300-100 Marie Curie	613-564-3950

East Ottawa

Name	Location	Phone #
The Montfort Hospital	**713 Montreal Road**	**613-748-4908**
Ottawa Hospital – General Campus	**501 Smyth Road**	**613-737-8000**
Urgent Care Clinic	**1220 Promenade Place**	**613-841-5389**
AIM Health and Wellness Centre	3-1605 Orleans Boul.	613-830-6890
Appletree Medical Group	2016 Ogilvie Road	613-731-0497
Care Medics - Vanier	103-311 McArthur Road	613-749-1678
Carrefour Vanier Medical Centre	305-150 Montreal Road	613-744-4978
Vanier Medical Centre	292 Montreal Road	613-744-4055
Elmvale Medical Centre	15-1910 St. Laurent Boul.	613-731-4770
Family Medicine Clinic – St. Joseph	100 – 2555 St. Joseph Boul.	613-830-1298
Hillside Medical Centre	13A-585 Montreal Road	613-744-1339
Vanier Family Medical Centre	250 Montreal Road	613-744-1339

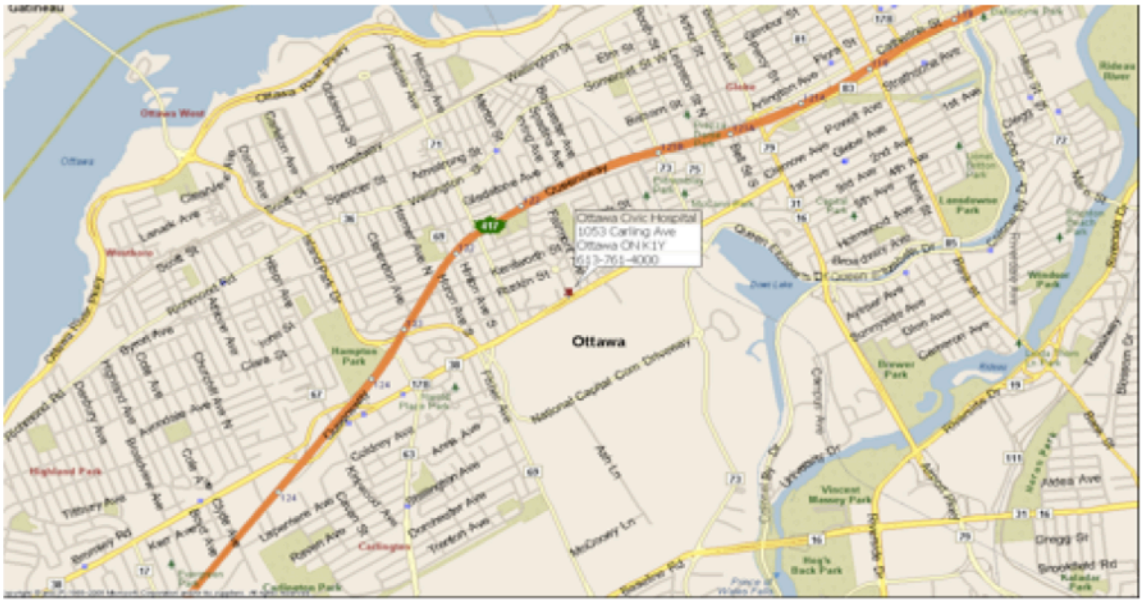
South Ottawa

Name	Location	Phone #
Kemptville District Hospital	**2675 Concession Road**	**613-258-3435**
Winchester Hospital	**556 Louise Street**	**613-774-2420**
Appletree Medical Group	1582 Bank Street	613-731-0497
Bank Medical Centre	1935 Bank Street	613-521-2391
Care Medics – Hunt Club	201 – 2446 Bank Street	613-739-0998
Elmvale AIMS Health Group	1910 St. Laurent Boul.,	613-731-4770
Medical Care Clinics	100–1385 Bank St.	613-523-7440
Merivale Health and Wellness Centre	1642 Merivale Road	613-224-2244
Southbank Medical Centre	3-2430 Bank Street	613-736-6946

West Ottawa

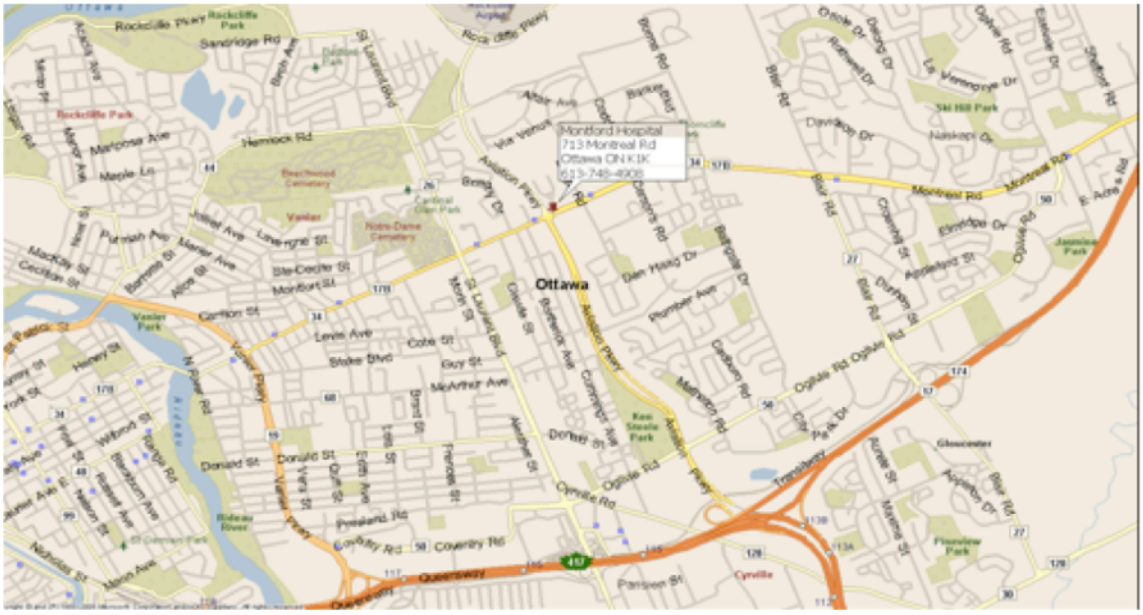
Name	Location	Phone #
Ottawa Hospital – Civic Campus	**1053 Carling Ave**	**613-761-4621**
Queensway-Carleton Hospital	**3045 Baseline Road**	**613-721-2000**
Almonte Hospital	**75 Spring Street**	**613-256-2500**
Arnprior Hospital	**350 John Street**	**613-623-3166**
Carleton Place Hospital	**211 Lake Avenue East**	**613-253-2200**
Access Medical Centre	2525 Carling Ave	613-596-9840
Active Care Medical Group	2121 Carling Ave	613-761-6777
Active Care Medical Group	4048 Carling Ave	613-254-9777
Appletree Medical Group	2573 Baseline Road	613-731-0497
Appletree Medical Group	2948 Baseline Road	613-731-0497
Appletree Medical Group	1309 Carling Ave	613-731-0497
Appletree Medical Group	3001 Carling Ave	613-731-0497
Appletree Medical Group	1580 Merivale Road	613-731-0497
Appletree Medical Group	150 Katimavik, Kanata	613-592-1539
Carlingwood Family Medical Centre	348 Woodroffe Ave	613-728-4640
College Square Medical Centre	1980 Baseline Road	613-224-6606
Hampton Park Medical Centre	216-1419 Carling Ave	613-728-8880
Merivale Family Medical Centre	1642 Merivale Road	613-224-2244
Strandherd Crossing Medical Centre	305-3161 Strandherd Drive	613-823-7766

Ottawa General Hospital 501 Smyth Rd., Ottawa, Ont 613-737-8000



Ottawa Civic Hospital 1053 Carling Ave., Ottawa, Ont 613-722-7000

Montford Hospital 713 Montreal Rd., Ottawa, Ont 613-746-4621



Queensway Carleton Hospital 3045 Baseline Rd., Ottawa, Ont 613-761-4621

Emergency Procedures – Fire

- Every fire extinguisher will be inspected for defects or deterioration at least once a month by a competent worker who will record the date of the inspection on the tag attached to it.
- Every worker who may be required to use fire extinguishing equipment will be trained in its use. Training may be performed in-house or by a 3rd Party.
- Fire extinguishing equipment will be of a suitable type and size to permit the evacuation of workers during a fire. Every fire extinguisher:
  - Will be a type whose contents are discharged under pressure
  - Will have an Underwriters' Laboratories of Canada 4A40BC rating.
- Fire extinguishing equipment will be provided at readily accessible and adequately marked locations at a project. At least one fire extinguisher will be provided:
  - Where flammable liquids or combustible materials are stored, handled or used
  - Where oil-fired/gas-fired equipment, other than furnace equipment in a building, is used
  - Where welding or open-flame operations are carried on
  - On each story of an enclosed building being constructed or altered.
- At least one fire extinguisher will be provided in a workshop for each 300 or fewer square metres of floor area.
- Supervisors will ensure workers under their direct supervision are aware of the site-specific evacuation routes in case of an emergency.
- Call 911
- Sound alarm (if any)
- Use fire extinguisher to put out fire if it can be done without jeopardizing your safety. If not, use it to clear a path for your escape.
- Begin evacuation.
- Give details to the EMS when they arrive.

Tip	Details
Protect escape route	Position yourself between fire and an EXIT to use extinguisher.
When trapped	Place cloth under door. Close door between you and the fire. Be prepared to signal from a window if applicable.
When caught in smoke	Drop to hands and knees, crawl, hold breath as much as possible and breathe willow through nose using clothing as a filter.
Use stairs to exit building	
Use the back of hand	Check the exit door. If door is hot then do not open.
If door is not hot	Open the door slowly while standing behind and to the side of the exit door. If fire is present when door is open, close door quickly.

In Case of a Minor Fire

- Use fire extinguishers in the immediate area.
- Send someone for help.
- Contact the supervisor, H&S Coordinator or Management immediately.
- Cooperate with emergency personnel when they arrive.

In Case of a Major Fire

- Sound alarm. If no alarm is available sound three long blasts on car horn.
- Leave the area and warn others on the way out.
- Contact 911, the supervisor and/or safety coordinator and tell them the exaction location, type of fire and if any potential explosives materials are in the area.
- Keep well back of the fire.
- Cooperate with emergency personnel and investigators.

Any employee found tampering with fire extinguishers or treating them carelessly such that they may fail to function adequately will be subject to disciplinary actions as outlined in the company Enforcement Policy.

Fire Extinguishers Classification:

Fire extinguishers are classified according to their capacity to fight specific types of fires. Using the wrong extinguisher on a fire will not achieve desired results.

Class A Extinguishers will put out fires in ordinary combustibles, such as wood and paper. The numerical rating for this class of fire extinguisher refers to the amount of water the fire extinguisher holds and the amount of fire it will extinguish.

Class B Extinguishers should be used on fires involving flammable liquids, such as grease, gasoline, oil, etc. The numerical rating for this class of fire extinguisher states the approximate number of square feet of a flammable liquid fire that a non-expert person can expect to extinguish.

Class C Extinguishers are suitable for use on electrically energized fires. This class of fire extinguishers does not have a numerical rating. The presence of the letter "C" indicates that the extinguishing agent is non-conductive.

Class D Extinguishers are designed for use on flammable metals and are often specific for the type of metal in question. There is no picture designator for Class D extinguishers. These extinguishers generally have no rating nor are they given a multi-purpose rating for use on other types of fires.

How to Use the Extinguisher:

The primary purpose of a fire extinguisher is to clear a path for the worker to get out of the building. Only in the case of very small fires should a worker attempt to extinguish the fire.

To extinguish the fire in your path follow the ***PASS*** procedure:

P	***P***ull the pin
A	***A***im the nozzle to the base of the fire
S	***S***queeze the trigger
S	***S***weep the base of the fire with back and forth motions

Extinguishers have a very short duration of discharge, usually less than 60 seconds and are not intended to put out fires but to clear an escape route for the worker. Therefore, do not attempt to put out a fire but aim at the base of the flames that are restricting your escape.

Any employee found tampering with fire extinguishers or treating them carelessly such that they may fail to function adequately will be subject to disciplinary actions as outlined in the company Enforcement Policy.

Flammable Liquids:

- At industrial locations flammable liquids are to be in sealed containers and located:
- Outdoors and remote from any means of egress,
- In a building not used for any other purpose, or
- In a room separated from the rest of the building with partitions having:
    - At least one-hour fire resistance rating.
    - Self-closing doors, hinged to swing outwardly.
    - A drain connected to a dry sump or holding tank.
    - Liquid-tight seals between interior walls and floor and a liquid-tight ramped sill at any door opening, which is not in an exterior wall
    - Natural ventilation to the outdoors.

Emergency Procedures - Evacuation

- Remain calm.
- Immediately shut down all machines and equipment.
- Leave quickly. Check that all others in your work-space are leaving as instructed.
- As you exit, quickly check nearby restrooms, copier rooms, closets, etc.
- Accompany and assist any co-worker who appears to need calm direction or assistance.
- Shut all doors behind you as you go. Closed doors can slow the spread of fire and smoke.
- Proceed as quickly as possible in an orderly manner. Do not push or shove.
- Once out of the building, move away from the structure and go to the designated muster station.
- Meet with other members of your work group and remain in the assembly area.
- Wait for further instructions.

Emergency Procedures – Cave-Ins

It is natural to try to rescue casualties caught or buried by a cave-in. But care must be taken to prevent injury and death to rescuers, whether from a further cave-in or other hazards.

The following procedures may be suitable, depending on conditions:

- To get down to the casualty, use a tarpaulin, fencing, plywood, or similar material that can cover the ground and will ride up over any further cave-in.
- Sometimes a further cave-in can be prevented by placing a backhoe bucket against the suspected area or excavating it.
- Rescue workers should enter the trench with ropes and wear rescue harnesses if possible.
- To prevent further injury, remove the casualty by stretcher whenever possible. Tarps or ladders can be used as a makeshift stretcher.
- Stabilize the casualty.
    - Breathing – Ensure that the casualty is breathing. If not, open the airway and start artificial respiration immediately. Mouth-to-mouth is the most efficient method.
    - Bleeding – Control external bleeding by applying direct pressure, placing the casualty in a comfortable position, and elevating the injured part if possible.

- Unconsciousness – This is a priority because it may lead to breathing problems. An unconscious person may suffocate when left lying face up. If injuries permit, unconscious persons who must be left unattended should be placed in the recovery position.

Emergency Procedures – Lightning

If you can see lightning or hear thunder, activate this safety plan. Resume activities only when lightning and thunder have not been observed or heard for thirty minutes.

Be prepared: Identify safe and unsafe locations beforehand.
Preparedness can reduce the risk of the lightning hazard and raise safety levels. Lightning is a frequent weather hazard impacting work situations. Advance planning is the single most important means to achieve lightning safety. Supervisors will monitor weather conditions and report hazards to all outdoor workers. Outdoor workers will monitor weather conditions and report hazards to Supervisors.

- Suspend Activities.
- Unplug all electrical tools and equipment.
- Seek safe shelter – Safe areas include fully enclosed metal vehicles with windows up or substantial and permanent buildings.
- Monitor Conditions.
- Resume Activities - Resume activities only when lightning and thunder have not been observed or heard for thirty minutes.

Do not seek shelter in the following areas:

- Small structures including huts & rain shelters.
- Nearby metallic objects like fences, gates, instrumentation and electrical equipment, wires, and power-
- AVOID trees, AVOID water, AVOID open fields, AVOID using the (hardwired) telephone and

Lightning Safety Crouch

If hopelessly isolated from shelter during close-in lightning, adopt a low crouching position with feet together and hands on ears.

Emergency Procedures – Struck by Lightning

People who have been struck by lightning do not carry an electrical charge and are safe to handle.

- Apply First Aid immediately, if you are qualified to do so.
- Get emergency help promptly.
- Advise supervisor promptly.

Emergency Procedures – Electrical Contact

- **Stay on the Equipment** – It is generally safe to stay on equipment that has made contact with a power line as long as an operator does not touch the equipment and ground at the same time. Touching anything that is in contact with the ground could be fatal. The driver should remain in the vehicle or on the equipment and, if possible, try to move the equipment away from the wires. If a driver is forced to leave the equipment, as in the case of fire, he or she must be sure to jump clear so that no part of the body touches the vehicle and ground at the same time. Even with the slightest contact, the body will complete the electrical circuit to the ground with fatal results. If one part of the body contacts the ground while another part touches the machine, current will travel through the body. The person should jump with feet together and shuffle or hop (bunny hop) away in small steps.
- **Keep Others Away** - Keep everyone away from the equipment, its load, or from fallen wires. Warn them not to touch any part of the equipment. Touching a winch line or the load on the equipment could be fatal. This same guideline applies to broken underground cables.

- **Call the Utility** - Have someone call the utility to get help or to have the power shut off.
- **Rescue** - Rescue can only be attempted safely by a person trained to use special live-line tools. In cases involving high voltage lines, even using a wooden tool, a dry rope, hose, wood pole, or board to move a victim from the wire is dangerous.
- **Casualties – If life is at stake and rescue must be attempted** - Special precautions are required for injured persons who remain in contact with live power lines or equipment. No one should touch the person or anything in contact with the person. It may be possible to break the contact. A dry board, wood pole, rubber hose, or dry polypropylene rope may be used to move either the person or the live line. An object can sometimes be thrown to separate the wire from the injured person, but this can be dangerous even with dry wood or rubber. Under high-voltage conditions, objects that are normally insulators may become conductors.
- **Give First Aid** - Give first aid to the injured as soon as possible. If the casualty is not breathing, cardiopulmonary resuscitation or artificial respiration should be started immediately (mouth-to-mouth is most efficient). Burns should be treated with cold water and then covered with a clean dressing.

Emergency Procedures Involving Electrical Contact – Unbroken Contact

In the event of an electrical emergency where the worker(s) has made electrical contact and the contact remains unbroken the following procedures must be followed:

- ***Turn off power*** – Whenever possible and at all times involving high voltage, the power must be shut off. If you don't know the voltage, always treat as high.
- ***Break contact*** – In some cases involving low voltage, where the power cannot be turned off, use a dry board, dry hose or dry polypropylene rope to move either the injured worker or the energy source. An object can sometimes be thrown to separate the person from the energy source. If you don't know the voltage, always treat as high.
- ***Warning*** – Even with dry wood or rubber, touching the injured person can be dangerous. High voltage can jump a considerable gap and objects that are usually insulators may become conductors. Only electrical personnel trained in the use of special live-line tools can attempt rescue safely.
- ***Call Emergency Services*** – In most cases, ambulance, fire and utilities must be called. Rescue can only be attempted safely by a person trained to use special live-line tools.

Emergency Procedures – Gas Line Break

In the event of gas line contact, call Enbridge Consumers Gas at 613-748-6729 and alert the supervisor/office immediately. The gas company will check the line and close down the supply if necessary.

Workers Should Immediately:

- Put out smoking materials and shut off other sources of ignition such as engines and equipment.
- Leave the trench immediately. Gas can collect there.
- Barricade the area off. Keep the public and workers away.
- Vacate the premises until the gas company declares it safe to return.
- Where service to a building or home has been struck, people inside should be advised to leave doors and windows open; shut off appliances, furnaces, and other sources of ignition.

If damage to the coating or pipe occurs and no gas is escaping, leave the pipe exposed and contact Enbridge Consumers Gas.

No attempt should be made to control escaping gas. Notify Enbridge Consumers Gas and Emergency Services if project is located in a built-up residential or commercial area.

Emergency Procedures – Chemical Spill

Upon detection of a release or spill of a hazardous substance, take the following steps as soon as possible to prevent risk to people or the environment:

- Secure the area – Establish a hazard zone to keep non-emergency personnel away from danger.
- Assess the situation - Is there a fire?
- Identify the Product(s) – Refer to the Safety Data Sheet(s) - SDS(s) - for detailed cleanup procedures, health hazards and personal protective equipment to be used.
- Response – Maintain control of the site until the spill has been cleaned up.
- Report - The supervisor will prepare a written report to be forwarded to Head Office.

Emergency Procedures – Vehicle Accident

The driver of any company vehicle involved in a traffic accident will:

- Notify Office and Supervisor immediately. Office will notify Police, Ambulance, Fire, Utilities, or others as required.
- Check for injuries and render First Aid if qualified.
- Obtain pertinent accident details by completing the company Vehicle Accident Report form found in the Vehicle H&S Manual.
- Do not discuss the accident with anyone other than management and MOL inspectors.
- Do not admit liability for the accident.
- Do not sign any statements.
- In the event of a fatality, do not remove, alter or interfere with any article associated with the accident unless authorized by a Police Officer.

Supervisors will:

- Ensure that Police, Ambulance, Fire, Utilities, or others have been notified as required.
- Attend the accident scene immediately.
- Ensure that immediate and proper transportation to a Hospital/Health Care Facility/Doctor's Office/or the worker's home, if necessary, is provided.
- Arrange for tow truck as required.

Rescue Procedures - Fall Arrest

If a worker wearing required Fall Protection should fall to a suspended position, a rescue must be performed. It is for this reason that no person required to wear fall protection of any type is allowed to

The rescuer will use one of the following methods to safely reach and rescue the suspended worker:

- A ladder.
- If there are an adequate number of rescuers to prevent back strain, then the suspended worker may be hauled to safety.
- If available, an elevating work platform may be used to safely reach and rescue the suspended worker.

If a rescue cannot be performed safely then the rescuer will call the local fire department for assistance.

If it is suspected that a rescue cannot be performed successfully within twenty minutes, call the local fire department immediately for help.

If the worker falls such that an electrical hazard may threaten the worker and/or rescuers, if possible, safely disconnect the power source or call Hydro immediately to have the power disconnected.

If the worker has sustained medical injuries as a result of the fall, proceed with medical procedures as outlined in the company First Aid and Medical Procedures policy.

Communication:
This policy is to be communicated to all workplace parties through safety meetings, Worker H&S Orientation, the Worker H&S Manual or by any other method determined by management.

Training:
Training will be provided to employees through safety meetings, one-on-one training or through organized and topic-specific trainings such as first aid etc. or by any other means when and where necessary.

Whenever possible, training will include a theoretical and a practical component.

Enforcement:
Any worker who does not comply with this policy may be subject to disciplinary actions as per the company Enforcement Policy. Supervisors may be reassigned should they fail to meet their responsibilities. The appropriate consequence will depend on the facts of the case, including nature of the violation, the existence of prior violation(s), the response to prior corrective programs and the seriousness of the violation.

Evaluation:
Management will review this policy, and support documentation, as necessary but at least annually. The sole intent of the review will be to acknowledge what we are doing well and to identify those areas in which we can improve to increase the effectiveness of this policy and program.

The review will evaluate the critical components of this policy and program.

When the company requires action to be taken, we will:

- Identify action(s) required
- Assign responsibilities
- Include timeframes
- Acknowledge success or make recommendations for improvement.
- Include general comments of those involved in the review.

H&S Consultants and Supervisors are expected to continually evaluate worker skills and competencies to ensure adequacy.

Workers will be given the opportunity to evaluate training sessions as to their value and effectiveness.

Reference Materials:
Occupational Health and Safety Act and applicable Regulations
Occupational Health & Safety Regulation 851 – Industrial Establishments

Definitions:
Refer to *Glossary of Terms*

Forms:

Form	Identification Number
Covid - 19 Safety Plan	EP 1

Preventative Maintenance

Preventative Maintenance			Endorsement
Effective Date: Jan-24	Revision Date: Jan-24	Replaces: Jan-23	DB

Objective:
It is the objective of Dolyn Construction Ltd. to ensure regular maintenance of equipment to improve equipment life, minimize breakdowns and to prevent injury.

Policy:
The company will identify: all equipment requiring regular maintenance, the maintenance requirements of identified equipment, develop schedules for equipment maintenance and ensure schedules are adhered to.

The qualifications of maintenance personnel are key to the success of our maintenance program. All individuals who perform maintenance work will have the appropriate skills, accreditation and/or certification. This certification applies both to company employees and to contracted maintenance services.

Preventative Maintenance:
Preventative maintenance is a schedule of planned maintenance actions aimed at the prevention of breakdowns and failures. The primary goal of preventative maintenance is to prevent the failure of equipment before it actually occurs. It is designed to preserve and enhance equipment reliability by replacing worn components before they actually fail. Preventative maintenance activities include equipment checks, partial or complete overhauls at specified periods, oil changes, lubrication and so on. In addition, workers can record equipment deterioration so they know to replace or repair worn parts before they cause system failure. Recent technological advances in tools for inspection and diagnosis have enabled even more accurate and effective equipment maintenance. The ideal preventative maintenance program would prevent all equipment failure

Commercial Vehicle Operator's Registration System
The Commercial Vehicle Operator's Registration (CVOR) System is an automated monitoring system that tracks the on-road safety performance of Commercial Motor Vehicle (CMV) operators. The goals of the CVOR System are to improve safety for all users of Ontario highways and develop effective compliance strategies with emphasis on safety and protection of the highway infrastructure.

Law:
OHSA Part III, Sections 25 (2) (h)
Highway Traffic Act (HTA)
Commercial Vehicle Operator's Registration System

Scope:
Management, supervisors, workers, H&S Coordinator, H&S Consultants, H&S Representative, Subcontractors, Visitors.

Roles and Responsibilities
Management:

- Ensure vehicles, tools and equipment are properly serviced at regular intervals by persons that are trained and qualified to perform the manufacturer required servicing. This servicing is to be conducted at various intervals.
- Identify any and all equipment requiring regular maintenance.
- Develop a schedule for regular maintenance. The maintenance schedule will take into account the manufacturers recommendations as listed within the owners/operators manual for the specific vehicle, tools and equipment.
- Ensure the schedule is being followed.

- Ensure a qualified person conducts preventative maintenance. All workers involved in performing maintenance on vehicles and equipment will be trained.
- Ensure maintenance meets manufacturer's and/or regulatory standards.
- Ensure the Preventative Maintenance Policy is functioning in accordance with this policy.

Supervisor:

- Ensure the equipment maintenance schedule is being followed.
- Do not use, or allow to be used, any equipment that has exceeded scheduled maintenance by more than two weeks.
- Ensure maintenance records and Operator/Maintenance Manuals are available as prescribed.

Worker:

- Perform visual/recorded inspections as required by this policy.
- Report any equipment that is defective or failing to perform in an expected manner to the supervisor.
- Do not use any equipment that has exceeded scheduled maintenance by more than two weeks.

H&S Coordinator:

- Ensure this policy is being followed as prescribed.
- Ensure maintenance records and Operator/Maintenance Manuals are available as prescribed.
- Ensure all forms and records are systematically filed.
- Participate in the annual review of this policy.

H&S Consultant

- When requested, assist management with the development and implementation of this policy.

H&S Representative or JHSC Members

- It is expected recommendations will be made to management, on any and all matters concerning this policy, by the H&S Representative or JHSC Members.

Subcontractor:

- Ensure that any vehicle/heavy equipment or any other like equipment is kept in good repair.

General Rules and Requirements:

- Only properly trained workers are to use tools, equipment and vehicles.
- Inspect all tools, equipment and vehicles prior to use.
- When applicable, maintenance schedules for all tools, equipment and vehicles are to be respected.
- Each jobsite supervisor is to ensure regular inspections of tools, equipment and vehicles on the site. When required, inspections must recorded and should include:
    - Who performed the inspection.
    - The date of the inspection.
    - The condition of the tools, equipment and vehicles.
    - The deviations from required condition(s).
    - Take Action - i.e. removed from service for repair or replacement, had a competent worker add fluids or add air to tires etc.
- If at any time a worker judges that a tool, equipment or vehicle is unsafe for use, they are to properly tag the item and inform the supervisor immediately.
- Tools, equipment or vehicles that are tagged unsafe will be either repaired or removed from service. Head office is to be notified.

Equipment/Tools Maintenance List

A list of tools, equipment, machines, and vehicles, along with written maintenance procedures, will be

Refer to Safe Work Practices - Tool Use and Maintenance.

Recording

When required, all maintenance inspections will be documented. Inspection checklists will include the name of the inspector, items checked, observations/test results, the date and the signature of the inspector.

In the event that defects are found, the inspector will record the deficiency and report the deficiency.

All maintenance/repair work performed will be recorded and should include: .

- Who performed the work.
- The date the work was performed.
- The final condition of the tools, equipment or vehicle.
- The signature of the person who has performed the work.

Qualified Person

A qualified person is deemed to be qualified due to training and experience with the inspection and maintenance of the identified equipment. When required, the qualified person will be in possession of a current license/certificate.

Operator Qualifications and Training

All individuals who operate mobile equipment, forklift trucks, vehicles etc. will have the appropriate skills, accreditation and/or certification. This applies to both company employees and contracted equipment services.

Only competent and qualified technician(s)/inspector(s) will perform inspections and/or repairs required. When repairs are required on tools/equipment technicians are required to:

Operators will be trained in the following:

- Their responsibilities to ensure they operate the equipment in a safe manner.
- Familiarity and comprehension of safety requirements for the piece of mobile equipment which they intend to operate.
- Manufacturer's operating and maintenance procedures.
- How to communicate to maintenance personnel.
- Hand signals.

Commercial Motor Vehicles (CMV)

A Commercial Motor Vehicle is a vehicle or combination of vehicle and trailer with a Gross Weight or Registered Gross Weight over 4500 kg (9920 lbs.).

The Gross Weight of a vehicle is located on the manufacturer's plate attached to the driver door or doorjamb.

The Registered Gross Weight of a vehicle is located on the plate portion of the vehicle registration.

The Gross Weight of a trailer is located on the manufacturer's plate attached to the tongue or left front side of

Vehicle Requirements:

CVOR regulations require the operator to keep a file of each CMV (Commercial Motor Vehicle). The file will contain a statement of the company maintenance schedule (which must be strictly adhered to), records of all maintenance completed and copies of vehicle inspection reports. These files will be kept at Head Office.

Driver License Abstract:
A CVOR abstract of each driver's license will be obtained annually. Any violations will be reviewed with the driver. If necessary, disciplinary action will be taken and all results will be documented on the driver's file.

Driver's File:
CVOR regulations require Dolyn Construction Ltd. to keep a file for each driver of a commercial motor vehicle. The file will include: a CVOR driver license abstract (12 months), copies of logbooks (6 months) and a record of any driver training. These files will be kept on file at Head Office.

Documentation to be carried in the vehicle:
- A copy of the vehicle registration
- Original liability certificate
- A copy of the CVOR registration
- A copy of the annual inspection certificate
- A copy of the trailer registration
- Copy of the trailer annual inspection certificate
- Vehicle Inspection Report

Roadside Inspections:
CMV's are subject to random roadside inspections. Upon completion of an inspection the driver will be issued a CVSA report. The driver will give the report to management within 48 hours of the inspection.

Equipment Maintenance Schedule Matrix:
All mobile equipment is to be inspected and maintained in accordance to the Equipment Inspection Schedule as a minimum.

A matrix will be developed to include:
- A complete list of all equipment requiring regular maintenance.
- A complete list of inspection tasks for each piece of equipment - i.e. oil change, brake inspections.
- The frequency of inspection for each task.
- The type of maintenance performed:
  - Preventative Maintenance i.e. every 6 months
  - Predictive Maintenance i.e. when a prescribed level of wear/time has been reached.
  - Corrective Maintenance i.e. due to a breakdown or malfunction.
  - Situational Maintenance i.e. as the result of a specific work task.
- Person(s) authorized to conduct inspections and/or perform the work.

Maintenance Checklists or Reports:
The maintenance program will contain a recording system. Part of this system is to be made up of inventories and schedules. In addition, the system should document what maintenance work was done, when and by

All inspections/reports will be documented and kept on file for not less than five (5) years.

Inspections/reports will include but are not limited to:
- The date of the inspection
- The nature of the inspection
- Inspection results
- The type of maintenance performed
- Maintenance/repairs details
- The signature of the qualified person conducting the inspection/repairs.

Pre-Use Inspections:

Pre-use inspections may also be referred to as *Walk Arounds* or *Circle Checks.* Pre-use inspections are required on all pieces of mobile equipment and are necessary to ensure the unit is safe to operate both from the personnel standpoint and for the equipment, that is, all fluids must be at the correct level and all

Pre-use Inspections will be completed by the first driver of the day. The report is valid for 24 hours. If the report is not completed and the vehicle is stopped and the driver is asked to produce the report, the driver will be subject to a fine.

Prior to the commencement of a pre-use inspection the inspector should check the cab area to ensure there are no other operators or workers who may be working in or around the unit who may be injured due to the

Whenever a deviation from the required condition(s) occurs, the worker will report the deviation to the supervisor/technician immediately.

All major defects will be repaired immediately before the vehicle is operated that day or the driver will be subject to a fine.

Communication:

This policy is to be communicated to all workplace parties through safety meetings, Worker H&S Orientation, the Worker H&S Manual or by any other method determined by management.

Training:

Training will be provided to employees through safety meetings, one-on-one training or through organized and topic-specific trainings such as first aid etc. or by any other means when and where necessary.

Whenever possible, training will include a theoretical and a practical component.

Enforcement:

Any worker who does not comply with this policy may be subject to disciplinary actions as per the company Enforcement Policy. Supervisors may be reassigned should they fail to meet their responsibilities. The appropriate consequence will depend on the facts of the case, including nature of the violation, the existence of prior violation(s), the response to prior corrective programs and the seriousness of the violation.

Evaluation:
Management will review this policy, and support documentation, as necessary but at least annually. The sole intent of the review will be to acknowledge what we are doing well and to identify those areas in which we can improve to increase the effectiveness of this policy and program.

The review will evaluate the critical components of this policy and program.

When the company requires action to be taken, we will:

- Identify action(s) required
- Assign responsibilities
- Include timeframes
- Acknowledge success or make recommendations for improvement
- Include general comments of those involved in the review

H&S Consultants and Supervisors are expected to continually evaluate worker skills and competencies to ensure adequacy.

Workers will be given the opportunity to evaluate training sessions as to their value and effectiveness.

Reference Materials:
Occupational Health and Safety Act and applicable Regulations
Owner's/maintenance manuals

Definitions:
Refer to *Glossary of Terms*

Forms:

Workplace Inspections

Workplace Inspections			Endorsement
Effective Date: Jan-24	Revision Date: Jan-24	Replaces: Jan-23	DB

Objective:
Our goal is to eliminate or control hazards to create the safest and healthiest workplaces for our employees. Hazards must be identified. One of the most effective methods of identifying hazards are inspections.

Policy:
Dolyn Construction Ltd. will ensure a systematic system of ensuring our worksites are inspected and when unsafe conditions are observed, that they are corrected in a timely manner.

From time to time management may conduct Workplace Inspections.

Management my enlist the services of third party inspectors.

Supervisors will conduct regular inspections as outlined in the policy.

H&S Representatives will conduct regular inspections as outlined in this policy.

Daily pre-use inspections will be performed to check for obvious hazards.

Regular inspections of tools and equipment will be conducted in accordance with the Dolyn Construction Ltd. Preventative Maintenance Policy and Program.

Workplace Inspections:
Inspections provide for a systematic visual review with the sole intent of identifying hazards and recognizing commendable H&S behaviours.

Workplace inspections should assist inspectors with the identification of actual hazards and potential hazards, which may cause harm to workers. Once identified, measures can be taken to either eliminate or control the

Law:
OHSA Section 25 (2)(h) & 27 (2)(c), 8(6-9), 9(23).
Occupational Health & Safety Regulation 213/91 – Construction Projects
Occupational Health & Safety Regulation 851 – Industrial Establishments

Scope:
Management, Supervisors, employees and JHSC, the H&S Representative or JHSC Members.

Roles and Responsibilities:
Management:

- Develop a Workplace Inspection Policy and necessary procedures/form(s)/paperwork to ensure the proper application of the policy.
- Ensure that Workplace Inspections are conducted in accordance with the prescribed requirements of the *Occupational Health and Safety Act*, *Sections 8 and 9.*
- Ensure supervisors conduct inspections regularly as outlined in this policy.
- Review, on a regular basis, all workplace inspection reports.
- When required, develop new procedures to control or eliminate hazards identified through Workplace Inspections.

- Inspection results will be recorded on the company forms developed for such purpose.
- Management will review all inspections and to respond to recommendations in a timely manner.
- Management will respond, in writing, to health and safety recommendations within 21 days.

Supervisor:

- Supervisors to ensure safe work practices will conduct on-going site inspections and job observations.
- Supervisors will conduct weekly inspections of their assigned work area making safety observations on employees, the work tasks and the site conditions.
- When work crews exceed five workers, supervisors will record their findings on company inspection form at least once weekly.
- Supervisors will speak with workers regularly during inspections to: commend positive behaviours, enforce compliance with the Occupational Health and Safety Act and applicable Regulations, industry standards and/or company policies and to identify worker concerns.
- The responsible supervisor must rectify safety infractions encountered during inspections. Any corrective actions must be outlined on the inspection form.
- As a result of inspection audits, the supervisor will implement and communicate controls for the protection of the worker. When deemed necessary by the supervisor, a Safety Talk will be held to address hazards identified during the inspection. Refer to *Safety Talks Policy and Program* .
- The supervisor will ensure sufficient follow-up to ensure the corrective actions do not create new
- The supervisor will ensure that changes in procedures are monitored to ensure that the new procedures are effective in adequately controlling the hazard and to ensure that they do not create new hazards. If new hazards are created, the supervisor will take action to ensure the new hazards are eliminated or, when not possible, adequately controlled.
- Communicate any changes in policy and/or procedures in a timely manner.

Worker:

- Will report all hazards and near misses immediately to the supervisor.
- Employees are expected to give their full cooperation to inspectors. Failure to cooperate is grounds for disciplinary action in accordance with the company discipline policy.
- Perform pre-use inspections and any and all other inspections in accordance with this policy and any other policy that requires inspections to be performed by the worker.
- Submit all required documentation to the supervisor.

H&S Consultant:

- H&S Consultants will conduct Workplace Inspections at least monthly.
- H&S Consultants will speak directly with a minimum of two workers to discuss worker concerns/questions and to encourage workers to be diligent in adopting a Safety First approach to work
- When deemed necessary, H&S Consultants will make recommendations to management. It will be the responsibility of management to take action on recommendations.
- Inspections will be forwarded to management in a timely manner.

H&S Representative or JHSC Members

- Conduct Workplace Inspections in accordance with the prescribed requirements of the *Occupational Health and Safety Act* , *Section 9* .
- Supervisor will address the safety issue with the H&S rep at the time of submission. Working together they will develop and implement control strategies to eliminate or control the identified concerns.
- Management will respond, in writing, to health and safety recommendations within 21 days.

Subcontractor:

- Ensure regular inspections are conducted for the safety of your workers.
- When new safe work practices, polices or procedures are implemented for the safety of workers, ensure that your workers work in a manner compliant with the changes.
- All employees will cooperate with the inspector(s).

General Procedures:

- The inspector should make it apparent to the workers that a formal site inspection is taking place.
- Inspectors may use the following tools to conduct appropriate inspections:
  - Inspection Checklists
  - Previous Inspection Reports
  - Accident/Incident reports to review if corrective action, if needed, has been taken.
- Inspectors will use company inspection forms.
- Identified hazards will be ranked as outlined in the Hazard Management policy.
- The responsible supervisor must rectify safety infractions encountered during inspections. Any corrective actions must be outlined on the inspection form.

Stop Work Order:

If a hazard is of such a serious nature that failure to immediately implement corrective actions could result in the injury of a worker, the supervisor must issue a *Stop Work Order* until corrective measures are implemented and the risk has been eliminated or adequately controlled.

Insufficiently Trained Worker:

If the worker appears to be insufficiently trained, the supervisor will be responsible to:

- Reassign the worker.
- If possible, provide task specific training immediately; or
- Arrange for workers to receive formal training.

Record Keeping:

Written inspection reports serve as valuable confirmation of *due diligence* , that the company is taking every precaution reasonable to protect its employees. The Ministry of Labour may audit inspection reports.

Inspection Form:

- No checklist can be complete enough to evaluate a workplace for all hazards. They are useful tools for recording notes about physical or procedural deficiencies, but should not become the focus of the workplace inspection. The focus must be on outstanding or newly created hazards and unsafe work procedures.
- Inspection forms must record the date, location of the inspection and the name of the inspector.
- Inspection forms will record if an inspected component is OK, Fix or non applicable (n/a).
- Identified hazards must be ranked using the system outlined in the Hazard Management policy.
- Controls must be put in place to eliminate or control hazards following the procedures in the Hazard Management policy.
- Inspection Forms will be submitted to management. Prior to the next scheduled meeting, the H&S Coordinator will ensure a copy of all inspections are given to the H&S Representative or JHSC
- Inspectors will be required to sign all inspection/recommendation reports.
- Completed inspection reports are to be posted on the health and safety board in a timely manner.
- One copy of the inspection report will be given to the supervisor to post on the jobsite or, if not possible, put in the Jobsite H&S Kit.

- Follow up on any recommendations to ensure the proper corrective action has been taken or proper procedures established and implemented.
- If a new hazard has been created while rectifying an existing hazard, then a complete hazard assessment will be completed for the new hazard and appropriate action will be taken to control the

Communication:
This policy is to be communicated to all workplace parties through safety meetings, Worker H&S Orientation, the Worker H&S Manual or by any other method determined by management.

Training:
Training will be provided to employees through safety meetings, one-on-one training or through organized and topic-specific trainings such as first aid etc. or by any other means when and where necessary.

Whenever possible, training will include a theoretical and a practical component.

Enforcement:
Any worker who does not comply with this policy may be subject to disciplinary actions as per the company Enforcement Policy. Supervisors may be reassigned should they fail to meet their responsibilities. The appropriate consequence will depend on the facts of the case, including nature of the violation, the existence of prior violation(s), the response to prior corrective programs and the seriousness of the violation.

Evaluation:
Management will review this policy, and support documentation, as necessary but at least annually. The sole intent of the review will be to acknowledge what we are doing well and to identify those areas in which we can improve to increase the effectiveness of this policy and program.

The review will evaluate the critical components of this policy and program.

When the company requires action to be taken, we will:
- Identify action(s) required
- Assign responsibilities
- Include timeframes
- Acknowledge success or make recommendations for improvement
- Include general comments of those involved in the review

H&S Consultants and Supervisors are expected to continually evaluate worker skills and competencies to ensure adequacy.

Workers will be given the opportunity to evaluate training sessions as to their value and effectiveness.

Reference Materials:
Occupational Health and Safety Act and applicable Regulations

Definitions:
Refer to *Glossary of Terms*

Forms:

Form	Identification Number
Workplace Inspection for Office and Warehouse	WI 1
Workplace Inspection Form - Supervisors	WI 2
Workplace Inspection Form – H&S Representative	WI 3

Violence, Harassment & Sexual Harassment Policy

Violence & Harassment			Endorsement
Effective Date:	Revision Date:	Replaces:	DB
Jan-24	Jan-24	Jan-23	

Violence in the Workplace Policy Statement

The management of Dolyn Construction Ltd. is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to management and all employees. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

There is a workplace violence awareness program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns.

Dolyn Construction Ltd. as the employer will ensure this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that workers follow measures and procedures and that workers have the information they need to protect them.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

Doug Burnside
President
Dolyn Construction Ltd.

January 1, 2024

Harassment & Sexual Harassment in the Workplace Policy Statement

The management of Dolyn Construction Ltd. is committed to providing a work environment in which all individuals are treated with respect and dignity.

Harassment or sexual harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing harassment or sexual harassment. Management and all employees are expected to uphold this policy, and will be held accountable by the employer.

By definition workplace harassment means "engaging in a course of vexatious comment or conduct against a worker in a workplace – a comment or conduct that is known or ought reasonably to be known to be unwelcome."

By definition workplace sexual harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or
Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

These definitions of workplace harassment and workplace sexual harassment are broad enough to include harassment prohibited under Ontario's Human Rights Code, as well as what is often called "psychological harassment" or "personal harassment."

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace.

Workers are encouraged to report any incidents of workplace harassment or sexual harassment to their supervisor or management. There will be no negative consequences from reporting incidents in good faith.

Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment or sexual harassment in a fair and timely manner while respecting workers' privacy as much as possible.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

Doug Burnside
President
Dolyn Construction Ltd.

January 1, 2024

Violence/Harassment/Sexual Harassment Risk Assessment

Objective:

The company is committed to providing a respectful, supportive, healthy, safe, accessible and inclusive work environment for all employees, who are entitled to work in an environment free from violence, threats of violence, intimidation and other disruptive behaviour.

The company is committed to providing a work environment free from harassment and discrimination based on race, creed, colour national origin, political or religious affiliation, sex, sexual orientation, age, marital status, family and disability.

This policy defines workplace violence, workplace harassment and workplace sexual harassment, and identifies the rights and responsibilities of employees and management. It establishes expectations about appropriate behaviour and clarifies the company's commitment to addressing inappropriate behaviour.

The intention of this policy is to prevent violence, harassment or sexual harassment from taking place, and where necessary to act upon incidents of violent behaviour promptly, fairly, and judiciously.

The company expects no less from its employees than to work cooperatively and constructively with co-workers. It is through mutual respect and understanding that we will work together in creating a workplace atmosphere that is free from violence and/or harassment and for the betterment of the project.

Policy:

The company strictly prohibits violence, harassment or sexual harassment, bullying, intimidating or threatening conduct of a verbal or physical nature, by or between any employees or other persons on company premises or worksites. Such conduct could include but is not limited to: unwelcome, unsolicited encounters, following a request for the encounters to cease; stalking or harassment through electronic means such as e-mail or telephone contact; derogatory comments, slurs, threats, degrading words, stereotyping; offensive objects or pictures; graphic or sexually suggestive verbal or written comments; or flirtations, touching, advances, or propositions of a sexual or aggressive nature.

Risk Assessments will be conducted with the sole intent of assessing the risk of violence in the workplace and developing control strategies for the protection of the worker.

The company will assess the risks of workplace violence, harassment or sexual harassment that may arise from the nature of the workplace, the type of work, or the conditions of work. The assessment will take into account, (a) circumstances that would be common to similar workplaces; (b) circumstances specific to the workplace; and (c) any other prescribed elements.

The company will prepare a policy with respect to workplace violence, harassment or sexual harassment. The policy will be posted at a conspicuous place in the workplace. An employer will provide a worker with, (a) information and instruction that is appropriate for the worker on the contents of the policy and program with respect to workplace violence; and (b) any other prescribed information or instruction.

The program will include measures and procedures for workers to report incidents of violence, harassment or sexual harassment to the employer or supervisor, and set out how the employer will investigate and deal with incidents or complaints of workplace violence.

All incidents involving violence, harassment or sexual harassment in the workplace are to be reported

If the company becomes aware of imminent or potential threats of violence, harassment or sexual harassment, specific strategies will be developed on a case-by-case basis.

Workplace Harassment:

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Workplace Violence:

Workplace violence means:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Sexual Harassment:

Sexual harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or
Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Domestic Violence:

Domestic Violence in the Workplace includes any person who has a relationship with a worker – such as a spouse, a former spouse, current or former intimate partner or family member – who may physically harm or attempt or threaten to physically harm a worker at work.

Workplace Bullying:

(a) the exercise of physical force (does not have to be related to a prohibited ground of discrimination, as defined in the Human Rights Code) by a person against a worker in a workplace that causes, or could cause, physical injury to the worker; and/or (b) an attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker.

Discrimination:

Any conduct which constitutes discrimination under the Ontario Human Rights Code. This includes discrimination based upon race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, or disability as defined in the Ontario Human

Law:

Occupational Health and Safety Act - Section 32. Effective June 2009 Bill 168 requires all workplaces to have a Violence Awareness Policy and Harassment Policy.

Scope:

This policy applies to all employees, including but not limited to regular, temporary, probationary and contract employees and to co-op students, and volunteers.

Roles and Responsibilities:

Shared Responsibility:

Since all employees have the right to work in an environment free from violence, harassment and sexual harassment, all employees share the responsibility to support a violence, harassment and sexual harassment free workplace. The particular responsibilities of the employer, management, and employees are specified as

Management:

- Provide a workplace free from all forms of violence, harassment or sexual harassment, threats of violence, harassment or sexual harassment and other disruptive behaviour.
- Provide violence, harassment and sexual harassment awareness information to employees, including training in conflict resolution and violence prevention for supervisors where appropriate.
- Create an environment that encourages victims of violence, harassment or sexual harassment and witnesses to report all incidents of violence, harassment or sexual harassment.
- Conduct risk assessments of the workforce, the work being performed, and the exposure of workers to threats by the public, clients, workers from other trades, etc. When a risk of violence, harassment or sexual harassment occurring in the workplace is suspected, management will put measures into place for the protection of the worker. Conduct reassessments as often as necessary.
- In the event that workplace violence takes place, management will:
    - Ensure the assaulted worker receives medical treatment when necessary.
    - Notify the police when required.
    - Notify the Ministry of Labour of the occurrence.
    - Notify the Joint Health and Safety Committee of the occurrence.
    - Within 48 hours notify, in writing, the Ministry of Labour of the occurrence.

Supervisor:

- Provide employees with a safe work environment, free from violence, harassment and sexual harassment, threats of violence, harassment or sexual harassment, intimidation and other disruptive behaviour. Ensure that violence, harassment or sexual harassment is not tolerated, ignored or condoned.
- Be responsible for not only their own actions, but also for dealing with the actions of the workers under their supervision.
- Conduct risk assessments of the workforce, the work being performed, and the exposure of workers to threats by the public, clients, workers from other trades, etc. When a risk of violence, harassment or sexual harassment occurring in the workplace is suspected, management will put measures into place for the protection of the worker. Conduct reassessments as often as necessary.

Worker:

- Do not threaten violence, harass sexually harass or engage in any violence, harassment or sexual harassment behaviour in the workplace, at any work-related functions, or in any other work-related
- Report any incidents of violence, harassment or sexual harassment or threatened violence, harassment or sexual harassment in the workplace to their supervisor.
- Co-operate fully in any investigation of a violence, harassment or sexual harassment incident.
- Treat all other employees and members of the public with respect and dignity.

H&S Coordinator:

- Provide violence, harassment or sexual harassment awareness information to employees, including training in conflict resolution and violence, harassment or sexual harassment prevention for supervisors where appropriate.

H&S Consultant:

- Report any incidents of violence, harassment or sexual harassment or threatened violence, harassment or sexual harassment in the workplace to the upper management.
- When requested, assist management in the development of control measures.

H&S Representative or JHSC Members

- Report any incidents of violence, harassment or sexual harassment or threatened violence, harassment or sexual harassment in the workplace to the supervisor, H&S Coordinator and/or management.
- When requested, assist management in the development of control measures.

Subcontractor:

- Provide a workplace free from all forms of violence, harassment or sexual harassment, threats of violence, harassment or sexual harassment, intimidation and other disruptive behaviour.
- Report any incidents of violence, harassment or sexual harassment or threatened violence, harassment or sexual harassment in the workplace to the supervisor, H&S Coordinator and/or management.

Code of Conduct:

In keeping with this policy, the company has adopted a Code of Conduct and it is expected that all employees will behave in a manner consistent with the following principles:

- Treat others as you would want to be treated (mutual regard and respect).
- Distribute and share appropriate information on a regular basis.
- Be honest with yourself and with others.
- Deliver feedback and criticism in a respectful manner.
- Accept feedback without being defensive.
- Seek first to understand and then work towards solutions.
- Have greater trust and confidence in others, as this will make us more productive and also make the workplace more fun.
- Be fair and open-minded in your dealings with others.
- Deliver on your commitments.
- Participate in discussions and decision making and support the implementations.
- Be courteous and polite in your activities with others.

Workplace Violent Behaviours:

Workplace violence may be physical or psychological in nature. Examples of violent workplace behaviours may include but are not limited to the following:

- Assault or Battery (with or without a weapon) including shoving, hitting, pushing or kicking.
- Behaviour intended to intimidate such as vandalism, arson, sabotage, or throwing objects.
- Displays of any kind of weapon.

Verbal or Written Threats:

Verbal or written threats may include but are not limited to the following:

- Direct Threats: Clear and explicit written or verbal communication which clearly indicates that the perpetrator intends harm, i.e. “You’re going to pay for what you did”.
- Conditional Threats: Implied, (written or verbal) involving a condition i.e. “If you don’t stop bugging me, you will be sorry”.
- Veiled Threats: Typically involve behaviours that suggest that the perpetrator intends harm i.e. “This hammer could really do some damage”.
- Threatening messages transmitted through third parties.
- Intimidation and bullying.

Workplace Harassment:
Workplace harassment may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls.

Domestic Violence:
Domestic violence can put a targeted worker at risk and may also pose a threat to co-workers.

Confidentiality:
Management and supervisor have a ***duty*** to provide information to a worker, ***including personal information*** , that is related to a risk of workplace violence from a person with a history of violent behaviour if:

- The worker can be expected to encounter that person in the course of his or her work.
- The risk of workplace violence is likely to expose the worker to physical injury.

Information obtained about an incident or complaint of violence, harassment or sexual harassment, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the investigation or corrective action, or is required by law.

A worker who has allegedly experienced violence, harassment or sexual harassment and the alleged harasser (if he or she is a worker of the employer) will be informed of the results of the investigation and of any corrective action taken.

The company will make every effort to ensure appropriate confidentiality where an incidence of violence, harassment or sexual harassment has occurred.

The Right to Refuse Unsafe Work:
Workers have always had the right (obligation) to refuse work that may endanger them or others which would have included workplace violence, however, Section 43 of the Occupational Health and Safety Act has been amended to specifically include the right to refuse work if workplace violence is likely to endanger the worker.

Risk Assessment:
The company will assess the risks of violence, harassment or sexual harassment that may arise from the nature of the workplace, the type of work, or the conditions of work.

The assessment will take into account, (a) circumstances that would be common to similar workplaces; (b) circumstances specific to the workplace; and (c) any other prescribed elements:

- Circumstances that would be common to similar workplaces.
- Circumstances specific to the workplace.
- any other prescribed elements.

The assessment level was determined to be low due to but not limited to:

- History of the company – no issues with violence.
- No complaints of threatened violence reported.
- Good working relations between workers.
- No issues involving domestic violence, that management is aware of.
- Management is not aware of any worker in their employ who has a history of violent behaviour.
- No employee works with money or prescription drugs.
- It is rare that workers work after dark, or on off-hours. Service Truck drivers have the highest risk due to the nature of their work.

Reassessments:

Management will reassess the risks of violence, harassment or sexual harassment as often as necessary.

Reassessments may be conducted by any employee with results of the assessment provided to the H&S coordinator, management and the workers and the H&S Representative or JHSC Members.

Assessments and Reassessments may be conducted when:

- Starting a new workplace.
- Workers or sub-trade workers arrive on-site.
- A worker(s) is witnessed acting in a disturbing manner.
- Violence is witnessed.

General Procedures:

- Workers must never enter any situation or location where they feel threatened or unsafe.
- Under no condition will any employee give out the physical location of a worker.
- The company will use a code word to indicate a threat from a person other than a co-worker. At any time a worker used the code word the person to whom they use the code word will take the necessary steps to provide for the safety of the worker.
- When working alone a worker will:
    - Be provided with an adequate means of communication with respect to the work location and the work being performed.
    - Work in accordance with the company Working Alone policy.
    - Use the Buddy System and report to their buddy at pre-determined time(s).
    - Be trained in First Aid.
- All vehicles will be equipped with a Global Positioning System (GPS).
- All vehicles will be regularly maintained.
- All vehicles will be equipped with Vehicle Health and Safety Binder containing at a minimum:
    - Emergency Contact Numbers to include an after-hours contact number.
    - Emergency procedures.
    - Violence In the Workplace Procedures and Incident form.

The Buddy System:

- When working off-hours, service truck drivers must use a buddy system. Their buddy may be a workmate, a person designated by management or their spouse, significant other or a family member.
- The “buddies” must establish a check in schedule. Which at a minimum will include the commencement of work, the conclusion of work and the safe arrival home.
- For longer jobs it may require additional check-ins in addition to the commencement of work and the end of work.
- If a worker fails to check-in, the buddy should try and establish contact with the worker. If after 15 minutes they fail to contact the worker, management should be notified immediately.

Building Requirements:

- Workers will immediately approach any stranger entering or around the building to ascertain their purpose. If an adequate explanation is not provided, they will instruct the stranger to leave. If the stranger fails to leave, they will immediately approach management or contact the police when
- Adequate lighting will be installed and maintained in the parking lot, at entrances, and in hallways.

Victim of a Robbery:

- Under no circumstances should a worker challenge a robber. No tool/equipment is worth an injury to the worker. The worker should hand over the tool, equipment or vehicle and then make a report to management and, if necessary, the police.

Procedures for Opening and Closing the Shop for the Day:

- Only authorized personnel will be issued building keys and security codes.
- The last person leaving for the day is responsible to ensure all doors are locked.
- If alone at the end of the day and the worker notices a stranger in the yard, they are to re-enter the building and wait for the stranger to depart and, when necessary, contact management and/or the police.
- If first on the premises in the morning, a worker becomes aware of an intruder in the building or on the premises, they should return to their vehicle and call management and, when necessary, contact management and/or the police.

Procedures for Working in High Risk Areas:

- High risk areas may include but not be limited to:
    - Where there is an increased risk of assault, sexual assault or robbery based on police statistics.
    - Where there is an increased risk of theft, property damage based on insurance statistics.
- Workers must never enter any situation or location where they feel threatened or unsafe.
- Management will decide specific procedures on a case-by-case basis and procedures may include:
    - Using the "buddy" system.
    - Rescheduling work to a safer time of day.
    - Requiring a police escort.
    - Establishing regular check in times for the duration of the project.

Procedures for Dealing with a Potentially Violent Person:

- Focus your attention on the other person. Let them know you are interested in what they have to say.
- Do not glare or stare, which may be perceived as a challenge.
- Remain calm and try to calm the other person.
- Do not allow the other person's anger to become your anger.
- Remain conscious of how you are delivering your words.
- Speak slowly, quietly and confidently.
- Speak simply.
- Avoid communicating a lot of technical and complicated information when emotions are high.
- Listen carefully, do not interrupt or offer unsolicited advice or criticism.
- Encourage the person to talk. Do not tell the person to relax or calm down.
- Remain open-minded and objective.
- Use silences as a calming tool.
- Acknowledge the person's feelings. Indicate you can see that they are upset.
- Maintain a "reactionary gap" between you and the person – out of reach of the average person's kicking distance. Be aware of the person's proximity at all times.

Tips for Non-Verbal Communication:

- Use calm body language – relaxed posture with hands unclenched, attentive expression.
- Arrange yourself so that your exit is not blocked.
- Position yourself at a right angle rather than directly in front of the other person.
- Give the person enough physical space. This varies with culture, but normally 1 – 2 meters is considered adequate distance.
- Get on the other's physical level. If they are seated try kneeling or bending over, rather than standing over them.
- Do not pose a challenge such as:
- Standing directly opposite someone
- Putting your hands on your hips
- Pointing your finger
- Waving your arms
- Crossing your arms
- Do not make sudden movements, which can be seen as threatening.

Procedures for Responding to a Physical Attack:

If you are attacked:

- Make a scene, yell or scream as loudly as possible. Try shouting works like STOP, FIRE or HELP.
- If you are being pulled along or dragged, fall to the ground and roll.
- Blow a whistle, activate your personal security alarm or push the security alarm.
- Give bystanders specific instructions to help you. Single someone out and send them for help. For example, "You in the yellow shirt, call the police".
- If someone grabs something that belongs to you, do not resist. Throw the item on the ground several feet away from them and run in the opposite direction, yelling "help" or "fire".
- Do not chase a thief.
- Run to the nearest safe place.
- Call security or the police immediately after the incident.
- File an incident report.
- Take a self-defense course.
- Try to imagine yourself responding successfully to different types of attacks.
- Practice your response.

Procedures for Working on Site:

- Have access to a cellular telephone or similar means of communication.
- Use an established check-in procedure.
- Ensure that someone is aware of where and when you are expected somewhere.
- When required, arrange to meet in a safe location.
- Be alert and make mental notes of your surroundings when you arrive at a new or different setting.
- Use a buddy system especially when you feel your personal safety may be threatened.
- Determine under which circumstances unaccompanied visiting would involve unacceptable risk.
- Exercise your right to refuse work in clearly hazardous situations.
- Disclose feelings of discomfort or apprehension to your supervisor.
- Do not enter any situation or location where you feel threatened or unsafe.
- Terminate, in a non-confrontation manner, any contact with a person who appears to be intoxicated, under the influence of drugs or emotionally disturbed and threatening or out of control.

- Do not allow yourself to be backed into a corner. Leave a clear path to the exit.
- Do not turn your back on the person or enter a room first.

Procedures for Demands to Give Up Tools/Equipment

The company has no tools or equipment that are worth an assault on a worker. Under all circumstances if a person approached a worker in a threatening manner and demands they hand over their tools/equipment, the worker should always meet the demands of the aggressor.

Service Vehicles

Service truck drivers have an increased risk due to the nature of their work. They may be required to work off-hours and in unknown locations. They work alone and may be in areas easily accessible by the public.

- All vehicles must be locked when not occupied and while driving.
- All service truck drivers will carry a fully charged phone.
- Each truck will be equipped with Vehicle H&S Binder containing emergency procedures and contact numbers.
- Vehicles, when not on the lot, should be parked in a spot where there is adequate lighting and where they are visible to lower the risk of break ins.
- Services workers must report into the office at the commencement of their shift and at the end of the
- The use of a buddy system – *see below*.
- Services workers, working alone, should never enter a building or situation when they feel at risk. Contact the office and request a second worker to accompany you or, if necessary, request the accompaniment of the police. If necessary, invoke your right to refuse unsafe work.
- Should a worker approach their vehicle and they suspect that someone is trying to steal the vehicle, they should shout out for the person to stop. If they do not stop, the worker should retreat to a safe place and call the police. Remain at the safe place until the police arrive.
- If a worker has any reservations about a client or a home owner, they should make an excuse to leave the premises and report to management.

Terminating a Potentially Violent Interaction:

- Interrupt the conversation firmly but politely.
- Tell the person that you:
    - Do not like the tone of the conversation.
    - Will not accept such treatment.
    - Will end the conversation if necessary.
- Tell the person that you will ask them to leave or that you will leave.
- If the behaviour persists, end the conversation.
- Ask the person to leave or leave yourself.
- If the person does not agree to leave, remove yourself from the scene and inform your supervisor.
- Do not return to the person if you believe they pose a physical threat.
- Advise others and have them leave the area immediately.
- Call security or the police.
- File an incident report.

Summoning Help:

Workers will summon immediate help from co-workers in the vicinity. They are to call out to attract attention of those around their workstation.

In the event there is no immediate assistance available the worker will:

- In the case of extreme danger call the police – 911
- Call the emergency numbers provided by the company - see Emergency Planning Contact Numbers - either posted on site or available in the company Jobsite Health and Safety Binder or Vehicle Health and Safety Binder.

Procedures for Reporting Incidents of Workplace Violence, Harassment or Sexual Harassment:

The following are steps which supervisors will undertake to prevent violence, harassment or sexual harassment in the workplace and to address violent/harassing behaviour.

- Employees must report any and all incidents of violence, harassment or sexual harassment or threatened violence, harassment or sexual harassment in the workplace, to supervisors or managers immediately.
- Employees may submit an oral report or a written report using the company Violence/Harassment/Sexual Harassment Incident Report form. In the case of an oral report the supervisor/management will assist the employee in writing a written report or statement.
- If violence, harassment or sexual harassment occurs, or if the supervisor becomes aware of violence, harassment or sexual harassment in the workplace, or the threat of violence, harassment or sexual harassment, action must be taken in accordance with this policy.
- If the supervisor becomes aware of violence or harassment in the workplace, or the threat of violence or harassment and the worker(s) fails to report it for any reason the supervisor will:
    - Approach the worker(s) and assist them in making a report.
    - In some circumstances, it may be necessary for supervisors to report incidents of violence or harassment if the employee who is the victim of violence or harassment is reluctant, too frightened or otherwise unable to do so.

Management will investigate and deal with incidents or complaints of violence, harassment or sexual

Supervisors who do not take corrective action may be subject to disciplinary action.

Depending on the nature of the violence, harassment or sexual harassment incident, management/supervisors may advise those involved of their option to contact the Police, or alternatively, may decide the situation warrants them to call the Police directly.

Procedures for Reporting Threats of Domestic Violence:

- Workers must report their concerns to the supervisor/management if they fear the domestic violence may enter the workplace.
- Management will investigate and deal with these concerns on a case-by-case basis.
- When deemed necessary by management, procedures will be developed and implemented for the protection of the worker.
- Targeted workers will be consulted in the development of any and all procedures.

Procedures for Reporting Harassment:

If a worker believes they are being harassed they should speak up immediately. Do not ignore it or feel guilty.

If possible, and only if the worker feels comfortable, they should:

- Tell the person that they are not comfortable with their behaviour, that they want it to stop.
- Communicate to the harasser that the behaviour is objectionable and unwelcome. Ask the harasser to stop. The worker may wish to have their H&S representative or supervisor with them.
- Warn the harasser that any continuation will not be ignored.

In the case of on-going, harassment or sexual harassment, the worker should

- Report each and every incident to the supervisor. Keep notes. Write down what happened, when, where, how often, who else was present, and how you felt about it.
- Submit concerns in writing to the supervisor.
- If the supervisor fails to take action, contact management.
- Repeat any and all of the steps above until satisfactory results are met.

Investigations:

- Employees must report any and all incidents of violence, harassment or sexual harassment or threatened violence, harassment or sexual harassment in the workplace, to supervisors or managers
- Employees may submit a written or oral report. In the case of an oral report the supervisor/management will assist the employee in writing a written report or statement.
- The supervisor and/or management within a timely manner will investigate all reports of violence, harassment or sexual harassment.
- When applicable, reports will be submitted to the Joint Health and Safety Committee and/or Health and Safety Representative for review.
- Action taken by management will be determined on an individual case basis.
- Management will report an incident to the police and/or WSIB and/or MOL in the event of physical injury or extreme harassment, or any other circumstance deemed necessary by management.

Reprisals:

Any form of retaliation against employees exercising their rights under this policy will be considered a serious violation of this policy and will not be tolerated. Such retaliatory actions may be subject to disciplinary action, up to and including dismissal.

False Accusations:

Any employee found to have lodged or otherwise supported a false accusation will be subject to appropriate disciplinary action up to and including dismissal.

Communication:

This policy is to be communicated to all workplace parties through safety meetings, Worker H&S Orientation, the Worker H&S Manual or by any other method determined by management.

Training:

Training will be provided to employees through safety meetings, one-on-one training or through organized and topic-specific trainings such as first aid etc. or by any other means when and where necessary.

Whenever possible, training will include a theoretical and a practical component.

Enforcement:
Any worker who does not comply with this policy may be subject to disciplinary actions as per the company Enforcement Policy. Supervisors may be reassigned should they fail to meet their responsibilities. The appropriate consequence will depend on the facts of the case, including nature of the violation, the existence of prior violation(s), the response to prior corrective programs and the seriousness of the violation.

Evaluation:
Management will review this policy, and support documentation, as necessary but at least annually. The sole intent of the review will be to acknowledge what we are doing well and to identify those areas in which we can improve to increase the effectiveness of this policy and program.

The review will evaluate the critical components of this policy and program.

When the company requires action to be taken, we will:
- Identify action(s) required
- Assign responsibilities
- Include timeframes
- Acknowledge success or make recommendations for improvement
- Include general comments of those involved in the review

H&S Consultants and Supervisors are expected to continually evaluate worker skills and competencies to ensure adequacy.

Workers will be given the opportunity to evaluate training sessions as to their value and effectiveness.

Reference Materials:
Occupational Health and Safety Act and applicable Regulations
www.labour.gov.on.ca

Definitions:
Refer to *Glossary of Terms*

Forms:

Form	Identification Number
Violence/Harassment/Sexual Harassment Risk Assessment	V/H 1
Violence/Harassment/Sexual Harassment Incident Report	V/H 2

First Aid

First Aid			Endorsement
Effective Date: Jan-24	Revision Date: Jan-24	Replaces: Jan-23	DB

Objective:
To ensure that any worker who is in need of Emergency First Aid Treatment will receive such treatment promptly and efficiently from a certified and qualified person.

Policy:
It is the policy of the company to comply with the Workplace Safety Insurance Act (WSIA). We are committed to providing trained first aiders and the necessary first aid supplies so that, in the event of an injury, workers will be in the best position to preserve life, prevent injuries from getting worse and to promote

Incident:
An incident is an event that results in injury to people and/or damage to the environment, equipment, property and/or material. An incident may require first aid but does not require treatment from a Health Care Provider.

Accident:
An accident is an event that results in injury to people that requires medical treatment from a Health Care Provider and/or serious damage to the environment, equipment, property and/or material.

Near Miss:
A near miss is an event that under different circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and /or material.

Health Care Provider:
A Health Care Provider is a person who is licensed to give medical treatment. Examples include but are not limited to: physicians, nurses, physiotherapists, dentists, optometrists, and chiropractors.

Law:
Occupational Health and Safety Act
The Workplace Safety and Insurances Act (WSIA) Regulation 1101
Regulations for Construction Projects Sections 261, 262, 263

Scope:
This policy applies to all Dolyn Construction Ltd. employees and projects.

Roles and Responsibilities:
Management:

- Develop, communicate and implement the Dolyn Construction Ltd. First Aid Policy.
- Ensure that all persons responsible under this First Aid Policy and Procedure will be trained with respect to this policy and their obligations.
- Ensure First Aid Kits and all other required first aid equipment is available to workers on a project.
- A first aid kit will contain as a minimum the first aid items required by Regulation 1101 and all items in the kit will be maintained in good condition at all times. The kit will be large enough so that each item is in plain view and easily accessible. The first aid kit will be accessible at all times.

- When there are five workers in any one shift ensure that the first aid station is at all times in the charge of a worker who is the holder of a valid St. John Ambulance Emergency First Aid Certificate or its equivalent. When there are more than five workers and not more than fifteen workers in any one shift ensure that the first aid station is at all times in the charge of a worker who is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent. When there are more than fifteen and fewer than 200 workers in any one shift ensure that the first aid station is at all times in the charge of a worker who is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent. When more than 200 or more workers in any one shift ensure that the first aid room is in the charge of: (a) a registered nurse; or (b) a worker who is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent, works in the immediate vicinity of the first aid room, and does not perform other work of a nature that is likely to affect adversely his or her ability to administer first aid.
- Keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time, and nature of each first aid treatment given.
- Ensure treatment logs are provided and completed in the event of any and all treatment requiring the use of any of the contents of the first aid kit.
- Ensure that First Aiders on a project are available as per Workplace Safety Insurance Act (WSIA) Regulation 1101.
- Ensure transportation is provided to any and all workers who are injured on the project and require medical treatment to be administered at a location other than the project.
- When required, ensure appropriate agencies are notified. Reference *Legal Requirements for Reporting Accidents.*
- In situations where injuries have been sustained due to acts of violence or during the commission of a crime, notify the police. Reference the *Violence and Harassment in the Workplace Policy* .

Supervisor:

- Investigate all reported incidents, accidents and near misses in a timely manner.
- Ensure there is a trained First Aider on every shift.
- Ensure injured/sick worker receives first aid immediately upon knowledge of the injury/illness.
- Designate someone to meet EMS to give directions to the sick/injured worker.
- Provide worker with a *Medical Treatment Package for Injured Workers* to take to the hospital.

Worker:

- Report all accidents/incidents and near misses to the supervisor immediately.
- If requested by the supervisor, the injured/sick worker will seek medical attention.
- Return all paperwork to the supervisor or management as requested.

H&S Coordinator:

- Review this policy and procedure on an annual basis.
- Ensure first aid training is delivered to workers to ensure the conditions of this policy are met.

H&S Consultant:

- From time to time while conducting Workplace Inspections, inspect First Aid Kits to ensure:
  - Adequate first aid supplies;
  - Inclusion of a Treatment Log and a First Aid Kit Inspection Log;
  - The First Aid Inspection Log is current as per the requirements outlined in the Workplace Safety Insurance Act (WSIA) Regulation 1101.

Subcontractor:

- Ensure First Aid Kits and all other required first aid equipment is available to all workers on a project.
- Ensure treatment logs are provided and completed in the event of any and all treatment requiring the use of any of the contents of the first aid kit.
- Ensure that first aiders on a project are available as per Workplace Safety Insurance Act (WSIA) Regulation 1101.
- Report any and all accidents to the Dolyn Construction Ltd. supervisor.
- When required, ensure appropriate agencies are notified. Reference *Legal Requirements for Reporting Accidents.*
- In situations where injuries have been sustained due to acts of violence or during the commission of a crime, ensure the police are notified. Reference the *Violence and Harassment in the Workplace Policy* .

Incident/Accident/Near Miss Reporting:

- Without exception all incidents, accidents and near misses must be reported to the supervisor.
- The supervisor will investigate all incidents, accidents and near misses.
- Incidents resulting in first aid treatment must be recorded on the First Aid Treatment Record.
- All other incidents and near misses may be reported orally to the supervisor. The worker may be asked to submit a written description to which they must agree.
- All reported accidents and serious incidents will be investigated and may result in workers being asked to provide a written statement on the occurrence of events leading up to and following the accident. Refer to the Accident/Incident Investigation Policy.

Posting:

- The following items will be posted on the Project Health and Safety Bulletin Board or, on short term duration projects, will be located in the Project Health and Safety Binder:
    - Form 82 WSIB poster;
    - Valid First Aid Certificates – photocopies.

First Aid Kits:

- First Aid kits will be located within quick and easy access for all employees.
- All First Aid kits on a project will be the appropriate size and suitably stocked for each location as stipulated in WSIB Regulation 1101.
- First Aid kits will be identified to all new employees.
- First Aid kits will be inspected and restocked to its original contents every three months. Records of the date of inspection and name of the inspector will be logged using the company First Aid kit Inspection Log and kept within the first aid kit.
- First Aid kits will be equipped with a Treatment Log. When required, a Treatment Log will be located in the Project Health and Safety Binder located on site.
- There will be a First Aid kit in each company vehicle.

Treatment Logs:

- First Aid kits will be equipped with a Treatment Log. When required, a Treatment Log will be located in the Project Health and Safety Binder located on site.
- The first aid attendant or other person rendering first aid using the Treatment Record form will document records of first aid treatment.
- Treatment information will include:
    - Date and time of injury or complaint of illness;
    - Name of worker treatment is administered on;

- Name of First Aider;
- Nature of treatment given;
- Location of treatment given;
- Names of those who witnessed the injury occurring;
- Any other information deemed to be significant.

Injury Log:

- All injuries requiring a minimum of First Aid treatment will be recorded on the company Injury Log.
- Injury information will include:
  - Date of injury;
  - Type of injury;
  - Treatment required;
  - Cause of injury;
  - ESRTW plan implemented;
  - Costs incurred.
- The Injury Log will be reviewed at least annually and will be provided for review to the H&S Representative or JHSC Members.

Trained First Aiders:

- Dolyn Construction Ltd. will ensure that there are a sufficient number of workers qualified in First Aid Procedures available as required.
- Training will be provided at the expense of the company.
- Copies of First Aid certification will be posted on each project.
- A trained First Aider will:
  - Hold a valid First Aid Certificate;
  - Be introduced to new employees;
  - Work in close proximity to First Aid Stations;
  - Keep accurate records.

Injuries Requiring Medical Attention:

- For injuries or illnesses that are referred to medical attention, a *Medical Treatment Package for Injured Worker* is required.
- For injuries or illnesses that are referred to medical attention, the supervisor must complete the Accident/Incident Investigation process. Refer to *Accident/Incident Investigation Policy and Program* .
- Medical Treatment Package for Injured Workers will contain:
  - One Health Care Provider letter;
  - One Personal Injury form;
  - One WSIB Form 8.
- The injured worker is to present the Health Care Provider letter to the Health Care Provider. This letter informs the Health Care Provider that the company offers the worker Modified Duties to be determined based on the type of injury and the limitations outlined in the WSIB Form 8.
- The worker is to complete the front page of the *Personal Injury form* and to provide a written report of the circumstances leading up to the injury, the events of the injury and the subsequent actions taken on the back page of the form.
- The WSIB Form 8 is to be completed by the Health Care Provider.

- In the event that the injuries sustained by the worker render them incapable of completing the forms, a delegate of the injured worker or the supervisor will assume responsibility.
- *Medical Treatment Package for Injured Workers* are to be kept on site in the jobsite H&S Kit/Binder, in each company vehicle or with the supervisor.
- Completed *Medical Treatment Package for Injured Workers* are to be returned to head office the next working day after the injury was sustained.

General First Aid Procedure:

In the event of an injury, the First Aid Procedure is as follows:

- The worker will:
  - Obtain first aid promptly;
  - If possible, notify the supervisor immediately;
  - If necessary, be accompanied to hospital or clinic by designated individual;
  - If medical treatment is required, obtain a Dolyn Construction Ltd. Medical Treatment Package for Injured Workers from the supervisor;
  - Ensure the *Medical Treatment Package for Injured Workers* is completed by the first doctor that provides treatment;
  - Return the *Medical Treatment Package for Injured Workers* to the office or to the supervisor the next working day.

- The First Aider will:
  - Take the appropriate actions based on your level of training;
  - Send someone to notify the supervisor immediately;
  - If external emergency services are required send someone to direct them.
  - Continue to administer first aid until relieved by an Emergency Medical Service worker;
  - Record the date, time, names of witnesses, and the type and location of the injury on the Treatment Record provided with the first aid kit. If the first aid kit does not have a Treatment Record form, the First Aider will complete the Treatment Record located in the Project Health and

- The supervisor will:
  - Take steps to ensure the hazard causing the injury is either eliminated or contained;
  - Notify management, the H&S Coordinator and, when applicable, the Health and Safety Rep. of the situation;
  - Ensure the injured worker is not left unattended;
  - Arrange immediate transportation of the worker to the nearest hospital or medical clinic;
  - If at all possible, accompany the worker to the hospital or clinic or, if not possible, arrange for someone to accompany the worker;
  - Provide the injured worker with a company *Medical Treatment Package for Injured Workers*;
  - If the injury is such that the worker requires medical treatment, the supervisor should consider the event an incident and complete the *Accident/Incident Investigation Report*.

Naloxone

Naloxone can temporarily reverse the effects of an opioid overdose. Opioids are drugs treat pain, however, opioids are also used recreationally. Some commonly used opioids include:

- morphine
- heroin
- fentanyl
- codeine
- oxycodone
- hydromorphone

Naloxone does not work on other kinds of drugs, such as benzodiazepines, cocaine and amphetamines.

Naloxone rapidly reverses the symptoms of an opioid overdose. Naloxone is usually given as a nasal spray.

After the naloxone is administered, call 911 and stay with the worker until first responders arrive.

Multiple doses of naloxone may need to be administered until first responders arrive, if the worker does not respond to the first dose.

Naloxone is considered safe for everyone, unless there is a reason to believe a person has an allergy to

If you are not sure what caused someone to become unconscious, giving naloxone will not cause further harm.

Using naloxone may put the worker into withdrawal, which may be uncomfortable, but not life threatening. However, opioid withdrawal symptoms can include aggressive behaviour.

Employers must provide a naloxone kit ***ONLY*** when ***ALL*** of the following are present:

- There is a risk of a worker opioid overdose.
- There is a risk that the worker overdoses while in a workplace where they perform work for the employer.
- The risk is posed by a worker who performs work for the employer.

Naloxone Training

Workers who may be responsible administering naloxone, must receive training on:

- How to recognize an opioid overdose
- How to administer naloxone
- Any hazards related to the administration of naloxone

Naloxone Procedures

The five steps to respond to an opiod overdose are:

1. Shout their name and shake their shoulders
2. Call 911 if unresponsibe
3. Give Naloxone - one spray into nostril or inject vial or ampoule in arm or leg
4. Perform rescue breathing and/or chest compressions (CPR).
5. Is it working? If no improvement after 2 - 3 minutes, repeat steps 3 & 4 - Stay with them.

Storing and Maintaining Naloxone Kits

Naloxone kits must be:

- If used, replaced in a timely manner, depending on the risk of another overdose incident.
- If past the expiry date, replaced in a timely manner, depending on the risk of another overdose incident.
- Stored at room temperature (between 15 and 25°C)
- Kept in the kit until ready for use
- Protected from light

Legal Requirements for Reporting Accidents

Accidents, incidents and occupational illnesses must be reported to the Ministry of Labour. Below is a table that outlines our responsibilities to report.

Accident	Requirement	Timeline	To Whom
Fatality or Critical Injury	Notify directly	Immediately	MOL JHSC/H&S Rep
	Written Report	Within 48 hours	MOL
Injury (non-critical) • Lost time injury • Medical aid required	Written Report	Within 3 days	WSIB Form 7 JHSC/H&S Rep
Occupational Illness	Written Report	Within 3 days	MOL JHSC/H&S Rep

Legal Requirements for Reporting Prescribed Incidents:

- All prescribed incidents must be reported to Head Office immediately.
- All prescribed incidents must be reported in writing to the MOL within 2 days:
  - A worker falling a vertical distance of 3 meters or more.
  - A worker becoming unconscious for any reason.
  - Accidental contact by a worker or by a worker's tool or equipment with a live electrical conductor or live electrical equipment.
  - Contact by a backhoe, shovel, crane or similar lifting device or its load with an energized power line rated at more than 750 volts.
  - Structural failure of all or part of falsework.
  - Structural failure of a principal supporting member, including a column, beam, wall or truss, or a structure.
  - Failure of all or part of the structural supports of a scaffold.
  - Structural failure of all or part of an earth or water-retaining structure, including a failure of the temporary or permanent support for a shaft, tunnel, caisson, cofferdam or trench.
  - Failure of a wall of an excavation or of similar earthwork.
  - Overturning or the structural failure of all or part of a crane or similar hoisting device.

This policy applies to all workers. Failure to comply with this policy may result in disciplinary actions in accordance with the company Enforcement Policy.

Tips on Completing a WSIB Form 7

Failure to manage an injury as required by the WSIB and/or the MOL may result in an onerous financial burden on the company.

Contact H&S Consultants immediately.

- WSIB Form 7's must be completed and submitted to the WSIB within 3 days of notification of the injury – failure to submit may result in a late filing charge of $250.00
- At all times, when completing what happened, begin the account with the words "Worker claims." or "Worker states."
- Always include the following statement: "The Company reserves the right to revise this statement as a result of further investigation."
- Management should always think of the Form 7 as a blank cheque. Do not allow supervisors, workers or support staff to complete the form on your behalf.
- Never provide information that you know to be false. This is considered **fraud** and will be treated accordingly. There is a possibility charges may be laid against the person whose signature is on the
- Follow up:
  - The company owner or their designate should always be the ESRTW coordinator. The management of a claim has the potential to place a severe financial burden on the company, which may be eliminated or minimized if handled correctly.
- Begin an ESRTW Coordinator's Package.
  - Keep accurate documentation of all events related to the accident and injury(s) sustained by worker. The one who documents is the one who wins!!!
  - Ensure workers return a completed WSIB Functional Abilities Form (FAF) after each time they see any and all Health Care Providers. Use the information provided on these forms to revise modified work duties.
  - Only when a FAF is returned stating the worker is "Fit for regular duties" can you return the worker to regular duties. Inform the WSIB, in writing that the worker has been cleared by the Health Care Provider to return to work – fax a copy of the FAF stating such.

Communication:

This policy is to be communicated to all workplace parties through safety meetings, Worker H&S Orientation, the Worker H&S Manual or by any other method determined by management.

Training:

Training will be provided to employees through safety meetings, one-on-one training or through organized and topic-specific trainings such as first aid etc. or by any other means when and where necessary.

Whenever possible, training will include a theoretical and a practical component.

Enforcement:

Any worker who does not comply with this policy may be subject to disciplinary actions as per the company Enforcement Policy. Supervisors may be reassigned should they fail to meet their responsibilities. The appropriate consequence will depend on the facts of the case, including nature of the violation, the existence of prior violation(s), the response to prior corrective programs and the seriousness of the violation.

Evaluation:
Management will review this policy, and support documentation, as necessary but at least annually. The sole intent of the review will be to acknowledge what we are doing well and to identify those areas in which we can improve to increase the effectiveness of this policy and program.

The review will evaluate the critical components of this policy and program.

When the company requires action to be taken, we will:

- Identify action(s) required
- Assign responsibilities
- Include timeframes
- Acknowledge success or make recommendations for improvement
- Include general comments of those involved in the review

H&S Consultants and Supervisors are expected to continually evaluate worker skills and competencies to ensure adequacy.

Workers will be given the opportunity to evaluate training sessions as to their value and effectiveness.

Reference Materials:
Occupational Health and Safety Act and applicable Regulations
WSIA Regulation 1101
IHSA Construction Health and Safety Manual, Chapter 4
St. John Training Manual

Definitions:
Refer to *Glossary of Terms*

Forms:

Form	Identification Number
First Aid Kit Inspection Log	
First Aid Treatment Log	
Medical Treatment Package for Injured Worker	

Accident Investigation

Accident Investigation			Endorsement
Effective Date: Jan-24	Revision Date: Jan-24	Replaces: Jan-23	DB

Objective:

It is the objective of the company to ensure that accidents and serious incidents are not repeated. We will establish a consistent means of recording accident/incident investigation information and ensure comprehensive investigations into the cause of accidents, incidents and near misses for the sole purpose of implementing controls to ensure there is not a recurrence of the same or similar accidents.

Policy:

It is the policy of Dolyn Construction Ltd. to thoroughly investigate all injuries/incidents and report all required information to the Workplace Safety and Insurance Board and Ministry of Labour.

Incident:

An incident is an event that results in injury to people and/or damage to the environment, equipment, property and/or material. An incident may require first aid but does not require treatment from a Health Care Provider.

Accident:

An accident is an event that results in injury to people that requires medical treatment from a Health Care Provider and/or serious damage to the environment, equipment, property and/or material.

Near Miss:

A near miss is an event that under different circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and /or material.

Critical Injury

The Ministry of Labour defines a critical injury as an injury of a serious nature that:

- Places life in jeopardy.
- Produces unconsciousness.
- Results in substantial loss of blood.
- Involves the fracture of a leg or arm but not a finger or toe.
- Consists of burns to a major portion of the body.
- Causes the loss of sight in an eye.

Law:

Occupational Health and Safety Act - Section 51 – 53, 9(31)
Occupational Health & Safety Regulation 213/91 – Construction Projects
Occupational Health & Safety Regulation 851 – Industrial Establishments
Occupational Health & Safety Regulation 834 – Critical Injury – Defined
Ontario Highway Traffic Act Regulation 455/07

Scope:

Management, Supervisors, employees and H&S Representative or JHSC Members.

Roles and Responsibilities:

Management:

- Develop an Accident/Incident Investigation Policy and necessary procedures/form(s)/paperwork to ensure the proper application of the policy.
- Review, on a regular basis, all accident/incident reports and near-miss reports.
- When required, develop new procedures to control or eliminate the chances of the incident or accident being repeated.
- Conduct an immediate investigation concerning fatalities, critical injuries, hazardous occurrences and close calls, lost-time injuries, occupational illnesses, property damages, fires and environmental releases.
- After the investigation of the incident, prepare a written report including the description of the incident, any evidence collected during the investigation, an explanation of the causes of the incident,
- Members of the incident investigation team will be qualified and competent individuals. The company will provide training on the investigation techniques used during an incident investigation.
- The Accident/Incident Investigation Form will include an explanation of the contributing factors or root causes of the incident that were identified during the investigation.
- The written incident investigation report will include any immediate corrective actions that were taken as well as any long-term actions that are required to prevent the recurrence of the incident.
- When the company is involved in a work-related incident or is aware of a condition that may cause one, the worker must report the incident as soon as possible to the employer. Incidents include near misses, injuries, illnesses, property damage, etc.
- In the event of an accident involving a critical injury or fatality, the supervisor will notify Head Office who will contact the Ministry of Labour to conduct an investigation.

- Investigate all accidents within twenty-four hours of occurrence.

Supervisor:

- Ensure injured workers receive adequate medical care.
- Take immediate action to ensure the protection of other workers and notify management.
- Immediately report all critical and serious injuries to the Health and Safety Coordinator.
- Preserve the scene of a critical injury accident until the Ministry of Labour inspector advises otherwise.
- Report all personal injury or near-miss incidents to the H&S Coordinator and to the WSIB if appropriate.
- Conduct an investigation into the accident/incident and complete the Dolyn Construction Ltd. Accident/Incident Investigation Package and submit to the Health and Safety Coordinator.
- Participation in the investigation of a critical injury must include the H&S Representative or JHSC
- Communicate any changes in policy and/or procedures in a timely manner.
- Ensure changes in procedures are monitored to ensure that the new procedures are effective in adequately controlling the hazard and to ensure that they do not create new hazards.

Worker:

- Immediately report to their supervisor any incident involving injury, illness, onset of work-related disease, equipment or property damage.
- Obtain first aid or medical aid as required in cases of injury, and report such treatment to the supervisor.
- Do not disturb the scene of an accident, unless to do so would endanger others or cause damage to equipment. See Scene Preservation below.
- Cooperate with the inspector(s). Provide information regarding the circumstances which led to the injury or incident.

- If available, participate in the completion of the *Accident/Incident Investigation Package.*
- Contact the Health and Safety Coordinator as soon as possible after the injury and maintain communication throughout the period of recovery and return to work.
- Complete the *Injured Worker Package* and return to the Health and Safety Coordinator the next
- Assist the supervisor to identify appropriate employment.
- Co-operate with the company and the WSIB towards the goal of safe and timely return to work.

H&S Coordinator:

- The Health and Safety Coordinator may use the services of third party Health and Safety Consultants when deemed necessary.
- Provide direction and technical assistance for accident and near-miss investigations.
- Review *Accident/Incident Investigation Package* and make safety recommendations.
- Copies of all Accident/Incident Investigation Packages will be provided to the H&S Representative or JHSC Members.
- Liaise with the Workplace Safety and Insurance Board and administer all claims.
- Assist the supervisor to identify appropriate employment.
- Provide the supervisor with assistance in incident investigation procedures and job modification for

H&S Consultant:

When requested, third party Health and Safety Consultants may assist the investigative process by supplying services to the company. These services may include but are not limited to:

- Assist management in Accident/Incident Investigations.
- Liaise with the Ministry of Labour throughout the investigation process.
- Assist the supervisor in completing the company *Accident/Incident Investigation Package* .

H&S Representative or JHSC Members

- Participate in the accident investigation process.
- Review Accident Reports and submit recommendations to the Health and Safety Coordinator.

Subcontractor:

- All accidents, regardless of severity, must be reported to the supervisor immediately.
- All employees will cooperate with the inspector(s).

Investigation Process:

Investigations will consist of five steps:

1 Collecting of Information - This will be achieved by conducting interviews. Interviews will be documented using the company *Witness Statement* form and all interviewers will ensure the

2 Assessing the Scene – Photographs and/or sketches may be taken to provide a visual description of the

3 Identification of the Contributing Factors– Investigators will consider the people, equipment, materials, environment and policies and procedures (PEMEP) which may have contributed to the accident.

4 Write a Report – All reports will be written using the company *Accident Report* form. Reports will be filed in Head Office and will be available to workers on request.

5 Controls/corrective actions will be developed and implemented for the sole purpose of ensuring the accident/incident is not repeated. Refer to the company *Hazard Management Policy* for procedures for the development and control of hazards.

Notice of Death or Injury:

- Should a worker be killed or critically injured, the injured worker's supervisor will notify management immediately.
- Where a person is killed or critically injured from any cause at the workplace, the employer will notify immediately the H&S Representative or JHSC Members.
- Where a person is killed or critically injured from any cause at the workplace, the employer will notify immediately the Ministry of Labour (MOL), or the workers or the trade union or trade unions.
- Within forty-eight hours of the occurrence, a written report of the circumstances of the occurrence must be sent to the MOL Director.
- Notices must be made using the company *MOL Occurrence Report* form. Reports will be complete and will contain all prescribed information.

Scene Preservation:

- Whenever possible the accident scene must be maintained until the MOL gives notice that it may be disturbed. This will not apply when the following conditions are present requiring disturbance of the scene:
    - To save a life or to relieving human suffering.
    - To maintain an essential public utility service or public transportation system.
    - To prevent unnecessary damage to equipment or other property.
- In order to ensure that the accident scene is not disturbed, the scene will be secured and all work activity in this area will cease. No persons other than those designated with authority to do so will be allowed

Procedures for Investigation of a Critical Injury:

- An investigation will commence immediately. The investigation will involve the gathering of information and no piece of equipment, tool or thing will be disturbed that may have been involved in
- External agencies such as Ministry of Labour, Police Services, Coroner, etc. may take charge of the scene and conduct their own independent investigation.
- The Supervisor, using the Dolyn Construction Ltd. Accident/Incident Investigation Package as part of the company's investigation process, will complete the report.
- Management will submit the report as per Section 51(1) of the Occupational Health & Safety Act within 48 hours to the Ministry of Labour. The report will contain the following information:
    - Name & address of employer;
    - Nature & circumstances of the occurrence and injuries sustained by the worker;
    - A description of any equipment or machinery involved;
    - Time & place of occurrence;
    - Name & address of the person who was killed or critically injured;
    - Names & addresses of all witnesses to the occurrence; and
    - Name & address of the physician or surgeon, if any, by whom the person was or is being attended for the injury.
- The accident scene will remain secured and no work activity will be performed in the area until the Ministry of Labour Investigator has completed his/her investigation and releases the scene.

Legal Requirements for Reporting Accidents

Accidents, incidents and occupational illnesses must be reported to the Ministry of Labour. Below is a table that outlines our responsibilities to report.

Accident	Requirement	Timeline	To Whom
Fatality or Critical Injury	Notify directly	Immediately	MOL JHSC/H&S Rep
	Written Report	Within 48 hours	MOL
Injury (non-critical) • Lost time injury • Medical aid required	Written Report	Within 3 days	WSIB Form 7 JHSC/H&S Rep
Occupational Illness	Written Report	Within 3 days	MOL JHSC/H&S Rep

Legal Requirements for Reporting Prescribed Incidents:

- All prescribed incidents must be reported to Head Office immediately.
- All prescribed incidents must be reported in writing to the MOL within 2 days.
  - A worker falling a vertical distance of 3 meters or more.
  - A worker becoming unconscious for any reason.
  - Accidental contact by a worker or by a worker's tool or equipment with a live electrical conductor or live electrical equipment.
  - Contact by a backhoe, shovel, crane or similar lifting device or its load with an energized power line rated at more than 750 volts.
  - Structural failure of all or part of falsework.
  - Structural failure of a principal supporting member, including a column, beam, wall or truss, or a structure.
  - Failure of all or part of the structural supports of a scaffold.
  - Structural failure of all or part of an earth or water-retaining structure, including a failure of the temporary or permanent support for a shaft, tunnel, caisson, cofferdam or trench.
  - Failure of a wall of an excavation or of similar earthwork.
  - Overturning or the structural failure of all or part of a crane or similar hoisting device.

This policy applies to all workers. Failure to comply with this policy may result in disciplinary actions in accordance with the company *Enforcement Policy.*

Notice of accident, explosion or fire causing injury:

- In the event of an accident involving fire or an explosion, the MOL must be notified within four days.
- In the event of an accident where a worker is not critically injured, but requires medical treatment or is unable to perform their usual work, the Ministry of Labour must be notified within four days.
- Notices must be made using the Dolyn Construction Ltd. Ministry of Labour Occurrence report and contain all prescribed information.
- Copies of the report must be submitted within four days to the Health and Safety Representatives representing the workers or the trade union or trade unions.

Notice of Occupational Illnesses:

- When an employer is advised that a worker has filed with the Workplace Safety and Insurance Board (WSIB) that they have an occupational illness, the Ministry of Labour must be notified within four days.
- Copies of the report must be submitted within four days to the Health and Safety Representatives representing the workers or the trade union or trade unions.

Procedures for Reporting a Vehicle Accident:

In the event of a vehicle accident the following procedures should be followed:

- Stay calm, park safely;
- Assess the situation – evaluate your medical condition. Do not move if possible neck/back injury;
- If you have warning devices, set them out;
- **Call police or 911** (if physically able). Insist on an accident report, no matter how minor the accident is;
- Be courteous. Answer police questions. Give identifying information to the other party involved, but no comments about assuming responsibility;
- Assist injured parties, but do not move the injured unless absolutely necessary;
- Provide any First Aid, if physically able and /or if medical attention is needed and you are certified;
- Protect yourself and the vehicle from further injury or damage, if physically able. Direct traffic around accident scene; move vehicle from roadway, when directed; position yourself away from vehicle, if vehicle cannot be moved, etc.;
- Report the accident to your supervisor;
- Identify yourself and the company. Supply operator number, license number and registration if asked;
- Do not discuss the accident with other driver(s) or witnesses;
- Ask all witnesses to give witness information;
- Comply with all legal paperwork, such as this accident report. Get copies and return to the Health and Safety Coordinator;
- Document the accident using the company *Vehicle Accident Report;*
- If possible, include with the *Vehicle Accident Report*, photographs taken from all four sides, include any road or weather conditions. Take pictures of license plates;
- Return the completed *Vehicle Accident Report* to the Health and Safety Coordinator the next working

Accident Log:

- All accidents and injuries requiring a minimum of First Aid treatment will be recorded on the company *Accident Log* .
- Injury information will include:
  - Date of injury;
  - Type of injury;
  - Treatment required;
  - Cause of injury;
  - ESRTW plan implemented;
- The *Accident Log* will be reviewed at least annually and will be provided to the H&S Representative or JHSC Members.

Tips on Completing a WSIB Form 7

Failure to manage an injury as required by the WSIB and/or the MOL may result in an onerous financial burden on the company.

Contact H&S Consultants immediately.

- WSIB Form 7's must be completed and submitted to the WSIB within 3 days of notification of the injury – failure to submit may result in a late filing charge of $250.00.
- At all times, when completing what happened, begin the account with the words "Worker claims." or "Worker states."
- Always include the following statement: "The Company reserves the right to revise this statement as a result of further investigation."
- Management should always think of the Form 7 as a blank cheque. Do not allow supervisors, workers or support staff to complete the form on your behalf.
- Never provide information that you know to be false. This is considered **fraud** and will be treated accordingly. There is a possibility charges may be laid against the person whose signature is on the
- Follow up:
    - The company owner or their designate should always be the ESRTW coordinator. The management of a claim has the potential to place a severe financial burden on the company, which may be eliminated or minimized if handled correctly.
- Begin an ESRTW Coordinator's Package:
    - Keep accurate documentation of all events related to the accident and injury(s) sustained by worker. The one who documents is the one who wins!!!
    - Ensure workers return a completed *WSIB Functional Abilities Form* (FAF) after each time they see any and all Health Care Providers. Use the information provided on these forms to revise modified work duties.
    - Only when a FAF is returned stating the worker is "Fit for regular duties" can you return the worker to regular duties. Inform the WSIB, in writing, that the worker has been cleared by the Health Care Provider to return to work – fax a copy of the FAF stating such.

Communication:

This policy is to be communicated to all workplace parties through safety meetings, Worker H&S Orientation, the Worker H&S Manual or by any other method determined by management.

Training:

Training will be provided to employees through safety meetings, one-on-one training or through organized and topic-specific trainings such as first aid etc. or by any other means when and where necessary.

Whenever possible, training will include a theoretical and a practical component.

Enforcement:

Any worker who does not comply with this policy may be subject to disciplinary actions as per the company Enforcement Policy. Supervisors may be reassigned should they fail to meet their responsibilities. The appropriate consequence will depend on the facts of the case, including nature of the violation, the existence of prior violation(s), the response to prior corrective programs and the seriousness of the violation.

Evaluation:
Management will review this policy, and support documentation, as necessary but at least annually. The sole intent of the review will be to acknowledge what we are doing well and to identify those areas in which we can improve to increase the effectiveness of this policy and program.

The review will evaluate the critical components of this policy and program.

When the company requires action to be taken, we will:

- Identify action(s) required
- Assign responsibilities
- Include timeframes
- Acknowledge success or make recommendations for improvement
- Include general comments of those involved in the review

H&S Consultants and Supervisors are expected to continually evaluate worker skills and competencies to ensure adequacy.

Workers will be given the opportunity to evaluate training sessions as to their value and effectiveness.

Reference Materials:
Occupational Health and Safety Act and applicable Regulations
WSIA Regulation 1101
IHSA Construction Health and Safety Manual, Chapter 4
St. John Training Manual

Definitions:
Refer to *Glossary of Terms*

Forms:

Form	Identification Number
Accident/Incident Investigation Package	AI 1
Vehicle Accident Report	AI 2
Ministry of Labour Occurrence Report	AI 3
Accident Log	AI 4

Early and Safe Return to Work

ESRTW			Endorsement
Effective Date: Jan-24	Revision Date: Jan-24	Replaces: Jan-23	DB

Objective:
It is the objective of Dolyn Construction Ltd. to ensure compliance with the Workplace Safety and Insurance Act (WSIA) in making every reasonable effort to provide suitable modified duties to a worker who is injured or suffers an illness while in the course of their employment with the company. Our primary goal is the timely, safe and sustainable return to work of our injured or ill employees by developing a fair and consistent process for getting an injured worker back to their pre-injury work and in so doing, to reduce the number of lost days due to injury and illness and to reduce company WSIB costs. To attain our objectives the company has developed an Early and Safe Return to Work (ESRTW) program. The company is commitment to this program and will be held accountable in its success?

Policy:
The company will make every reasonable effort to provide suitable, transitional employment to every worker who is unable to perform their duties following a workplace injury. This may include modifying the worker's original position or providing an alternate position, depending on the worker's physical abilities.

The company reserves the right to set modified work wages in accordance with the job being offered. Any material changes (wage losses) will be reported to the Workplace Safety and Insurance Board (WSIB).

Only work that is considered to be meaningful and productive will be considered for use in the Early and Safe Return to Work Program.

This policy will be part of the company's human resource management strategy.

Modified Work
Modified work is the modification of a worker's work tasks that allows for the worker to carry out the work assignment within the worker's capabilities.

Law:
Occupational Health and Safety Act
WSIA Part V Section 40 (1) 2,2, Section 40 (3)
Human Rights legislation

Scope:
This policy will apply to all employees who have injuries or illnesses resulting from the workplace.

Eligibility Criteria:
This program will include all employees who have injuries or illnesses resulting from the work or which occurred in the workplace. This may include employees who have injuries resulting from outside of the

Exit Criteria:
Workers participating in an ESRTW Plan will exit from the plan when:

- The worker returns to their regular job at full capacity;
- The worker returns to full functional capacity supported by functional ability information;
- The company is unable to identify suitable, available work;
- The worker is permanently placed in alternative work.

Roles and Responsibilities:

Management:

- Be accountable for the prevention and management of workplace injuries and this policy.
- Developed and implemented, programs or strategies to minimize workplace injuries or illness.
- Assign an ESRTW program coordinator.
- Promote and implement an ESRTW Plan in cooperation with any injured/ill employee and monitor the
- Work cooperatively with all parties in identifying and arranging suitable modified work which is consistent with the worker's functional abilities, and restores pre-injury wages while on temporary
- Ensure adequate resources are available.
    - Resources will include; time, office space, office supplies and any other resources requested by the coordinator
    - Resource allocation will reflect the case load of the coordinator.
    - Resourses/budget will be reviewed at least annually.
- Communicate with the employee as soon as possible after an injury and maintain regular contact throughout recovery.
- Develop an ESRTW Coordinators Package which will include but not be limited to:
    - Communication Log
    - Return to Work Offer
    - ESRTW Agreement
    - ESRTW Journal
- Keep a log of all communication with the worker, WSIB and other active parties.
- Cooperate with all parties on all ESRTW issues.
- Complete the WSIB Form 7 within two days of learning of a work injury/illness and provide a copy to the injured worker. Submit any additional forms required by the WSIB.
- Report immediately to the WSIB:
    - Complete and fill in WSIB Form 7 as required by the WSIA and ensure that all documentation is filled in completely and accurately to the best of your ability and to forward said form to the WSIB within the required time prescribed in the WSIA;
    - Changes in wages to the worker;
    - Any changes in duties and/or duration of the project;
    - Failure of the worker to cooperate;
    - Completion of the program.
- Keep a log of all injuries involving treatment beyond the First Aid Kit.
- Review all ESRTW *Evaluation forms*, *Accident Review* and any other relevant reports on a regular bases but at least annually to ensure the company is meeting its objectives.

Supervisor:

- Provide first aid immediately and arrange for transportation to a Health Care Provider of their choice. Whenever possible, designate another worker to accompany the injured worker.
- Promote, participate in and encourage the success of any ESRTW Plan.
- Determine if the injured/ill employee's regular work can be modified to allow work within their assigned areas.
- Assist in identifying alternative temporary work tasks that would be suitable for modified work within the injured employee's physical restrictions.
- Monitor the progress of all workers participating in an ESRTW Plan and maintain records of the worker's progress and up-to-date restrictions.

- Report to the injured/ill worker's ESRTW Coordinator if the worker experiences any difficulties with the assigned modified work activities, or if the worker is uncooperative with the conditions outlined in the worker's ESRTW Plan.

Worker:

- Report all accidents and injuries to the supervisor immediately.
- Obtain a copy of the *Injured Worker Package* prior to seeking initial medical attention. The package will consist of a *Health Care Provider Letter, Personal Injury Form* and a WSIB *Form 8.*
- Return the above forms, or arrange to have the forms returned, to Head Office or the supervisor the next working day.
- Complete any and all forms required by the WSIB, physicians etc.
- Contact the company during the recovery period **at least** once a week.
- Provide such medical information as is required by management.
- Participate in the ESRTW Plan and immediately report any task difficulties.
- Attend any and all meetings required by the company, or provide notice at least 24 hours prior to the meeting, to reschedule.
- Attend any and all medical treatments/meetings as requested by any and all Health Care Providers.
- Cooperate with all workplace parties involved in the injured/ill worker's ESRTW Plan.
- Provide the WSIB with any and all required information concerning return to work issues.

ESRTW Coordinator:

- Implement an ESRTW Plan in cooperation with any injured/ill employee immediately after the injury or illness occurs.
- Work cooperatively with all parties in identifying and arranging suitable modified work which is consistent with the worker's functional abilities, and restores pre-injury wages while on temporary
- Communicate with the employee as soon as possible after an injury/illness and maintain regular contact throughout recovery.
- Keep accurate records of any and all aspects pertaining to the plan. Records will be kept using the ESRTW *Coordinators package.*
- Keep a log of all communication pertaining to the plan. Communications may include, but should not be limited to the following:
    - Injured/ill worker
    - Supervisors
    - Health Care Providers
    - Worker's family members
    - Co-workers
    - Management
- Cooperate with all parties on all ESRTW issues.
- Complete and fill in WSIB *Form 7* as required by the WSIA. Ensure all documentation is filled in completely and accurately to the best of your ability and forward the *Form 7* to the WSIB within the required time as prescribed in the WSIA.
- Report immediately to the WSIB:
    - Changes in wages to the worker;
    - Any changes in duties and/or duration of the project;
    - Failure of the worker to cooperate;
    - Completion of the program.

- Liaise with the WSIB throughout the duration of the plan.
- Ensure particulars about the accident are recorded on the company *Accident Log* .
- Review all ESRTW *Evaluation forms* and the *Accident Review* at least annually to ensure the company is meeting its objectives.

Health Care Provider:

- Provide up to date medical information
- Fill in forms as requested
- Act as a resource

Workplace Safety and Insurance Board

- Process a claim on a timely basis
- Act as a resource
- Follow the WSIA

H&S Representatives & JHSC Member:

- Promote, participate in and encourage the success of any ESRTW Plan.

Principles of Modified Work:

- Dolyn Construction Ltd. recognizes that the temporarily disabled worker can and should be performing meaningful and productive work. The Early and Safe Return to Work program gives structure and organization to this principal and recognizes the employer's and worker's joint responsibility to participate in the rehabilitation of the injured or ill worker. In keeping with these principles Dolyn Construction Ltd. will make every effort to ensure the work offered:
    - Is productive and the results must have value.
    - Will not aggravate or limit the rehabilitation of the injury or illness.
    - Will not constitute an additional hazard to the worker or co-workers while performing the assigned duties.
    - Must assist the worker in returning to their original position if possible.
    - Confidentiality will be a priority with every ESRTW Plan.

ESRTW Plan:

- An *Early and Safe to Work Plan* will be developed for each and every worker who is required to have their work tasks modified due to injury or illness. The plan will encompass any and all aspects of a plan from implementation to closure of the plan.
- To ensure the development of a successful plan, the ESRTW coordinator will have to review any and all documents concerning the workers injuries/illness. Some documents to review may include but should not be limited to:
    - *Medical Treatment for Injured Worker Package;*
    - WSIB *Form 6* ;
    - WSIB *Form 7* ;
    - WSIB *Form 8* ;
    - WSIB *Form 9* ;
    - WSIB *Functional Abilities Form* (FA F);
    - Medical reports and records;
    - General Guidelines for Maximum Medical Recovery

- Accurate records of any and all aspects pertaining to a plan will be recorded using the ESRTW *Coordinators package.*
- A plan will be considered closed whenever one of the following criteria has been reached:
  - The injured/ill worker has returned to their regular job at full capacity;
  - The injured/ill worker has returned to full functional capacity supported by functional ability
  - The company is unable to identify suitable, available work; or
  - The injured/ill worker has been placed permanently in alternative work.

Coordinator's Package:

- The company has developed an ESRTW Coordinators Package in an effort to ensure a systematic and fair handling of each ESRTW plan. One ESRTW Coordinators Package will be used to document each ESRTW Plan. The ESRTW Coordinators Package will include but is not limited to the following:
  - The name and contact information of the injured/ill worker;
  - The date on which the plan begins and the target date for its expiration;
  - The name and contact numbers for the treating physician and WSIB;
  - The name of the worker's supervisor(s) while performing duties under the plan;
  - A brief overview of the program;
  - A dispute mechanism to be implemented should any party have disputes about a plan;
  - Procedures for initiating and monitoring a plan;
  - A Contact Log that is to be used to log any and all communications throughout a plan. Communications may include but are not limited to:
    - The injured/ill worker
    - Health Care provider(s)
    - WSIB Claim Manager(s)
    - Supervisors
    - Co-workers
    - Family members
    - Management
  - An ESRTW *Return to Work Offer* which:
    - Identifies the date of the conception of the plan.
    - Provides a brief explanation of the goals and objectives of the plan.
    - Identifies modified work being offered.
    - Requires the injured/ill worker to indicate if they accept or do not accept the offer of modified work.
    - The names and contact information for the injured/ill worker and the Coordinator.
  - An *ESRTW Agreement* which:
    - Records the injured/ill worker's name.
    - Records the start date and expected end date of the Plan.
    - Identifies the injured/ill worker's pre-injury job and earnings.
    - States the goal of the plan.
    - Outlines the expectations of the plan to include but not be limited to:
      - Identification of worker expectations for each day.
      - The hours of work the injured/ill worker will perform each day.
      - Identification of work tasks and the location where the work is to be performed.
    - Requires the signatures of the coordinator and the injured/ill worker.
    - Requires the date on which the coordinator and the injured/ill worker agreed to the plan.

Medical Treatment for Injured Worker Package:

- It is a policy of Dolyn Construction Ltd. that any worker requiring medical attention to obtain a Medical Treatment for Injured Worker Package to be completed by the treating Health Care Provider and the injured/ill worker. Refer to the Dolyn Construction Ltd. First Aid Policy and Program.
- In case injuries are such that it becomes necessary to implement an ESRTW Plan for an injured/ill worker, the *Medical Treatment for Injured Worker Package* includes a letter to the Health Care Provider. The letter states that the company has a modified work program for our employees while they are recovering from a workplace injury and requests the Health Care Provider to indicate if the worker is fit to resume full regular duties or is to perform modified work as per the WSIB *Form 8* .
- A blank copy of the WSIB Form 8 is included in the Medical Treatment for Injured Worker Package and is to be completed by the Health Care Provider and returned to the Dolyn Construction Ltd. H&S coordinator within two working days.
- The *Medical Treatment for Injured Worker Package* must be considered an integral part of any ESRTW

WSIB Form 8

- The WSIB *Form 8* will be presented to the treating Health Care Provider for completion.
- The intent of this form is to provide the employer and WSIB with clear information from the Health Care Provider about the capabilities and limitations of the worker's current physical condition.

WSIB Functional Abilities Form (FAF):

- The WSIB FAF will be presented to the treating Health Care Provider for completion.
- The intent of this form is to provide the employer and WSIB with updated information from the Health Care Provider about the capabilities and limitations of the worker's current physical condition.

WSIB Form 6 – Worker's Report of Injury/Disease:

- The WSIB may forward a *Form 6* directly to the worker. Copies will be forwarded to the company.
- The form provides information on injury/illness details from the worker to the WSIB.

WSIB Form 7 – Employer's Report of Injury/Disease:

- The WSIB *Form 7* will be completed and submitted to the WSIB for every injury/illness involving lost time or modified work. The form provides preliminary information on injury/illness details from the employer to the WSIB and the worker. Submission of this form initiates the process of returning the injured/ill worker to regular duties.

WSIB Form 9 – Employer's Subsequent Report:

- The form will be completed and submitted to the WSIB upon the completion of all ESRTW Plans.
- Submission of *Form 9* notifies the WSIB that the worker has returned or is able to return to work.

General Guidelines for Maximum Medical Recovery:

- The General Guidelines for Maximum Medical Recovery allows the company to estimate, with some degree of certainty, the amount of time an employee will be off work for certain types of injuries.
- The information provided is presented in a generic context and should not to be used without independent medical verification by a doctor.
- The speed of recovery from an injury varies depending on different factors including:
    - The degree of damage caused by the injury;
    - The age of the employee;
    - The physical condition of the employee prior to the injury (obese employees and employees who have poor physical conditioning have longer recovery times);

- The occurrence of injury to another body part at the time of the accident;
- The post injury treatment program (for example – many musculoskeletal injuries resolve faster for employees given physical therapy than for employees not given physical therapy);
- The activity level of the employee post injury;
- The nature and extent of any underlying pathologies;
- The overall health of the employee;
- The personal habits of the employee (smoking, alcohol use, illicit drug use);
- The stress level and the emotional state of the employee;
- The employee's sleeping habits and general health habits.

Post-Surgical Recovery:

Category	Type of Injury	Healing Time
Soft Tissue	All soft tissue	3 months
	Menisceal damage, knee	3 months
	Herniated disc (conservative treatment)	3 months
Fractures	Complex facial	4 - 6 months
	Upper limb	3 - 6 months
	Hand	3 - 6 months
	Simple vertebral, body compression all levels	3 - 6 months
	Spine, fractures or dislocations	6 months
	Pelvis	12 months
	Femur and hip	6 - 12 months
	Tibia	6 - 9 months
	Other lower limb and foot	3 - 6 months
	Complex and/or complicated fractures	6 months
	Major joints fractures or dislocations	6 months
Infections (Nervous system injuries)	Osteomyelitis	4 - 8 months
	Peripheral nerve	3 - 12 months
	Minor head injuries	3 months
	Brain, with persisting neurological deficit	12 months
	Spinal cord and cauda equina injuries	12 months
Shoulder	Acromioplasty	3 - 6 months
	Rotator cuffe	6 months
Knee	Arthroscopy (diagnostic)	1 week
	Arthroscopy (operative)	1 week
	Arthrotomy	3 months
	Ligament repair	3 - 6 months
Ankle	Ligament repair	3 - 6 months
Spine	Herniated disc (operative)	3 months
	Spinal fusion (single level)	3 months
	Spinal fusion (multiple level)	6 months
	Spinal stenosis decompression (single level)	3 months
	Spinal stenosis decompression (multiple level)	6 months
Nervous system	Minor nerve repair	4 - 5 months
	Major nerve repair	6 - 12 months
	Carpel tunnel (other nerve repair)	3 months
Tendon	Flexor tendon repair (or tendon transfer)	3 - 6 months
	Extensor tendon repair	3 months
	Tendon release	3 months
Amputation Reconstruction	Digital re-implantation	6 - 9 months

WSIB Physical Demands Information Form (PDIF):

- The company may choose to use the WSIB Physical Demands Information Form (PDIF) when determining the physical demands of a job.
- The form can be found on the WSIB website www.wsib.on.ca and go to Employers > Return to Work> Physical Demands Information Form.

ESRTW Worker's Journal:

- It is the responsibility of the injured/ill worker to keep a record of his/her work activities for each week they are participating in an *ESRTW Plan*. Records will be kept by using the ESRTW *Worker's Journal*.
- The *ESRTW Worker's Journal* will include information on the following:
  - The hours of work expected to be performed each day while on the plan;
  - The hours of work actually performed each day while on the plan;
  - An explanation of expected hours worked that were not performed;
  - Any issues identified by the worker;
  - Any resolutions agreed to by the supervisor or management;
  - The signatures of the coordinator and the injured/ill worker;
  - The date on which the injured/ill worker submitted the journal;
  - The date the supervisor/coordinator received a copy of the journal;

Initiating an ESRTW Plan:

- For worker personally returning to the office the day after medical treatment who has a WSIB *Form 8,* the following procedures are to be followed:
  - Set up ESRTW *Contact Log* to document **all** communication involving the injured worker.
  - Upon receipt of the *Personal Injury Form* & WSIB *Form 8, c*omplete & submit WSIB *Form 7*.
  - Prepare a *Return to Work Offer* letter and have worker sign.
  - Complete *ESRTW Agreement* as per the WSIB *Form 8.* Explain to the worker that the ESRTW plan will provide **temporary** modified work until the time when the worker should be able to return to regular duties.
  - Supply worker with a copy of the *ESRTW Agreement* and *ESRTW Journal*. Be sure to provide instructions to the worker on how to properly fill out the *ESRTW Journal*.
  - Set an appointment date and time for next meeting, to be held within at least a week.
  - Continue to document all communication involving the injured worker using *Contact*.
  - Maintain records of the worker's progress and up-to-date restrictions.
  - Attach copies of all correspondence, medical reports, etc. to this plan.
- For worker personally returning to the office the day after medical treatment who has no WSIB *Form 8*, the following procedures are to be followed:
  - Set up *ESRTW Contact Log* to document all communication involving the injured worker.
  - Complete and submit WSIB *Form 7*.
  - Prepare a *Return to Work Offer* letter and have worker sign.
  - Complete temporary *ESRTW Work Agreement* based on worker's judgment. Explain to the worker that the initial ESRTW plan will provide **temporary** modified work until a WSIB *Form 8* is provided. Explain to the worker that the ESRTW program will provide **temporary** modified work until the time when the worker should be able to return to regular duties.
  - Supply worker with a copy of the *ESRTW Agreement* and *ESRTW Journal*. Be sure to provide instructions to the worker on how to properly fill out the *ESRTW Journal*.

- Instruct the worker to return to treatment doctor, family doctor or recognized WSIB medical practitioner to complete a WSIB *Form 8* and to return it to the office immediately.
- Set appointment to prepare a revised *ESRTW Agreement* upon receipt of WSIB *Form 8* .
- Continue to document all communication involving the injured worker using *Contact* .
- Maintain records of the worker's progress and up-to-date restrictions.
- Attach copies of all correspondence, medical reports, etc. to this plan.

- For worker failing to appear the next work day after medical treatment but who has been discharged from the hospital/medical facility and returned home, the following procedures are to be followed:
  - Set up ESRTW *Contact Log* to document all communication involving the injured worker.
  - Phone the injured worker and give a verbal *Return to Work Offer* .
  - Deliver the *Return to Work offer* by courier or Registered Mail to the injured wor
  - Send a copy of the *Return to Work offer* directly to the WSIB for their records.
  - If the worker is unable to drive due to the injury, make arrangements to pick up the worker and have him/her brought to work.
  - Continue as above depending on the availability of a WSIB *Form 8* .
  - Continue to document all communication involving the injured worker using *Contact* .
  - Attach copies of all correspondence, medical reports, etc. to this plan.

Monitoring an ESRTW Plan:

Once the worker commences work under the conditions of the ESRTW Plan, the coordinator will monitor the progress of the plan as follow:

- Contact the worker at least weekly for the first month to ensure the plan is working as anticipated by both parties.
- Ensure the worker is attending all required medical appointments and meetings with the company.
- Contact the worker's supervisor for progress reports.
- Modify the *ESRTW Agreement* as per updated FAF's or other reports provided by recognized medical care givers.
- Report immediately to WSIB:
  - Changes in wages to the worker.
  - Changes in duties and duration of the plan.
  - Failure of the worker to cooperate.
  - Completion of the program.
- Continue to document all communication involving the injured worker using *Contact Log* .
- Attach copies of all correspondence, medical reports, etc. to this plan.

Work Reintegration (WO)

Work Reintegration (WR) is a return to work process mandated by WSIB through the Workplace Safety and Insurance Act which came into effect July 15, 2011. WSIB WR policies are aimed at ensuring that an employee has the best opportunities available for successful return to work with their employer or, if required, in the labour market.

Principles and Concepts

- Appropriate and early work reintegration maintains a worker's dignity and productivity, and plays an important role in their recovery and rehabilitation
- Where recovery and work reintegration barriers occur, they are responded to quickly through early support and intervention

- A worker's prospects for successful work reintegration both in the short and long term are often best achieved by maximizing opportunities for return to work with the injury employer, including retraining for a suitable occupation (SO) with that employer
- A worker should be offered programs that are of high quality and practical, and the WSIB must provide the worker with meaningful input and choice in relation to the programs offered
- WR is often part of the recovery plan

The WSIB plays a direct role in supporting work reintegration. If the workplace parties have not been successful in returning the worker to work, WSIB will meet with them at the worksite no later than 12 weeks from the date of injury.

Definitions

- *Suitable work* : post injury work (including the worker's pre-injury job) that is safe, productive, consistent with the worker's functional abilities, and that, to the extent possible, restores the worker's pre-injury earnings.
- *Available work* : is work that exists with the injury employer at the pre-injury worksite, or at a comparable worksite arranged by the employer.

Roles and Responsibilities:

This policy sets out the workplace parties (workers and employers) obligation to **co-operate** in the WR process, and when relevant, an employer's obligation to **re-employ** an injured worker who has been unable to work as a result of the work-related injury/disease. The WSIB provides education and support to the workplace parties and ensures compliance.

All employers have a duty to modify the work or the workplace to accommodate the needs of a worker to the extent of undue hardship. This duty arises through the obligation to re-employ set out in the Act, and/or, the Ontario Human Rights Code or the Canadian Human Rights Act.

Obligation to Cooperate:

The workplace parties must co-operate with each other and the WSIB in the RTW process by:

- Initiating early contact
- Maintaining appropriate communication throughout the worker's recovery
- Identifying and securing WR opportunities for the worker
- Giving the WSIB all relevant information concerning the worker's WR, and
- Notifying the WSIB of any dispute or disagreement concerning the worker's WR.

The co-operation obligations apply to the workplace parties from the date of injury until:

- The worker's loss of earnings benefits can no longer be reviewed by the WSIB (usually 72 months after the date of injury), or there is no longer an employment relationship between the workplace parties because either the worker voluntarily quits, or the employer terminates the employment for reasons unrelated to the work injury/disease (and related absences from work), treatment for the work injury/disease, or the claim for benefits.
- The workplace parties' co-operation obligations to each other also end when the WSIB is satisfied that no current suitable work with the injury employer exists, or will exist in the reasonably foreseeable future.
- Penalties – both workers and employers can be penalized for non-cooperation

Re-employment

The obligation to reemploy a worker does not apply in the construction sector

Suitable Occupation

- When the workplace parties have been unsuccessful in arranging a return to suitable and available work with the injury employer, the WSIB provides a work transition (WT) assessment to determine what specialized assistance a worker requires to enable a return to work - with the injury employer or, if necessary, in a suitable occupation (SO) that is available in the labour market.
- Generally, the WT assessment is provided six to nine months following the date in injury. The WT assessments must look at all of the worker's impairments/disabilities, including those that are work related and non-work related in accordance with human rights legislation.
- Following the assessment, the WSIB in collaboration with the workplace parties, determines a SO for the worker.
- WT assessments are considered for workers who:
    - Have or likely have a permanent impairment
    - Are not capable of performing the pre-injury job
    - The employer is unable to provide suitable and available work, or
    - The employer has identified a job but it is unclear if the work is suitable

Work Transition Plans

The WSIB pays expenses that it considers appropriate to enable the worker to engage in work transition assessments and work transition plans. The expenses paid by the WSIB during the WT assessment consist primarily of the service fees for the assessment/evaluations, interpreters if needed, and travel expenses. Expenses to be paid by the WSIB related to a WT plan are set out and agreed to before commencement of the plan. These may include expenses for services, tuition fees, books, supplies, special accommodation needs, living accommodation if needed, equipment, and travel.

It will be the responsibility of the ESRTW Coordinator to review and monitor the work transition expenses to be paid by the WSI be related to work played transition prior to commencement. The expenses will be reviewed at least monthly.

Relocation Services

- Relocation is a WR option that may be considered when a suitable occupation (SO) is not available with the injury employer or in the local labour market.
- The WSIB pays for appropriate expenses directly related to the worker looking for work, and relocation expenses when a bona fide offer of employment is secured.
- The WSIB will offer relocation services when all of the following conditions are met:
    - Permanent work-related restrictions require the worker to change jobs
    - There is no SO with the injury employer in the local labour market, or in the surrounding area within a reasonable commuting distance
    - Labour market information indicates there are no SO's in the local labour market with a new employer, and
    - The broader labour market offers greater employment prospects in the SO.

Dispute Mechanism:
In the event that there is a dispute between the company and the employee at any time throughout the course of the plan, the following steps will be taken:

- Review the ESRTW Plan where an error has been made. Reasonable steps will be taken by the Company to correct the error.
- If the Dispute is regarding functional ability/suitability of work match:
  - Obtain an updated *Functional Abilities Timely Return to Work* form and review the suitability of available work.
  - If necessary, where the recovery is not progressing as anticipated, refer the employee to a Health Care Practitioner paid for by the company to conduct a more comprehensive functional abilities
- Where the dispute cannot be resolved, refer the matter to the WSIB for assistance from an ESRTW Mediator for determination of the disputes.

Communication:
This policy is to be communicated to all workplace parties through safety meetings, Worker H&S Orientation, the Worker H&S Manual or by any other method determined by management.

Training:
Training will be provided to employees through safety meetings, one-on-one training or through organized and topic-specific trainings such as first aid etc. or by any other means when and where necessary.

Whenever possible, training will include a theoretical and a practical component.

Enforcement:
Any worker who does not comply with this policy may be subject to disciplinary actions as per the company Enforcement Policy. Supervisors may be reassigned should they fail to meet their responsibilities. The appropriate consequence will depend on the facts of the case, including nature of the violation, the existence of prior violation(s), the response to prior corrective programs and the seriousness of the violation.

Evaluation:
Management will review this policy, and support documentation, as necessary but at least annually. The sole intent of the review will be to acknowledge what we are doing well and to identify those areas in which we can improve to increase the effectiveness of this policy and program.

The review will evaluate the critical components of this policy and program.

When the company requires action to be taken, we will:

- Identify action(s) required
- Assign responsibilities
- Include timeframes
- Acknowledge success or make recommendations for improvement
- Include general comments of those involved in the review

H&S Consultants and Supervisors are expected to continually evaluate worker skills and competencies to ensure adequacy.

Workers will be given the opportunity to evaluate training sessions as to their value and effectiveness

Reference Materials:
Occupational Health and Safety Act and applicable Regulations
Workplace Safety and Insurance Act (WSIA)
General Guidelines for Maximum Medical Recovery
www.wsib.on.ca

Definitions:
Refer to *Glossary of Terms*

Forms:

Form	Identification Number
ESRTW Coordinator Package	ESRTW 1
Identification of Suitable Work	ESRTW 2
Physical Demands Analysis Worksheet	ESRTW 3
ESRTW Worker's Journal	ESRTW 4
Medical Treatment for Injured Worker Package	FA 3
Accident Log	AI 1
WSIB Functional Abilities Form	n/a
WSIB Worker's Report	n/a
WSIB Employer's Report	n/a
WSIB Form 8	n/a
WSIB Employer's Subsequent Report	n/a
WSIB Physical Demands Information Form	n/a

Safe Work Practices

SWP			Endorsement
Effective Date: Jan-24	Revision Date: Jan-24	Replaces: Jan-23	DB

Objective:
It is the objective of the company to develop safe work practices/procedures for work tasks regularly performed by our workers. Our goal is to eliminate or reduce workplace injuries and illnesses.

Policy:
It is the policy of the company that workplace tasks will be identified by the company and safe work procedures and/or practices will be developed and communicated to all workplace parties.

Safe Work Practices:
Safe Work Practices (SWPs) are a control. They are the general do's and don'ts of common work activities such as using power tools or ladders. SWPs are commonly found in owner's manuals, industry guides, sample manuals, etc. They can be written text or pictograms, or a combination of both. SWPs are often used to support Safe Job Procedures to reduce repetitive information.

Law:
OHSA Part III, Sections 25 (1)(b)(c), 25(2)(a)(d)
Confined Spaces Regulation (O. Reg. 632/05).

Competent Worker:
A competent worker, as defined in the Occupational Health and Safety Act (OHSA) is a worker who:
- Is qualified because of knowledge, training and experience to ***perform the work*** .
- Is familiar with the Occupational Health and Safety Act and applicable Regulations.
- Has knowledge of any potential or actual danger to health and safety in the workplace.

Competent Person:
A competent person, as defined in the Occupational Health and Safety Act (OHSA) is a worker who:
- Is qualified because of knowledge, training and experience to ***organize work*** and its performance.
- Is familiar with the Occupational Health and Safety Act and applicable Regulations.
- Has knowledge of any potential or actual danger to health and safety in the workplace.

Participants:
This policy will apply to all employees of the company.

Roles and Responsibilities:
When developing safe work practices and procedures the responsibilities of workplace parties are generally the same and are included below. Some SWP, however, have additional responsibilities. These additional responsibilities will be addressed with the respective SWPs.

Management: Management duties include but are not limited to the following:
General Roles and Responsibilities**:**
- Identify work place tasks regularly performed on Dolyn Construction Ltd. work site.
- The company will keep a list of Critical Tasks and ensure that Safe Work Practices are developed for each identified.
- Develop safe work practices and procedures for identified tasks.
- Ensure safe work practices and procedures are communicated to all workers.
- Provide training, when required, to ensure compliance to the OHSA and applicable regulations and industry standards.
- Take every reasonable precaution to prevent personal injury.
- Provide and maintain a safe, healthy work environment.

- Provide competent supervision for all workers. Supervisors will be adequately trained with experience and knowledge in the work being performed by the workers.
- Ensure supervisors have an awareness of actual and potential health and safety hazards in their area of responsibility.
- Investigate all injuries and accidents and take corrective measures.

Policies and Procedures**:**

- Develop safe operating procedures.
- Review investigation reports, accident and injury reports, and ensure preventive measures are implemented and communicated to all affected parties.
- Conduct an annual review of SWPs and to make improvements when deemed necessary.
- When required, establish who will be designated a qualified worker to operate a vehicle, equipment/tools or to perform specific work tasks.
- Establish written emergency procedures.
- Provide adequate resources to support the appropriate procedures.

Equipment:

- Provide only CSA approved equipment, tools and safety devices.
- Ensure that all safety equipment is available and appropriately used.
- Ensure equipment is maintained in a condition that does not endanger a worker.
- Ensure that all barriers, warning signs, or other safeguards are put in place.
- Ensure that a copy of the manufacturer's operating manual is readily available with equipment.
- Ensure that no modification to, repair to, or replacement part of a vehicle, equipment/tools or safety devices will result in a reduction of the safety factor.

Training:

- Ensure workers are trained in their roles and responsibilities.
- Train all supervisors to ensure competency.
- Ensure that all employees are trained on the proper use and maintenance of vehicles, equipment/tools or safety devices.

Discipline:

- Discipline workers who are not in compliance with Dolyn Construction Ltd. policies.

Record Keeping:

- Ensure records/reports are kept and filed as required.
- Ensure that records/reports are reported to authorities as required.

Inspections:

- Ensure that safety equipment is inspected regularly to ensure it is functioning as required.
- Ensure that a competent technician does a safety inspection at least once a year.
- Prepare, or have available, vehicle/equipment *Inspection Checklists* to be used by the workers.

Supervisors:

- Recognize hazards and implement corrective measures to eliminate or control the identified hazard.
- Advise workers of actual and potential hazards on site.
- Ensure that only qualified/authorized workers operate vehicles, equipment/tools and perform designated work tasks. When required, train all personnel. Submit all documentation to management in a timely manner.

- Instruct workers in:
  - Operating of machinery.
  - The daily inspections and maintenance requirements.
  - Special conditions or limitations to any tool/equipment.
  - The location of emergency and safety devices.
- Ensure adequate rescue procedures are developed and communicated to workers. When required, provide written rescue instructions.
- Ensure workplace safety procedures are followed.
- Ensure that Personal Protective Equipment (PPE) is worn, as required, at all times.
- Review Safety Data Sheets (SDS) with crew before using a hazardous material.
- Inspect the workplace at least weekly and record findings on company *inspection form* .
- Inspect, or designate a competent worker to inspect safety equipment regularly. If necessary ensure the removal/replacement/repair of damaged equipment.
- Inspect, or designate a competent worker to inspect equipment/ tools and safety devices regularly. If necessary, ensure the removal/replacement/repair of damaged equipment.
- Perform regular *Safety Talks* .
- Ensure records are kept and submitted to management as required.
- Ensure subcontractors comply with the Dolyn Construction Ltd. Policies and Procedures.
- Ensure that all barriers, warning signs, or other safeguards are put in place.
- Ensure that all parties involved in work to be performed are adequately trained in their roles and responsibilities

Worker:

- Work in accordance with the Dolyn Construction Ltd. Health and Safety Program, the Occupational Health and Safety Act and applicable Regulations, and industry standards.
- Inspect equipment/tools and safety devices as required. When required, document inspections and submit to the supervisor. Only perform an inspection if you are competent to do so.
- Be accountable for your safety and work in a manner so as not to endanger fellow workers.
- Only perform a work task if you are competent to do so.
- When required, successfully complete required training programs.
- Carry written proof of training on your person at all times.
- Help new employees to recognize job hazards and encourage the following of proper procedures.
- Wear, use and properly maintain Personal Protective Equipment (PPE) required.
- Appropriately use all safety equipment.
- Report immediately to your supervisor:
  - Any condition, practice, hazard that may cause injury to a worker or damage to equipment.
  - Any injury or accident, no matter how minor.
  - All health hazards.
  - Any defective tools and/or equipment.
  - Any infraction under the Occupational Health and Safety Act and applicable Regulations
- Participate in Health and Safety training and safety meetings/talks.

H&S Coordinator:

- Ensure new workers have adequate training for the work tasks they will be expected to perform.
- Ensure safe work practices and procedures are communicated to all workers.
- Ensure that records/reports are reported to authorities as required.
- Deliver or arrange for training when it is deemed a worker has inadequate training.
- Review training records regularly to ensure they are accurate and that worker training is current.

- Ensure all forms and records are systematically filed.
- Ensure that additional training is provided for those promoted or to those who assume responsibilities for a new position i.e. Health and Safety Representatives and supervisors.
- Ensure that a competent and qualified person(s) delivers all training.
- Participate in the annual review of this policy.

H&S Consultants:

- Assist management in the development and implementation of SWPs.
- Provide workers with health and safety information through the quarterly *newsletter*.
- If a H&S Consultant becomes aware that a worker is inadequately trained or is working in a manner not in compliance to company or legislated standards, they will report to the supervisor, H&S coordinator or management.
- When requested, H&S consultants will deliver training for which they are qualified to do so.
- The H&S Consultants will provide the company with the following records:
  - *ROT*
  - Current *Training Records*
  - *Worker Orientation H&S Packages*
  - Copies of certificates/cards confirming successful completion of a course(s)
  - Updated *Worker Emergency Information/Training Qualification* forms
  - Completed *Confirmation of Receipt and Understanding* forms
  - Completed *Worker Evaluation* forms
  - Annual H&S Meeting Agenda

H&S Representatives & JHSC Members

- The JHSC and Health and Safety Representatives should be consulted with when developing training requirements for a project.
- The JHSC and Health and Safety Representatives will be expected to make recommendations to management on any and all matters concerning the training of the worker.
- Participate in the annual review of this policy.

Subcontractors

- Subcontractors will be required to ensure their workers are working in accordance with this policy.
- Subcontractors will be required to accept full responsibility for ensuring their workers are adequately trained. This will be recorded on the Subcontractor Agreement prior to commencement of work.
- Report all unsafe conditions or acts to the Dolyn Construction Ltd. supervisor.

Procedures:
Procedures and safe work practices are detailed under specific work tasks and accompany this policy.

Communication:
This policy is to be communicated to all workplace parties through safety meetings, Worker H&S Orientation, the Worker H&S Manual or by any other method determined by management.

Training:
Training will be provided to employees through safety meetings, one-on-one training or through organized and topic-specific trainings such as first aid etc. or by any other means when and where necessary.

Whenever possible, training will include a theoretical and a practical component.

Enforcement:
Safe Work Practices are developed with the sole intent of reducing injury and illness. It is essential that all parties comply with this policy and its procedures. Failure to comply may result in disciplinary action(s) taken against the worker(s) in accordance with the Dolyn Construction Ltd. Enforcement Policy. Supervisors may be reassigned should they fail to meet their responsibilities. The appropriate consequence will depend on the facts of the case, including nature of the violation, the existence of prior violation(s), the response to prior corrective programs and the seriousness of the violation.

Evaluation:
Management will review this policy, and the forms and records generated by it, as necessary but at least annually. The sole intent of the review will be to acknowledge what we are doing well and to identify those areas in which we can improve to increase the effectiveness of this policy and program.

All reviews will be recorded on the company *Program Review* form.

The *Program Review* will evaluate the critical components of this policy and program. The company performance will be ranked as either *Good* or *Action Required.* In order to receive a *Good* the company will be required to provide *Evidence* that the component has been achieved.

In the event of a rank of *Actions Required* the company will identify the necessary steps to be taken to ensure a future rank of *Good* .

Actions Required will identify

- The action required
- Responsibility
- General Comments of those involved in the review
- Timeframes
- Acknowledgement

H&S Consultants and Supervisors are expected to continually evaluate worker skills and competencies to ensure adequacy.

Workers will be given the opportunity to evaluate training sessions as to their value and effectiveness.

Reference Materials:

Occupational Health and Safety Act and applicable Regulations

Definitions:
Refer to *Glossary of Terms*

Forms:

Form	Identification Number
WHMIS Inventory	SWP 1
Fall Rescue Plan	SWP 2

Reference Guide to Regulations for Construction

Description	Section
Access/Egress	70-72
Clean-up facilities	29.2
Confined Spaces	221.1-221.19
Cranes and Hoisting	150-156
Demolition	212-221
Drinking Water	28
Electrical Hazards	181-195.3
Elevating Work Platform	143-149
Equipment	93-116
Excavations	222-242
Explosive Actuated Tools	117-121
Explosives (blasting)	196-206
Fall Protection	26
Fire Safety	52-58
Guardrails	26.3
Housekeeping	35-43
Lighting	45
Ladders	78-84
Personal Protective Equipment (PPE)	21-27
Platforms, Runways and Ramps	73-74
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Safe Work Practices
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Access/Egress

- Ladders, scaffold, swing stages, ramps and runways should be constructed, erected and secured in accordance with the Regulations under the Act.
- When work areas are above or below ground, access to the egress from the work area will be by stairs, runway, ramp or ladder. All methods of access/egress must be provided and maintained in safe
- There must be adequate methods of egress from a workplace, to accommodate the necessity of an emergency evacuation.
- Proper and sufficient warning signs, tags or lockout devices will be installed whenever hazards exist, such as moving machinery, open excavations, temporarily removed manhole covers and electrical
- All access, egress, stair, corridor, elevator and hoistway areas are to be illuminated, maintained clean, clear and unobstructed at all times. Signage for identification of exits is required.
- If there is a possibility of material falling on a worker, overhead protection must be provided at every means of access and egress and/or above every area where work is being done.
- Workers must obey signage-restricting access to work areas such as electrical rooms. If a worker is required to perform work in an area where access is denied, they must get permission from the supervisor and follow proper procedures.
- Any worker working in a restricted access area is required to ensure no other unauthorized workers enter the work area.
- Access/egress routes must be kept clear of debris, obstructions, snow, ice or other slippery materials. When it is not practical to remove ice, snow or other slippery materials then routes must be treated with a substance that will ensure a firm footing.
- When a ladder is used as a means of access it must extend three feet above the upper level. There must be no debris or obstructions at the bottom and top areas surrounding the ladder.

Runways, Ramps and Platforms:

- A runway, ramp or platform will be designed, constructed and maintained to support or resist, without exceeding the allowable unit stresses for the materials of which it is made all loads and forces to which it is likely to be subjected and at least 2.4 kilonewtons per square metre.
- No runway, ramp or platform will be loaded in excess of the load that it is designed and constructed to
- A runway, ramp or platform will be at least 460 millimetres wide and will be securely fastened in place.
- A ramp will have a slope not exceeding a gradient of 1 in 3; and if its slope exceeds a gradient of 1 in 8, cross cleats made from nineteen millimetres by thirty-eight millimetres boards that are securely nailed to the ramp and spaced at regular intervals not exceeding 500 millimetres. This does not apply to a ramp installed in the stairwell of a building not exceeding two stores in height if the ramp has a slope not exceeding a gradient of 1 in1, and has cross cleats made from thirty-eight millimetres by thirty-eight millimetres boards that are securely nailed to the ramp and spaced at regular intervals not exceeding 300

Stairs and Landings

- No work will be performed in a building or structure that will be at least two stores high when it is finished unless stairs are installed in accordance with this section.
- As the construction of a building or structure progresses, permanent or temporary stairs will be installed up to the uppermost work level, or if stairs would interfere with work on the uppermost work level, to within the lesser of two stores or nine metres below the uppermost work level. This does not apply to a part of a building or structure in which only the structural steel beams or columns are erected, or a structure to which a permanent ladder is attached before the structure is raised into position.

- Temporary stairs and landings will be designed, constructed and maintained to support a live load of 4.8 kilonewtons per square metre without exceeding the allowable unit stresses for each material used.
- Stairs must have:
  - A clear width of at least 500 millimetres.
  - Treads and risers of uniform width, length and height.
  - Stringers with a maximum slope of 50 degrees from the horizontal.
  - Landings that are less than 4.5 metres apart measured vertically.
  - A securely fastened and supported wooden handrail on the open sides of each flight.
  - A guardrail on the open side of each landing.
- The stringers of prefabricated stairs erected inside a tower formed by scaffold frame sections will have a maximum slope of 60 degrees from the horizontal.
- A wooden handrail will measure thirty-eight millimetres by eighty-nine millimetres and will be free of loose knots, sharp edges, splinters and shakes.
- Skeleton steel stairs will have temporary wooden treads securely fastened in place that are made of suitable planking extending the full width and breadth of the stairs and landings.

Aerial Devices

- Vehicle-mounted devices must be used only in accordance with the requirements outline in Sections 143-149 of the current Regulations for Construction Projects.
- While aloft, workers must not climb from an aerial device to another elevated position.
- Workers in an aerial device must wear an approved full body harness with the lanyard and shock absorber properly tied.
- An aerial device must not be moved closer to a live line conductor than the minimum distances listed in the table below unless:
  - A signal person is provided.
  - The device being used in an approved insulated aerial device with an electric rating adequate for the live line voltage.

Minimum Distance from Live Power lines	
Voltage Rating of Power line	**Minimum Distance**
750 to150,000 volts	3 metres (10 feet)
150,001 to 250,000 volts	4.5 metres (15 feet)
Over 250,001 volts	6 metres (20 feet)

- Workers on the ground must keep clear of the vehicle when the aerial device is close to live conductors.
- Mechanically operated aerial ladders must not be raised or lowered, extended or retracted while a worker is on the ladder.
- Only one worker at a time must be aloft on an aerial ladder.
- In case of emergency, a hand line long enough to reach the ground when the aerial device is fully extended to its maximum height must be carried in the device.
- One 20-pound (18kg.) or two 10-pound multi-purpose fire extinguishers must be kept in the vehicle in case of an hydraulic fluid or other fire.

Asbestos

Asbestos is a material once used extensively in construction. Exposure to asbestos has proven to be very dangerous to a person's health. Constructors are obligated to inform companies that they will be doing work in a building that contains asbestos. The Ministry of Labour must be informed and strict procedures must be followed.

It is possible that workers may come across undetected asbestos when working in older buildings. If you suspect that materials may contain asbestos, leave the area and notify the supervisor.

- Reasons to suspect asbestos presence include:
  - If the building was constructed prior to 1970.
  - If the building is a structural steel frame building.
  - Are there high-pressure steam lines or other equipment exposed to extreme conditions such as high temperatures and corrosive environments?
  - Presence of a substance that crumbles easily and is loose in composition (friable).
- Once notified, the supervisor will contact Head Office. Management will notify the constructor/building owner. It is the responsibility of the constructor/owner to provide proof that the substance is not asbestos or must arrange for testing to identify the composition of the material.
- Only when written proof is provided that there is no asbestos or asbestos containing products should a worker return to the area to resume work.

When Asbestos is Detected:
Management Responsibilities:

- Identify to workers the exact location of the asbestos threat.
- Classify the asbestos as friable or non-friable.
- Identify the type of asbestos - i.e. chrysolite, amosite, tremolite etc.
- Determine the category of asbestos-related activity i.e. Type I, Type II or Type III.
- Ensure workers are adequately trained to work in the appropriate Type operation.
- Ensure workers are trained in the proper use and maintenance of any and all PPE and protective equipment.
- Ensure that all workers involved in Type III operation have successfully completed the Asbestos Abatement Training Program approved by the MOL.
- Notify the MOL in writing before beginning a Type III operation and/or a Type II operation in which one square metre or more of insulation is to be removed using a glove bag.
- Ensure all asbestos waste/disposable PPE/disposable equipment/materials are disposed of at a disposal site approved by the Ministry of the Environment.
- Provide CSA/NIOSH approved respirators and protective clothing which is impervious to asbestos fibers to adequately protect the workers.
- When necessary, provide High Efficiency Particulate Aerosol (HEPA) vacuums.
- Ensure warning signs are posted for all Type II and Type III operations.
- When necessary, ensure that the work areas are separated from the rest of the jobsite using walls, barricades, fencing or other suitable means.
- When necessary, ensure the work area is sealed by disabling the mechanical ventilation system, sealing all openings or voids including ventilation ducts and windows.
- When required, provide glove bags.
- Provide cleanup stations.

Supervisor Responsibilities:

- Ensure that no unauthorized personnel enter the work area.
- Ensure that all reusable PPE/equipment/tools etc. are cleaned or vacuumed at the completion of the operation.
- Ensure workers entering the area are wearing the required respirators and protective clothing.
- Ensure that compressed air is never used to remove asbestos dust.
- Ensure that company safe work practices and procedures are followed as intended.

Worker Responsibilities:

- Wear any and all protective clothing/equipment required by management.
- Inspect all PPE and protective equipment for damage or wear. Tag and remove any damaged or worn PPE/protective equipment and report it to the supervisor.
- Clean up all asbestos dust and waste regularly and frequently.
- Before leaving the work area, damp-wipe or HEPA vacuum their protective clothing.
- Never eat, drink, smoke or chew gum in the work area.
- Ensure glove bags are strong and large enough to hold the materials being removed.
- Ensure glove bags are not damaged or defective and that they make a proper seal.
- Comply with all safe work practices and procedures required by management and the supervisor.

Where You Might Find Asbestos:

Commercial Institutional Buildings

- Joint feeling compound
- Deck fireproofing
- Pipe covering
- Asbestos cement valve insulation
- Asbestos boiler insulation
- Asbestos roofing felt
- Vinyl Asbestos floor tile
- Sprayed on fireproofing
- Gasket material

Commercial Buildings

- Asbestos cement siding
- Asbestos gasket
- Pipe insulation
- Asbestos cement valve insulation
- Tank/Boiler/Heat Exchanger Insulation - interior & exterior

Residential Buildings

- Roof felt and shingles
- Asbestos pipe insulation
- Asbestos cement valve insulation
- Sheet flooring or vinyl Asbestos flooring
- Drywall joint compound
- Asbestos cement pipe
- Asbestos boiler installation
- Vermiculite attic insulation
- Asbestos building paper, felt or Asbestos cement shingles
- Acoustic tiles or acoustic textured ceilings

Baker Scaffolds

- Make sure that the floor is clear of all obstructions and all holes/openings are covered.
- If the platform is to be placed to the top, place additional rails lower to stabilize the end frame ladder to help prevent the bottom from racking inward.
- Do not try to pull or “scoot” yourself from one location to another while standing on the platform.
- Lock casters to prevent scaffold from rolling out from under you.
- Do not overreach. Keep your body within the boundaries of the guardrail and scaffold section.
- Do not place ladders, horses, buckets, chairs, boxes or other objects to gain additional height.
- Utilize outriggers to help prevent tipping.
- Keep work platform clear of debris.
- Keep casters clean and oiled.
- Pin, spring and nipple must be lubricated as required.

Chainsaw

It is the goal of Dolyn Construction Ltd. to outline proficiency requirements and safety standards for the use of chainsaws by company personnel.

- A chainsaw will:
  - Have a chain that minimizes the possibility of a kickback, and a device which will effectively stop the chain in the event of a kickback.
  - Be in safe operating condition.
  - When being started, be held firmly.
  - When being used, be held firmly by both hands.
  - Have the chain stopped when not actually cutting.
- Gasoline engines on mobile or portable equipment will be refueled:
  - Outdoors.
  - With the engine on the equipment stopped.
  - With no source of ignition, within three meters of the dispensing point.
  - With an allowance made for expansion of the fuel should the equipment be exposed to a higher ambient temperature.
  - An approved safety container must be used to contain the fuel.
- A worker required to wear/use any protective clothing, equipment or device - will be instructed and trained in its care and use before wearing the protective clothing, equipment or device.
- Eye protection appropriate in the circumstances will be worn, at all times, when operating a chainsaw. Construction boots will be worn, at all times, when operating a chainsaw.
- Mishaps with chainsaws are inevitably gruesome and potentially lethal. Chainsaw operator training and certification for employees is mandatory in Ontario.
- A worker exposed to the hazard of injury from contact of the worker's skin with a sharp or jagged object which may puncture, cut or abrade the worker's skin - will wear apparel sufficient to protect the worker from injury; or a shield, screen or similar barrier, appropriate in the circumstances.
- A landing area will have sufficient space cleared of any hazard to enable operations to be performed without endangering any worker.
- A tree will only be felled:
  - When all workers other than the logger felling the tree are cleared from the danger area.
  - When all snags have been cut and cleared away.
  - In such a manner that the logger felling the tree is able to stand clear of the falling tree.
  - Alongside or across a road only after the road has been blocked off or controlled by signaler.
- A tree can be limbed, bucked or topped only when the logger is in a position so that the limb, log or top when severed cannot roll or drop on the logger.
- All chainsaw operators will have a certificate of competency in chainsaw safety.
- Prior to assigning chainsaw work, supervisors will conduct job briefings about work-site safety and emergency procedures. Employees will be advised appropriately before work is performed in proximity to energized conductors.
- Chainsaw operators will inspect the work-site for physical and electrical and other hazards (e.g. overgrown objects, fences, cables, wires, energized conductors, poisonous plants, etc.). Electrical conductors and communication wires and cables will be considered to be energized.

- Only qualified line-clearance cutters will be assigned to work near where an electrical hazard exists. Safety watchers will be necessary when cutting approaches three (3) meters to any energized
- Procedures for field-site marking and emergency communications will be determined by supervisors in advance of assigning work.
- Each day before use, employees will inspect chainsaws and related equipment for proper maintenance and safety deficiencies.
- Measures to control pedestrian and vehicle traffic will be taken as necessary.
- Follow the chainsaw manufacturer's operating, cleaning, maintenance and safety instructions.
- Chainsaws will be started and operated when co-workers are clear of the saw. The engine will be stopped when the saw must be carried to another site.
- Climbing operations are prohibited. The need for such work must be discussed with the supervisor in order to identify alternative methods.
- Chainsaw operators will wear CSA-approved safety eyewear, hearing protection, hard hat with face screen, safety footwear, chainsaw pants or chaps, and chainsaw gloves.
- Gasoline-powered chainsaws and equipment will be refueled only after the engine has been stopped and allowed to cool.
- Gasoline for chainsaws must be stored, handled and dispensed only from approved safety containers. Smoking is prohibited when refueling chainsaws.
- Ensure that the chain brake is functioning properly and adequately stops the chain.
- The chain must be properly sharpened, correctly tensioned, and adequately lubricated.
- When carrying/transporting a chainsaw, the bar guard must be in place, the chain bar must be toward the back and the motor must be shut off.
- The chainsaw must not be used for cutting above shoulder height.

Pocket Cuts

To make a pocket cut with a chainsaw:

- Inspect the area to ensure there are no pipes, electrical lines, or other obstructions in the way or behind the wood surface being cut.
- Place saw on surface.
- Hold saw firmly in both hands.
- Keep arm straight.
- Do not rev saw excessively until the surface has been penetrated.
- Avoid nails or other obstructions in the wood.
- Do not try to penetrate the surface with the end of the saw.
- Kickback can occur when the top outer edge of the saw, contacts the work surface.

Compressed Air

Compressed air mishaps usually involve abuse, misuse or inattention to hoses or nozzles. Lack of attentionand not knowing the proper procedures when handling compressed air have led to many accidents and death.

- Compressed air can strike you blind, deaf or dead at very low pressures.
- Under section 66 of the Occupation Health and Safety Act, Industrial Establishments Regulation 851, compressed air will NOT be used for blowing dust from a worker's clothing. This activity is only permitted where the pressure of the compressed air is less than 30 psi at the nozzle. The reasoning for this is due to the possibility of causing injury to the eyes and of injecting air into the bloodstream through a cut in the skin. Air bubbles in the blood can be serious enough to cause heart attacks, strokes and even death. Therefore, workers may only use compressed air to clean themselves IF they use a regulated air hose with a pressure of 30 psi maximum.
- Use the correct personal protective equipment, including safety eyewear when handling compressed
- When not in use, store hoses in a cool place and protect them from the elements.
- Do not use hoses that are longer than necessary. Longer hoses can be easily damaged or kinked. The longer the hoses, the greater the risk of rupture.
- Check all air hoses for cracks or bubbles, prior to use.
- Test any hoses that show signs of wear or damage.
- Have leaks properly repaired immediately. Never attempt to block a leak with your hand. Never use tape to repair the hose. This is not only ineffective - it is unsafe.
- Do not aim or point compressed air nozzles at yourself or another person.
- Do not use compressed air to blow dust off clothing.
- Never use industrial compressed air in a supplied air respirator.
- When changing tools, turn off the air supply and depressurize the line. Make sure all connections are tight before turning the air pressure back on.

Storage cylinder for compressed gas will:

- Have a valve connection which prevents an inadvertent connection that would result in a hazardous mixture of gases.
- A flammable liquid or gas will be stored in a building or storage tank that is suitable for the purpose and, if practicable, not less than 100 metres from a magazine for explosives.
- No more than one work day's normal supply of a flammable liquid will be stored in a building or structure on a project unless it is stored:
    - In a container that is suitable for the particular hazards of the liquid.
    - In a controlled access area or a room that has sufficient window area to provide explosion relief to the outside, and that is remote from the means of egress from the building or structure.
- A portable container will be approved for use for that liquid by a recognized testing laboratory and must have a label stating the use for which the container is approved and the name of the testing laboratory.
- No storage cylinder for propane will be placed closer than three metres to a source of ignition or fire.
- Be secured in position during transportation, storage and use.
- Be in an upright position. Not be rolled, slid or dropped.
- Have a protective cap in position when the cylinder is being transported or stored.
- A spent storage cylinder must not be stored inside a building.
- Be protected from physical damage.
- If it is empty, be labeled accordingly, and have the valve securely turned off.
- Be stored in a well-ventilated area, away from any source of ignition.

Hazards

Air embolism	This is the most serious hazard, since it can lead to death. If compressed air from a hose or nozzle enters even a tiny cut on the skin, it can form a bubble in the bloodstream - with possible fatal results.
Physical damage	Compressed air directed at the body can easily cause injuries – including damage to eyes and eardrums.
Flying particles	Compressed air at only 40 pounds per square inch can accelerate debris to well over 70 miles per hour when it is used to blow off dust, metal shavings, or woodchips. These particles then carry enough force to penetrate the skin.

Warning – Propane is heavier than air and can collect in low-lying areas such as trenches and basements .

Concrete

Concrete is one of the staples of construction. Although concrete is not necessarily dangerous, there are precautions you should take to protect yourself from contact with crystalline silica and chromium. These are compounds added to concretes' basic ingredients of lime, gravel, sand and water to give it strength. Both can corrode human tissue; damage the lungs, cause allergic reactions and cause burns to the skin. Always use caution when working with concrete or any material containing chemicals.

- Wear a respiratory mask to avoid inhaling dust when emptying bags of cement or when grinding, drilling, cutting or sanding concrete slabs.
- Protect your eyes at all times, by wearing full cover goggles or safety glasses with side shields when working around blowing dust or splattering concrete.
- Wear protective clothing including long pants, long-sleeved shirts and alkali resistant gloves.
- Protect your back when lifting bags of heavy cement. Lift with straight back, bent legs and with the load close to your body. Don't twist at the waist when lifting or carrying objects.
- Protect yourself from skin irritation and chemical burns when working with fresh concrete. Wet concrete can cause irritation, rashes or burns if it comes into prolonged contact with your skin, eyes
- Use waterproof pads or a dry board to protect your knees, elbows and hands when finishing fresh concrete surfaces.
- Flush your eyes and skin immediately with clean water if they come in contact with fresh concrete or concrete dust.
- Immediately rinse clothing that becomes soaked with fresh concrete or dust to prevent continued
- Wear clean clothing each day when working with concrete. Finish the day with a bath or shower to remove all concrete traces that remain.
- Wash your hands and face well before drinking, eating, smoking or using the toilet.
- Wear waterproof boots with tops that are higher than the concrete you are working with. Always know how deep the concrete is.
- Don't lift heavy loads - get help or use a cart.
- Bring the work area to a comfortable position.
- Avoid repetitive forceful exertion and use a grout delivery system if possible.
- Don't use tools that require repetitive and forceful hand exertion. Use a tool that reduces repetitive and forceful hand exertion.
- Use water or vacuum systems were possible to control dust.
- Ensure ventilation when using gas or diesel powered equipment or when heating the workplace.
- Never use compressed air to blow dust away or for cleanup - instead use wet sweeping.
- Wear a proper respirator when you suspect Asbestos may be a hazard, working in dusty atmospheres, welding, and using solvents, adhesives or other hazardous substances.
- Wear rubber gloves and rubber boots to protect the skin.
- Wear hearing protection when exposed to loud noise.
- Consult *safety data sheets* or information about hazardous chemicals used at work and obey workplace health and safety rules.
- Never eat, drink, or smoke in areas contaminated with Asbestos, lead, or toxic chemicals.
- Wash or wipe hands clean before eating, drinking, and smoking, and always clean up and change out of contaminated clothing before getting in the car at the end of the shift.
- Wash work clothes separately from casual and other family members' clothes.
- When working in the heat or near heat sources, drink lots of water and take frequent rest breaks to prevent heat stress.
- When working in the cold, take frequent breaks in a warm area to prevent cold stress.

Demolition

Construction personnel performing demolition work are exposed to many hazardous conditions and materials. Although a contractor may be concerned about employee safety, there should also be heightened awareness for the safety of the general public and the property of others.

All company employees, contractors and subcontractors must follow the requirements of this program during all demolition projects. This program outlines control measures contractors must implement as part of their existing program to plan for a successful and safe demolition project.

Precautions will be taken to prevent injury to a person on or near the project or the adjoining property that may result from the demolition, dismantling, or moving of a building or structure. Rubbish, debris, and other materials from demolition on a project may be permitted to fall or may be dropped into an enclosed designated area to which people do not have access.

All gas, electrical, and other services that may endanger persons who have access to a building or structure will be shut off and disconnected before, and will remain shut off and disconnected during, the demolition, dismantling, or moving of the building or structure. All toxic, flammable, or explosive substances will be removed from a building or structure that is to be demolished, dismantled, or moved. No exterior wall of a building or structure will be demolished until all glass is removed from windows, doors, interior partitions, and components containing glass or is protected to prevent the glass from breaking during the demolition.

Driving

- Ensure you have a valid operator's license.
- Be conversant with traffic laws and applicable regulations.
- Drive defensively.
- Back in when practical.
- Ensure the vehicle has an emergency road kit.
- Ensure you are not under the influence of alcohol or drugs.
- Avoid driving when fatigued.
- Ensure seat belts are worn at all times.
- Be familiar with the vehicle and its' capabilities.
- Offering rides to strangers or hitchhikers is prohibited.
- Perform a "walk around" inspection prior to traveling.
- Use good judgment and understand of the basic recovery skills appropriate to the vehicle you are
- Do not operate a cell phone while driving.
- Always shoulder check before changing lanes.
- Use & adjust all mirrors.
- Leave 4 seconds between vehicles for fast braking.
- Sound horn when backing up.
- Have passenger outside of truck to assist in reversing.
- Be aware of your vehicle size.
- Know the weight of load & stopping distances.
- Drive according to weather conditions.
- Always park in a safe area away from flow of traffic.
- Avoid distractions.
- Ensure of your overhead and side clearance.
- Do not park, stand, or loiter near an open overhead door.
- Do not block the doorways.
- Obey posted speed limits
- Yield to all foot traffic
- Load trucks properly, ensure even distribution.
- Smoking is prohibited within 7.5 meters of fueling areas
- Check all safety equipment

Winter Driving

- Clear snow from all windows, lights and mirrors, when required.
- Avoid using cruise control on icy roads.
- Accelerate and brake gently to reduce skids or spinouts.
- Ensure winter clothing does not restrict movement, vision or hearing.
- Monitor weather reports, road conditions.

Electrical Safety

Working on or near electrical hazards is dangerous and can be fatal. Any work on or near energized equipment must be done only when measures are in place to provide protection from electric shock and burn.

Qualifications

- No worker will connect/maintain/modify electrical equipment/installations unless they hold a current
- Worker may insert an attachment plug cap on the cord of electrical equipment or an electrical tool into, or remove it from, a convenience receptacle without holding a current electrical license.
- Only authorized workers will enter a room or other enclosure containing exposed energized electrical parts.
- Electrical work performed on or near to electrical transmission or distribution systems will be performed in accordance all applicable regulations.

Safe Work Practices (SWP):

- All entrances to a room or other enclosure containing exposed energized electrical parts will be marked by conspicuous warning signs stating that entry by unauthorized persons is prohibited.
- No worker will install, modify, adjust, test, or repair electrical distribution services unless the worker is a qualified electrician or an apprentice who works under the direct supervision of a qualified
- Electrical equipment that is capable of becoming live will be isolated, locked out, tagged, and tested before work is performed on the equipment.
- When equipment cannot be locked out, written procedures (including tag out, testing, and competent worker stand-by) will be developed to provide an equivalent level of safety to that provided by a
- The locations of power lines and cables will be determined before digging or drilling work is
- Approved cabinets or enclosures will guard energized parts of electrical circuits and equipment.
- Electrical equipment and appliances will be CSA or Ontario Hydro approved.
- Ground fault circuit interrupters (GFCIs) will be installed on temporary circuits at renovation and
- Electrical tools and equipment used in damp or outdoor environments must be protected. This is to be done by ground fault circuit interrupters (GFCIs) installed at the receptacle or panel.
- workers who work regularly around energized electrical equipment or distribution services will be qualified in cardio-pulmonary resuscitation (CPR).
- Electrical appliances and power tools must be CSA- approved. CSA- approval “for outdoor use” would be an appropriate standard for damp environments.
- Ensure that electrical panels and switches controlling a service supply, feeder or branch circuit are protected from physical or mechanical damage.
- Install Ground Fault Circuit Interrupters (GFCIs) in areas that are wet or damp
- Ensure you develop and implement safe work procedures for working near overhead electrical lines
- Ensure equipment is properly grounded using a three-prong plug or is double-insulated and labeled
- Turn off equipment before connecting it to a power supply and disconnect the power supply before making adjustments or changing accessories.
- Inspect equipment for signs of damage before each use, especially electrical cords and switches. Tag defective equipment clearly with an "Out of Service" tag.
- Use only approved extension cords that have the proper wire size (gauge) for the length of cord and power requirements of the equipment that you are using.
- Ensure that a cable or wire used for temporary electrical distribution is adequately guarded or securely suspended overhead to provide adequate clearance.
- Keep power cords away from heat, water, oil, sharp edges and moving parts.

Elevating Work Platforms

In accordance with Section 143 of the Regulations for Construction Projects, elevating work platform include; elevating rolling work platforms, self-propelled elevating work platforms, boom-type elevating work platforms and vehicle-mounted aerial devices.

An elevating work platform will be designed by a professional engineer in accordance with good engineering practice and will meet the requirements of the applicable National Standards of Canada standard, as set out in the Regulations for Construction Projects, section 144 (6) Table 1.

In accordance with Section 147 of the Regulations for Construction Projects, a worker who operates a power elevating work platform (EWP) must, before using it for the first time, be given oral and written instruction on the operation of the elevating device.

An elevating work platform will be inspected each day before use, in accordance with the manufacturer's instructions by a trained worker. An elevating work platform will not be loaded in excess of its rated working load.

A worker who operates an elevating work platform will, before using it for the first time, be given oral and written instruction on the operation and be trained to operate that class of elevating work platform. The instruction and training will include:

- The manufacturer's instruction.
- Instruction in the load limitations.
- Instruction in and a hands-on demonstration of the proper use of all controls.
- Instruction in and a hands-on demonstration of the proper use of all controls.
- Instruction in the limitations on the kinds of surfaces on which it is designed to be used.

Training may be performed in-house or by a 3rd Party.

Supervisor Responsibilities:

It is the supervisor's responsibility to instruct the worker in:

- Operating the machine.
- The daily inspections and maintenance required by the manufacturer.
- The types of working surface that the machine is designed to be on.
- The maximum rated working load.
- Special conditions or limitations of the machine.
- The location of emergency controls.

Safe Work Practices:

- An EWP device which is not working properly or which has sustained damage to critical components must not be used until repaired by a qualified mechanic.
- In the raised position, an EWP will only be used on surfaces specified by the manufacturer.
- An EWP must not be driven in a raised position close to holes, depressions, trenches or similar
- An EWP must not bear more than its rated working load and, where possible, the loads will be distributed over the platform.
- When EWPs are used to lift materials, care must be taken to ensure that the materials are firmly secured to the platform.
- Do not place makeshift platforms such as boxes or proper access equipment such as ladders and scaffolds on an EWP to gain access to areas above.
- Overhanging loads must not be lifted on an EWP.

- An EWP platform or any other part of an EWP device must not be moved closer than 3 metres (10 feet) to overhead power lines, unless the device is equipped for live electrical line work and the workers on the platform are qualified for such work.
- An EWP must not be used for pulling, pushing or dragging materials.
- Cantilevered planks or similar platform materials may not be used to extend the platform of an EWP. Only manufacturer's platform extension devices will be used.
- Never bridge a gap between an EWP and other work areas.
- Workers must always maintain 3-point contact (one hand and two feet or two hands and one foot) when getting on or off the platform of an EWP.
- For all types of off-slab devices, the terrain on which the device is placed or over which it will travel, must be firm enough to support the device and its rated working load.
- An EWP must not be used under high wind conditions.
- When the EWP is not being used, turn off the power system to prevent exhaust fumes from accumulating in an enclosed work area.
- EWP used on ramps or on sloping or uneven surfaces must be designed for such use and properly secured against horizontal and vertical movement.
- An operator's manual and maintenance records must be kept with the EWP at all times.
- Keep the equipment free of slippery substances at all times.
- Ensure no obstructions or workers are in the direct path of the equipment's operation.
- Keep all guardrails and gates secured during operation.
- Maintain proper distance from live electrical conductors or equipment at all times.
- Ensure safety belts or body harnesses are worn as required.
- Vehicle-mounted devices must be used only in accordance with the requirements outline in Sections 143-149 of the current Regulations for Construction Projects.
- While aloft, workers must not climb from an aerial device to another elevated position.
- Workers in an aerial device must wear an approved full body harness with the lanyard and shock absorber properly tied.
- An aerial device must not be moved closer to a live line conductor than the minimum distances listed in the table below unless:
  - A signal person is provided.
  - The device being used is an approved insulated aerial device with an electric rating adequate for the live line voltage.

Minimum Distance from Live Power lines	
Voltage Rating of Power line	**Minimum Distance**
750 to150,000 volts	3 metres (10 feet)
150,001 to 250,000 volts	4.5 metres (15 feet)
Over 250,001 volts	6 metres (20 feet)

- Workers on the ground must keep clear of the vehicle if the aerial device is close to live conductors.
- Mechanically operated aerial ladders must not be raised or lowered, extended or retracted while a worker is on the ladder.
- Only one worker at a time must be aloft on an aerial ladder.
- In case of emergency, a hand line long enough to reach the ground when the aerial device is fully extended to its maximum height must be carried in the device.
- One 20-pound (18kg.) or two 10-pound multi-purpose fire extinguishers must be kept in the vehicle in case of an hydraulic fluid or other fire.

Extension Cords and Cables

- Select the right cord for the job and inspect it daily for signs of damage and wear.
- Use outdoor heavy-duty cords, rated for 300 volts, and having an insulated ground conductor.
- Check for cuts to insulation.
- Ensure the ground pin is intact.
- Never cut off, bend back or cheat the ground pin on three-prong plugs.
- Make sure that plugs and cords are in good condition.
- Defective cords must not be used. They should either be destroyed or be tagged and removed from the jobsite until repaired.
- Make sure that extension cords are the right gauge for the job to prevent overheating, voltage drops and tool burnout.
- Check extension cords and outlets with a circuit-tester before use.
- Make sure that cords are plugged into GFCI-protected receptacles.
- Outdoors or in wet or damp locations indoors, cords must be used with GFCI's. That's the law.
- Use cords fitted with dead front plugs to reduce risk of shock and short circuit.
- Do not wire plugs into outlets. Disconnecting will take too long in an emergency.
- Protect bulbs with cages.
- Protect cords from traffic, equipment, water, sharp edges, closing doors and other pinch points.
- Cables running from panels to be protected from traffic, equipment, and other pinch points.
- Warning signs must identify "Cables running overhead". Dump trucks, boom trucks and cranes delivering materials must be advised of any overhead lines as they are often difficult to see in bright sunshine or dim light.
- Always store extension cords in a dry safe area.

Protection at the Source:

- Plug into type "A" ground fault circuit interrupter (GFCI)
- Test GFCI.

Protection along the Path:

- Use an outdoor type 300V or 600V cord. For longer runs or bigger tools, use heavier gauge wire (No. 12 AWG is ideal)
- Inspect cord for ground pin and damaged insulation.

Protection for the Worker:

- Keep out of water.
- Check tool for ground pin, ensure that casing is not cracked on double-insulated tools.

Fork Lifts

The company has implemented a strict *Forklift Policy* that must be followed by all workers including those operating the forklift and those working around a mobile forklift.

Powered Industrial trucks come in two general classifications:

- Rider-operated (mostly forklifts)
- Walker-operated (motorized hand trucks)

Management requires any person whom operates the forklift, at any time, to be completely trained by the company president or other qualified instructor recognized by the company.

Ensure the operator:

- Has been informed of the hazards associated with operating a forklift in the workplace.
- Knows how to protect himself or herself and others from the hazards.
- Demonstrates to a an experienced operator the skills and knowledge necessary to operate a forklift

Inform and instruct others in the workplace:

- Inform and instruct employees about the hazards not only of operating but also of working near forklifts, the procedures that they must follow to avoid harm, and where the written procedures are
- For hazards prepare written procedures for preventing accidents and injuries.
- Ensure supervisors and workers are informed of any changes to procedures as a result of changes to

Provide effective supervision:

- Supervisors of forklift operations must have training and experience, know the hazards associated with the type of forklift used, the loads handled, and the environment in which the forklift operates. Supervisors must also be able to identify unsafe acts and conditions and implement corrective

Maintenance:

- Consult the manufacturer's manual for specific maintenance instructions.
- Have any defect that affects the safe operation of the forklift corrected immediately.
- Turn off the engine while fueling.
- Lock out control devices and secure all parts of the equipment (use chocks) against inadvertent movement before servicing equipment.

Daily Inspection:

The first driver to operate the forklift each day will be responsible to complete an inspection. The results are to be recorded in the company *Forklift Inspection Log book* . Inspections will cover but are not limited

Visual inspection:

- Engine oil fuel level and radiator water level good – Propane, gas and diesel lifts.
- Electrolyte level up and battery plug connections not worn or dirty – Electric lifts.
- Bolts, nuts, guards, chain, hydraulic hose reels not damaged, loose or missing.
- Wheels/tires in good condition.
- Forks – positioning latches in working condition; carriage teeth not broken, chipped or worn.
- Chain anchor pins not worn, loose or bent.
- No damp spots or drips indicating a fluid leak.
- Battery – no exposed wires on the cables; electrolyte and water levels up; hold-downs working.
- Hoses secure, not loose or rubbing.
- Head and warning lights working.
- Forklift capacity place present and legible.

Operational Checklist:

- Foot brake - pedal holds, unit stops smoothly.
- Parking brake – holds against slight acceleration.
- Deadman seat brake holds when operator rises from seat.
- Clutch and gearshift shift smoothly.
- All lights and gauges on control panel are operational.
- Steering moving smoothly.
- Lift mechanism lifts smoothly to highest and lowest positions.
- Tilt mechanism moves smoothly and holds when mast is tilted fully forward and backward.
- Cylinders and hoses not leaking after above check.
- Propane cylinders properly secured.

Safety at Loading Docks:

Most accidents at loading docks are attributed to human error. Work organization and safe work procedures will reduce human errors and unsafe behaviours. The following safety procedures will prevent accidents:

- Block the wheels before entering a trailer.
- Obtain help from a signaler when visibility is difficult.
- Ensure adequate lighting.
- Keep access area free of congestion and free of refuse, snow and ice.
- Work safely and methodically; speed is not a measure of efficiency.

Safety Cage and Seat Belts:

- Lift truck seat belts are designed to keep you in the driver's seat should the machine tip over. If you ever feel the lift truck start to tip, grip the wheel, push back into the seat, lean away from the direction of fall, and let the safety cage cushion the impact. You will have a good chance of surviving the tip-over. Operators who jump or who are thrown from the protected cab are usually crushed to death.

Operating a Forklift:

- Watch for overhead obstructions.
- Drive at a speed that is safe for the driving surface, workplace and load conditions.
- Use the seatbelt.
- Back down all grades when loaded.
- Avoid turning on ramps or inclines.
- Maintain a safe distance from the edge of ramps, docks and loading platforms.
- When the forklift is empty – drive FORWARD down the ramp and REVERSE up the ramp.
- When the forklift is loaded – drive REVERSE down the ramp and in FORWARD up the ramp.

Loading and Unloading:

- Keep within the load capacity of the forklift.
- Space the forks correctly to support the load.
- Place forks as far as possible under the load.
- The forks should be spaced evenly from centre stringer.
- Straighten wheels when picking up or setting down a load.

Carrying a Load Safely:

- Drive with the load against the load backrest with the mast tilted back.
- Carry load as low as possible.
- Operate the forklift in reverse if the load obstructs your view.
- Move only when you are sure the load is stable.

Using the Forklift as a Work Platform:

- Never lift a person on the forks or a pallet or other load.
- Lift workers only in an approved and properly secured personnel cage.
- The platform must be securely fastened to the load basket.
- Do not move a forklift when workers are working on the forklifts' elevated platform.

Safety of Those Working Around a Forklift:

- Keep forklifts and people separated.
- If someone crosses the route being travelled, lower the load to the ground and wait until clear.
- Do not raise or lower the forks while the forklift is moving.
- Slow down and sound the horn where vision is obstructed.
- Look toward the travel path and keep a clear view of it.
- Drive at a speed that permits safe stopping.

Leaving the Forklift:

- Straighten the wheels
- To avoid a tripping hazard:
  - Tilt the forks with no load forward with tips touching the ground.
  - Lower stable loads flat to the ground.
- Straighten wheels when picking up or setting down a load.
- Don't park on an incline.
- Put the controls in neutral.
- Apply the brakes.
- Turn off the motor if leaving the forklift unattended.

If the Forklift Begins to Tip Over:

Most serious injuries and fatalities occur when the operator tries to jump clear. To prevent injuries always wear a seatbelt.

- Stay in the seat – do not attempt to jump clear.
- Hold on tightly to the steering wheel and brace yourself against the seat.
- Keep your body inside the frame of the machine and lean in the opposite direction of the overturn.

Fueling

Do's:

- All fuel must be stored in appropriate containers or tanks.
- Adequate firefighting equipment must be available in storage/refueling areas.
- Refuel a minimum of 7.5 metres from any source of ignition.
- Turn off engines and use safe work practices to prevent overflow or spillage of fuel.

Don'ts:

- Never fill a gas can in the bed of a truck with a bed liner.
- Never use a portable fuel storage tank or container that is not clearly labeled as required.
- Never refuel or service a vehicle or equipment within 50 metres from any body of water.

Spills:

- Take action to stop further release of material, if safe to do so.
- Immediately report the spill to your Supervisor.
- Take steps to contain the spill if safe to do so.

Generators

A portable generator is an internal combustion engine that exhausts a deadly gas called carbon monoxide or CO. CO is odorless and colourless, and you can be overcome if the generator is indoors. Read and adhere to the manufacturer's directions for safe operation. Read the owner's manual before you operate the

- Never use a generator indoors or in an attached garage.
- Be sure to place the generator outside where exhaust fumes will not enter into enclosed spaces.
- Only operate a generator outdoors in a well-ventilated, dry area, away from intakes to the workplace.
- The generator should be protected from direct exposure to rain and snow.
- Always use a heavy-duty, outdoor-rated power cord to the generator.
- Make sure that the outdoor-rated power cord has a sufficient wire gauge to handle the electrical load.
- Don't overload the generator. All generators have a power rating. They should be used only when necessary and only to power a limited number of equipment.
- The total wattage used by tools/equipment should be less than the output rating of the generator. If you put too many tools on the generator, it could seriously damage the tools. Overloading the generator could also cause fires in the power cord.
- Make sure your generator is properly grounded to avoid electrical shocks. Check the generator owner's manual for correct grounding information.
- Do not store gasoline for the generator indoors. Gasoline should be stored in approved, non-glass safety containers.
- Shut off the generator before refueling. Turn off all equipment powered by the generator before shutting it down. Gasoline and its vapours are extremely flammable. Allow the generator engine to cool at least 2 minutes before refueling and always use fresh gasoline. If you do not plan to use your generator in 30 days, don't forget to stabilize the gas with fuel stabilizer.
- Always have a fully charged, approved fire extinguisher located near the generator.
- Many generator parts are hot enough to burn you during operation. Stay away from the muffler and other hot areas.
- Never store gasoline near other fuel-burning sources. Vapour from gasoline is heavier than air and can travel invisibly along the floor. It could be ignited by a pilot light or other source of flame, such as an electric spark.
- Extinguish all flames or cigarettes when handling gasoline or the generator.

Heavy Equipment

Dolyn Construction Ltd. requires highly skilled operators who have demonstrated the ability and necessary skills to operate safely the operation of heavy equipment. Due to the work conducted , workers they will be trained how to work safely around the equipment and how to stay clear.

Serious injuries can occur if the equipment strikes a worker or if the equipment is rolled over. Accidents involving heavy equipment on construction sites have a higher probability of resulting in a fatality than many other types of accidents.

It is critical for workers to follow company safety rules and procedures when operating or working around heavy equipment. Unsafe practices by either the operator or those around the equipment can create very dangerous situations. Anyone found to be performing work not in compliance with this policy may be disciplined as outlined in the Dolyn Construction Ltd. Enforcement Policy.

- Mobile equipment will only be operated only by a competent person.
- Never operate equipment if drowsy, intoxicated or using a prescribed medication that may affect
- Use equipment for its intended purpose and know its limitations.
- A daily circle check before use must be performed with results recorded.
- Clean windows regularly to ensure maximum visibility.
- A pair of sunglasses must be kept in the cab at all times.
- Use ladder and handholds to exit the equipment. Do not jump out.
- It is not permitted to carry a passenger riding on the outside of the equipment.
- The operator and signal person should use a standard set of hand signals.
- Operators should always know exactly where all ground-based workers are located.
- All workers working in the proximity of heavy equipment must wear a high visibility vest that:
  - Is fluorescent blaze or international orange in colour
  - Have two vertical yellow stripes on the front
  - Has two diagonal yellow stripes on the back
  - Has stripes that are reflective
  - Is adjustable and tear-away
- All equipment must have a back up warning alarm loud enough to be heard by near-by workers.
- Heavy equipment must have a rollover protective structure (ROPS). The ROPS is designed to protect the operator if the machine tips over.
- A seat belt must be worn so that the operator will not be thrown out of the seat during a rollover or upset situation.
- If working on slopes, avoid moving across the face of the slope. Operate up and down the slope if
- Use extreme caution when operating near open excavations.
- If it has been determined that noise levels around the equipment could potentially cause hearing loss, always use protective plugs or muffs when working around the equipment.
- Never jump onto or off the equipment.
- Operators should always maintain three-point contact when climbing onto or off heavy equipment.
- Inspect and service equipment regularly. Complete equipment service in accordance with the manufacturer's recommendations.
- Qualified personnel should do safety inspections on all components of equipment regularly.
- Inspect the steering system and brake systems carefully.
- A pre-use walk around inspection by the operator is required.
- Pre-use inspection checklists to be completed and periodically submitted to the company.

Dismounting Heavy Equipment:

- Ensure that the machine is equipped with side grab rails and steps.
- Clean mud off boots before climbing onto the machine.
- Face the machine and step onto the first step.
- Maintain 3-point contact at all times (2 hands and 1 foot or 2 feet and 1 hand).
- Climb into cab or other areas provided with non-slip surfaces.
- Engage the seat belt.
- To get off the machine, make sure the machine is parked and further movement prevented. Shut off the machine if necessary.
- Step out of the cab onto the ladder and, while facing the machine, descend using 3-point-method.

Starting Equipment:

- The operator will check all appropriate fluid levels in equipment.
- Do a visual inspection of equipment pertaining to leaks, belts etc.
- Do a walk around the equipment to make certain the equipment is safe to start.
- Climb on the equipment using the 3-point contact method and check for any danger, such as "Do Not Operate" tags.
- Ensure the equipment gears are in neutral and check that the park and emergency brakes are activated.
- Proceed to start the machine.
- Once engine is running at an idle, check again all park and emergency brakes and drop all hydraulic accessories such as blades, hoes, buckets, etc.
- When dismounting use the 3-point contact method.

Working Around Mobile Equipment:

- Wear a florescent traffic vest at all times.
- Ensure that the operator sees you.
- Do no walk beside, in front, or behind mobile equipment that is operating.
- Do not position yourself between the swing radius of articulating machinery and other objects.
- Do not assume the operator can always see you.
- Do not use the bucket as a work platform or as a means of personnel transport.

Unattended Vehicles:

- Unattended vehicles will:
- Be locked with the keys removed.
- Brakes will be applied.
- Wheels chocked when on sloping ground or is adjacent to an excavation.
- An undocumented circle check is required prior to starting the vehicle.

Hoisting and Rigging

When there is excessive manual handling of materials over 50 pounds, or any time deemed appropriate by the Supervisor, then additional tools and equipment may be required for materials handling.

A variety of tools and equipment is available to assist in the handling of materials. These tools and equipment fall into the following categories:

- Manual Materials Handling Equipment
- Powered Industrial Trucks (rider operated and walker operated)
- Hoists
- Rigging

Manual Materials Handling Equipment:

Manual materials handling equipment is used for a wide variety of tasks. Each of these items should be used only for its designed task and kept in good condition. Selected manual materials handling equipment

- Hooks
- Dollies
- Four wheel trucks
- Rollers
- Jacks

Cranes:

A competent worker will visually inspect the crane's structural elements and the rigging equipment for defects before each use of the crane.

No worker will operate a crane or similar hoisting device that is capable of raising, lowering, or moving material that weighs more than 7260 kilograms unless the worker is certified as a hoisting engineer under the Trades Qualification and Apprenticeship Act.

Every crane or similar hoisting device will have affixed to it a load rating plate, (a) that the operator can read while at the controls; and (b) that contains enough information for the operator to determine the load that can be lifted for each configuration of the crane.

No worker will operate a crane or similar hoisting device, other than one described above, unless, (a) the worker has written proof of training indicating that he or she is trained in the safe operation of the crane or similar hoisting device; or (b) the worker is being instructed in the operation of the crane or similar hoisting device and is accompanied by a person who meets the requirements of clause a. A worker will carry his or her proof of training while operating a crane or similar hoisting device.

- The worker has written proof of training indicating that he or she is trained in the safe operation of the crane or similar hoisting device.
- The worker is being instructed in the operation of the crane or similar hoisting device and is accompanied by a person who meets the requirements of the above clause.

The owner of a crane or similar hoisting device will keep a permanent record of all inspections of, tests of, repairs to, modifications to, and maintenance of the crane or similar hoisting device.

The owner of a crane or similar hoisting device will prepare a log book covering the period that is the greater of, (a) the immediately preceding twelve months; and (b) the period the crane or similar hoisting device is on the project. The log book will be kept with the crane/hoisting device. The owner of a crane/hoisting device will retain and make available to the constructor on request copies of all log books and records.

- The immediately preceding twelve months.
- The period the crane or similar hoisting device is on the project.

The log book will be kept with the crane or similar hoisting device. The owner of a crane or similar hoisting device will retain and make available to the constructor on request copies of all log books and records for the crane or similar hoisting device.

Where the operator of a crane or similar material handling equipment does not have a full view of the intended path of travel of the crane or similar material handling equipment or its load, the crane or similar material handling equipment will only be operated as directed by a signaler who is a competent person and

- In full view of the operator.
- With a full view of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment and its load.
- Clear of the intended path of travel of the crane or similar material handling equipment and its load.

Every crane or similar hoisting device will have affixed to it a load rating plate:

- That the operator can read while at the controls.
- That contains enough information for the operator to determine the load that can be lifted for each configuration of the crane.

Powered Industrial trucks – also see Forklift SWP:

General Hoisting Safe Practices:

- Determine the weight of the object or load prior to a lift to make sure that the lifting equipment can operate within its capabilities.
- Estimate the centre of gravity or point of balance. The lifting device should be positioned immediately above the estimated centre of gravity
- Prepare a place to land the load, lower the load gently and make sure it is stable before slackening the sling or chain.
- Select only alloy chain slings and NEVER exceed the working load limits.
- Make sure the hoist or crane is directly over the load.
- Use slings of proper reach. Never shorten a line by twisting or knotting. With chain slings, never use bolts or nuts.
- Never permit anyone to ride the lifting hook or the load.
- Make sure all personnel stand clear from the load being lifted.
- Never work under a suspended load.
- Never leave a load suspended when hoist or crane is unattended.
- Ensure all slings are inspected by a designated competent person at specified intervals and maintain according to manufacturer's specification.
- Ensure each chain or sling is inspected by a designated competent person. If in doubt, don’t use it.
- Ensure that safety latches on hooks are in good working condition.
- Ensure that the signaler is properly identified and understands techniques of proper signaling.
- Make sure a tagline is used to control the load.

General Rigging Safe Practices:

Rigging looks like an easy operation that requires no particular skill or experience. But, if you have an idea that just anybody can do it, you're on the wrong track. Too many workers have lost fingers or hands or have suffered more serious injuries because of the thought, "Anybody can do that". Here are some do's and don'ts to remember:

- Name one member of the crew to act as a signalman, and instruct the equipment operator to recognize signals from that person only. The signalman must be careful not to order a move until he has received the "all ready" signal from each member of the crew.
- Each rigger must be sure he's in the clear before he gives an "all ready" to the signalman.
- When you have positioned the sling or choker you're using, release it, if possible, before you give the "all ready" signal.
- If you must hold the sling or choker in position, be sure your hand is clear of pinch points. If fact, your hand should be far enough away so there's no possibility of a frayed wire catching your glove.
- Watch out for the roll or swing of the load. Since it's almost impossible to position the hook exactly over the load centre, there will almost always be a swing or roll. Anticipate the direction of the swing or roll and work away from it.
- Never place yourself between material, equipment or any stationary object and the load swing. Also stay away from stacked material that may be knocked over by a swinging load.
- Never stand under the load, and keep from under the boom as much as possible.
- Look over the place where the load is to be set. Remove unnecessary blocks or other objects that might fly up if struck by the load.
- When lowering or setting the load, be sure your feet and all other parts of your body are out from under. Set the load down easily and slowly.
- Identify the designated signalman by the use of distinctive vests, armlets, etc.
- Use tag lines to control the leads.
- Rigging equipment for material handling will be inspected daily prior to use by a competent person designated by the supervisor. Any defective rigging equipment will be removed from service immediately.
- Rigging equipment will be used and maintained in accordance with Regulations for Construction Sections 168-190.
- Rigging equipment will not be loaded in excess of its rated safe working load. The safe working load will be conspicuously marked on all rigging equipment.

Slings:

- Slings and all fastenings and attachments will be inspected prior to use each day by a competent person designated by Dolyn Construction Ltd..
- Slings will be used and maintained in accordance with Regulations for Construction Section 172.
- Additional inspections will be made during use where service conditions warrant.
- Damaged or defective slings will be removed from service immediately.

Alloy Steel Chains:

- Only an alloy steel chain or a chain manufactured for the purpose will be used for hoisting.
- No alloy steel chain will be annealed or welded.
- Alloy steel chains will have an identification tag permanently affixed stating size, grade, rated capacity, and sling manufacturer.
- All hooks, links, rings or other attachments will at a minimum have a rated capacity equal to the chain rated capacity.
- Job or shop hooks and links or makeshift fasteners will not be used.
- Alloy steel chains will be used and maintained in accordance with Regulations.
- A competent worker will visually inspect the chain as frequently as recommended by its manufacturer and, in any case, at least once a week when the chain is in service.

Wire Rope:

- Wire ropes will be inspected daily prior to use by a competent person designated by the supervisor.
- Wire ropes will be used and maintained in accordance with Regulations for Construction Section 168

Inspections:

- A thorough periodic inspection of the integrity of all rigging equipment and of alloy steel chain slings in use will be made and documented on any site.
- Such inspections will in no event be at intervals greater than once every 12 months, if applicable to job or contract duration.
- The supervisor will make and maintain a record of the most recent month in which each alloy steel chain sling was thoroughly inspected, and will make such record available for examination.
- All hoisting and rigging equipment is to be repaired and reconditioned and proof tested in accordance with the specifications of its manufacturer

Planned Lifts & Suspended Loads

- Ensure barricades and warning signs are in place.
- Determine the weight of the load.
- Determine the shape and the size of the load.
- Determine the maximum height and final position of the load to be raised.
- Determine the centre of gravity of the load so proper length of slings can be determined.
- Ensure that safety inspections are completed on equipment and rigging.
- Ensure potential hazards are identified within the work area.
- Communicate with all personnel involved of potential hazards.
- Ensure clear communications with equipment operators are in place.
- Ensure tag lines are used and constructed of non-conductive material.
- Ensure atmospheric conditions are monitored i.e. temperature, humidity and wind which may affect the the operation.
- Ensure you understand proper hand signals.
- Ensure ground is firm and level.
- Establish load chart rating of crane.
- Follow lift safe work procedure step by step.

Hot Work Policy

Hot work is defined as any temporary maintenance, renovation, or construction by operation of a gas or electrically powered equipment, which produces flames, sparks or heat that is sufficient to start a fire or ignite combustible materials.

The purpose of this Hot Work Policy is to protect personnel and property from a fire caused by hot work. This policy defines the roles and responsibilities and requirements for performing hot work through the use of a hot work permit. Procedures have been developed to control and allow work involving possible sources of ignition to be carried out safely and by eliminating the danger of fire to surrounding areas.

The principal hazard associated with portable hot work equipment is that of an ignition source in and around the E.N. Blue jobsite. Some examples of ignition sources are: open flame or torch, brazing or soldering, metals being welded or cut sparks from work or dropped hot rivets.

A *Hot Work permit* will be required for any activity that requires the use of a flame or generates sufficient heat or sparks that might serves as a source of ignition.

Management Responsibilities:

- File all *Hot Work permits* for a minimum of one year.

Supervisor Responsibilities:

- Perform a hazard assessment of the scheduled hot work and the work area, as needed, to establish controls and fire watch requirements.
- Notify management of all scheduled Hot Work.
- Take the necessary action(s) to eliminate false fire alarm occurrences initiated by smoke, products of combustion, vapour, dust or other foreign products that are incompatible with the automatic fire detection equipment in the immediate area noted on the permit.
- Obtaining any alarm system bypass that may be necessary and ensuring such alarm system is reactivated upon completion of the Hot Work.
- Ensure that high-energy sources are isolated as per the company *Lock Out/Tag Out Policy* .
- Suspend any nearby activity that could constitute a risk.
- Ensure ventilation of the area if there is a risk of smoke.
- Approve *Hot Work permits* .
- Submit a copy of the *Hot Work permit* to management.

Worker Responsibilities:

- Be familiar with the building/jobsite and how to sound an alarm in the event of a fire.
- Fill out the *Hot Work permit* prior to the commencement of work.
- Not perform Hot Work without obtaining supervisors authorization on the *Hot Work permit* .
- Make the work area fire safe.

Fire Watch:

A Fire Watch, which can be the worker performing the Hot Work, must be stationed in the Hot Work area. They are responsible for monitoring the work area for the beginnings of potential, unwanted fires both during and after Hot Work have been performed. The Fire Watch will:

- Be alert.
- Have the appropriate fire extinguisher readily available.
- Monitor fire risks during work and one hour thereafter, including during breaks and meals.
- Be familiar with the work area/jobsite and how to sound an alarm in the event of a fire.
- Extinguish a fire, if safe to do so, or sound the fire alarm and evacuate the building/jobsite.

Hot Work Procedure:

- A permit is required when any form of Hot Work is to be done. The permit is to be completed prior to the start of the work.
- Only authorized supervisors may issue a *Hot Work permit* by signing off as indicated on the permit.
- Supervisors will inspect the location where the Hot Work is to be performed and only when satisfied that all requirements of the permit have been met, will they sign off.
- Perform a *Hazard Assessment* whenever the following conditions apply:
  - Fire suppression system is not operable or does not exist.
  - Fire/smoke detection system is localized only or does not exist.
  - Special potential hazards such as work in a confined area, attic, or crawlspace in which an increased fire risk may exist.
- Workers will prepare the work area according to the permit requirements prior to requesting a *Hot Work permit.*
- Workers will check for:
  - Combustible materials,
  - Flammable products,
  - Floor/wall penetration,
  - Fire alarm accessibility

Hot Work Safe Work Practices:

- Hot Work must be approved by the supervisor prior to the commencement of work
- Hot Work areas must be made fire safe.
- Inspect all Hot Work equipment to ensure it is in good working order or, when required, that it has been fully inspected as regulated.
- Inspect the hose on gas equipment and protect against damage.
- Inspect gas bottles, pressure gauges and connections and protect against damage.
- Protect electric cables against damage.
- Never use Hot Work equipment that is damaged or parts missing.
- Always use required PPE to protect your face, eyes and body against excessive heat, rays, noise and
- Make sure the floor around the areas where the Hot Work is to be performed is swept clean and clear of debris for a radius of 35 feet.
- Ensure that combustibles are adequately protected or shielded, using flameproof materials.
- Ensure that openings in walls, floors or ducts within 35 feet of the Hot Work area are tightly covered to prevent the passage of sparks to adjacent areas.
- Use fire-resistant guards when torch cutting or welding near combustible partitions or ceilings.
- Never weld on a metal partition, wall, ceiling or roof having a combustible covering.
- Oil-based paints and epoxies will be no closer than three feet in any direction.
- A fully charged and operable fire extinguisher must be available in the Hot Work area.
- If necessary, take precautions to avoid accidental operation of automatic fire detection or suppression systems. If the possibility exists that automatic fire detection or suppression systems will be activated as a result of the Hot Work, then the automatic fire detection or suppression systems will be isolated from the detectors located in the immediate area.
- Evacuate the Hot Work area of any unnecessary personnel.

Welding, Cutting and Burning:

Work involving welding, cutting and burning can increase the fire and breathing hazard on any job, and the following should be considered prior to the start of work:

- Always ensure that adequate ventilation is supplied since hazardous fumes can be created during welding, cutting or burning.
- Where other workers may also be exposed to the hazards created by welding, cutting and burning, they must be alerted to these hazards or protected from them by the use of “screens”.
- Never start work without proper authorization.
- Always have fire fighting or prevention equipment on hand before starting welding, cutting or
- Check the work area and remove any combustible material and possible flammable vapours before starting work.
- A welder should never work alone. A fire watch should be maintained. Check cables and hoses to protect them from slag or sparks.
- Never weld or cut lines, drums, tanks, etc. that have been in service without making sure that all precautions have been carried out and permits obtained.
- Never enter, weld or cut in a confined space without meeting the requirements of Occupational Safety General Regulations Part 12 - Confined Space Entry.
- When working overhead, use fire resistant materials (blankets, tarps) to control or contain slag and
- Cutting and welding must not be performed where sparks and cutting slag will fall on cylinders (move all cylinders away to one side).
- Open all cylinder valves slowly. The wrench used for opening the cylinder vales should always be kept on the valve spindle when the cylinder is in use.

Housekeeping

Many injuries result from poor housekeeping and cluttered work areas. To maintain a clean, hazard-free workplace, the management, supervisors and workers must work together. Special attention to clear walkways and stable footing must be exercised at all times.

- Material or equipment will be stored and moved in a manner that does not endanger a worker.
- Workers must clean up their work area as needed but at least daily.
- Management will arrange to have rubbish removed as required.
- The supervisor will arrange for specific cleanup tasks to be assigned to individual workers.
- Materials must be piled, stacked or otherwise stored to prevent tipping and collapsing.
- Work and travel areas must be kept tidy.
- The supervisor will ensure that work and travel areas are well lit and ventilated.
- Supervisor will ensure that signs are posted to warn workers of hazardous areas.
- Keep equipment and the areas around equipment clear of scrap and waste.
- Keep stairways, passageways and gangways free of material, supplies and obstructions at all times.
- Secure loose or light materials to be stored on roof or on open floors to prevent them from being blown by the wind.
- Pick up, store or dispose of tools, material or debris that may cause tripping or other hazards.
- Do not permit rubbish to fall freely from any level of the project. Lower it by means of a chute or other approved devices.
- Do not throw materials or tools from one level to another.
- Do not lower or raise any tool or equipment by its own cord or supply hose.
- If a formwork tie, reinforcing steel, a nail or another object protruding from concrete or another surface may endanger a worker, the protrusion must be removed, cut off at the surface or otherwise protected as soon as practicable.
- No material or equipment to be moved by a crane or similar hoisting device will be stored under or in close proximity to an energized outdoor overhead electrical conductor.
- Blocking, support chains, metal bands, wire rope and rigging components will be removed from material or equipment in a manner that does not endanger a worker.
- No material will be stored, stacked or piled within 1.8 metres of,
    - An opening in a floor or roof;
    - The open edge of a floor, roof or balcony
    - An excavation
- A combustible, corrosive or toxic substance will be stored in a suitable container.

Storage cylinder for compressed gas will:

- Have a valve connection which prevents an inadvertent connection that would result in a hazardous mixture of gases.
- A flammable liquid or gas will be stored in a building or storage tank that is suitable for the purpose and, if practicable, not less than 100 metres from a magazine for explosives.
- No more than one work day's normal supply of a flammable liquid will be stored in a building or structure on a project unless it is stored:
    - In a container that is suitable for the particular hazards of the liquid.
    - In a controlled access area or a room that has sufficient window area to provide explosion relief to the outside, and that is remote from the means of egress from the building or structure.

- A portable container used to store or transport flammable liquids will be approved for use for that liquid by a recognized testing laboratory and must have a label stating the use for which the container is approved and the name of the testing laboratory which gave the approval.
- No storage cylinder for propane will be placed closer than three metres to a source of ignition or fire.
- Be secured in position during transportation, storage and use.
- Not be rolled, slid or dropped.
- Have a protective cap in position when the cylinder is being transported or stored.
- Be in an upright position.
- A spent storage cylinder must not be stored inside a building.
- Be protected from physical damage.
- If it is empty, be labeled accordingly, and have the valve securely turned off.
- Be stored in a well-ventilated area, away from any source of ignition.

Signs

- Signs will be posted in prominent locations and in sufficient numbers to warn workers of a hazard.
- Signs will contain the word “DANGER” written in legible letters that are at least 150 millimetres in height and will state that entry by any unauthorized person to the area where the hazard exists is
- Signs will be posted:
  - Adjacent to a hoisting area.
  - Under a boatswain’s chair, a suspended scaffold or a or a suspended work platform.
  - At the outlet from a chute.
  - At a means of access to a place where there may be a noxious gas, vapour dust or fume, noxious substance or a lack of oxygen.
  - If there is a hazard from an energized overhead electrical conductor at more than 750 volts.
- Never enter an area in which a sign is posted other than a worker authorized to work in the area.

Lighting

- Work areas and the means of access to and egress from those areas will be adequately lit.
- Light bulbs in a temporary lighting system will be enclosed by a mechanical protection device.

Repairs

- When a drum, tank, pipeline or other container is to be repaired or altered, its internal pressures will be adjusted to atmospheric pressure before any fastening is removed.
- It will be drained, cleaned and ventilated or otherwise rendered free from any explosive, flammable or harmful substance and it will not be refilled during repair or alteration if the substance which is to be placed in it may vaporize or ignite.

Hygiene

- Potable drinking water must be readily available to workers.
- Workers must be provided with a sanitary means of drinking the water.
- Workers will not be required to share a common drinking cup.
- Adequate toilet facilities must be provided before work starts and be reasonably accessible.
- Toilet facilities will be located within 90 metres, where possible, or 180 metres from the work area.
- When working in a tunnel, the facilities shall be located within 180 metres, from the entrance.
- The facilities may be located up to 3 kilometres from the work area if transportation is provided.
- For a building, the facility will be located within 9 metres, measured vertically, from the work level.
- The location of the facilities will be posted in a conspicuous place.
- Toilet facilities will be serviced, cleaned and sanitized as frequently as necessary. Record to be kept.
- The toilet facility will be kept in good repair at all times.
- Each toilet facility will:
  - Have an open-front toilet seat, toilet paper dispenser and adequate toilet paper.
  - Have a self-closing door that can be locked from the inside.
  - Afford the user privacy and protection from weather and falling objects.
  - Be illuminated by natural or artificial light, adequately ventilated and adequately heated if possible.
- If the facility is a single-toilet facility, it shall be completely enclosed.
- Provide separate toilet facilities for males and females , unless used by only one worker at a time.
- If the facility is intended for use by males only or females only, it must have a sign indicating that.
- If the facility is intended for use by females, there shall be a disposal receptacle for sanitary napkins.
- Where there are 5 plus toilets, at least one toilet must be for the use of female workers only.
- Single-toilet facilities must have a wash area, or one for every two toilets in multiple-toilet facilities.
- Each wash area will have a washbasin with hot and cold running water if possible, soap or hand cleanser, and paper towels with a waste disposal receptacle or a hand dryer.
- If using corrosive, poisonous or other dangerous substances, washing facilities must be provided.
- For the minimum number of toilets required, refer to the charts below.

Flush Toilets or non-recirculating chemical flush toilets	
# of Workers	**Requirement**
1 to 15	1
16 to 30	2
31 to 45	3
46 to 60	4
61 or more	4 + 1 for each additional 15

Non-Flush Toilets	
# of Workers	**Requirement**
1 to 10	1
11 to 20	2
21 to 30	3
31 to 40	4
41 or more	4 + 1 for each additional 15

Internal Combustion Engines

No internal combustion engine will be operated in an excavation or in a building or other enclosed structure unless there is an adequate supply of air for combustion. Gases and fumes will be ventilated directly outside in such as way as to ensue they will not re-enter the excavation, building or other enclosed structure. Note - this requirement does not apply to operations in a tunnel.

When an internal combustion engine is operating as above, carbon monoxide testing will be conducted to ensure there levels do not surpass the allowable concentrations as per Regulation 833 Control of Exposure to Biological or Chemical Agents

All testing will be performed by a competent worker.

Internal combustion engines will be maintained in a condition that does not endanger a worker. The machine is to be locked out unless operation is necessary to complete repairs. Repairs will be performed by a competent worker in accordance with the manufacturer's instructions.

Never use an internal combustion engine:

- If it is defective
- If it is exposed to weather elements and those elements would create a danger to the worker.

Ladders

Every year in the Ontario construction industry more than 800 lost-time injuries are caused by ladder

General:

- All ladders will be designed, constructed and maintained so as not to endanger a worker and will be capable of withstanding all loads to which it may be subjected.
- Ladders must be set up on a firm level ground. If the base is to rest on soft un-compacted or rough soil, a mudsill will be used.
- Ladders will be inspected, prior to use, to ensure there is no damage such as defective or loose rungs. Damaged ladders will be taken out of service, destroyed or tagged and removed from site.
- Never use a ladders in an elevator shaft or a similar hoisting area when the shaft or area is being used for hoisting.
- Never straddle the space between a ladder and another point.
- When climbing up or down, workers must always face the ladder.

Portable Ladders:

- Portable ladders include; straight ladders, extension ladders, platform ladders, single ladders, stepladders, step stools and trestle ladders.
- A portable ladder at a project will be manufactured and will meet the design, performance, test and marking requirements of a Grade 1, Grade 1A or Grade 1AA ladder in the CSA Standard Z11-12, Portable Ladders.

Grade	Total Weight* not to exceed
Grade 1	250 Lbs.
Grade 1 A	300 Lbs.
Grade 1 AA	375 Lbs.

* Total weight includes but is not limited to; clothing, tools, material, and equipment

- Keep ladders away from power lines.
- All portable ladders must be equipped with non-slip bases.
- Never tie ladders or ladder sections together to increase length.
- Never use ladders horizontally as substitutes for scaffold planks, runways or any other service for which they have not been designed.
- Non-self-supporting portable ladder will be situated so that its base is not less than one-quarter, and not more than one-third, of the length of the ladder from a point directly below the top of the ladder and at the same level as the base of the ladder, if the ladder is not securely fastened.
- The maximum length of a ladder measured along its side rail will not be more than six metres for a step-ladder. When a step-ladder is being used as a self-supporting unit, its legs will be fully-spread and its spreader will be locked. No worker will stand on the top of or the pail shelf of a step-ladder.
- When a task must be done while standing on an extension ladder, the length of the ladder must be such that the worker stands on a rung no higher than the fourth from the top.
- Do not erect on boxes, carts, tables, a vehicle, elevating work platforms or on scaffold platforms.
- Metal ladders or ladders with wire reinforcing must not be used near energized electrical conductors.
- Clean off boot soles before climbing a ladder.
- Maintain 3-point contact at all times while climbing - two hands and one foot or two feet and one
- Keep body between the side rails.

Access Ladders:

- A ladder used as a regular means of access between levels of a structure or building, the ground or grade level to a building or structure or different work surface levels, it must:
    - Extend at the upper level at least 900 millimetres above the landing or floor.
    - Have a clear space of at least 150 millimetres behind every rung;
    - Have a landing space at the top and bottom of the ladder for access and egress
    - Be secured at the top and bottom to prevent movement of the ladder.

Constructed Ladders

- In the event that a ladder must be constructed on site, it will meet all requirements as set out in section 80 (1) - (5) in the Regulations for Construction Projects.

Fall Protection

- Workers must wear a safety harness with the lanyard tied off to either a fixed support or a lifeline whenever they are:
    - 10 feet or more above the floor or ground.
    - Working above operating machinery.
    - Working above hazardous substances or objects.

Lock Out/Tag Out

Sudden and unexpected releases of energy from a machine or a piece of equipment can prove fatal. The Regulation for Construction Projects Sections 190(4) states: The power supply to electrical equipment, installations or conductors will be disconnected, locked out of service and tagged … before any work begins, and kept disconnected, locked out of service and tagged while the work continues.

The only times locking out is not required is if, and only if:

- In the case of conductors, they are adequately grounded with a visible grounding mechanism.
- In the case of equipment or installations,
  - The power supply is less than 300 volts, the equipment or installation was not manufactured with provision for a locking device for the circuit breakers or fuses, and a written procedure has been implemented that is adequate to ensure that the circuit is not inadvertently energized.
  - The power supply is 300 or more volts but not more than 600 volts, the equipment or installation was manufactured with no provision for a locking device for the circuit breakers or fuses, a written procedure as to how work is to be done has been implemented and the work is supervised by a competent worker to ensure the circuit is not inadvertently energized.

Workers who perform maintenance activities on equipment will be provided training on the Lockout Tagout program. Training may be performed in-house or by a 3rd Party.

Turn off and/or disconnect energy control points, such as electrical plugs, switches, valves, and circuit breakers. Restrain or dissipate all stored energy. This includes, but is not limited to, the following: (a) Compressed springs- block springs from releasing, (b) Parts of a machine held up by hydraulic or pneumatic power- block to prevent parts from falling, (c) Pressurized lines- bleed the pressure from the lines, (d) Components that are hot- allow sufficient time for cooling before work begins, (e) Capacitors that may store electrical energy- discharge the energy from the capacitor. Electrical equipment that might be fed by more than one source should be tested with a voltage meter to verify the absence of electrical energy.

Once maintenance activities are complete, the supervisor must ensure that personnel are out of harm's way, slip, trip, and fall hazards have been cleared from the area, and guards have been replaced. Each worker who affixed a lock to an energy control point must remove his/her own lock(s). Equipment start-up may occur after all of the above are complete.

If maintenance, cleaning, or adjustments will be performed on a piece of equipment while it is in operation, safe work procedures will be in place that include how to complete the job safely. Employees will be trained on these safe work procedures and the procedures must be easily accessible.

If a lock is left on a machine and it appears that it was left there inadvertently, it will be determine who the lock is assigned to. If that worker is unavailable, the supervisor will determine if it is safe to remove the lock. They must clear the area, ensure guards are in place, remove tools and debris, and make sure personnel are out of harm’s way. The lock may then be removed.

Each worker who will be involved in the maintenance activity, must place their own lock on the energy control point. The key to the lock must be kept under the control of the owner of the lock at all times. Mobile equipment can be locked out by removing the key from the ignition and pocketing it, and detaching the negative battery cable. Each lock owner must write the particulars of the lockout on a tag and attach it to the energy control point(s).

Management Responsibilities:

- Provide high quality locking devices and locks with keys to each worker when necessary.
- Control and record the disbursement of locks and keys.
- Provide tags allowing for the necessary information to be provided.
- Record the use of all locks and the circumstances requiring use.

Supervisor Responsibilities:

- Provide workers with tags, individual keys, padlocks.
- Consult with management and/or the owner/client if a secure lockout is not possible.
- Check that all workers are clear of work area before re-energizing the system.
- Obtain the owner/client's authority to re-energize any system.

Worker Responsibilities:

- Comply with the company T*agging and Lockout Procedure* .
- Removing personal lock on the completion of their work.
- Keep control of the keys to personal locks throughout the duration of the work.
- Report any and all defects concerning lockout and tagging.

Lock Out/ Tag Out Procedures

The steps outlined in this procedure must be followed by every employee involved in managing, administering or completing work on energized equipment, devices and systems. Failure to comply with these procedures will result in disciplinary actions and could result in a fatality.

1 Familiarize yourself with your work area. Identify equipment, machinery and other systems that you may be required to work on.
2 Identify all energy sources affecting the equipment, machinery and other systems that you are required to work on.
3 Identify the parts to be locked out or isolated. Inform the client of what has to be done.
4 Determine the method of lockout.
5 Notify all personnel affected. This may include building occupants or other trades etc.
6 Obtain a lock(s) from the supervisor.
7 Shut down the equipment.
8 Install lockout devices.
9 Tag and record all equipment, devices and systems that have been locked out.
10 Verify a zero-energy state. Try to start the equipment, device or system.
11 Do the work.
12 When safe, communicate that the work has been completed, clear the area and remove only your tag.
13 Reactivate or re-energize the equipment, device or system.
14 Return lockout equipment to designated person.

When more than one worker is involved in managing, administering or completing work on energized equipment, devices and systems - then each worker will apply a lock and tag to the locking device and only when all tags are removed will the equipment, device or system be re-energized .

Safe Work Practices:

- All personnel must use approved safeguards described in this procedure while working on potentially energized systems. The basic safeguard is a locked and tagged disconnecting means, which may be an electrically opened main disconnect or some other prescribed mechanism.
- Where the use of locks is unsafe or impractical, the tag itself is the approved safeguard.
- A person must not, under any circumstance, operate a device, which has been tagged using **"DANGER" "DO NOT OPERATE"** tag. A person who disregards this prohibition will be subject to disciplinary action as outlined in the company *Enforcement Policy* .
- On electrical circuits the load must be reduced before main disconnects are opened.
- Tags must be securely attached to the isolating device.
- The person attaching the tag must ensure that the tag has been properly signed, dated and that the information is legible.
- The person must not, under any circumstance, work under the protection of someone else's lock and tag. Each person working on a potentially live system must place their own tag and lock where
- The person responsible for their placement must remove tags and locks.
- If a person is responsible for the placement of a lock or tag, or both, leaves the property without removing the lock and tag, the authority to remove them must be obtained in writing from the employee's (tagger) Supervisor or Supervisor's designate.
- When a job is left incomplete and the equipment or system is not safe to operate, the person or persons working on the equipment or system will ensure that their tags and locks remain in place.
- The **"DANGER" "DO NOT OPERATE"** tag must not be used for any other purpose than stated in this procedure.
- The employee's immediate supervisor must ensure that the lockout tags are used in accordance with the company policy and procedures.

Machine Guarding

Machine Guarding refers to any safeguards constructed or developed that have the sole purpose of protecting workers from the hazards created by moving machine parts.

Where a machine or prime mover or transmission equipment has an exposed moving part that may endanger the safety of any worker, the machine or prime mover or transmission equipment will be equipped with and guarded by a guard or other device that prevents access to the moving part. An in-running nip hazard or any part of a machine, device, or thing that may endanger the safety of any worker will be equipped with and guarded by a guard or other device that prevents access to the pinch point.

Management Responsibilities:

- Install effective machine guards, as required, over all the moving machinery parts of the equipment.
- Ensure that all machine guards meet Canadian Standards Association (CSA) standards, are in place, in good repair and are used properly.
- Ensure the guards are constructed in such a way that:
  - It fully prevents anyone from reaching over around, through or under them.
  - The areas guarded can be inspected and viewed without removing it.
  - There is ease of maintenance (grease fittings and oil cups will be extended through the holes).
  - Smaller particles of spilled material and other debris can pass through with minimal build-ups.
- Ensure the guards extend beyond pinch points. Pinch points are located in and around power transmission points of pulleys, drive belts or idlers and between belts and skirt boards.
- Ensure that when installation of machinery guards is being planned, all workers who could at anytime come into contact with them will be consulted. This includes the machine operator, people who may replace that worker from time to time, maintenance personnel, supervisors and any others with an interest.

Supervisor Responsibilities:

- Monitor and inspect machine guards regularly to ensure they are maintained to required standards, and to ensure they continue to adequately protect workers.
- Ensure that all reported deficiencies and/or hazards are satisfactorily addressed such that the worker is not at risk of injury.

Worker Responsibilities:

- Check that all guards and devices are in place, secure and in working order.
- Test all movable guards and devices before each shift.
- Report any deficiencies/hazards to the supervisor.
- Long hair will be suitably confined to prevent entanglement with any rotating shaft, spindle, gear, belt or other source of entanglement. Jewelry or clothing that is loose or dangling or rings will not be worn near any rotating shaft, spindle, gear, belt or other source of entanglement.

Procedure:

- Confine long hair to prevent entanglement in any rotating parts.
- Do not wear any loose clothing or dangling jewelry near rotating machinery parts.
- Always use machine guards provided.
- Know how guards work.
- Check guards regularly and report defects to the appropriate person.
- Manual cleaning, oiling, repairing or adjusting of guards must never be done while machinery is in motion -lockout the machine.
- Avoid wearing gloves when working around moving machinery.

Materials Handling

Nearly 25% of the lost-time injuries in construction are related to the back. Most of those result from heavy lifting. Proper lifting techniques can minimize the stress on the back.

Before the Lift:

- Whenever practical, heavy lifting will be done with mechanical lifting devices.
- When manual handling is required, dollies, trucks and similar devices will be used if possible.
- Worker should know of their physical limitation and the approximate weight of materials they are trying to lift. Workers should be encouraged to get help when a lifting task may be more than they can safely handle.
- Use gloves when handling sharp, rough, heavy or hot materials.
- Never carry a load so large that it obstructs vision or is too heavy.

General Lifting Procedures:

- Plan your move
  - Size up the load and make sure your path is clear.
  - Get help as needed.
  - Use a cart or other materials handling equipment if possible.
- Use a wide-balanced stance with one foot slightly ahead of the other.
- Get as close to the load as possible.
- Tighten your stomach muscles as the lift begins.
- When lifting, keep your lower back in its normal arched position and use your legs to do the lift.
- Pick up your feet and pivot to turn. Do not twist your back.
- Lower the load slowly, maintaining the curve in your lower back.
- When doing repeated lifting, allow room to move your feet and avoid twisting your body.

Lifting Heavy Objects:

- Don't bend over and try to lift the object all at once.
- Raise the object upright.
- Put one knee down against the object.
- Pull the object up your leg, using your leg for support.
- If possible, rest the object on the edge of the knee.
- Stand upright.

Shoveling:

- Avoid twisting the body while shoveling.
- Keep feet wide apart. Front foot close to the shovel.
- Put weight on front foot. Use leg to push the shovel.
- Shift weight to rear foot. Keep load close to the body.
- Turn your feet in direction of throw.

Weight Transfer:

- Pull the material to be lifted towards you.
- Transfer your weight to the leg the closest to the load.
- Lift on to the level required. Do not over-lift.
- Shift your weight to the other leg as the load moves towards that leg.
- Push weight into position.

Long Load:

- For a long load, the lifter who takes charge must see that each person carries the load on the same side of the body and that the person in front has a clear view ahead.
    - Lift load from ground to waist height.
    - Lift load from waist to shoulder height.
    - When carrying long, flexible loads i.e. rebar, walk out of step to avoid excessive bounce.

Balancing a Load:

Any activity that unevenly loads the spine may aggravate your back. Avoid one-handed carrying if possible. Try to distribute the weight evenly on each side. If you can't avoid one-handed carrying, such as with a single pail, hold the free arm straight out to the side as a counter balance.

Lifting by Two Persons:

Lifters should be of similar height to distribute the load evenly. Before starting they should plan their lifting strategy and decide who will take charge.

Up and Down Stairs:

Take care with loads up and down stairs. Improper carrying can subject the spine to excessive forces that may lead to injury. Use your stomach muscles to help support and protect your back. If possible, the taller and/or stronger person should be at the bottom, where the load is the heaviest.

Mould

Workers can be exposed to Moulds almost anywhere outdoors and indoors. Indoor Moulds usually originate from outside sources such as soil and vegetation. Moulds love dark, moist environments and can grow at room temperature on various construction materials including wall paper, particleboard, ceiling tiles, drywall and plywood. Construction workers can be exposed to toxic spores when working on buildings with water damage from flooding, plumbing leaks, or leaks in the structure itself.

Mould colonies are usually visible as colorful, wooly growths. They can be virtually any colour: red, blue, brown, green, white or black. Moulds are microorganisms that produce thousands of tiny particles called spores in a process called “sporultation”. The Mould sends out spores when it is disturbed, as part of its reproductive cycle. Spraying bleach or other compounds on the Mould can also cause sporulation. Mould spores feed off dirt and moisture, both of which are present in HVAV/R systems.

Air movement and the handling of contaminated materials can release toxic spores into the atmosphere. These spores can cause adverse health effects. Not all exposed workers, however, will develop symptoms. Once released, toxic spores must contact the skin or be inhaled before symptoms can develop. Exposure to toxic Moulds may irritate the skin, eyes, nose and throat resulting in allergy-like symptoms such as difficulty in breathing, runny nose and watery eyes. Other symptoms such as fatigue and headache have also been reported. Workers who are allergic to Moulds could experience asthmatic attacks upon exposure. People with weakened immune systems are particularly susceptible to Mould-related illness and should not work in Mould-contaminated area.

Where Mould is observed, it should be left undisturbed if possible.

Where growth is extreme or must be disturbed, a minimum requirement is for the worker to wear an N95 respirator to prevent exposure to Mould and dust.

Noise

Construction generally produces noise. Depending on the noise level, duration of exposure and other factors, a temporary or permanent hearing loss may result. The body usually restores temporary hearing losses within a few hours after the exposure has ceased. Waiting for personal discomfort before taking preventive measures may be too late to avoid a permanent noise-induced hearing loss.

Any measurement of sound levels in the workplace that is done in order to determine what protective measures are appropriate will be done without regard to any use of personal protective equipment. A clearly visible warning sign will be posted at every approach to an area in the workplace where the sound level regularly exceeds 85 dB.

The company will ensure that no worker is exposed to a sound level greater than an equivalent sound exposure level of 85 dB. Workers will wear and use personal protective equipment appropriate in the circumstances to protect them from exposure to a sound level greater than the limit. This applies if

- Are not in existence or are not obtainable.
- Are not reasonable or not practical to adopt, install, or provide because of the duration or frequency of the exposures or because of the nature of the process, operation, or work.
- Are rendered ineffective because of a temporary breakdown of such controls.
- Are ineffective to prevent, control, or limit exposure because of an emergency.

The company will take all measures reasonably necessary in the circumstances to protect workers from exposure to hazardous sound levels. We will protect workers from exposure to a sound level greater than the limit without requiring them to use and wear personal protective equipment.

The noise reduction rate (NRR) for a particular device is identified on its packaging. To attain the maximum rated protection, devices must be worn according to the manufacturer's instructions.

For exposure levels over 105 dB(A), double protection may be required, that is, earmuffs and earplugs.

The Health and Safety Consultants for Dolyn Construction Ltd. are equipped with a sound level meter (SLM) and will periodically, or when requested, perform tests to ensure that noise levels remain within

There are a number of options when considering hearing protection devices (HPD). Two methods are adequate for generally all forms of noise prevention required by employees.

Earplugs:

- Earplugs should conform to the latest issue of CSA Standard Z94.2.
- For maximum attenuation, insert the earplug by reaching one hand around the back of head, pull ear upwards and then insert plug with other hand according to manufacturer's instructions.
- Earplugs must be fitted snugly in the ear canal.
- Reusable earplugs should be washed with warm soapy water daily.
- Earplugs with torn or otherwise damaged flanges should be replaced.

Earmuffs

- Earmuffs should conform to the latest issue of CSA Standard Z94.2.
- The muff cup should fit snugly over the entire ear and be held firmly in place by a tension band.
- The cup and band should not be so tight as to cause discomfort.
- Cup, cushion and band should be checked for possible defects such as cracks, holes or leaking seals before each use of the HPD.
- Band tension can be reduced over a period of time, the band may require repair or replacement.

Exposure Levels

The company will ensure that no worker is exposed to a sound level greater than an equivalent sound exposure level of 85 dB.

Workers will wear and use personal protective equipment appropriate in the circumstances to protect them from exposure to a sound level greater than the limit.

This applies if engineering controls,

- Are not in existence or are not obtainable
- Are not reasonable or not practical to adopt, install, or provide because of the duration or frequency of the exposures or because of the nature of the process, operation, or work;
- Are rendered ineffective because of a temporary breakdown of such controls
- Are ineffective to prevent, control, or limit exposure because of an emergency.

For exposure levels over 105 dB(A), double protection may be required, that is, earmuffs and earplugs. It is also important to avoid overprotection. Using more protection than necessary can make workers feel isolated from their work environment. Take care to select protectors with sufficient, but not excessive, attenuation to keep noise below the safe limit of 86 dB(A).

Guidelines are legislated in some North American jurisdictions, but there are no standards for noise on construction sites in Ontario.

Maximum permitted daily duration in hours	Decibels (dB)	Tips on Identifying
8	85	If someone standing a meter away from you has to shout to be understood, the sound levels probably exceed 85 dB. You face a significant risk of permanent hearing loss if you are exposed to these sound levels for eight hours or more
4	88	
2	91	
1	94	If someone standing 30 cm away has to shout to be understood, the levels probably exceed 95 dB. This means a significant risk of permanent hearing loss if you are exposed for about 45 minutes or more per day.
1/2	97	
1/4	100	If someone has to shout into your ear to be understood, the sound levels around you probably exceed 105. This poses a significant risk of permanent hearing loss if you are exposed for just 5 minutes per day.

Other warning signs may include:

- If you experience a temporary hearing loss after a loud sound has stopped. For example, you may notice that other sounds seem muffled, quieter or less clear.
- If you experience a ringing, buzzing, roaring or rushing sound in the ear, and it does not have a source outside of the ear.

Office Safety

- Ensure you are conversant with emergency evacuation.
- Ensure that all electrical cords are in good condition and are not overloaded.
- Ensure that computer monitors are adjusted to correct height and kept clean.
- Ensure fans/space heaters are used to manufacturer specifications.
- Ensure floors and aisles are kept clear and not cluttered.
- Ensure that only one drawer of filling is open at a time and drawers are closed when not in use.
- Ensure proper type of fire extinguisher is available.
- When transporting materials of a heavy nature ensure that handcarts and trolleys are used properly.
- Operate microwave according to manufacturer's specifications.
- Ensure coffee makers are used according to manufacturer specifications.
- Ensure photocopier is maintained according to manufacturer's specifications.
- Ensure chairs are in good repair.
- Ensure rugs are kept clean and in good repair – free of tripping hazard.
- Ensure paper cutter blade is placed in closed lock position.
- Ensure all loose clothing is tied back when using paper shredder.

Computer Vision Syndrome (CVS)

If you work long hours at a computer, you are at risk from Computer Vision Syndrome. CVS describes a collection of eye and vision problems common to computer workers. While these symptoms may cause discomfort and impair your productivity and concentration, they tend to go away when you start taking better

Symptoms of CVS include: Eyestrain, Fatigue, Dry eyes, Excessive tearing, Burning eyes, Sensitivity to light, Blurred vision, Headaches, Aches in the shoulders, neck or back.

- Get enough sleep. Fatigue and eyestrain go together.
- Blink. When you are working intently at a computer, you may not be blinking as often as you should to keep your eyes lubricated. Dry eyes are uncomfortable and may even be more prone to infection.
- Look away from your screen frequently. Focus on a distant object, perhaps outside the window or across the room.
- Move around, even if you must remain seated. Take your hands off the keyboard when there is a lull in the work. Relax and shrug your shoulders. Sit up straighter if you find yourself slumping in your chair or leaning close to the screen. If you are reading something on the screen, set your keyboard aside for
- Set up your work area for comfort, safety and productivity. Adjust your chair and desk to the correct height for you. Place the monitor at a distance where you can read it without squinting or leaning forward. Some experts recommend putting the monitor an arm's length from your face, but you're the expert who counts in arranging your work station for maximum comfort. Use a monitor stand to raise the screen, but make sure you are not tilting your head — and straining your neck — to see it.
- When reading data from hard copy, position a copy holder where you can see it easily, and use the place marker so you do not have to search for the spot where you left off when you glanced away.
- Arrange light so you can see your work without fighting a glare on the screen or desk surface. Shut window blinds, relocate lamps and reposition your computer if necessary. Consider a filter on your monitor screen to reduce glare.

Overhead Power Lines

- The most common cause of power line contact incidents involves the failure by the operators to recognize their proximity to power lines. While engineering controls should not be overlooked, training solutions are the most efficient method of controlling electrical hazards.
- To prevent the electrocution of crewmembers working near overhead power lines, the company has established safe work techniques to use when working near overhead power lines.
- Before commencement of work, workers will always:
  - Check the work area for overhead power lines.
  - If applicable, determine power line voltage by checking voltage on poles or by calling the utility company.
  - Maintain minimum allowable distances as outlined in the table below.
- Should an electrical hazard be identified, operators will take the following precautions starting with step one.
  - De-energize the lines and, only if not possible, go to step 2.
  - Add barriers to prevent contact with energized lines and, only if not practicable, go to step 3.
  - Maintain appropriate distances from energized lines – this is the least effective way of protecting from electrocution and should only be used as a last resort.
- Overhead lines must be marked by signs, flags or other means so that everyone on the site, including delivery trucks, is aware of the overhead hazard.
- Where compliance with these work procedures is inadequate to control the risk of exposure to an electrical hazard due to an unusual factor in the nature of the work, such as the location or condition of the workplace, a competent person who is trained in the Dolyn Construction Ltd. Traffic Control Program and who is not actively engaged in the work - will be designated as a safety signaler to observe a person working on or near an energized electrical line. The designated signaler's sole duty will be to warn the operator of impending contact.
- All employees and subcontractors have the responsibility to ensure that all work is performed in a safe manner. Failure to comply to the Electrical Hazard procedures places drivers in a position of non-compliance with the Occupational Health and Safety Act and the Dolyn Construction Ltd. Health and Safety Program and is considered a very serious matter which will be dealt with according to the
- The success of this program depends on the active participation and heightened awareness of the operators. The active participation and leadership of all employees is critical to the success of our *Electrical Hazard Program* .

Minimum Distance from Live Power lines	
Voltage Rating of Power line	**Minimum Distance**
750 to150,000 volts	3 metres (10 feet)
150,001 to 250,000 volts	4.5 metres (15 feet)
Over 250,001 volts	6 metres (20 feet)

Contact with an overhead power line must be reported to multiple parties. If accidental contact occurs with an energized power line carrying 750 V or more, workers must report to management.

The company will be responsible to contact the inspection department of the Electrical Safety Authority (ESA), and provide written notice to the Ministry of Labour (MOL) using the company *MOL report form* . Written notice must also be reported to the company/project Joint Health and Safety Committee (JHSC) if one has been established, and to the company and project Health and Safety Representative.

Pandemic

Objective

To ensure that protective measures are taken to ensure workers do not inadvertently become exposed to harmful infections during a pandemic crisis and to ensure that workers who may be carrying the infection, do not come to work and expose their co-workers to the infection.

Policy

At Dolyn Construction Ltd. we are committed to ensuring the health and safety of our workers. We are aware that the world has changed around us. The construction industry has been deemed an essential service and may continue to work as we struggle with this pandemic. We are prepared to take preventative measures solely for the protection of our workers against infection.

Scope

This policy will apply to all Dolyn Construction Ltd. Worksites and Workplaces.

Responsibilities

Management

- Take every precaution possible to ensure workers are not at risk of being infected.
- Supply adequate PPE required to ensure compliance to this policy i.e. face masks or shields, gloves and safety glasses are to be worn.
- Where possible, limiting work areas to one trade at a time.
- Require two metres of physical distancing between workers on sites and in meetings, wherever possible.
- Ensure workers have adequate access to washrooms and that they are routinely, rigorously and regularly cleaned with disinfectant.
- Provide visible directions to where people can wash their hands.
- Encouraging regular hand washing and the use of hand sanitizers.
- Provide training on health issues of the virus to include prevention of illness, initial disease symptoms, preventing the spread of the disease, and when it is appropriate to return to work after illness. Communicating information with non-English speaking employees or those with disabilities will be
- Communicate this policy, site-specific plans and expectations with employees.
- Communicating information with non-English speaking employees or those with disabilities.
- Encouraging workers to stay at home when ill, when having to care for ill family members, or when caring for children when schools close, without fear of reprisal.
- In the event that a worker presents signs or symptoms of the illness, they will be sent home, encouraged to self-isolate and will not be allowed to return to site for a minimum of 15 days.
- Encouraging workers to adhere to directives/advisements from Public Health Agencies, National Government, Ministry of Health, Provincial Governments or other authorities having jurisdiction.
- Where available, the company will post or make available to our workers, information concerning the source of the pandemic and preventative measures that can be taken.
- Where possible, commonly touched surfaces or areas, i.e. hoist controls, door handles etc. will be disinfected as necessary.

- Encourage workers not to share hand tools where possible. If not possible, the tools should be sanitized.
- Stagger breaks at different times and in different locations to avoid groups of workers assembling.
- Where possible, try to arrange work so that it does not have to be done with a co-worker(s).
- Ensure all workers complete the site pandemic orientation, when required, either on-line or face-to-face with a representative of the constructor, and visibly display on their hard hat, the provided sticker indicating they have completed the orientation, when required.
- Ensure workers participate in and provide truthful answers, to the constructor's screening process, when required.
- Ensure un-authorized and non-essential persons are not granted access to sites without prior authorization from the constructor.
- Ensure the constructors disinfection procedures are being strictly adhered to. Do not allow workers to commence work, or to continue working if this schedule is not followed.
- Notify all employees, if and when, a confirmed case of infection has been detected in any worker who is presently working on site, or who has previously worked on site within the past two weeks.
- Submit a copy of this policy to the constructor.

Supervisor

- When required, email the site's designated email address upon their team's arrival to the site. The site contact information will be posted on the exterior site office door.
- Ensure un-authorized and non-essential persons are not granted access to sites without prior authorization from the constructor.
- Ensure workers follow staggered start and finish schedules required by the constructor.
- Ensure the constructor's disinfection procedures are being strictly adhered to. Do not allow workers to commence work, or to continue working if this schedule is not followed.
- Encourage workers to avoid touching any hard surfaces not directly related to their work.
- Where practical, keep all interior doors open in order to avoid regular touching and contact.
- Ensure workers assess the number of workers already present in the area they must do work in, and maintain physical distancing of two metres. All workers must respect the maximum allowable individuals at any given time i.e. two people per floor and five people maximum on the site.
- Ensure workers performing tasks where two metres of physical distancing is not possible report to their supervisor.
- Ensure workers read and obey all signage concerning the pandemic.
- No signatures or transfer of toolbox talk documents are allowed. The supervisors will attest as to who was present at the time of the talk.
- Where possible, consider different methods of information communication such as:
    - Recorded videos distributed via email.
    - Hold meetings in open spaces.
    - Virtually meetings held on-line
- Where possible, consider different methods of meetings such as:
    - Phones or text
    - Email
    - Video chats

  NOTE: In-person meeting may only take place if physical distancing guidelines (two metres of separation) are complied with.
- Notify all employees, if and when, a confirmed case of infection has been detected in any worker who is presently working on site, or who has previously worked on site within the past two weeks.

Workers

- Wear and maintain PPE in good working order.
- Report hazards
- Report areas where the site-specific safety measures are not being followed
- Stay home if you are feeling ill and self-quarantine or ensure testing for infection. If the test returns, positive, stay home and self-quarantine for a minimum of two weeks.
- Adhere to directives/advisements from Public Health Agencies, National Government, Ministry of Health, Provincial Governments or other authorities having jurisdiction.
- If you have questions requiring this policy, ASK YOUR SUPERVISOR
- Complete the site pandemic orientation, provided by the constructor, and when applicable, visibly display, on you hard hat, the provided sticker indicating you have completed the orientation.
- When required, participate in and provide truthful answers, to the constructor's screening process.
- Where implemented, follow the staggered start and finish schedule provided by the constructor.
- Ensure the constructors disinfection procedures are being strictly adhered to. Do not commence work, or to continue working if this schedule is not followed.
- Avoid touching any hard surfaces not directly related to your work.
- Keep all interior doors open in order to avoid regular touching and contact.
- Assess the number of workers already present in the work area and maintain physical distancing of two metres. Respect the maximum allowable individuals at any given time: two people per floor and five people maximum on the site.
- When performing tasks where two metres of physical distancing is not possible report to your
- Where possible, avoid signing/documenting on sheet which have the potential to be handled by a number of persons. i.e. do not sign or transfer safety talk documents . The supervisors will attest as to

Constructor

- Ensure that everyone entering the site (all workers and trades) only enter and exit the job site through the designated points.
- Identify access routes with signage that is easily visible.
- Ensure all other entrance and exit points will be blocked off and not used.
- Ensure all workers entering a site complete the pandemic orientation and provide a sticker to participants to be worn on their hard hats indicating they have completed the orientation.
- Maintain and share a daily list of all workers on site and their cellphone numbers in the event of any news or information that must be communicated immediately.
- It is the responsibility of the constructor to provide:
    - Adequate hand washing stations available and ready for use while construction is ongoing.
    - Post location of hand washing facilities
    - Ensure soap is replenished as required
    - Ensure paper towels are replenished as required.
    - Ensure garbage is collected regularly and disposed of in provided garbage bins.
- It is the responsibility of the constructor to ensure:
    - An adequate number of washrooms available to provide for the implementation of this policy.
    - An adequate number of wash-up facilities to provide for the implementation of this policy.
    - Washroom facilities are kept clean and sanitized.
- Notify all trades, if and when, a confirmed case of infection has been detected in any worker who is presently working on site, or who has previously worked on site within the past two weeks.

Pandemic Job Hazard Assessment

Hazards	Rank	Control	PPE & Safety Devices
Illness due to cross Contamination	A → C	• Practice Social Distancing by keeping 2m between yourself and others. • Prepare documented specific procedures for work tasks where social distancing is not possible. • Provide a copy of the documented specific procedures to the constructor. • Work is not to proceed until a written copy of the documented specific procedures are provided to the constructor. • Workers required to break the 6 foot social distance barrier must wear face masks and gloves at all times as a minimum requirement. • Disinfecting phones, tablets and computers regularly. • Do not share paperwork, tablets or phones. • Do not share tools unless they are sanitized before use by another person. • Equipment commonly touched surfaces should be sanitized before each use. • No shaking hands, fist pumps or high fives are to be exchanged between workers. • No unneccessary visitors to be alllowed on site. • Always follow the employer and constructor policy and procedures. • Ensure workers have adequate access to washrooms and that they are routinely, rigorously and regularly cleaned with disinfectant. • No sharing of phones/radio etc. unless fully sanatized before transfer.	Gloves Face masks Hand sanaitzer Sanitizing wipes Paper towels in a dispenser. Hand soap

Illness due to the introduction of the virus to the workplace	A → C	• Workers who meet any of the following criteria, should not and will not be allowed on the project.
		  ◦ Exhibiting symptoms - cough, sneezing, fever, breathing difficulties.
		  ◦ Has recently been in contact with an infected person(s).
		  ◦ Has travelled outside of Canada in the past 14 days
		• Workers meeting any ***one*** of the criteria above, will remain home and self - isolate for a minimum of two weeks and must be showing no signs or symptoms of the virus, before being fit to return to the workplace.	

Illness due to poor hygiene	A → C	• Cough into your sleeve
		• Sneeze into a tissue
		• Minimize face touching
		• Through and frequent hand washing for a minimum of 20 seconds.
		• In the event that soap and water in unavailable, if possible, use a hand sanitizer with a minimum concentration of 60% alcohol
		• Wash hands:
		  ◦ Prior to your shift
		  ◦ Before and after eating, drinking or smoking
		  ◦ After using the washroom facilities
		  ◦ After handling any tools or materials that may be contaminated
		  ◦ At the end of shift before leaving the work site
		• Disinfecting phones, tablets and computers regularly.
		• Do not share paperwork, tablets or phones.	

Illness due to shared travel	A → C	• Whenever possible, workers should travel in separate vehicles.
		• When workers are required to travel together:
		  ◦ Face masks and gloves are to be worn at all times.
		  ◦ Commonly touched surfaces should be sanatized often.	

Procedures

Fit for Duty

No worker who falls into one or more of these categories will be allowed on any site:

- If you are experiencing one or more of the following symptoms:
  - Fever, cough, sneezing or sore throat
  - Mild to moderate shortness of breath
  - Inability to lie down because of difficulty breathing
- Has been in close contact with a person who has seen a doctor and has been diagnosed with the virus while the individual was ill.
- Has travelled outside of Canada in the past 14 days or has been ordered to self-isolate since returning

Any worker experiencing virus symptoms listed above should contact Telehealth Ontario at 1-866-797-0000 and perform the assessment, follow their directions and self-isolate for 14 days.

Any employee, subcontractor and or their employees, developing symptoms while at work must leave the work site immediately and notify the supervisor of their departure.

Confirmed Case of Infection

In the event of a confirmed case of infection on a worksite, we will work with the respective health authority to ensure appropriate measures are implemented as well as communicate with the affected employees.

Physical Distancing:

- Maintain a minimum of two metres distance from each other and avoid person-to-person contact.
- Non-essential physical work that requires close contact between workers should not be carried out.
- Where two meters physical distancing is not possible, report to the supervisor.
- Two metres of physical distancing between each person must continue to be maintained during delivery of products.
- No signatures or transfer of delivery documents is allowed.

Hygiene:

- Cough into your sleeve
- Sneeze into a tissue
- Minimize face touching
- Through and frequent hand washing for a minimum of 20 seconds.
- In the event that soap and water in unavailable, if possible, use a hand sanitizer with a minimum concentration of 60% alcohol
- Wash hands:
  - Prior to your shift
  - Before and after eating, drinking or smoking
  - After using the washroom facilities
  - After handling any tools or materials that may be contaminated
  - At the end of shift before leaving the work site
- Disinfecting phones, tablets and computers regularly.
- Do not share paperwork, tablets or phones.

PPE:

- When required, face masks or shields, gloves and safety glasses are to be worn.
- Wearing gloves is recommended during the use of all tools and equipment.
- It is recommended that all workers use their own tools and sanitize these tools before each use.
- When sharing tools is necessary, sanitize prior to, and after each use by the last user.

Heavy Equipment:

- Equipment should be sanitized before each use. This includes door handles, steering wheels and all touchable controls.

Vehicles:

- Vehicles should be sanitized before each use. This includes door handles, steering wheels and all touchable controls.
- Wherever possible, workers when traveling, should respect physical distancing measures by:
    - Driving alone
    - Avoid touching common surfaces.
    - When driving with another person(s) is required, all parties will wear face mask and gloves.

Site Trailers:

In the event there is a company site trailer on site, the following precautions will be taken:

- Access doors will remain closed and locked. Signage listing contact information will be posted on each access door.
- No gatherings are permitted in site offices including meetings, breaks and lunches.
- All common hard surface areas and shared equipment i.e. printers will be sanitized/cleaned continuously throughout the day.
- While in the site office all individuals must stand a minimum of two metres distance from each other, at all times.
- Common water coolers, coffee machines, kettles, microwaves or any shared kitchen appliances will not be allowed. Employees are encouraged to use their own water bottle.
- No communal food (donuts, cookies, pizza lunch, etc.) are permitted.

Lunchrooms:

In the event there is a common facility used for breaks or lunches, the following precautions will be taken:

- There facilities will be closed and remain closed until re-opening is authorized by management.
- Signage declaring “Lunchroom Closed” is to be posted on the exterior door
- Take breaks alone or with one person and maintain a distance of two metres from one another.
- Weather permitting, eat lunches in open air spaces and not in the worksite.
- Discard rubbish into provided garbage bins.
- Do not "share" food items or beverages.
- No communal food (donuts, cookies, pizza lunch, etc.) are permitted.

Enforcement:

Workers found in a position of non-compliance to this policy, will be subject to disciplinary action as outlined in the Dolyn Construction Ltd. Disciplinary Policy which may include termination.

Misinformation and rumors are a concern during any pandemic because they can heighten fear and create greater uncertainty. It is important to take time to identify, share and rely on trusted sources for the latest information as the situation evolves. At Dolyn Construction Ltd. we will continue to do our best to provide you with current and accurate information regarding this crisis and we will take all necessary safety measures to provide for the safety of the worker, their family and friends and society in general.

COVID 19 Vaccination Policy

The company is committed to taking every reasonable precaution in the circumstances for the protection of the health and safety of workers from the hazard of COVID-19 as required by the Occupational Health and Safety Act (OHSA). This Policy is intended to encourage, support and maximize COVID-19 Vaccination rates and safety at our workplaces as one of the critical preventatives and control measures for the hazard of COVID-19 in the workplace. The company is also committed to compliance with all applicable public and occupational health and safety, human rights, privacy, and other laws in the development and implementation

Definitions

Company Business - all business activities related to company operations, whether conducted on or off company premises. It does not include work performed remotely from the covered employee's own home.

Company premises - includes, but is not restricted to, all land, property, structures, installations, vehicles or equipment owned, leased, operated, used, or otherwise controlled by the company for the purpose of conducting company business. It does not include a covered employee's own home.

COVID-19 - an infectious disease caused by SARS-CoV-2, a highly contagious virus.

Vaccine - a vaccine approved by Health Canada for use in Canada in relation to COVID-19.

Vaccination - the administration of a vaccine(s) to protect individuals from COVID-19. It may include the administration of one or more doses of vaccine.

Vaccinated - an individual who has received all recommended doses of a vaccine recommended or required to produce an immune response to COVID-19.

Policy

The company recommends vaccination for all employees. In accordance with the approval by Health Canada, the recommendations of the federal and provincial governments, the Public Health Agency of Canada, regional public health authorities, the Canadian Medical Association, management strongly encourages all employees to voluntarily receive a COVID-19 vaccination who may safely receive the vaccine. Everyone with questions regarding the benefits, risks and precautions for vaccines is encouraged to speak with their healthcare professional.

To facilitate this policy, employees, staff, contractors, volunteers and students will be required to provide one of the following:

1 Proof of COVID-19 vaccine administration as per the following requirements:
   a) If a worker has only received the first dose of a two-dose COVID-19 vaccination series approved by the World Health Organization proof that the first dose was administered and, as soon as reasonably possible, proof of administration of the second dose
   b) Proof of all required doses of a COVID-19 vaccine approved by the World Health Organization

2 Written proof of a medical reason, provided by either a physician or nurse practitioner that sets out:
   a) That the person cannot be vaccinated against COVID-19, ***and***
   b) The effective time period for the medical reason (i.e.,permanent or time-limited).

3 Proof that the individual has completed an educational program approved by the company. Refer to the section "Education Program" below.

Employees who elect not to provide proof of COVID-19 vaccination per 1 above, and rely on 2 or 3, are required to perform rapid antigen testing, at a frequency of not less than weekly in alignment with provincial guidance, and provide verification of negative test results as specified by the company (e.g., in person on the worksite, remotely via email or app)

Proof of Vaccination
After vaccination, individuals with an Ontario photo health card can log in to the provincial portal to download or print an electronic COVID-19 vaccine receipt (PDF) for each dose received. Receipts are available:

- For first and second doses received in Ontario regardless of where you were vaccinated in Ontario (for example, at a mass immunization clinic, hospital, pharmacy, or primary care setting)
- For doses received out of province, if reported to the local public health unit (and if approved international vaccines)

Proof of a Medical Reason for Not being Vaccinated
There are likely to be very few medical exemptions to COVID-19 vaccination. The largest group of individuals who receive a medical exception will be those with severe allergic reactions or anaphylaxis to a previous dose of a COVID-19 vaccine or to any of its components and who have been assessed by an allergist/ immunologist to review methods for possible (re)administration of a COVID-19 vaccine. There are existing protocols to administer COVID-19 vaccines to individuals with other types of allergies. These other types of allergies do not on their own constitute the grounds for a medical exemption.

- Individuals who have had an allergic reaction within 4 hours and/or anaphylaxis that occurred with a vaccine or injectable medication that does not contain a component or cross-reacting component of the COVID-19 vaccines can receive the COVID-19 vaccine followed by observation for a minimum of 30 minutes.
- Individuals with a history of significant allergic reactions and/or anaphylaxis to any food, drug, venom, latex or other allergens not related to the COVID-19 vaccine can receive the COVID-19 vaccine followed by observation for a minimum of 15 minutes. Individuals with allergy issues like allergic rhinitis, asthma and eczema can receive the vaccine followed by observation for a minimum of 15 minutes

Educational Program
The may require an unvaccinated employee to view an educational program must, approved by they company and which will be required to addresses all of the following learning components:

- How COVID-19 vaccines work.
- Vaccine safety related to the development of the COVID-19 vaccines.
- Benefits of vaccination against COVID-19.
- Risks of not being vaccinated against COVID-19.
- Possible side effects of COVID-19 vaccination.
- Provide a certificate of completion of other method proving completion of the course.

Disclosure of Information
The company reserves the right to disclose limited vaccination status information, such as the fact that an employee is vaccinated and the date of vaccination, to clients for the purposes of facilitating client engagement, contractual obligations and verification, and will provide advance notice to the relevant employee.

Accommodation
The company is committed to a workplace free from discrimination and harassment in accordance with Ontario human rights laws. The company will accommodate employees from the strict application of this Policy who qualify based on one or more of the protected grounds of discrimination in the Human Rights Code up to the point of undue hardship.

Employees seeking accommodation are required by law to self-identify the specific prohibited ground of discrimination they believe vaccination would infringe and also participate in the accommodation process, including, but not limited, to providing information to establish the existence of a protected grounds, related restrictions and possible methods of accommodation. To discuss possible exemptions and related accommodation under this Policy, eligible employees should contact management.

Privacy
Vaccination status information will be collected, used and disclosed pursuant to the terms of this Policy. Vaccination status information will only be collected, used and disclosed as required for the reasonable purpose of:

- Taking all reasonable precautions during the pandemic to ensure the health and safety of everyone in the workplace through appropriate health and safety planning based on vaccination status
- Limited disclosure to company clients as required by the terms of the service relationship or when determined to be necessary or required by law by the company
- Administering this Policy.

The company also reserves the right to disclose limited vaccination status information, such as the fact that an employee is vaccinated and the date of vaccination, to clients for the purposes of facilitating client engagement, contractual obligations and verification, and will provide advance notice to the relevant

Lack of Work
Refusing a COVID-19 vaccine may lead to workplace suspension or termination of employment. The company is required to conform to its clients vaccine policies. As more and more clients are requiring that only fully vaccinated workers be permitted to work on their sites, it may become impossible or too impractical for the company to provide appropriate employees to work site, which may result in there being no work available to unvaccinated workers. Should this be the case, the company will suspend workers, without pay, until such time that 1) the worker becomes fully vaccinated or 2) there is work available for unvaccinated workers. Employers have the right to suspend or terminate an employee for not complying with it mandatory COVID-19 vaccination policy.

In the event that there is lack of work for any reason, which requires the laying off of workers, and due to the client requirements for fully vaccinated workers only, the company will have no option but to considered unvaccinated workers as the first to be laid off, regardless of seniority.

Portable/Mobile Cranes

Cranes are to be selected to handle the maximum anticipated load with capacity to spare. Other considerations are the nature of the lift, ground conditions, site constraints, etc.

No worker will operate a crane or similar hoisting device unless the worker holds a certificate of qualification issued under the Ontario College of Trades and Apprenticeship Act, 2009 and has proof of training on them at all times. This does not apply when a worker is using excavation equipment to place pipes into a trench.

Any modifications or repairs to the boom of the crane will be made in accordance with the instructions of the crane manufacturer or a professional engineer.

Documents

A crane must never be put into use unless the following documents are on site.

- Load rating plate
- Information for the operator to determine loads can be lifted for each configuration of the crane.
- Log Book

Log Book

The log book must

- Contain a record of all inspections of, tests of, repairs to, modifications to and maintenance of the crane or similar hoisting device for the greater of; 12 months or the duration of the project.
- Be kept with the crane.
- Be make available to the constructor on request, by the crane operator, copies of all log books and records for the crane or similar hoisting device.

Raising a Worker

Never use a portable/mobile crane to raise a worker unless:

- Conventional access equipment cannot be used.
- The platform that the worker is on:
  - Is designed by a professional engineer in accordance with good engineering practice.
  - Is constructed in accordance with the design drawings.
  - Is equipped with more than one means of suspension or support.
  - Is equipped with anchor points for the attachment of the worker's fall arrest systems.
  - Is equipped with a guardrail.
  - Is suspended from, or supported by, a direct attachment to the boom of the crane.
  - Is designed, constructed and maintained so that the failure of one means of support or suspension will not cause the collapse of all or part of the platform.
- The crane:
  - Is equipped with fail-safe mechanisms that will prevent the boom and the suspended platform from free falling in the event of a power source or system failure or the inadvertent release of any operating controls.
  - Is not used to hoist material while the platform is being used to support a worker.
  - Is not loaded in excess of 25 per cent of its maximum rated load.
  - Has a revised load rating chart prepared by a professional engineer in accordance with good engineering practice and affixed in a conspicuous place on the crane.
  - Has hooks equipped with self-closing safety catches at the point where the platform is
  - Is equipped with an automatic limit switch that prevents the platform and load from reaching beyond the highest permissible position specified by the crane manufacturer.

Powder Actuated Fastening Tools (PAFT)

Powder Actuated Fastening Tools use a powder charge to fire a fastener into hard materials such as concrete, mild steel and masonry. Used improperly, powder-actuated tools can pose obvious hazards. The tools should be treated with the same respect as a firearm.

There are a number of tools utilizing an explosive charge in use throughout the construction industry to drive fastenings. The manufacturers of these devices provide detailed instructions regarding their use and maintenance. These instructions, along with the legislation specifically set out for their use, will be closely adhered to at all times.

- Only authorized workers may use powder actuated fastening tools. Authorized workers must have successfully completed a comprehensive training program. Proof of training must be carried with the worker at all times on a construction site.
- The operator of a powder actuated tool must wear hearing protection, impact-resistant eye protection and a face shield. Heavy shirts and pants provide some protection against ricochets and flying fragments of materials and fasteners.
- Prior to use:
  - Workers must ensure that the tool is not loaded.
  - Workers must perform a visual and practical pre-inspection of tools before use. Inspections must be thorough as outlined in training and in the operator's manual.
- Explosive loads for tools must:
  - Be marked as to strength
  - Be stored in containers separate for explosive loads of different strengths
  - Not be left unattended
  - Kept stored in locked containers
- Powder actuated tools must be used, handled and stored properly.
- The tool must be CSA standard approved for Explosive Actuated Fastening Tools.
- Do not use tool in an atmosphere containing flammable vapours.
- Never put your hand or fingers over the end of the muzzle for any reason.
- Never fire through pre-drilled holes.
- Only use an explosive load adequate for the job without excessive force.
- Never fire tool from a ladder.
- Do not leave the tool unattended unless it is locked in a box.
- Load the tool immediately before firing.
- Ensure opposite side of wall is clear prior to firing.
- Don't walk around with the tool loaded.
- Do not use the tool in areas where there may be exposure to explosive vapours or gases.
- Never point the tool at anyone.
- Cartridges must be marked or labeled for easy identification.
- Misfired cartridges must be placed in water-filled containers until their safe disposal.
- Fire a test shot to verify correct shot is being used in a safe zone away from other workers.
- Explosive/powder actuated tools must never be used in an explosive atmosphere.
- When used, the tool must be held firmly and at right angles to the surface being driven into.
- To prevent free-flying studs, ensure that the material being driven into will not allow the stud to completely pass through it - i.e. glass block, hollow tile, etc.

Propane

During the winter, direct-fired heaters are used to keep construction workers warm. The heaters also make concrete placement, bricklaying, plastering, dry walling and painting possible under cold conditions.

Since propane is heavier than air and invisible, it is a special concern when it is used on the job-site.

Direct-fired heaters release combustion emissions directly into the air where people work. Although carbon monoxide (CO) is the main concern, carbon dioxide (CO2) may also be a problem. Both CO and CO2 can asphyxiate a worker. CO2 displaces oxygen in the air, but you need high concentrations of CO2 for that to happen. By contrast, CO is a chemical asphyxiate. It acts in the bloodstream to reduce oxygen availability. CO affects a worker's health at lower concentrations and therefore causes greater concern.

When heated construction sites are well ventilated, concentrations of emissions tend to be low. Large buildings and tarped sites record the lowest levels of emission. CO levels are higher at ceiling level. Buildings such as houses at the drywall stage with windows and doors in place are considered "tight". Emission gases accumulate in these buildings when ventilation openings are closed or restricted. These buildings lead to high ambient readings of CO and CO2 and lower levels of oxygen.

All installations and use of this product on the job-site must comply with the Government Legislation set out for its safe use.

General:

- Worker required to work with heaters of greater than 25,000 BTU's must have certification of training. Those who are working with heaters of less than 25,000 BTU's must have written evidence that a competent person has adequately trained them. Records must be kept.
- No one other than construction workers may occupy the area where these heaters are operating.
- Heaters should be located at least 50 feet apart when there are no firewalls to separate them.
- When heaters are used indoors the room must be adequately ventilated.
- The use of hand-held torches connected to a cylinder with a propane capacity of greater than 5 lbs. by weight (tiger torches) require adequate training by a competent person. Records must be kept.
- Workers must be made aware of *emergency response procedures* in the event of a CO incident.
- Workers must be aware that CO levels are higher at ceiling level.

Proper Use of Propane Heaters:

- When hooking up heaters, a competent worker must make all connections.
- Inspect the burner and controls, regulator and hose for defects. Have any damaged parts repaired or replaced. Licensed service personnel only should repair propane-burning equipment.
- Make sure that all hose and valve connections are clean.
- Use fitting wrenches to make connections. Don't use adjustable pipe wrenches.
- Cylinders should be at least 10 feet away from the heater but no more than 25 feet. The cylinder should be placed well clear of any heat source and never at the flame end of the heater.
- Have a 4A4OBC fire extinguisher on hand before lighting the heater.
- When connections are made, slowly open the cylinder valve and check for leaks when the hose line is full of gas. When in use, cylinder valves must be fully opened. Check for leaks with soapy water or a leak detector. Sometimes you may notice a gas odour or frost appearing on a fitting, but these signs are not always reliable. If a leak is detected, shut off the cylinder valve and make corrections. Fully
- If the cylinder valve is opened too quickly it may cause closing (slugging) of the excess flow check valve. The purpose of this valve is to shut off gas flow should the regulator accidentally be broken

- To unslug the check valve, shut off the flow at the cylinder, wait a couple of minutes for the check valve to reopen, and then proceed. The cylinder valve should be opened slowly to its normal limit, approximately 1 ½ to 2 turns. Do not force the valve beyond this mark.
- Secure the cylinder by tying or wiring it to a column or other upright. Keep cylinders out of traffic areas where they may be knocked over.
- The cylinder and heater must always be in the same room so that the cylinder valve can be shut down quickly if trouble develops.
- Keep heaters away from flammable materials. The heat from a burner is effective well past the tip.
- Watch for a drop in pressure or reduced flame efficiency. This indicates that gas is being withdrawn too quickly. Additional cylinders may need to be hooked up in manifold. Never attempt to increase the amount of vapour by applying heat to the cylinder.
- Where possible, use only single cylinders for heaters. When cylinders must be manifolded, use no more than three 100-pound cylinders. If other heaters with manifold cylinders are to be operated in the same area, they must be at least fifty feet away or be separated by a firewall.
- Remember that propane is heavier than air and will collect in low areas such as trenches, pits and basements where it presents the risk of fire and explosion.
- Never attempt to tie down, defeat or bypass safety devices on a construction heater.
- If the flame goes out, act with caution. Shut off the gas supply, and then determine whether escaped gas is concentrated in the area. Usually, because of its strong odour, propane can be readily smelled. However, in a confined space, test with a gas detection device. If escaped gas is detected or even suspected, ventilate and purge the area thoroughly before relighting the unit.
- Ensure that heaters are adequately ventilated.
- Tanks are not to be heated to increase flow.
- Vary work at ceiling level with work at lower levels to reduce exposure to CO.
- Make sure that heaters are maintained according to manufacturer's instructions. Visual inspection alone may not accurately indicate whether a heater is functioning properly.
- Never expose any part of your skin to liquid propane. Propane under pressure is extremely cold and can cause frostbite. Always wear gloves when handling cylinders.
- Don't allow propane gas to saturate your clothing. Highly flammable conditions can remain for some time after exposure. Saturated clothing should be removed and aired outside.
- Never operate heaters without ventilation. Follow manufacturer's recommendation on the plate.

If the heater is in a confined or low-lying area, escaped propane can be hazardous. Never enter the area without help standing by. Never try to relight the heater until the propane is completely purged from the area.

Proper Use of Tiger Torches:

Tiger torches are sometimes misused in a manner that can make them dangerous.

- Tiger torches are only to be used for preheating of piping etc. prior to welding.
- When a torch is used, an adequate fire extinguisher must be present.
- Do not use for heating of work areas or thawing of lines and equipment, etc., when not in use.
- Ensure that the propane bottles are properly shut off.
- Fuel lines are to have regulators.
- Propane bottles will be secured in an upright position.

Moving Propane Cylinders:

- Use a hoisting cradle to move cylinders from one level to another.
- Keep cylinders upright. Use a handcart. Never roll cylinders.
- Never lift or lower cylinders with a sling. This practice is prohibited by the construction regulations under the Occupational Health and Safety Act.
- Never hook onto the protective collar around the valve.
- Crane hooks will be equipped with a safety latch.
- Keep cylinders away from heat sources.
- Whenever possible, full cylinders and empty cylinders should be stored apart.
- All trucks, cranes or equipment used to handle propane tanks must be equipped with a fire extinguisher appropriate for the size and type of tank being handled
- Except in an emergency, a competent worker will perform any movement or repositioning of tanks.

Adequate ventilation must be provided and maintained. Workers must not block or close openings such as windows and doors. When the temperature in a heated area is too cold, workers should request more or bigger heaters.

Public Way Protection

No work will be carried out on a building or structure located within 4.5 metres of a public way unless a covered way is constructed over the part of the public way that is adjacent to the project.

A covered way:

- Will have an unobstructed height of not less than 2.4 metres.
- Will have an unobstructed width of not less than 1.1 metres or, if it is over a sidewalk that is less than 1.1 metres wide, have a width equal to the width of the sidewalk.
- Will be capable of supporting any load likely to be applied to it and capable of supporting a load of at least 2.4 kilonewtons per square metre.
- Will have a weather-tight roof.
- Will have the side adjacent to the project covered with a partition that has a smooth surface on the public way side.
- Will have a railing one metre high from ground level on the street side.
- Will have adequate lighting within the public way.

If work on a project may endanger a person using a public way, a sturdy fence at least 1.8 metres in height will be constructed between the public way and the project.

Machinery, equipment and material that is being used, left or stored where it may be a hazard to traffic on a public way will be marked by flashing devices.

Repetitive Strain

These are the muscle and joint stresses which are caused by doing the same work over and over, with mild temporary injuries building up into serious disabling ones.

Continuous muscle exertion reduces the blood flow to the muscles, so strains and sprains do not heal. Contact stresses are injuries caused by repeated contact with a hard surface, which can describe anything from fingertips on a keyboard to a handheld hammer striking a nail. Excessive force and pressure are

- Start by recognizing the repetitive tasks you do. If you feel pain or discomfort on a regular basis, consult with a professional. If you are having symptoms of repetitive strain injury, get it treated now or it may become far more serious.
- Take scheduled breaks while you are performing repetitive tasks. Stretch and flex your muscles.
- Try specific exercises designed to help combat repetitive strain. Ask your supervisor or doctor for suggestions.
- Alternate repetitive jobs with other tasks.
- Consider rearranging your work station. Change the height of your work surface so your back doesn't hurt and you don't have to bend and twist so much.
- Place tools and supplies so you don't have to strain to reach them
- Relax your hold when using hand tools and power tools. Avoid awkward or strained postures while
- Maintain good physical condition to help reduce your chances of suffering a repetitive strain injury.
- Keep warm while you work. This helps muscles and connective tissues to stay flexible and can help reduce injuries. Wear gloves, if appropriate, for your work.

Respiratory Protection

The company will make every effort to control hazardous respiratory hazards if possible. When this is not possible, workers must depend on respiratory protective equipment. For the purposes of work generally performed workers should only require filtering half face pieces or Elastomeric face pieces.

- Work areas should be ventilated to reduce hazards from dust, fumes, gases or vapours.
- Where ventilation is not practical, respirators appropriate to the hazard will be provided to and will be used by the worker and be trained to use and maintain the respirators properly.
- Respiratory protective equipment can prevent illness, disease and death from breathing hazards, but the equipment must be properly selected, fitted, worn and maintained to ensure maximum protection.
- Ensure you have the correct respirator for the job. Most respirators, especially air-purifying types, are limited to certain types of hazards. For instance - dust masks may be fine for dusts, but do not provide protection against gases and vapours.
- Ensure proper fit.
- Most respirators, with the exception of disposable and single use respirators, require regular
- Only use compressed air specifically approved for supplied-air respirators.

Mask Fitting:

Two easy tests can indicate whether most respirators fit properly and do not leak.

- Negative Pressure Test
  1. Block the air inlet – usually the filter openings on the sides of the face piece.
  2. Breathe in. If there are no leaks, the face piece should collapse slightly and not let any air in.
- Positive Pressure Test
  1. Put on the face piece and adjust it to fit comfortably (snug, not overly tight).
  2. Block the exhalation valve – usually on the bottom of the respirator.
  3. Breathe out. The face piece should pop slightly away from your face but should not let air out.

Either test will readily detect any significant leaks. After readjusting the face piece, test again and repeat until fit is satisfactory.

Test every time you put on a respirator and throughout the shift to make sure that you are being protected.

Beards, long sideburns, and mustaches can prevent most respirators from fitting properly. With respirators it is good practice to be clean-shaven, since even one day's growth of beard can significantly affect the protection

Help with these and other problems, most manufacturers offer small, medium, and large space pieces, as well as full and half face versions.

Dusts, Gases and Fumes

- A workplace must be ventilated if there is a possibility of a worker being injured by inhaling a
- Atmospheric testing may be undertaken separately or in conjunction with other controls to ensure
- Where ventilation or monitoring is not practical, workers will be provided with personal
- There are a couple of simple methods for ensuring good quality air through prevention or by
  - Whenever possible, windows and doors should be opened to allow harmful vapours to
  - Heating and cooling system should be turned off to stop vapours from circulating through
  - A box fan can be used in an open door or window to draw vapours out or fresh air into a
  - If possible water based products should be used (filler, varnish etc.).
  - Any fire hazards should be removed or eliminated from affected work areas.
  - There should be no smoking or open flames in the work area.

Rotary Foundation Drills

Hazard Management

Before the start of any drilling operation on a project with a rotary foundation drill rig identify potential hazards, including utilities, services, obstructions, structures and soil conditions that may endanger a worker engaged in, or in the vicinity of, the drilling operation, and buildings and structures adjacent to, or in the vicinity of, the drilling operation that may be affected by it.

All identified hazards must be remove, or , if not practicable to remove, must be disconnected or inactivated and be located and marked with signs.

A written report must be made, and kept on site, that indicates:

- All identified hazards
- Hazards which have not been removed
- Hazards that have been disconnected or inactivated.

Written Procedures

The employer responsible for a drilling operation must develop written measures and procedures to protect the health and safety of workers engaged in, or in the vicinity of, the drilling operation and ensure the written measures and procedures are provided to, and reviewed with, the workers engaged in the drilling operation.

The drilling procedure must include, at a minimum, details of:

- The sequence of activities of the drilling operation to be followed.
- The procedures to be implemented for removing excavated soil and material from an auger or drilling tool and away from the supporting surface of the drill rig.
- The location to be used for storing excavated soil and material.
- The working area and designated path of travel to be used for any machinery or equipment used in the vicinity of the drilling operation so that the machinery or equipment does not affect the stability and integrity of the supporting surface of the drill rig.
- The measures and procedures to be implemented during the drilling operation to ensure that unresolved hazards do not endanger workers.
- The areas that have been designated at, or in the vicinity of, the drilling operation where, only persons authorized by the employer are allowed to enter, and no persons or equipment are allowed to enter.

The employer must ensure that the drilling procedure is implemented; and followed by the workers.

Operators

A worker who operates a rotary foundation drill rig must:

- Be qualified having completed a recognized training program.
- Demonstrate to the employer that they are proficient in operating the drill rig to be used at the project.
- Be authorized by the employer to operate the drill rig at the project.
- If operating a drill rig have a certificate of qualification issued under the Ontario College of Trades and Apprenticeship Act, 2009 or be an apprentice who is working pursuant to a training agreement registered under the Ontario College of Trades and Apprenticeship Act, 2009.

The employer will keep a record of the workers training and if requested will make it available to MOL

Saws

Any operation performed with a running saw puts the operator at some degree of risk. Equipment training, hazard awareness and attention to the job play a major part in masonry saw safety.

Masonry Saws:

- Use masonry saws for their intended purpose. Follow all the operating and maintenance procedures recommended by the manufacturer.
- Make sure that required maintenance has been done. Inspect regularly for damage, loose parts, belt tension and wear and report any unusual noises, vibration or operating problems.
- Wear eye protection and hearing protection when you operate masonry saws and, if necessary, leather or rubber gloves, rubber aprons, full-face shields and respiratory protection.
- Keep the immediate area around the saw clear of scrap and debris. Don't allow waste or material to accumulate. Clean dust and chips off the saw table. Keep masonry units neatly stacked and handy for
- Make sure that wet saws don't sit in puddles. Clean up cutting spray and splashed eater. Routine housekeeping lets the operator work without having to worry about tripping and slipping hazards.
- Check receptacles and extension cords for proper ground connections. All masonry saws should be plugged into a ground fault circuit interrupter (GFCI).
- Turn the saw OFF before any servicing, adjustment, inspection or blade changing. The disconnect plug should be placed where it is prominently visible to the operator rather than out-of-sight, out-of-mind. The visible plug will remind operators and others that the machine is to remain unplugged during servicing. Gasoline-powered machines must be switched off and only restarted after servicing is
- Guards, clamps, cutting jigs and other safety devices should remain in place and be used properly. Everyone must understand that these devices are installed to protect operators. Removing, failing to use, or disabling the devices eliminates protection that has proven necessary over the years of saw
- Operating masonry saws requires the operator's undivided attention. The operator should stay alert and focused on the immediate task. Talking with bystanders or being otherwise distracted is dangerous. Locate saws away from traffic routes.

Quick Cut Saws

- Set one foot on the rear handle, put one hand on the top handle to lift the blade off the surface and use the other hand to pull the starter cord.
- Grip the saw firmly with one hand on each handle. Hold your forward arm straight to keep the saw from kicking back or climbing out of the cut.
- Once the saw is running, release the throttle and make sure the engine drops to idle without the disk or blade moving.
- Run the engine at full throttle and let the disk or blade run freely to make sure it turns on the arbor without wobbling or vibrating.
- The saw is powerful enough to throw material around unless it is securely held and supported. Standing on material to hold it down is not recommended.
- To avoid kickback, take the following precaution:
  - Run the saw at full throttle.
  - Do not cut above chest height.
  - Secure and support material at a comfortable position before cutting. Make sure that material will not move, shift or pinch the blade or disk during cutting.
  - Use both hands to control saw. Maintain firm grip.

- For cutting, keep the throttle wide open. Ease the blade down onto the cut line. Don't drop or jam the blade down hard. Move the saw slowly back and forth in the cut.
- Hold the saw so that disk or blade is at right angles to the work and use only the cutting edge of the disk or blade. Never use the side of a disk for cutting. A worn disk will almost certainly shatter and cause injury.
- Don't force the saw to one side . This will bend the disk or blade and cause it to bind and possibly
- Water cooling is recommended for cutting masonry materials. It prolongs disk life and reduces dust exposure.
- Keep pressure on the saw reasonably light. Although more pressure may be necessary for hard materials, it can cause an abrasive disk to chip or go "out of round". This in turn will make the saw vibrate. If lowering the feed pressure does not stop the vibration, replace the disk.
- Don't carry the saw any distance with the engine running. Stop the engine and carry the saw with the muffler away from you.

Jigs

- Jigs can be used to secure and safely cut masonry units.
- With a brick jig the saw operator stands on the plywood sheet to prevent movement and the jig is sized to hold the brick with minimum clearance.

Table Saw

- Wear safety glasses, goggles or a face shield at all times while using the saw.
- If the cutting operation creates dust, wear a dust mask.
- Do not wear gloves while operating a table saw.
- Avoid long sleeves, ties, dangling jewelry or any other loose fitting clothing while operating a table saw. The clothing could get caught in the blade.
- Wear non-slip footwear.
- Use a stop block when you crosscut short lengths.
- The height of the blade should be set just slightly higher than the stock being cut. It should never be more than 6mm above the height of the stock. This is to ensure that if your hand slips you only receive a slight cut and do not lose a limb.
- Always stand firmly on the floor and avoid any awkward operations. This is to avoid falling into the blade by slipping or losing your balance.
- Do not carry on a conversation while cutting. Pay attention to the work being performed.
- Do not reach behind or over the blade unless it has stopped turning.
- Do not leave the saw until the blade has come to a complete stop.
- Always disconnect the power prior to changing the blade or performing any other maintenance
- Make sure that the blade has stopped turning before you adjust the table saw.
- After any adjustment, make sure that the blade is free before you turn on the power.
- Ensure that the guides are positioned properly and that the tabletop is smooth and polished. An unclean or rough table requires you to use more force to push the stock through the blade. The more force that you are required to use, the more chance that you may slip or lose your balance.
- Maintain the rip fence parallel to the blade so the stock will not bind on the blade and be thrown.
- Check the throat plate to ensure that it fits exactly and has a slot just slightly larger than the blade. Never operate a table saw with the throat plate removed.
- Do not make free-hand cuts on the table saw. The stock must be guided through the blade either by the rip fence or the mitre gauge.

- Keep the blades' guards, spreaders and anti-kickback devices in place and operating properly. The spreader must be in alignment with the blade and the anti-kickback device must be in place and operating properly. Their action must be checked before cutting.
- Work should be released only when it has gone past the blade.
  - Whenever the stock is lifted or tilted above the surface of the table, the saw can shake the stock, causing you to lose your grip.
  - Losing your grip on a piece means that your hand can slip toward the saw blade or the work can be forcefully kicked back towards you.
- Do not use the fence and a mitre gauge at the same time, unless both on the same side of the fence.
- Guard saw with a hood (crown guard) that completely covers the blade projecting above the table. The guard should ride the thickness of the stock being cut, adjusting to the thickness of the stock.
- The fence must not be adjusted while the saw is running.

Blade Inspection and Installation

- Make sure that contact surfaces are flat, run true on the arbor and are free of foreign materials.
- Check the flanges are the correct size and not warped or sprung.
- Check the label or stampings to ensure that the disk or blade is approved for use on high-speed saws and has a rated rpm suitable to the saw. Some tile/marble saws turn as high as 15,000 rpm. With the new and improved blades on the market, make sure that the rpm of your saw still meets the manufacturer's blade speed requirements.
- Inspect the blade or disk for damage. Abrasive disks tapped lightly with a piece of wood should ring true. If the sound is dull or flat, the disk is damaged and should be discarded.
- Make sure that diamond tips are in place and that the blade is being mounted to turn in the right direction. If any tips are missing from a blade discard it immediately.
- Do not drop abrasive blades. Once blades have been dropped accidentally, discard them. Blades should not be tossed into a tool box or struck by carelessly handling the saw. Blades abused in this manner may sustain hairline fractures invisible to the eye. The blades may fragment and fly apart
- Use the proper bushing on the arbour so disks run true on the shaft without wobbling or vibrating. The use of reducer bushings is not recommended.

Circular Saws - Pocket Cuts

Wear the proper PPE

- Hard Hat
- Eye Protection
- Respiratory Protection
- Hearing Protection

Procedures

1. Ensure saw is not switched on.
2. Tilt the saw forward.
3. Retract lower guard.
4. Lower saw until front teeth almost touch wood.
5. Release the guard to rest on the wood.
6. Switch on the saw.
7. Keep saw tilted forward and push it down and forward with even pressure, gradually lowering it until shoe rests flat on the wood.

Scaffolds

- A professional engineer or a competent worker designated by the supervisor of the project will inspect the scaffold before it is used to ensure that it is erected in accordance with the design drawings. The person carrying out an inspection will state in writing whether the scaffold is erected in accordance with the design drawings.
- Every scaffold will be designed and constructed to support or resist:
  - Two times the maximum load or force to which it is likely to be subjected, without exceeding the allowable unit stresses for the materials of which it is made.
  - Four times the maximum load or force to which it is likely to be subjected without overturning.
- A scaffold with structural components whose capacity can only be determined by testing will be designed and constructed to support or resist three times the maximum load or force to which it is likely to be subjected without causing the failure of any component. No scaffold will be loaded in excess of the load that it is designed and constructed to bear.
- The erection and dismantling of scaffolds must be carried out under the supervision of a competent worker knowledgeable and experienced in such operations.
- Workers erecting and dismantling a scaffold more than 2.5 meters (8 feet) high must be tied off with a full body harness and lanyard equipped with a shock absorber.
- Scaffolds must be adequately braced horizontally and vertically.
- Scaffolds must be equipped with guardrails consisting of a top rail, mid-rail and toe board.
- Scaffold platforms must be at least 46 centimeters (18 inches) wide and if they are over 2.4 meters (8 feet) height they must be planked across their full width.
- Scaffolds must be tied in to a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices.
- Where scaffolds cannot be tied in to a building, guy lines adequately secured should be used to provide stability.
- Scaffold frames must be properly pinned together where scaffolds are two frames or more in height or where they are used as a rolling scaffold tower.
- Scaffold planks must be securely fastened to prevent them from sliding.
- Scaffold planks must be of good quality, free of defects such as loose knots, splits or rot, rough sawn, measuring 48mm X 248mm (1 7/8” X 9 ¾”) in cross section, and No. 1 spruce or better.
- Scaffolds must be erected, used and maintained in a reasonably plumb condition.
- Scaffold planks must be installed so that they overhang by at least 15 centimeters (6 inches) but no more than 30 centimeters (12 inches).
- Scaffolds must be equipped with a proper ladder for access. Vertical ladders must be equipped with 15-centimeter (6 inches) standoff brackets and a ladder climbing fall protection device or safety cage when they are more than 3 meters (10 feet) high.
- Frame scaffolds over 15 meters (50 feet) high and tube-and-clamp scaffolds over 10 meters (30 feet) high must be designed by a professional engineer and constructed in accordance with the design.
- Remove ice, snow, oil, grease and other slippery material from the platform, and apply sand to the
- Wheels or casters on rolling scaffolds must be equipped with braking devise and securely pinned to the scaffold frame.

Skid Steers and Bobcats

Special care must be taken to ensure safety of team members, equipment and the public from the hazards associated with operating heavy equipment.

- Always Inspect area for hazards.
- Complete pre-operation inspection of Skid Steer.
- ONLY certified operators must run skid steer in hazardous situations.
- Understand the written instructions, rules, and regulations.
- Wear PPE as required
- Refer to the operator's manual for instructions on the use, care and maintenance.
- KNOW your load capacities for forks & bucket & NEVER exceed them.
- Know the location of all workers & public at all times
- Always know where overhead power lines are.
- No riders allowed.
- Ensure locates are on site and consult them before commencing with any digging work task.
- Always operate in a well ventilated area.
- Always carry heavy end uphill.
- Always wear seat belt.
- ONLY operate machine with lift bar down.
- Keep away from pinch points at all times.
- ONLY qualified personnel will “boost” skid steers.
- ALWAYS install lift arm stop when working on machinery while lift arms are up.
- Place jack stands at rear before lifting operator cab.
- Maintain 3 points of contact while entering & exiting the skid steer.
- Follow safe practices & procedures for fueling.
- Before leaving skid steer, ensure lift arms are lowered, parking brake is on, and engine is stopped.
- ALWAYS double check that attachments are installed properly.
- Drive skid steer backwards onto trailers and secure according to manufacturers instruction.

Spills

Workers will be trained in the procedures to be taken in the event of a hazardous chemical spill. Training will include: how to contain spills, how to clean up spills, recognizing hazards and clean up, and limits on ability to clean up.

An appropriate size spill kit will be kept on site and stocked with a variety of absorbent pads, pillows, booms, and plugs as well as other materials necessary to help contain and clean up spills of any size that makes me expected on the operation.

Workers must report any and all leak your spills to their supervisor.

Spills that threaten lives or have significant environmental threats must be reported immediately. If you cannot reach someone in the company, then report directly to the device Ministry of the Environment.

When talking to the Ministry of the environment, he sure to include the following:

- Give good directions to spill site.
- Do not hang up until directed to do so.
- Record the name of the person you spoke to and the time you spoke to them.
- Write a brief report including calls made, public agencies answers and responses, and action taken by you and other workers.

Handling the Spill

If the material is listed as hazardous or you do not know what it is:

- Do not attempt containment or clean up.
- Stay a safe distance away.
- Allow no one to enter the area and use flagging if necessary.
- Large volumes of gasoline or other volatile substances should be avoided.
- Call and wait for the first response team.

If the material is known and not hazardous:

- Stop the release if you have been trained and fire and other dangers do not exist.

Tools

Every year in Ontario, workers become injured when they use tools or equipment that is either faulty or damaged. It is our goal to ensure that all tools/equipment required for use by workers will be in good working order and adequately maintained as to protect the worker from injury.

Management Responsibilities:

- Keep lists of all tools/equipment requiring pre-use inspections.
- Keep schedules of equipment requiring regular inspections and who is to perform inspections and frequency of inspections.
- When required, provide written form for the recording of inspections to include:
  - Tool/equipment being inspected.
  - Date of inspection.
  - Name of inspector.
  - List of components to be inspected.
  - Place to record comments/recommendations regarding defects detected.
- State minimum acceptable requirements when required.
- Keep written documentation of repairs on tools/equipment performed prior to return to service.
- Ensure tools/equipment are re-tested and inspected before they are put into use. Documentation must be available to prove that testing and inspections have been done.
- Ensure verification of reports by a competent person.

Supervisor Responsibilities:

- Instruct workers on which tools/equipment require pre-use inspections and maintenance.
- Inform the worker as to what form a pre-use inspection must take - i.e. visual or written form.
- Ensure that workers are performing pre-use inspections.

Worker Responsibilities:

- All worker's personal tools must provide CSA approved tools.

Designated Technician/Inspector:

Only competent and qualified technician(s)/inspector(s) will perform inspections and/or repairs required. When repairs are required on tools/equipment technicians are required to:

- Perform testing and maintenance to the highest standards recommended by the manufacturer or as outlined by Industry Standards, Legislated Standards or standards outlined by the company.
- When requested, use an approved standardized checklist.
- Keep the form in a place where it is available to all employees required to use the tool/equipment.

Proper Use of Hand Tools:

- When working in an area where there is a risk of an explosive atmosphere being ignited, hand tools will be of a non-sparking type.
- Always work in an area free of clutter and debris.
- Always work in a well lit area.
- Always store tools in a dry secure location.
- Hearing and eye protection must be worn at all times when cutting, sawing, drilling or grinding.
- Do not wear jewelry or loose clothing when operating power tools.
- Always use the proper tool for the job.
- Use hand tools with insulated handles and grips.
- Whenever required, wear protective equipment – safety goggles or insulated gloves.

- Before drilling, hammering or cutting with hand or power tools, check for electrical wires or equipment behind walls, above ceilings and under floors.
- Never use metal or metal-reinforced ladders near live wires or equipment.
- Never leave tools lying around which may cause a slip/trip hazard to others.
- Tools will be inspected regularly and replaced or repaired when found to be defective.
- Don't use nail hammers on concrete, steel chisels, hardened steel-cut nails, or masonry nails.
- Discard any hammer with a dented, chipped, or mushroomed striking face or with claws broken, deformed, or nicked inside the nail slot.
- With chisels and other striking tools, always wear eye protection. Gloves are recommended to help prevent cuts and bruises. Always check handles and heads. Make sure head is secure and tight. Replace damaged handles.
- Screwdrivers are not intended for prying, scraping, chiseling, scoring, or punching holes.

Utility Knives:

- Use knives with retractable blades only.
- Always cut away from your body, especially away from your free hand. When you're done with the knife, retract the blade at once. A blade left exposed is dangerous, particularly in a toolbox.

Proper Use of Power Tools:

- Study the manufacturer's instructions before operating any new or unfamiliar electric tool.
- When operating tools in confined spaces or for prolonged periods, wear hearing protection.
- Make sure the tool is held firmly and the material is properly secured before turning on the tool.
- Use only tools that are grounded or double insulated. Make sure the casings of double-insulated tools are not cracked or broken.
- Always use a ground fault circuit interrupter (GFCI) with any portable electric tool operated outdoors or in wet locations.
- Do not hold grounded conductors when using electric tools.
- Keep cords out of the path of electric tools and equipment.
- **Disconnect tools completely from power source before inspecting and maintaining them.** Never bypass broken switches on tools or equipment by plugging and unplugging the cord.
- Any shock or tingle, no matter how slight, means that the tool or equipment should be checked and repaired if necessary.

Proper Use of Grinders:

- Abrasive wheels can cause severe injury. Proper storage of wheels, proper use of wheels and proper maintenance of wheels must be observed.
- Familiarize yourself with the grinder operation before commencing work.
- Wear eye protection.
- Protect fingers and hands. Never adjust any part while the disk or wheel is still turning.
- Ensure grinder is turned **OFF** before plugging it in.
- Ensure proper guards are in place and that safety glasses, face shields, gloves and safety boots are worn when using portable grinders.
- When turning grinder **ON**, keep clear of the wheel or disk. Let the grinder come up to full speed before making contact with the work surface
- For dry grinding, apply work gradually to the wheel, allowing the cold wheel to heat slowly. Never exceed the maximum wheel speed (every wheel is marked). Checks the speeds marked on the wheel of the grinder and compare it to the speed on the grinder.

- Always check the grinding wheel for cracks or chips before use and replace when damaged.
- Select machine and grinding wheels compatible with manufacturer's recommendation. Follow manufacturer's instructions for use, maintenance and changing grinding wheels or disks.
- When mounting the wheels, check them for cracks and defects, ensure that the mounting flanges are clean and the mounting blotters are used. Do not over tighten the mounting nut.
- Before grinding, run newly mounted wheels at operating speed to check for vibrations.
- Grind only on the face of wheels. Side pressure can break wheels not designed for such use. The cove grinder does have attachments and wheels designed for side grinding
- Use tool rests or guards provided by the manufacturer.
- Do not use grinders near flammable materials.
- Never use the grinder for jobs for which it is not designed, such as cutting.
- For terrazzo floor grinders, the water tank should be filled with clean water and the handle adjusted for operator comfort. The machine is to be leveled by using the adjusting wheel. Next, tip the machine back with the handle until the stones are clear of the floor surface. Push the ON switch and allow time for the motor to reach full speed (3,500 rpm). With the motor at full speed, the grinding head speed will reach about 650 rpm. Lower the machine, controlling the descent as much as possible until the grinding stones make contact with the floor surface.
- Floor grinders must have a steady supply of clean water through the grinding heads during operation. The machine should be cleaned and emptied of water after use. A valve handle at the top of the water tank can adjust water flow.
- When a floor grinder has been emptied and cleaned, then refilled with fresh water for the next use, it is not necessary to throw additional water under the machine.
- Wheels on floor grinders will need grease at least six times yearly. Under heavy use, more frequent greasing is recommended.
- Operators should regularly check the oil level on the gearbox transmission. At least three times a year is recommended. If the machine is being heavily used, more frequent checks are recommended.
- Hold portable grinders firmly with both hands and grind with moderate pressure.
- Let portable grinders come to a complete stop before putting them down. Handle with care to prevent dropping. Dropped grinders should be checked carefully for broken wheels.
- Guard against blows to the wheel, either from dropping or by engaging the wheel too quickly.

Proper Use of Bench Grinders:

- Check the tool rest for the correct distance from the abrasive wheel, maximum of 3 mm.
- Replace the grindstone when adjustment of the rest cannot provide of 3-mm clearance.
- If the wheel has been abused and ground to an angle or grooved, reface the wheel with the appropriate surfacing tool.
- Protect your eyes with goggles or a face shield at all times when grinding.
- Each time a grinding wheel is mounted, the maximum approved speed stamped on the wheel bladder should be checked against the staff rotation speed of the machine to ensure the safe peripheral speed is not exceeded. A grinding wheel must not be operated at peripheral speed exceeding the manufacturer's recommendation.
- The flanges supporting the grinding wheel should be a maximum of a the diameter of the wheel, and must fit the shaft rotating speed according the manufacturer's recommendation.
- Bench grinders are designed for peripheral grinding. Do not grind on the side of the wheel.
- Do not stand directly in front of grinding wheel when it is first started.

Proper Use of a Drill:

- Never remove or tamper with safety devices.
- When operating drills in confined spaced or for prolonged periods, wear hearing protection.
- Always plug in the drill with the switch OFF.
- Run the drill momentarily to make sure that the shank is centered and the running true.
- Centre-punch a layout mark or drill a pilot hole in the material so the bit won't slip or slide when you start drilling. A pilot hole is particularly important with hard materials such as concrete or metal.
- With the drill OFF, position the point of the bit in the pilot hole or punched layout hole.
- Hold the drill firmly in one hand or, if necessary, with both hands at the correct drilling angle.
- Turn on the switch and feed the drill into the material with the pressure and control required by the size of the drill and the type of material.
- Don't attempt to enlarge a drill hole by reaming it out with the sides of the bit. Switch to a larger bit.
- While drilling deep holes, especially with a twist bit, withdraw the drill several times with the motor running to clear the drill cuttings.
- Never support material on your knee while drilling. Material should be firmly supported on a bench or other work surface for drilling.
- Clamp small work pieces before drilling. This will prevent them from spinning around. Don't try to drill with one hand and hold a small work piece with the other.
- Never lift or lower a drill by the chord.
- Take a breather now and then to relax your arms, shoulder and back.

Proper Use of Tools Powered by Compressed Air:

Many different types of tools are powered by compressed air. They are fast, powerful, and ideal for repetitive tasks such as the nailing of large areas of roofing deck or chipping or breaking concrete. A compressor, powered by a combustion or electric motor, supplies the air for the tools.

- Run combustion engines outside or in a well-ventilated area to prevent buildup of carbon monoxide gas. Always keep a fire extinguisher near flammable liquids.
- When moving compressors to another location, ask for help or use mechanical devices to prevent back injuries.
- Wear safety goggles and respiratory protection when required.
- Always secure hose connections with wire or safety clips to prevent the hose from whipping except when automatic cut-off couplers are used.
- Make sure hoses are clear of traffic and pose no tripping hazards.
- Replace worn-out absorption pads and springs. Too much vibration of the tool can damage nerves in fingers, hands, and other body parts.
- Some tools have a high decibel rating- for instance, jack hammers and impact drills. To prevent hearing loss, always wear hearing protection.
- Keep hands way from discharge area.
- Match the speed rating of saw blades, grinding wheels, cut-off wheels, etc. to tool speed. Too fast or too slow a rotation can damage the wheels, release fragments and injure workers.
- Never use air to blow dust or dirt out of work clothes. Compressed air can enter the skin and blood stream with deadly results.
- Turn off the pressure to hoses when the system is not in use.
- Turn off the air pressure when changing pneumatic tools or attachments.
- Never "kink" a hose to stop airflow.
- Most air-powered tools need very little maintenance. At the end of the shift, put a teaspoon of oil in the air inlet and run the tool for a second or two to protect against rust.

- Dust, moist air, and corrosive fumes can damage the equipment. An inline regulator filter and lubricator will extend tool life.
- Before start-up, check the couplings and fittings, blow out the hose to remove moisture and dirt, and clean the nipple before connecting the tool. Set the air pressure according to the manufacturer's specifications and open gradually.

Drilling From Ladders:

- The top and bottom of the ladder must be secured to prevent the ladder from slipping or sliding when the operator puts pressure on the drill. When drilling from a ladder, never reach out to either side. Overreaching can cause the ladder to slide or tip.
- Never stand on the top step or paint shelf of a stepladder. Stand at least two steps down from the top. When working from an extension ladder, stand at least three rungs down from the top.
- When drilling from a ladder, never support yourself by holding onto a pipe or any other grounded object. Electric current can travel from the hand holding the drill through your heart to the hand holding the pipe. A minor shock can make you lose your balance. A major shock can badly burn or even kill you.

Tool Maintenance:

- Make sure that the power cord isn't cut, frayed or otherwise damaged.
- If the ground pin is missing on the cord, get a qualified person to repair it.
- If the tool is double insulated (no ground pins on cord), inspect the tool casing for cracks. A cracked tool can be an electrical hazard.
- Make sure that all guards and safeties are in place and in good condition. Never remove a guard or jam a safety to prevent it from working.
- Always store tools in a dry, safe place.
- Make sure all cutting and drilling tools are sharp. Dull tools can jam.

Things to Look Out For:

- Chisels and wedges with mushroomed heads
- Split or cracked handles
- Chipped or broken drill bits
- Wrenches with worn out jaws
- Tools which are not complete, such as files without handles
- Broken or inoperative guards
- Insufficient or improper grounding due to damage on double insulated tools
- Missing ground wire or grounding lug (on plug) on cords of non double insulated tools
- On/off switch not in good working order
- Cracked tool blade
- Wrong speed grinder wheel being used
- Guard has being wedged back
- ***If a tool is defective in some way, DON'T USE IT***

Tower Cranes

Professional Engineer

- Before a tower crane is erected at a project, a professional engineer will ensure that the structural elements and components of the crane be subjected to non-destructive testing to ensure the structural integrity of the
- The professional engineer conducting an inspection or under whose direction an inspection is done will prepare a written report of the test results.
- The constructor will keep the report at the project while the crane is erected.
- A professional engineer or a competent worker designated by a professional engineer will visually inspect for defects the structural elements and components of a tower crane after the crane is erected and before it is used and at intervals not greater than twelve months.

Repairs

- Any defects found during an inspection are repaired in accordance with the instructions of the crane's manufacturer or a professional engineer.
- A professional engineer or a competent worker designated by a professional engineer will inspect a tower crane that has been repaired to ensure that the defects are corrected.
- The professional engineer conducting an inspection or under whose direction an inspection is done will prepare a written report of the test results.
- The constructor will keep the report at the project while the crane is erected.

Automatic Limit Switches

A tower crane will have automatic limit switches and automatic overload limit devices that prevent,

- Overloading at relative radii.
- A load from reaching beyond the highest permissible position specified by the manufacturer.
- The trolley from reaching beyond the permissible travel limit specified by the manufacturer.

In addition to automatic limit switches and overload limit devices, a tower crane will have such other switches and devices as the manufacturer specifies.

A competent worker will perform operational tests on a tower crane to ensure that its automatic limit switches and overload limit devices are installed and functioning in accordance with the manufacturer's specifications.

Operational Tests

Operational tests will be done,

- After the tower crane is erected on the project and before it is used.
- At one-week intervals while the crane is erected on the project.
- Overload limit devices for a tower crane will be tested using test blocks designed for the purpose that have their weight clearly marked on them.
- The test blocks will be kept on the project while the crane is erected.

Slew

A tower crane boom will be able to slew freely when the crane is unattended except when the boom may collide with another crane, a structure or another object or to slew freely would be contrary to the written procedures of the crane's manufacturer.

When a tower crane boom is not permitted to slew freely it will be secured in accordance with the written procedures of the crane's manufacturer.

Operator's Cabin

The operator's cabin of a tower crane will be located on and attached to or positioned on the crane in accordance with the instructions of the crane's manufacturer for the specific model and configuration of the crane and in such a manner that in the event of a failure of the boom, the cabin will not be crushed against the mast.

The operator's cabin will not be located on or attached to the boom unless:

- The cabin and its attachments have been specifically designed and fabricated for that purpose by the original manufacturer of the crane in accordance with good engineering practice.
- The boom of the crane cannot affect or be affected by the operation of another crane or make contact with a structure or equipment.
- The crane is not overlapped by any part of another crane.
- Because of specific site conditions, the location of the cabin on the boom provides greater visibility for the
- The means of access to the cabin or other locations on the boom is by a catwalk constructed of skid resistant expanded metal or similar material and fitted with solidly constructed guardrails and devices which
- The structural, environmental and ergonomic design of the cabin is equal to or greater than that of the crane's manufacturer's standard cabin design
- The proposed location and attachment method provide a structural and mechanical safety factor equal to or greater than that of a cabin located on the crane mast or attached to the slewing ring.

If the crane manufacturer specifies the location of the operator's cabin to be on the boom of a tower crane, the crane manufacturer must provide to the owner of the crane a report for the specific model and specific configuration of crane on a project.

Load Block

A load block of an unattended tower crane will be left empty, at the top position and located at minimum radius.

Other

- The track bed of a rail-mounted tower crane will have a sound and rigid base capable of carrying all loads to which it is likely to be subjected without deformation or settlement which affects the stability of the
- The undercarriage of a rail-mounted tower crane will be fitted with rail clamps that can be firmly attached to the rails to lock the crane in position.
- A rail-mounted tower crane will be locked in position on the rails when not in use.
- A rail-mounted tower crane will have rail stops or bumpers that extend at least as high as the centre of the undercarriage wheels and that are securely attached to the rail at both ends.

Trailers

Single-axle trailers are used regularly to transport equipment, tools, & materials throughout the city. Special care must be taken to protect team members & public from hazards. Whenever possible, trailer use is limited to decrease incident potential.

- Always inspect general condition of trailer prior to use (i.e. tires, hitch and frame).
- Always inspect general condition of truck mounted hitch & ensure it is fitted with the correct sized ball for the trailer you are attaching.
- When mounting trailer to truck, ensure the hitch is locked in place & secured with hitch pin. Attach electrical connections, breakaway chains, & trailer brakes as required.
- Ensure that all signaling lights are in proper working order.
- Ensure that all mirrors on the towing vehicle offer optimum visibility for the driver.
- Always have crew members in truck assist driver with safe navigation through traffic.
- Ensure loads are secure to eliminate shifting or loss of load.
- Always use a signaller when backing up.

Traffic Signaler

The most significant factor in deaths and injuries from equipment backing up is lack of visibility on the driver's part. The use of traffic signalers is mandatory on worksites.

Whenever possible, one-way traffic flow will be established and the avoidance of backing-up will be recommended. Traffic Signalers are to be used as a last resort and as regulated in the OHSA and Regulations Section 69.

Signalers are to be used as a last resort and as regulated in the OHSA and Regulations Section 69:

- will be a competent worker.
- will not perform other work while directing traffic.
- will be position in such a way that they are endangered as little as possible by vehicular traffic.
- will be given adequate written and oral instruction, in a language that he or she understands, with respect to directing vehicular traffic, and those instructions will include a description of the signals that are to be used.

Traffic Signaler:

- Know and use the standard hand signals for on-site traffic.
- Understand maneuvering limitations of vehicles.
- Know driver blind spots.
- Warn workers on foot to keep clear of blind spots.
- Make eye contact with driver before signaling or changing locations.

Workers:

- Make eye contact with vehicle operators before approaching.
- Signal their intended movements to the vehicle operator.
- Be aware of blind spots around the vehicles.
- Avoid standing and talking near vehicle paths and areas where equipment is moving.

Driver and Operators:

- Always acknowledge and maintain eye contact with the signaler.
- Obey signaler's instructions
- Where there is more than one signaler, establish which signaler you are to obey.
- When your view is obstructed, **never** back–up without the aid of a signaler.
- Remain in the cab, if possible, where other equipment is backing up.
- Make sure all mirrors are intact, functional and adjusted for the best view.
- **Stop the vehicle when a worker, signaler or anyone else disappears from view.**
- Blow the horn twice before backing up
- When no signaler is present, get out, walk around the vehicle and back up at once when clear.

Trenching and Excavations

Trenching fatalities are mainly caused by cave-ins. Death occurs by suffocation or crushing when a worker is buried by falling soil. Another significant cause of injury concerning trenching involves contact with power lines. Over half of all power line contacts involve buried cable. Before excavation, the gas, electrical and other services in the area must be accurately located and marked. (see Underground Utilities) Dolyn Construction Ltd. has developed policies and procedures to control hazards related to trenching.

Accidents are mainly caused by the following:

- Falls – workers getting in or out of trenches.
- Falls – workers falling over excavated materials.
- Material handling.
- Material falling into trench.
- Workers falling into the trench itself.
- Exposure to substances that may gather in the trench (toxic, flammable, irritable gases).

A level area extending at least one metre from the upper edge of each wall of an excavation will be kept clear of equipment, excavated soil, rock and construction material.

A work permit should be completed prior to commencing a ground disturbance to ensure that all pre-job activities are complete and the crossing agreements or approvals are complete. The permit should include the requirements listed in the crossing agreements/approvals, identification of hazards and controls, and evidence of communication to affected personnel.

Before an excavation is begun:

- Gas & other services in and near the area to be excavated will be accurately located and marked
- If a service may pose a hazard, the service will be shut off and disconnected.

The company who is responsible for the excavation will request the owner of the service to locate and mark the service. If a service may pose a hazard and cannot be shut off or disconnected, the owner of the service will be requested to supervise the uncovering of the service during the excavation.

Before the start of a ground disturbance activity, approvals or crossing agreements must be obtained from the buried facility owner. The approval will outline the personnel responsibilities as well as any conditions or limitations for the ground disturbance activity.

If a support system is used for the walls of an excavation, a ladder for access to or egress from the excavation will be placed within the area protected by the support system.

If an excavation may affect the stability of an adjacent building or structure, the constructor will take precautions to prevent damage to the adjacent building or structure. A professional engineer will specify in writing the precautions required. Such precautions as the professional engineer specifies will be taken.

Personnel involved in ground disturbance activities should be deemed as competent to complete those activities. Competence includes a combination of training, experience, and qualifications.

Prior to any ground disturbance, the contractor should conduct a pre-job safety meeting discussing the job, the hazard assessment, roles and responsibilities, buried facilities/pipelines, emergency procedures, etc. All employees involved should be in attendance for this meeting.

The ground disturbance written program must be reviewed on a regular basis and updated as necessary. The program should be reviewed when there are changes to regulations or company policy.

The walls of an excavation will be supported by a support system. A support system will consist of, (a) timbering and shoring, if no hydrostatic pressure is present in the soil, and if the width and depth of the excavation are equal to or less than the width and depth indicated in section 238 of Regulation 213; (b) a prefabricated support system; (c) a hydraulic support system; or (d) an engineered support system. Where the excavation is a trench and the depth exceeds six metres or the width exceeds 3.6 metres, the support system will consist of an engineered support system designed for the specific location and project.

- Timbering and shoring, if no hydrostatic pressure is present in the soil, and if the width and depth of the excavation are equal to or less than the width and depth indicated in section 238 of Regulation 213.
- A prefabricated support system; (c) a hydraulic support system.
- A hydraulic support system.
- An engineered support system.

Where the excavation is a trench and the depth exceeds six metres or the width exceeds 3.6 metres, the support system will consist of an engineered support system designed for the specific location and project.

When a pipe/buried facility is exposed, the owner must be notified at least 24 hours prior to backfilling. The owner must inspect the buried facility to ensure its condition is satisfactory. If the owner can not be contacted or fails to inspect, the ground disturber must demonstrate that they made an effort. All records of inspections should be kept for the life of the buried facility.

When unwanted contact is made with a pipe or buried facility, work should be stopped immediately and the owner (licensee) should be notified. If the owner can not be contacted, the applicable one-call centre may be contacted.

Factors to Consider for the Prevention of Cave-Ins:

- Soil Types:
  - Soil types can be divided into four types. It is the supervisor's responsibility to be aware of the four types of soil that may be encountered by the work crew during the work. Soil around trenches will vary greatly especially along the length of the trench and from top to bottom. The supervisor must plan for suitable and appropriate protection depending on the soil types to be encountered. A description of soil types is as follows:
- Moisture type:
  - Too much moisture caused from rain, melting snow, overflow from streams, storm drains and sewers will reduce the cohesion of the soil.
  - Insufficient moisture will also increase the risk of cave-ins. The longer the trench is open to the air, the greater the risk of cave-ins.
- Vibration:
  - Trenching walls are often subjected to vibration from various sources that can create and contribute to the collapsing of the trench walls. Sources of vibration include compaction, pile driving, earth moving, vehicle traffic, blasting and/or other construction operations. Any of these can compromise the walls of the trench.
- Surcharge:
  - An excessive weight on the edge of a trench caused by heavy equipment or the placement of excavated materials increases the risk of cave-ins. A space of at least one (1) meter (3 feet) from the edge of the trench to the toe of the surcharge would be a minimum requirement.

- Previous Excavation:
  - When a trench is dug beside or through a previous excavation, the soil may be loose and unable to support itself. The soil should be assumed to be unstable. Any previous excavation in close proximity to the new trenching can be classified a Type 3 soil, as classified by the Regulations for Construction Projects, and may not stand up unless suitable protection such as sloping or shoring is implemented.
- Existing Foundations:
  - When there is a foundation of a building adjacent to a trench being worked on, there is a possibility of a cave-in. A failure zone exists around most trenches. Foundations of a nearby building extending into this failure zone may result in cave-in. Any surcharges, other disruptions or changes in the condition of the soil could cause a collapse. The soil in these situations should be treated as loose and unstable. Consider it to be Type 2.
- Weather:
  - Particularly as seasons change, careful planning must take weather elements into consideration. Rain, snow, melting snow, thawing earth, overflow from storm sewers, drain, adjacent streams will all produce a change in the soil conditions. Water or liquid from any source can increase the rate of seepage and can result in the reduction of the cohesion in the soil. The stability of a trench can alter drastically overnight because of a change in the weather. When weather conditions change, the stability of the soil should be re-assessed for hazards.
- Working Alone:
  - As per regulation 225 found in the Regulations for Construction, "Work will not be performed in a trench unless another worker is working above ground in close proximity to the trench or to the means of access to it."

Protection Against Cave-Ins:
Statistics show that most fatalities occur on minor jobs of short duration. Such jobs are often excavations for wells and drains, or service connections. Workers often feel that jobs of this nature are not hazardous enough to require protection against cave-ins.

Dolyn Construction Ltd. will, at times, utilizes any one of the following methods to protect workers against the hazard to trench cave-ins:

- Trench Boxes:
  - The Purpose of trench boxes is to provide protection for workers in the event of a cave-in. They are not meant to provide support for trench walls or to shore up walls. If the space between the trench wall and the box has been backfilled, they are then capable of supporting
    - Workers must stay within the trench box at all times.
    - No workers may be in the trench box when it is being moved.
    - A ladder, properly tied off and long enough to extend at least one meter above the box, must be set up in the trench box at all times.
- Shoring:
  - Shoring is a system, which supports trench walls to prevent the movement of soil. If there is a delay between excavation and shoring, no one must be allowed to enter the unprotected trench.

- Sloping:
  - Prior to utilizing this method, the supervisor must determine the soil type, and the best angle of the slope that soil conditions will allow. Conditions may allow a slope that is steep. (Type 1 & 2 Soil) to a very gradual slope (Type 4 Soil). At the top of shoring or trench boxes, it is considered a good safety practice to cut a bench.
  - The angle of slope depends on soil conditions.
    - Good Soil - Types 1 & 2
    - For good soil conditions, a trench sloped at 45 degree angle or 1 to 1 within 44 feet of the trench bottom is usually adequate.
    - Fairly Good Soil - Type 3
    - For fairly good soils, the 45-degree or 1 to 1 angle to the bottom of the trench.
    - Bad Soil - Type 4
    - For poor or bad soils, the trench walls should be sloped at an angle of at least 1 to 3. That's 3 feet back for every one foot up from the bottom.
- Shoring:
  - Shoring is a system, which supports trench walls to prevent the movement of soil. If there is a delay between excavation and shoring, no one must be allowed to enter the unprotected trench.

Trench Boxes:
Trench boxes will be certified by a professional engineer and assembled, inspected and maintained in accordance with the engineering or manufacturer's specifications.

Excavation must be done so as to minimize the space between the trench box and the excavation to allow closer access to the top of the box and to limit soil improvement in the vent of a cave in. If this is not possible, soil must be backfilled around the box after installation to prevent it from moving if a cave in occurs

Trench boxes will have continuous sides and must extend a minimum of 300 mm (12 inches) above the vertical wall of the excavation

The boxes must be placed and secured in the excavation prior to entry by workers and access ladders must be placed inside the box. Workers are to remain in the box as long as they are inside the trench and must leave when the box is being moved

- Inspect ladders regularly for damage.
- Ladders must extend at least one (1) meter (3 feet) above the shoring or trench box.
- Ladders must always be securely tied off at the top.
- Ladders must always be placed within the areas that the shoring or trench box is protecting.
- Place ladders as close as possible to the worker - never be more than 7.5 meters (25 feet) away.

Ladders:
Ladders play a significant role in the safety of workers doing trench work. No matter what type of protection is being used, boxes, sloping or shoring, ladders should be installed in all trenches allowing workers to enter or exit safely at all times.

- Inspect ladders regularly for damage.
- Ladders must extend at least one (1) meter (3 feet) above the shoring or trench box.
- Ladders must always be securely tied off at the top.
- Ladders must always be placed within the areas that the shoring or trench box is protecting.
- Ladders must be placed as close as possible to the working personnel and should never be more than 7.5 meters (25 feet) away.

For more details on ladders consult the *Ladder Safe Work Practice* .

Inspections:
Regardless what protective system is being used, it should be inspected on a regular basis. The inspection is everyone's responsibility. Conditions and materials which should be inspected include, but are not limited

- Trench boxes should be inspected for such hazards as: cracks in welds, structural damage and other defects. Immediately report to the supervisor if the box begins to shift or if it is settling in an uneven
- The ground surface should be inspected for cracks caused by tension which usually occurs parallel to the trench at a distance one-half to three-quarters of the depth of the trench. If you do detect cracks, advise the supervisor and the crew working in the trench. Check all protective systems thoroughly.
- Timber shoring should be inspected for deficiencies. Wales should be inspected for signs of crushing. The crushing Wales usually indicates that there is structural inadequacy and indicates the need for more struts.
- Hydraulic shoring should be inspected regularly for leaking hoses and cylinders, cracked or broken nipples, bent bases and other damages or defective parts.
- Areas adjacent to any shoring should be inspected for water or any other liquid that may have entered the trench. Granular soils and water form a combination that can lead to the undermining of trench walls and these conditions have led to fatalities.

Emergency Procedures:

- Gas Leaks:
  - Evacuate the immediate area.
  - Contact the gas company.
  - Evacuate the people in the building the gas line services.
  - Instruct all evacuees to leave doors and windows open, shut off appliances, furnaces and other sources of ignition.
  - Allow no one to return to the area/building until the gas company declares it safe to do so.
- Electrical Contact:
  - Do not touch the worker or the area around the worker.
  - Call the utility and have the power shut off.
  - Only when the utility company declares it safe to do so, should the worker be approached.

Unless the walls are solid rock, a worker should never enter a trench deeper than 1.2 meters (4 feet) unless it is properly sloped, shored, or protected by a trench box.

Underground Utilities

Contact with underground utilities such as gas, electrical, telephone and water lines can cause injury and/or considerable expense and must be avoided. It is the responsibility of the contractor to ensure that all underground utilities are located and clearly marked. Underground utilities may be marked using labeled stakes, flags and/or paint lines. These markers will be placed at the center line of the underground utility.

Before you dig, contact Ontario One Call at 1-800-400-2255

Worker Responsibilities:

- Never work in an area where underground utilities are not clearly marked.
- Never work outside of the area covered by the locate stakeout information.
- Whenever possible, not work within one meter of a stakeout area.
- Ensure a current Locate Form is available on site at all times

Work Procedure for Excavation by Hand Shovel:

- A safety talk will address the job and any identified existing and/or potential hazards.
- When required, the procedures of the utility company requesting the work will be followed.
- Locations of any existing underground cable must available on site.
- Supervisors must be aware of any existing underground cable as well as which hydro cables are alive or have been isolated and what procedures are required.
- Supervisors will ensure
  - Workers have been instructed as to what task is being carried out .
  - Potential hazards are identified and methods to control the hazards are in place & understood.
  - Adequate PPE has been issued and is being used properly.
  - OHSA and applicable regulations are being followed at all times.
- As digging progresses, any cable exposed must be identified and treated with caution.
- Cables must not be touched or moved until they have been identified and there is no hazard.
- Hydro cable will be touched or moved by Dolyn Construction Ltd. workers.
- Duct is now installed and/or cable is now installed.
- Repair work is completed.
- Work area is backfilled using clean sand to cover existing cable and duct.
- After sand cover is placed, native backfill can be used with compaction using mechanical tamper.
- Site can now be restored to its previous condition, to the satisfaction of the supervisor.

Guidelines for Excavations in the Vicinity of Underground Plant:
Locates:

- Locates should indicate, using labeled stakes, flags and/or high visibility paint marks, the center line of the underground plant in the vicinity of the proposed excavation.
- A diagram showing the locate information should be given to the excavator or the individual, requesting the locate.
- The locate form should indicate any other conditions within the located area such as, but not limited to, the following:
  - If any of the underground plant should be isolated prior to the excavation .
  - The limits of work.
  - The need to excavate before the markings disappear or are displaced.

Locate Boundaries/Accuracy:

- The excavator must not work outside the area covered by the "Locate Form" without obtaining a further locate.
- Locate accuracy should be considered to be one meter on either side of the surface center locate unless the locate instruction specifically indicate other boundary limits.
- Where the underground plant is wider than 2 meters (e.g. Subsurface chamber), special instructions should be included on the locate form.
- Where underground plant is uncovered other than where locates indicate, the excavator must contact the Utility and cease further excavation in the immediate area.

Duration:

- An expiry date for the locate, should be specified on the locate form.
- Stakes or marking may disappear or be displaced. Expired locates should not be used. Where delays occurs beyond the period specified on the locate form, or where the locate markings become unclear, a new locate must be requested by the excavator.

Energized Plant:

- Where the cable is protected by a plastic jacket and contains a concentric neutral, or is installed in direct buried duct or is concrete encased, and then the excavator will follow the recognized procedure.
- Where the cable is not in duct or encased in concrete and excavation is required within one meter then the cable should be isolated where practicable and work protection will be in place before work
- Where it is not practicable to isolate the cable, then work must be performed by an excavator approved by the Utility or will be supervised by Utility personnel.

Test Holes:

Prior to working within a staked out area a test hole should be dug to determine the exact utility center. At no time should mechanical equipment be used within the boundary limits of the locate without first digging test holes(s) to determine the plant's exact centerline and depth of cover. These test holes must be dug at periodic intervals along the plant as specified by the Utility using hand digging methods.

The following procedures will be used when digging test holes:

- Machine excavate immediately outside the boundary limits and then hand dig laterally until the underground utility is found; or
- Hand excavate perpendicular to the center line of the locate in cuts of at least one foot in depth. Mechanical equipment can then be used carefully to widen the hand-dug trench to within one foot of the depth of the hand-dug excavation.
- Machines using vacuum, water or air systems as a cutting method may be used to locate the plant as an alternate to hand digging. Management/supervisor should contact the Utility for specific
- Concrete saws, jackhammers, hand tools or other similar equipment may be used to break concrete or asphalt on a road or sidewalk surface.
- Unless otherwise stated, machine excavation should only be used to remove broken asphalt or
- Concrete below the road surface layers should not be removed without consultation with the Utility, as underground plant may be encased therein.

Excavation After Test Holes are Completed:
Where test holes in an area have been completed, excavation using mechanical equipment may take place provided the following procedures are used:

- Wherever possible, mechanical excavating equipment should be operated parallel to the direction of the plant when the excavation is within 2 metre of the plant.
- Mechanical equipment must not be used closer than 0.3 metre (1foot) to the plant.
- Excavation within 0.3 metre (1 foot) of the plant must be carried out by hand digging methods.
- Where the proposed excavation is closer than 0.3 metre (1 foot) to the plant it will be exposed:
    - By mechanical equipment up to 0.3 metre (1 foot) above the plant.
    - By hand digging methods within 0.3 metre (1 foot) of the top of the plant.

Undermining the Underground Plant:
Where the underground plant is undermined for more than one metre, the excavator will contact the Utility for support procedures and the required clearances.

Moving of Underground Plant:
No plant will be moved, even slightly, to accommodate the excavation work. The local Utility must be contacted for instructions under these conditions.

Work Around Exposed Plant:
Once the plant has been exposed, no further work will be carried out within the excavation until the work areas have been made safe using adequate barriers or protective covering to protect the plant from damage or to prevent accidental contact with exposed energized plant.

Backfilling:
Where trenches are to be backfilled, they must be backfilled in accordance with the Utilities specifications and standards and in accordance with the appropriate road authority specification and standards.

Colour Coding:
Marking or stakes used for the identification of underground plant will be spray painted in “Safety Red” as per Ansi Standard Z 535.1, 7.5 R4.0/14.

Emergency Procedures:
Electrical Lines:

- Keep other workers away from the equipment in contact.
- If possible, break contact by moving the machine away.
- If it is not possible to break contact, the operator should stay on the equipment until the source of electricity is de-energized by Hydro.
- If there is an emergency situation that would pose a greater risk to the operator, the operator should jump from the equipment as far from it as possible keeping both feet together when landing and then take small steps to move farther away.

Gas Line:

- Call the gas company immediately.
- Put out smoking materials and shut off other sources of ignition such as engines and equipment.
- Evacuate the area until the gas company declares the area to be safe.
- Should a service to a home or building occur - people inside should be advised to:
    - Open doors and windows
    - Turn off appliances and all sources of ignition (furnace etc.)
    - Vacate the building

Vehicle Safety

Vehicle safety is of extreme importance to Dolyn Construction Ltd.. It is the goal of the company to maintain a high level of safety awareness and to promote responsible driving behaviour by its employees. Driver safety awareness and responsible driving behaviour will significantly decrease the frequency of vehicle accidents and reduce the severity of personal injury and property damage.

All employees who operate Dolyn Construction Ltd. vehicles must hold a valid driver's license applicable to the type of vehicle being operated, as a condition of employment.

A company vehicle, when not used for business purposes, may be driven for personal use at the discretion of the company. At no time should a driver allow unauthorized persons to operate the vehicle assigned to them. To do so would subject the assigned driver to disciplinary proceedings and may result in

Motor vehicle incidents that occur while on company business must be reported. The vehicle policy should include procedures to follow in the event of an incident.

Pre-use inspections must be performed before operating a vehicle. This consists of a walk-around the vehicle to check for any defects to the vehicle and ensure there are no barriers blocking the path. Company-owned vehicles will have a maintenance program in place meeting the minimum manufacturer's recommendation. In the event that you are driving personal vehicles for company business, doing a pre-use inspection and vehicle maintenance must still be completed.

Seatbelt use is mandatory for the driver and passengers while operating a motor vehicle on company

As a condition of employment, and periodically thereafter, the company may ask drivers to produce a Ministry of Transportation (MTO) Driver History form. If this record indicates any of the following reported incidents, the driver may be immediately suspended or terminated at the discretion of management:

- Convicted of a drug or alcohol offence.
- Refusal to submit to a Blood Alcohol Content test.
- Conviction for reckless or dangerous driving.
- Any combination of three or more "at fault accidents" or "preventable accidents".
- Leaving the scene of an accident.
- At fault in a fatal accident.
- Felony committed involving a vehicle
- Three or more physical damage claims to a company vehicle within any twelve month period.

Management Responsibilities:

- All company vehicles carry adequate insurance to meet provincial requirements.
- Insurance coverage will include coverage for:
  - Personal injury
  - Property damage
  - Medical coverage to protect the technician.
- Authorized drivers carry current drivers licenses.
- Only authorized drivers operate company vehicles.
- Driver abstracts will obtained and reviewed for all drivers of company owned vehicles. A driver abstract contains information on the operator's license, conviction information, demerit points, and suspensions.
- Drivers are reimbursed for any out of pocket expenses required to ensure the safety and maintenance of the company vehicle.
- A reliable source of two-way communication is available to each driver.

- Service truck operators have current first aid training.
- The design and layout of service vehicles are constructed in such a way as to ensure the safety of the driver in the event of sudden stops, sharp turns and any other situations which may occur.

Worker Responsibilities:

- At no time alter or modify his/her vehicle in any manner.
- Remove, deface, obscure or obliterate any inscription or cause any other person to do so.
- Keep the vehicle clean orderly and in a presentable state at all times.
- Perform documented daily circle checks and complete logbooks when required. This report must include any major and minor defects found during the inspection or, if none were found, a statement that no major or minor defects were found.
- Report any and all mechanical defects to Dolyn Construction Ltd. immediately.
- Be held responsible for any damage if proof is provided determining the technician is responsible for the defect as a result of abuse or neglect.
- Operate the vehicle, at all times, in compliance with the Ontario Highway Traffic Act and any other applicable laws and regulations.
- Report any traffic violations, both moving and parking, to management immediately.
- Pay all fines received during those times where they are deemed the authorized driver responsible for the vehicle.
- Ensure that all loads are adequately secured for transport.
- Ensure company vehicles are secure when left unattended. If the company vehicle is equipped with a burglar alarm, ensure the alarm is set whenever the truck is left alone. Report to management immediately the performance failure of the truck alarm.
- No driver is to exceed 13 hours of driving in a 24 hour period.
- Refrain from smoking in any company vehicle.
- Store equipment, materials, tools etc. in such a way as to prevent shifting in the event of sudden stops or sharp turns.
- Any cargo on or in motor vehicles must be adequately stored and secured to prevent unintentional movement of the equipment which could cause spillage, damage to the vehicle, or injury to the
- Workers must follow all traffic laws and rules of the road while on company business.
- Workers are responsible for possessing a valid driver's license for the type of motor vehicle they
- Workers are strictly prohibited from operating a motor vehicle while under the influence of drugs or alcohol. This includes; blood alcohol level at or above the local legal limit; illegal drugs; and prescription medications that cause drowsiness or other conditions that may cause impairment.
- Employees must not use handheld cell phones while operating a motor vehicle. All cell phone use, including hands-free, is prohibited while driving on customer/client property.

Commercial Vehicles

Daily Inspection:

A daily inspection of a commercial motor vehicle or trailer must include an inspection of every system and component listed in the applicable Schedule found in Ontario Regulation 199 and/or NSC Standard 13. A daily inspection must be adequate to determine whether there is a major or minor defect as set out in the appropriate daily inspection schedule. A daily inspection is valid for 24 hours.

The report completed when the daily inspection is completed must include any major and minor defects found during the inspection or, if none were found, a statement that no major or minor defects were found.

Driving Durations:
After a driver has accumulated 13 hours of driving time in a day, the driver will not drive again on the same day. After a driver has accumulated 14 hours of on-duty time in a day, the driver will not drive again on the same day. A driver will take at least 10 hours of off-duty time in a day. Off-duty time that is in addition to the mandatory eight consecutive hours of off-duty time may be distributed throughout the day in blocks of no less than 30 minutes each. The off-duty time will be at least 2 hours and may be added to the mandatory eight consecutive hours of off-duty time but cannot form part of it.

Every driver will keep a daily log each day that accounts for all of the driver's on-duty time and off-duty time for that day. An operator will require every driver to keep a daily log. A driver is not required to keep a daily log for a day if the driver, (a) on the operator's instructions, drives a commercial motor vehicle solely within a radius of 160 kilometres of the location at which the driver starts the day; and (b) returns at the end of the day to the same location from which he or she started.

Loads
A load carried on a commercial motor vehicle on a highway must be secured by means of, (a) sides, sideboards or stakes and rear stakes, endgate or endboard that are securely attached to the vehicle, are strong enough and high enough to ensure that the load will not shift on or fall from the vehicle, and have no opening large enough to permit any of the load to pass through; (b) at least one tiedown that meets the requirements for each 3.04 linear metres of lading or fraction thereof, and as many additional tiedowns that meet the requirements as are necessary to secure each part of the load, either by direct contact between the load and the tiedown or by contact between the load and tonnage; or (c) any other means that prevents a load from shifting or falling that is similar to and at least as effective as the means specified in clause (a) or (b). A tiedown or tonnage in contact with exterior, topmost items of a load and securely holding each interior and lower item will be deemed to comply with the requirements for contact in clause (1) (b). If the load may shift in transit, the load must be blocked, restrained, or contained in such a manner that it will not shift in a forward direction when the vehicle decelerates at a rate of six metres per second per second or more and must be, (a) securely blocked or braced against the sides, sideboards, or stakes of the vehicle; or (b) secured by devices

Parking
Drivers must perform pull-through parking (pulling through a space, so the vehicle is facing outwards in the next space) when available, or backing into a parking space if necessary. This provides the operator an easier exit from the parking area as well as a quick exit in case of an emergency. When backing, it is recommended that a spotter be stationed outside the vehicle to ensure the driver backs safely, whenever practicable.

Mobile Equipment
All mechanically-powered vehicles, machines, tools, and equipment rated at greater than 10 horsepower will be inspected by a competent worker to determine whether they can handle their rated capacity and to identify any defects or hazardous conditions. The inspections will be performed before the vehicles or equipment are first used at the project and thereafter at least once a year or more frequently as recommended by the manufacturer. Every replacement part for vehicle equipment will have at least the same safety factor as the part it is replacing. No modification to, extension to, repair to, or replacement of a part of a vehicle or equipment will result in a reduction of the safety factor of the vehicle or equipment.

Mobile equipment is only to be operated only by a competent person.

No person will use or operate a machine unless it is equipped with a roll-over protective structure and a restraining device for every operator of the machine. No person will use or operate a machine that is equipped with a restraining device unless the person is wearing the restraining device.

Such action as may be necessary to prevent an unattended vehicle, machine, or equipment from being started or set in motion by an unauthorized person must be taken. An unattended vehicle, machine or equipment will have its brakes applied and its wheels blocked to prevent movement when the vehicle, machine or equipment is on sloping ground or is adjacent to an excavation.

A load carried on a commercial motor vehicle on a highway must be secured by means of, (a) sides, sideboards or stakes and rear stakes, endgate or endboard that are securely attached to the vehicle, are strong enough and high enough to ensure that the load will not shift on or fall from the vehicle, and have no opening large enough to permit any of the load to pass through; (b) at least one tiedown that meets the requirements for each 3.04 linear metres of lading or fraction thereof, and as many additional tiedowns that meet the requirements as are necessary to secure each part of the load, either by direct contact between the load and the tiedown or by contact between the load and tonnage; or (c) any other means that prevents a load from shifting or falling that is similar to and at least as effective as the means specified in clause (a) or (b). A tiedown or tonnage in contact with exterior, topmost items of a load and securely holding each interior and lower item will be deemed to comply with the requirements for contact in clause (1) (b). If the load may shift in transit, the load must be blocked, restrained, or contained in such a manner that it will not shift in a forward direction when the vehicle decelerates at a rate of six metres per second per second or more and must be, (a) securely blocked or braced against the sides, sideboards, or stakes of the vehicle; or (b) secured by devices that conform to the requirements

Weather

Workers required working in high temperatures or cold environments must take precautions against exposure. Prolonged exposure to a hot environment may cause heat exhaustion or heat stroke while prolonged exposure to a cold environment may cause frostbite or hypothermia. Supervisors are responsible for recognizing extreme hot/cold environments and must adjust work tasks to accommodate the harsh conditions. Supervisors are trained to recognize the symptoms of heat exhaustion, heat stroke, frostbite and hypothermia.

Heat Stress

Condition	Symptoms	Treatment
Heat Rash	• Red bumpy rash with itching	• Change into dry clothes • Avoid the heat • Rinse skin with cool water
Sunburn	• Red, painful or blistering and peeling skin	• If skin blisters seek medical aid • Use skin lotions • Work inside if possible
Heat Cramps	• Painful cramps in legs, stomach or arms.	• Move to cool area • Loosen clothing • Drink fluids
Fainting	• Sudden fainting • Cool most skin • Weak pulse	• Get medical aid immediately • Loosen clothing • When conscious give sips of water
Heat Exhaustion	• Pulse weak and rapid • Breathing rapid and willow • Blurred vision • Skin cold and clammy • Nausea and vomiting	• Move out of the heat • Rest • Loosen tight clothing • Keep head low, raise legs & feet • Get medical aid immediately
Heat Stroke	• Pulse rapid and progressively • Breathing noisy • Lack of perspiration • Nausea and vomiting	• Sponge with cold water • Cover with wet towels • Using hands fan the worker • Get medical aid immediately

When working in extreme hot environments:

Management/Supervisor Responsibilities:

- Give frequent breaks in a cool area.
- If possible use fans.
- Provide unlimited cool water.
- Make allowances for workers using PPE that might retain heat.
- Schedule hot jobs for cooler times of the day.
- Monitor workers closely for signs of heat stress.

Worker Responsibilities:

- Wear light loose clothing.
- Drink 8 oz. of water every half hour.
- Avoid tea or coffee.
- Avoid eating hot, heavy meals.

Cold Stress

Condition	Symptoms	Treatment
Frostbite	• Skin looks white and waxy Skin is hard to touch • Skin feels numb	• Warm frost bitten area slowly using body heat • If there are blisters apply sterile dressings and bandage lightly
Hypothermia	• Shivering • Slurred speech • Stumbling • Drowsiness	• Carefully move worker to shelter • Keep worker awake • Warm body using body heat • Give warm, sweet drinks • Call for medical help

When working in extreme cold environments:

- ***Stay warm*** – wear layers of clothing to trap body heat. Cover your head with a hard hat liner. Avoid tight fitting boots. Wear mittens instead of gloves.
- ***Stay dry*** – Avoid wetness due to sweating, rain or snow.
- ***Stay safe*** – limit exposure time.
- ***Avoid fatigue*** – rest periodically in a shelter.

Management/Supervisor Responsibilities:

- Provide rest breaks in a warm area.
- Monitor hot drinks.
- If possible provide heaters.
- Allow frequent breaks and monitor workers closely for signs of cold stress.

Worker Responsibilities:

- Wear proper clothing to include hats and mitts.
- Wear outer layer that will repel moisture.
- Wear extra socks but not if boots become too small.

High Winds

Severe winds can cause tree branches and limbs to fall, knock over structures and affect a wide variety of temporary outdoor structures. Severe wind storms are dangerous and difficult to predict with some gusts coming with little or no warning, but if you follow a few simple safety tips you can greatly reduce the amount of damage a wind storm can cause.

- Monitor the weather for severe storms. If there are thunderstorm warnings or if the sky looks ominous, it is important to immediately check the weather. Responding quickly to warnings is the most important step in keeping people and property safe.
- Gather loose objects and safely store them indoors. Objects left outside in wind storms can pose two dangers. They can either become projectiles and potentially injure people and property, or the objects themselves can be lost, damaged, or ruined.
- Secure large outdoor objects Some objects will simply be too big to safely bring indoors in the event of high winds, but even if they are too large to bring in they can still be affected by wind. There are many ways to safely secure these objects including weights, ropes, chains, and stakes.
- Close and secure doors and windows Open windows can result in water damage or broken glass. If there are shutters it is important to close them. Also, close and secure doors since strong winds can easily rip them from hinges.

Lightning

If you can see lightning or hear thunder, activate this safety plan. Resume activities only when lightning and thunder have not been observed or heard for thirty minutes.

Be prepared: Identify safe and unsafe locations beforehand.
Preparedness can reduce the risk of the lightning hazard and raise safety levels. Lightning is a frequent weather hazard impacting work situations. Advance planning is the single most important means to achieve lightning safety. Supervisors will monitor weather conditions and report hazards to all outdoor workers. Outdoor workers will monitor weather conditions and report hazards to Supervisors.

- Suspend Activities.
- Unplug all electrical tools and equipment.
- Seek safe shelter – Safe areas include fully enclosed metal vehicles with windows up or substantial and permanent buildings.
- Monitor Conditions.
- Resume Activities - Resume activities only when lightning and thunder have not been observed or heard for thirty minutes.

Do not seek shelter in the following areas:

- Small structures including huts & rain shelters.
- Nearby metallic objects like fences, gates, instrumentation and electrical equipment, wires, and power-poles.
- AVOID trees, AVOID water, AVOID open fields, AVOID using the (hardwired) telephone and

Lightning Safety Crouch

If hopelessly isolated from shelter during close-in lightning, adopt a low crouching position with feet together and hands on ears.

Emergency Procedures – Struck by Lightning

People who have been struck by lightning do not carry an electrical charge and are safe to handle.

- Apply First Aid immediately, if you are qualified to do so.
- Get emergency help promptly.
- Advise supervisor promptly.

Shoveling Snow

- Inform someone that you will be doing snow removal
- Visually inspect the shovel for wear and tear, and if more than one shovel is available, find the one that meets both your needs and that of the task at hand (i.e., smaller faced shovels used for lifting or moving heavy, wet snow)
- Take smaller steps when both shoveling and walking
- Push or shovel only manageable amounts of snow
- Use your legs – and not your back, when lifting snow
- Shovel snow into piles at a close distance to your body
- Spread either salt, sand or some other traction substance on the cleared area to reduce ice formation and potential slips, trips and falls
- Return shovels to their original locations when finished shoveling
- Inform supervisor of any outstanding snow or ice conditions not attended to
- Do not twist or strain when carrying a load of snow in your shovel
- Do not block ramps or exits when shoveling

WHMIS 2015

(Workplace Hazardous Material Information System)

WHMIS stands for the Workplace Hazardous Materials Information System. It is a comprehensive system for providing health and safety information on the safe use of hazardous products used in Canadian

Every employee has the right to know about hazardous materials they are required to work with. WHMIS provides access to that information through the use of labels, Safety Data Sheets (SDS) and through worker training and education.

WHMIS has aligned with the worldwide hazard communication system known as GHS - the Globally Harmonized System of Classification and Labeling of Chemicals. Aligning with GHS provides many benefits, including:

- Hazard classification criteria indicate severity of hazards.
- New hazard classes are included.
- Physical hazard criteria are consistent with the Transport of Dangerous Goods (TDG regulations).
- Standardized language (hazard and precautionary statements).
- Standardized SDS format and more comprehensive requirements.

The main components of WHMIS are hazard identification and product classification, labeling, safety data sheets, and worker education and training.

WHMIS first became law in 1988 through a series of complementary federal, provincial and territorial legislation and regulations. This original system will be identified as WHMIS 1988. Updates to implement GHS will be referred to as WHMIS 2015.

The Hazardous Products Regulations set out specific hazard classification criteria. If a product covered by the Hazardous Products Act meets the criteria to be included in a hazard class or category, it is considered to be a "hazardous product". All hazardous products used in the workplace are covered by the WHMIS regulations, and a WHMIS program, including education and training, must be in place.

Supplier Responsibilities

Suppliers are those organizations who, in the course of business, sell or import hazardous products. Suppliers must ensure the appropriate classification of hazardous products. This classification is determined based on comparison of all available hazard data for the ingredients or mixture to the WHMIS requirements as outlined in the Hazardous Products Regulations (WHMIS 2015) or the Controlled Products Regulations (WHMIS

When a product is considered to be a "hazardous product", the supplier must label the product or container and they must provide a safety data sheet (SDS) to their customers. The purpose of the label is to clearly identify the hazardous product, the supplier, the hazards and precautionary measures. The SDS provides more information about that product.

Employer Responsibilities

When a hazardous product is used in the workplace, employers are required to:

- Educate and train workers on the hazards and safe use of products.
- Ensure that hazardous products are properly labeled.
- Prepare workplace labels, as needed.
- Prepare SDSs, as necessary (e.g., if an employer manufactures a hazardous product that is used on-
- Provide access to up-to-date SDSs to workers.
- Ensure appropriate control measures are in place to protect the health and safety of workers.

- Ensure that all hazardous products (as defined by the Hazardous Products Regulations) have an up-to-date SDS when it enters the workplace. The SDSs must be readily available to the workers who are exposed to the hazardous product, and to the health and safety committee or representative.
- Make sure that the product is being used in the way the manufacturer intended; otherwise the advice provided on the SDS and label may not apply, or the protective measures listed may not be adequate. Section 1 of the SDS should describe the typical use of the product and may indicate restrictions.

Worker Responsibilities
Workers will participate in WHMIS education and training programs, take necessary steps to protect themselves and their co-workers, and participate in identifying and controlling hazards.

Be familiar with the hazards of a product before using it. Look at an SDS, match the name of the product on the container to the one on the SDS, know the hazards, understand safe handling and storage instructions, as well as understand what to do in an emergency.

Consumer Products
Consumer products are those products that can be purchased in a store and are generally intended to be used in the home. They often include cleaning products, adhesives, or lubricants. These products are labeled according to other legislation.

A comprehensive chemical safety program would include both hazardous products as regulated by WHMIS, and any other products that a worker may be exposed to (which includes consumer products). Workers should still receive education and training for safe use of these products.

Enforcement
WHMIS is enforced by the provincial or territorial government departments or agencies responsible for health and safety, or through the Labour Program for federally regulated workplaces.

Ministry of Labour (MOL) Inspectors
Inspectors have the authority to ensure that occupational health and safety legislation is being followed.

For WHMIS, management will be prepared to:

- Demonstrate that a WHMIS program is in place.
- Show where the SDSs are for the hazardous products used at that workplace.
- Show that hazardous products in use have the appropriate labels.
- Show education and training records for employees who work with or may be exposed to a hazardous product.

Inspectors may need to speak to workers to confirm that education and training has taken place. Workers should be able to answer these questions for every hazardous product they work with:

- What are the hazards of the product?
- How do I protect myself from those hazards?
- What do I do in case of an emergency?
- Where can I get further information?

Safety Data Sheets:
Safety Data Sheets (SDSs) are summary documents that provide information about the hazards of a product and advice about safety precautions. SDSs are usually written by the manufacturer or supplier of the product. In some circumstances, an employer may be required to prepare an SDS (e.g., when the product is produced and used exclusively in that workplace).

SDSs provide more detailed hazard information about the product than the label. They are an important resource for workplaces and workers to help you learn more about the product(s) used. Use this information to identify the hazards of the products you use and to protect yourself from those hazards, including safe handling and emergency measures.

SDSs tell users what the hazards of the product are, how to use the product safely, what to expect if the recommendations are not followed, how to recognize symptoms of exposure, and what to do if emergencies

Every product that is classified as a “hazardous product” under WHMIS that is intended for use, handling or storage in a workplace in Canada must have an SDS.

SDSs have many different audiences including occupational hygienists and safety professionals, employers, supervisors, nurses, doctors, emergency responders, and workers. To ensure that SDS users can quickly find the information that they need, information directed toward these various users will be listed in specific sections. Having a set format will make it easier to find the information you need on every SDS.

SDS Dates
SDSs are required to be accurate at the time of sale. An SDS will be required to be updated when the supplier becomes aware of any "significant new data". The definition of "significant new data" is:

> "New data regarding the hazard presented by a hazardous product that changes its classification in a category or subcategory of a hazard class, or result in its classification in another hazard class, or change the ways to protect against the hazard presented by the hazardous product." (Source: Canada Gazette, Part II, Hazardous Products Regulations, Section 5.12 (1))

This definition means that an SDS must be updated when there is new information that changes how the hazardous product is classified, or when there are changes to the way you will handle or store or protect yourself from the hazards of the product.

SDSs will be updated within 90 days of the supplier being aware of the new information. When purchasing a product within this 90 day time period, the supplier must inform you of the significant new data and the date on which it became available in writing.

Every SDS must provide a date of last revision in Section 16 – Other Information. You will know if an SDS has been updated by checking this date, and comparing it to the one on any previous SDS you have.

Note that there is no requirement for the supplier to provide an updated SDS to past purchasers of a hazardous product. However, it continues to be good practice to provide this information to purchasers who may still be using the product.

- Obtain and review SDS for materials to be used at the worksite.
- SDS will be kept in a readily accessible binder located at Head Office and at the worksite.
- Supplier SDS and Subcontractor's SDSs must be provided before they arrive on site.
- SDS must be current within the past three years.

SDS Sections
The Hazardous Products Regulations specifies the sections and content for the SDS, as follows:

1 Product Identification
2 Hazard identification
3 Composition/Information on ingredients
4 First-aid measures

5 Fire-fighting measures
6 Accidental release measures
7 Handling and storage
8 Exposure controls/Personal protection
9 Physical and chemical properties
10 Stability and reactivity
11 Toxicological information
12 Ecological information
13 Disposal considerations
14 Transport information
15 Regulatory information
16 Other information

Labels:

- In Canada, WHMIS legislation requires that products used in the workplace that meet the criteria to be classified as hazardous products must be labeled.
- Labels are the first alert to the user about the major hazards associated with that product, and outline the basic precautions or safety steps that should be taken.
- In most cases, suppliers are responsible for labeling the hazardous products that they provide to
- Employers are responsible for making sure that hazardous products that come into the workplace are labeled and to prepare and apply a workplace label when appropriate.
- There are two main types of WHMIS labels: supplier labels, and workplace labels.

Supplier Labels

- A supplier label is provided or affixed (attached) by the supplier and will appear on all hazardous products received at a workplace in Canada. If the hazardous product is always used in the container with the supplier label, no other label is required.
- Supplier labels must be written in English and French. They may be bilingual (as one label), or available as two labels (one each in English and French).
- The supplier label must include the following information:
  - Product identifier - the brand name, chemical name, common name, generic name or trade name of the hazardous product.
  - Initial supplier identifier – the name, address and telephone number of either the Canadian manufacturer or the Canadian importer.
  - Pictogram(s) – hazard symbol within a red "square set on one of its points".
  - Signal word – a word used to alert the reader to a potential hazard and to indicate the severity of the hazard.
  - Hazard statement(s) - standardized phrases which describe the nature of the hazard posed by a hazardous product.
  - Precautionary statement(s) – standardized phrases that describe measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous product or resulting from improper handling or storage of a hazardous product.

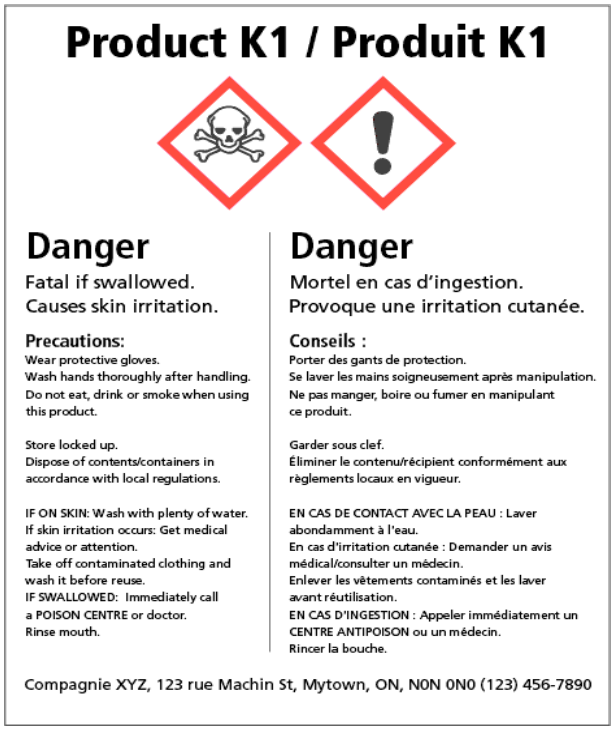
Signal Word
A signal word is a prompt that alerts you about the degree or level of hazard of the product. There are only two signal words used: "Danger" or "Warning". "Danger" is used for high risk hazards, while "Warning" is used for less severe hazards. If a signal word is assigned to a hazard class and category, it must be shown on the label, and listed in section 2 (Hazards Identification) of the Safety Data Sheet (SDS). Some hazard classes or categories do not have a signal word assigned to them.

Hazard Statement
Each hazard class and category has an assigned "hazard statement". Hazard statements are brief, standardized sentences that tell you more about the exact hazard of the product. The statements are short but they describe the most significant hazards of the product.

The wording of the hazard statement helps to describe the degree of the hazard. For example: "May cause cancer" is more hazardous than "Suspected of causing cancer".

Examples of hazard statements are:

- Extremely flammable gas.
- Contains gas under pressure; may explode if heated.
- Fatal if inhaled.
- Causes eye irritation.
- May cause cancer.



Precautionary Statement
Precautionary statements provide advice on how to minimize or prevent adverse effects resulting from exposure to a hazardous product or resulting from improper storage or handling of a hazardous product. These statements can include instructions about storage, handling, first aid, personal protective equipment and emergency measures. Like the hazard statements, the wording of precautionary statements is standardized and harmonized.

Precautionary statements will be consistent with the degree of the hazard associated with the product.

There are five types of precautionary statements:

- General.
- Prevention.
- Response (including first aid).
- Storage.
- Disposal.

Examples of precautionary statements are:

- Keep container tightly closed.
- Wear protective gloves/protective clothing/eye protection/face protection.
- If exposed or concerned: Get medical advice/attention.
- Fight fire remotely due to the risk of explosion.
- Protect from sunlight.

Label Requirements
There is no set format for a supplier label. As mentioned, labels must be in English and French. They may be bilingual (as one label), or be presented as two labels (one each in English and French).

Labels will require the following:

- the pictogram, signal word, and hazard statement are to be grouped together,
- to be clearly and prominently displayed on the container,
- to be easy to read (e.g., you can see it easily without using any item except corrective glasses), and
- to be in contrast with other information on the product or container.

Supplier Label Dates
A label will be required to be updated when the supplier becomes aware of any "significant new data". According to the regulation, the definition of significant new data is:

> "New data regarding the hazard presented by a hazardous product that changes its classification in a category or subcategory of a hazard class, or result in its classification in another hazard class, or change the ways to protect against the hazard presented by the hazardous product." (Source: Canada Gazette, Part II, Hazardous Products Regulations, Section 5.12 (1))

Labels will be required to be updated within 180 days of the supplier being aware of the new information. If you purchase a product within this 180 day time period, the supplier must inform you of the changes, and the date they became available, in writing.

SDSs will be updated within 90 days of the supplier being aware of the new information. When purchasing a product within this 90 day time period, the supplier must inform you of the significant new data and the date on which it became available in writing.

Workplace Labels
A workplace label is required when:

- a hazardous product is produced (made) at the workplace and used in that workplace,
- a hazardous product is decanted (e.g., transferred or poured) into another container, or
- a supplier label becomes lost or illegible (unreadable).

There are two situations when a workplace label is not necessary. When a hazardous product is:

- poured into a container and it is going to be used immediately, or
- "under the control of the person who decanted it". For example, when the person who poured the product into another container will be the only person who will use it, and the product will be used during one shift, a full workplace label may not be required. However, the container must still be identified with the product identifier (name).

If the product is not used right away or if more than one person will be in control of the product, a full workplace label is required. Note that a company may have specific rules about labeling containers that are above or exceed the WHMIS requirements.

Workplace Labels Requirements
Workplace label will require the following information:

- Product name (matching the SDS product name).
- Safe handling precautions, may include pictograms or other supplier label information.
- A reference to the SDS (if available).

Procedures

Workers should:

- Always check to see if there is a label on the product before using it.
- Read, understand and follow the instructions on the label and SDS. Follow any additional education, instructions, and training as provided by your employer.
- Ask your supervisor if you are not sure about how to use or store it.
- Ask for a new label when the old one cannot be seen or read properly.
- Do not use a product that is not labeled or if the label is unreadable. Ask your supervisor for help (e.g., to replace the label).

Hazard Classes and Categories

WHMIS 2015 applies to two major groups of hazards: physical, and health. Each hazard group includes hazard classes that have specific hazardous properties.

- Physical hazards group: based on the physical or chemical properties of the product - such as flammability, reactivity, or corrosivity to metals.
- Health hazards group: based on the ability of the product to cause a health effect - such as eye irritation, respiratory sensitization (may cause allergy or asthma symptoms or breathing difficulties if inhaled), or carcinogenicity (may cause cancer).

Hazard classes are a way of grouping together products that have similar properties. Most of the hazard classes are common to GHS and will be used worldwide by all countries that have adopted GHS. Some hazard classes are specific to WHMIS 2015.

Pictograms

Pictograms are graphic images that immediately show the user of a hazardous product what type of hazard is present. With a quick glance, you can see, for example, that the product is flammable, or if it might be a health hazard.

Most pictograms have a distinctive red "square set on one of its points" border. Inside this border is a symbol that represents the potential hazard (e.g., fire, health hazard, corrosive, etc.). Together, the symbol and the border are referred to as a pictogram. Pictograms are assigned to specific hazard classes or categories.

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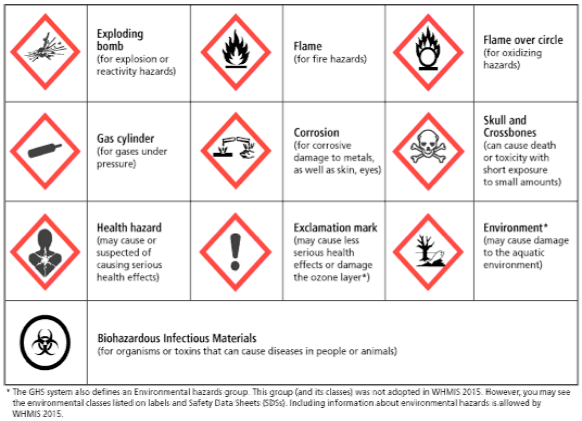
The graphic below shows hazard pictograms. The bold type is the name given to the pictogram; the words in the brackets describe the hazard.



Training and Education:

- The company will ensure that every worker who works with or in proximity to a controlled product is instructed in:
  - The information on both the supplier label and workplace label, and what that information means.
  - The information on the Safety Data Sheet (SDS) and what that information means.
  - The procedures required for safe use, handling and disposal of a hazardous product.
  - Any other procedures required when the product is in a pipe, piping system, vessel, tank car, etc.
  - The procedure to follow if the hazardous product may be present in the air and a worker may be exposed.
  - All procedures that must be followed in an emergency that involves the hazardous product.
- Training may be performed in-house or by a 3rd Party.
- Management will ensure that all workers and supervisors have identification of completed WHMIS training. This proof must be carried with the worker at all times.
- Subcontractors will ensure that their employees have identification of completed WHMIS training.
- For workers without WHMIS training, management will provide instruction in specific hazards prior to work with or near hazardous materials.
- An annual refresher course will be provided to all workers.
- Workers will be required to successfully complete a WHMIS Quiz to ensure understanding.
- Workers will be required to acknowledge receipt of training.
- Training evaluations will be recorded.
- Accurate records will be kept of all current employee training qualifications.
- All employee certificates will be photo copied and filed.

Working at Heights

In construction, falls account for approximately 40% of all injuries. Legislation requires that all workers who are exposed to fall hazards must be adequately trained (OHSA Regulations Section 26). Dolyn Construction Ltd. has developed a Fall Protection Policy that must be followed by all workers. The successful completion of a Fall Protection course is mandatory.

Fall protection is used to prevent tragedy because you can't rely on your reaction time to regain balance. Workers can lose their balance and fall due to slippery surfaces or unexpected changes to the walking surface, poor lighting, tripping hazards, spills, or activities such as pulling, pushing, and manual material handling. Fall protection in the workplace addresses two basic questions: Is a worker at risk of falling? What must be done for fall protection?

Fall Protection Strategies are Required When:

A worker at risk of falling certain distances must be protected when:

- They could fall more than 3 meters (10 feet) from any location.
- There is a fall hazard of more than 1.2 meters, if the work area is used as a path for a wheelbarrow or similar equipment.
- They could have access to the unprotected edge of any of the following work surfaces and is exposed to a fall of 2.4 meters (8 feet) or more:
  - A floor, including the floor of a mezzanine or balcony
  - The surface of a bridge
  - A roof while formwork is in place
  - A scaffold platform or other work platform, runway, or ramp.
- There are openings in floors, roofs, and other working surfaces not otherwise covered or protected.
- There are open edges of slab formwork for floors and roofs.
- They may fall into water, operating machinery, or hazardous substances.

Management Responsibilities:

- Before any use of a fall arrest system by a worker at a project, the company will develop written procedures for rescuing the worker after his or her fall has been arrested.
- Ensure workers have received adequate training.
- Ensure equipment meets the National Standards of Canada standards as set out in the Regulations for Construction Projects, section 26.1(3)
- Ensure workers are working in compliance to fall protection requirements.

Supervisor Responsibilities:

- Ensure that workers using a fall protection system are trained in its use.
- Ensure the use of fall protection equipment as required.

Worker Responsibilities:

- Follow the regulations.
- Wear fall protection gear as required
- Report any fall hazards or potential for fall hazards to the supervisor.
- Report someone failing to ensure protection from falls.
- An employer will ensure that a worker who may use a fall protection system is adequately trained in its use and given adequate oral and written instructions by a competent person. The employer will ensure that the person who provides the training and instruction prepares a written training and instruction record for each worker and signs the record. The training and instruction record will include the worker's name and the dates on which training and instruction took place. Training may be performed

- If a component of the travel restraint system is found to be defective on inspection, the defective component will immediately be taken out of service. If a component of the fall arrest system is found to be defective on inspection, the defective component will immediately be taken out of service.
- The travel restraint system will be inspected by a competent worker before each use. The fall arrest system will be inspected by a competent worker before each use.

Priority Approach for Fall Protection Strategies:

1. Eliminate the fall-from-height risk;
2. Prevent a fall-from-height by using barriers, guardrail systems, protective coverings, work platforms, or travel restraint systems;
3. Employ fall-arrest systems when the first two approaches are not feasible.

A worker will be adequately protected by a guardrail system. If it is not reasonably possible to install a guardrail system, a worker will be adequately protected by:

- Travel-restraint system
- Fall-restricting system
- Safety net
- Fall-arrest system.

In the event of a fall, these systems must keep a worker from hitting the ground, the next level below, or any other objects below.

Working at Heights:

As of April 1, 2015, employers must ensure that certain workers complete a working at heights training program that has been approved by the Chief Prevention Officer (CPO) and delivered by an approved training provider before they can work at heights.

The training requirement is for workers on construction projects who use any of the following methods of fall protection:

- Travel restraint systems
- Fall restricting systems
- Fall arrest systems
- Safety nets
- Work belts or safety belts

Management with workers who are required by O. Reg. 213/91 (Construction Projects) to use any of the fall protection methods listed will do the following to ensure we comply with the new training requirements:

- Ensure worker's complete a working at heights training program that has been approved by the CPO as having met the Working at Heights Training Program Standard applicable at the time of the training;
- Ensure the training provider delivering the training program was approved by the CPO as having met the Working at Heights Training Provider Standard applicable at the time of training;
- Ensure worker’s training is valid and has not expired;
- Maintain a training record for worker's that includes the worker’s name, the approved training provider’s name, the date the training was completed and the name of the approved training program.
- Make the training record available to a Ministry of Labour inspector on request.

A worker's training would be valid only for three years from the date of successful completion of the training. After the three year period, refresher training must be taken by a worker on a construction project using one of the listed fall protection methods. Workers will be able to renew the validity of the working at heights training by successfully completing a CPO-approved half-day "refresher" training program, delivered by a CPO approved training provider.

A worker can provide the CPO-issued proof of completion card to a new employer to prove that their working at heights training is valid.

Upon receipt of these records, the CPO will issue a standardized wallet-sized proof of training card to the learner. Workers can use this card to show their current and future employers that they have successfully completed an approved working at heights training program. Workers are not required to carry this card at work.

Should learners not receive the CPO issued card, they can call the Ministry of Labour Contact Centre at 1-877-202-0008 in order to be connected to the administration team and inquire about the status.

Enforcement
Employers are required by O. Reg. 297/13 (Occupational Health and Safety Awareness and Training) to make a training record available to an inspector on request.

An inspector may ask an employer for copies of his or her training records related to working at heights training of his or her workers. This may include an employer's own method of record keeping or copies of each worker's CPO issued proof of completion.

The Working at Heights Training Program Standard sets out the topics and information that must be included in an approved working at heights training program. There are two modules:

Module 1 (Basic Theory) is knowledge and awareness based and is a minimum of three hours long. It includes foundational elements on how to work safely at heights and covers topics such as:

- Knowing rights and responsibilities related to working at heights
- Identifying hazards of working at heights (focus on safety culture)
- Understanding the hierarchy of controls and limitations of personal protective equipment (PPE)
- Warning methods and physical barriers
- Ladder safety
- Basic introduction to PPE theory

Module 2 (Practical) contains more advanced information on fall protection systems and includes hands-on demonstration of equipment and procedures. It is a minimum of three and a half hours long and includes a practical demonstration of the proper use of fall protection equipment. This module also covers topics such

- Barriers and other fixed equipment
- Fall PPE (travel restraint, fall restricting, fall arrest systems)
- Anchor points
- Work access equipment and platforms
- Rescue planning

Travel Restraint:

- A travel restraint system will consist of a full body harness with adequate attachment points or a safety belt. The full body harness or safety belt will be attached by a lifeline or lanyard to a fixed support. A fall arrest system will consist of a full body harness with adequate attachment points and a lanyard equipped with a shock absorber or similar device. The fall arrest system will be attached by a lifeline or by the lanyard to an independent fixed support. The fall arrest system will be arranged so that a worker cannot hit the ground or an object or level below the work. The fall arrest system will not include a shock absorber if wearing or using one could cause a worker to hit the ground or an object or level below the work. The fall arrest system will not subject a worker who falls to a peak fall arrest force greater than 8 kilonewtons.
- Travel restraints systems prevent workers from getting too close to an unprotected edge.
- They incorporate a full-body harness and a lanyard attached to an anchorage point. Self-retracting lifelines or horizontal lifelines are used in travel restraint systems.
- Two methods of travel restraint are commonly used in construction:
  - Connecting an adequately anchored lifeline directly to the D-ring of the worker's full body harness. It is absolutely critical that the length of the lifeline, measured from the anchor point, is short enough to restrain the worker from any fall hazard.
  - Attaching a lanyard from the D-ring of the worker's full body harness to a rope grab on an adequately anchored lifeline. There must be some means—such as a knot in the lifeline—to prevent the rope grab from sliding along the lifeline to a point where the worker is no longer restrained from falling.
- Whether method 1 or 2 is used, the system must be adjusted so that the fully extended lifeline and/or lanyard prevents the worker from reaching any point where the worker may fall. The system must also be securely anchored.
- The travel restraint system will be inspected by a competent worker before each use. The fall arrest system will be inspected by a competent worker before each use.

Fall Restricting System

A fall-restricting system is designed to limit a worker's free fall distance to 0.6 metres (2 feet). One type uses a belt grab or belly hook that attaches to a safety rail on a fixed ladder.

Safety Net

A professional engineer must design a safety net system. The system is installed below a work surface where a fall hazard exists.

Fall-Arrest System

Fall Arrest Systems are used when travel restraint systems are not feasible. These systems are professionally designed to provide vertical fall arrest, horizontal travel restraint, or a combination of both for work on sloped surfaces. Users of this protective equipment still face the fall hazard; it is the impact force at the end of a fall that is being controlled. **A fall does not injure or kill; rather it is the sudden stop at the end that causes the damage!** The distance of any free fall must be minimized in order to minimize the fall arrest force on the body. The prescribed free fall distance is 1.5 meters.

Fall Arrest System Requirements

Full Body Harnesses, Lanyards and Shock Absorbers

- Full body harnesses, lanyards and shock absorbers must be CSA-certified. Look for the CSA label.
- Full body harnesses must be snug-fitting and worn with all hardware and straps intact and properly fastened.
- Lanyards must be 16 millimeters (5/8") diameter nylon or equivalent.
- Lanyards must be equipped with a shock absorber.
- All components of a system must be removed from service if used to arrest a fall.
- Safety belts are only to be used for travel restraint.

Lifelines

- All lifelines must be:
  - 16 millimeters (5/8") diameter polypropylene or equivalent
  - Free from any danger of chafing
  - Free of cuts, abrasions and other defects
  - Long enough to reach the ground or knotted at the end to prevent the lanyard from running off the lifeline.
  - Secured to a solid object
- Only one person at a time may use a vertical lifeline
- Horizontal and vertical lifelines must be free of knots
- Lifelines must be long enough to touch to ground or knotted or otherwise provide a positive stop to prevent the lanyard from running off the vertical lifeline.

Rope Grabbing Devices

- To attach the lanyard of a full body harness to a lifeline, use a mechanical rope grab that has been CSA-certified. Look for the CSA certification stamp.

Anchor

- A permanent anchor that meets the Building Code should be the primary consideration when selecting a fixed support to tie off fall protection systems.
- An anchor must be able to support 3,500 lbs.

Essential Principles for Users of Fall Arrest Systems:

- Inspect your equipment before every use.
- Don and adjust your harness properly.
- Use your shock absorber or your shock-absorbing lanyard whenever possible.
- Connect all components of your FAS using only compatible connecting hardware.
- Attach your FAS only to a suitable anchorage.
- Keep your fall distance to a minimum.
- Consider the conditions of your workplace when choosing your equipment.
- Care for your equipment as you would care for yourself.
- Know the rescue procedure and equipment in case you should fall.
- Be properly trained to use any fall protection equipment.

Rescue Procedures:

- In the event that a worker wearing required Fall Protection should fall to a suspended position, a rescue must be performed. It is for this reason that no person required to wear fall protection of any type is allowed to work alone.
- The rescuer will use one of the following methods to safely reach and rescue to suspended worker;
  - A ladder
  - If there are an adequate number of rescuers to prevent back strain then the suspended worker may be hauled to safety.
  - If available, an EWP may be used to safely reach and rescue the suspended worker.
- If a rescue cannot be performed safely then the rescuer will call the local fire department for assistance.
- If it is suspected that a rescue cannot be performed successfully within twenty minutes, call the local fire department immediately for help.
- If the worker falls such that an electrical hazard may threaten the worker and/or rescuers, if possible, safely disconnect the power source or call Hydro immediately to have the power disconnected.

Floor Openings

Guardrails are the preferred method for protecting workers near floor openings but may not always be practical. Narrow access routes, for example, may rule them out. In such cases, securely fastened covers – planks, plywood, or steel plates – may be the best alternative.

- Use 48 mm x 248 mm (1 7/8" x 9 3/4") full-sized No. 1 spruce planks.
- Make opening covers stand out with bright paint. Include a warning sign – DANGER! OPENING – DO NOT REMOVE! DO NOT LOAD!
- Fasten the cover securely to the floor to prevent workers from removing it and falling through the

Guardrails and Barricades

In most cases guardrails are the most reliable and convenient means of fall protection. Areas to be protected by guardrails, when a worker has access to an unprotected edge and is exposed to a fall of 8 feet or more, include but are not limited to:

- A floor, including the floor of a mezzanine or balcony.
- A roof while formwork is in place.
- A scaffold platform or other work platform, runway or ramp.
- Openings in floors, roofs and other working surfaces.
- Edges of slab formwork for floors and roofs.
- Location where a worker may fall into water, operating machinery or hazardous substance.

Glossary of Terms

Term	Definition
"A", "B" "C" ranking system	A system of ranking hazards that have the potential to cause injury "A" Major injury – may cause death, critical injury or a lost time injury " B" Moderate injury – requires medical aid but not so great as to create a lost time injury. "C" Minor injury – may require first aid or no treatment.
Accident	An event in the workplace resulting in an occupation injury, property damage or material loss.
Accident Investigation	Detailed, systematic search to uncover the factors (who, what, when, where, why and how) of an accident and their relationships to one another to find the cause(s).
Accountability	Being held responsible for performance.
Action Plan	Steps that must be taken, or activities that must be performed well, for a strategy to succeed.
American National Standards Institute (ANSI)	Co-ordinates voluntary standards activities, approves standards, represents U.S. interests in international standardization.
Approved Contractor	A contractor that has satisfied all the requirements of the company.
Assault	Any willful attempt or threat to inflict injury upon another person, when coupled with an apparent present ability to do so, and any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.
Audit	A systematic check or assessment, especially of the efficiency or effectiveness of an organization or department.
Battery	Occurs when a person: • Actually and intentionally touches or strikes another person against the will of the other, or; • Intentionally causes bodily harm to another person.
Best Practices	Present methods of those organizations thought to have the most effective safety programs.
Building Code	A set of standards established and enforced by local government for the structural safety of buildings.
Bullying	The misuse of power or position to persistently criticize and condemn; to openly humiliate and undermine an individual's ability. The bullying attacks on a person may be sudden, irrational, and
Certified Member	A JHSC member who is certified by the WSIB.
Chemical Spill	Accidental dumping, leakage or splashing of a harmful or potentially harmful substance.
Common Hazards	Hazards that are common to different activities/jobs/occupations.
Compensation	Money given, at regular pay rate, to pay for work done.

Term	Definition
Competent Person	A person who, because of knowledge, training and experience, has the acquired skills to organize specific activities and is familiar with the Occupational Health and Safety Act and applicable Regulations.
Competent Worker	A worker who because of knowledge, training and experience, has the acquired skills to perform the work and is familiar with the Occupational Health and Safety Act and applicable Regulations.
Confined Space	A confined spaces can be described as places which meet **all three** of the following criteria: • Partially or fully enclosed • Not designed nor constructed for continuous human • In which atmospheric hazards may occur because of its construction, location, or contents or because of work that is
Consequence	The outcome produced from an action taken.
Continuous Improvement Plan	A program outlining a timetable for the company to implement/review its health and safety goals and objectives.
Controls	An administrative, mechanical or electronic device that regulates actions within the workplace.
Corrective Action	An action to eliminate undesired behaviours/actions/hazards.
Critical Injury – Regulation 834	An injury of a serious nature that: • Places life in jeopardy • Produces unconsciousness • Results in substantial loss of blood • Involves the fracture of a leg or arm but not a finger or toe • Consists of burns to a major portion of the body • Causes the loss of sight in an eye
CSA	Canadian Standards Association - is responsible for developing safety standards for products in 57 different areas of specialization.
Dangerous Circumstance	A situation when one of the following applies: • A provision of the Act or the regulations is being • The contravention poses a danger or a hazard to a worker; • The danger or hazard is such that any delay in controlling it may seriously endanger a worker.
Designated Host	A person who is formally chosen to accompany a visitor.
Designated Substance	Specific chemicals that, due to their hazards, are regulated for their use, handling, exposure control and training.
Domestic Violence	Includes any person who has a relationship with a worker – such as a spouse, a former spouse, current or former intimate partner or family member – who may physically harm or attempt or threaten to physically harm a worker at work.
Early and Safe Return to Work Agreement	A formal commitment to comply with the terms agreed upon by the injured worker and the company.
Early and Safe Return to Work Plan	An ESRTW program designed for an individual worker.

Term	Definition
Energized	Connected by means of suitable transmission medium (conductor) to an electrical generator, storage battery or other source of electrical
Engineering Controls	Controlling, limiting or reducing the exposure to a toxic substance, a physical agent or a mechanical hazard by ventilation, isolation, elimination, enclosure, substitution, design or workplace equipment, by one or more means.
Early and Safe Return to Work Program	Company standards & procedures developed, to provide meaningful work while facilitating the limitations of the worker.
Entry Permit	A required document which documents that necessary provisions have taken place and which allows for a controlled entry into a confined space.
Environmental Release	An accidental discharge of a physical, biological or chemical substance into the workplace and/or community.
Explosive Range	The range in which a given gas or vapour in air will explode upon ignition. If the atmosphere is below the lower explosive limit (LEL), there is not enough of the gas or vapour to support an explosion. If the atmosphere is above its upper explosive limit (UEL), there is too much for an explosion to take place.
Fall Arrest	A system designed to keep a worker from hitting the ground, the next level below or any other objects below.
Fall Restraint	A system designed to limit a worker's free fall distance to two (2) feet using a safety grab or belly hook that attaches to a safety rail on a
Fatality	An injury that results in loss of life.
Fire Code	A set of standards established and enforced by government for fire prevention and safety in case of fire as in fire escapes etc.
First Aid	Emergency care or treatment given to an injured or suddenly ill person before medical help arrives.
Form 82 "In Case of Injury"	A WSIB poster listing the responsibilities of both the employer & workers when an injury occurs on the job.
Global Harmonization System (GHS)	A Canadian wide program designed to ensure that all workers have access to uniform information about hazardous materials used in the
Grounding	Intentional electrical connection on one or more conductive objects to the earth through the use of metal grounding rods or other
Guarding	Use of one or combination of devices designed to prevent an individual from having any body part in the danger zone of a machine/devices or thing during the operating cycle.
Harassment	Vexatious (annoying) comment or conduct that is known or ought reasonably to be known to be unwelcome.
Hazardous Act	A hazardous act is a behaviour that could lead to an accident.
Hazardous Condition	A hazardous condition is a circumstance that could allow an accident to occur.
Health & Safety Team	Trained and/or experienced individuals working together in relation to Health and Safety. May include management, supervisors, H&S reps, H&S coordinators, JHSC members and/or workers.

Term	Definition
Hazard	Any potential that could result in injury to people, equipment and/or property.
Hazard Analysis/Assessment	A process of evaluating hazards.
Hazard Assessment	A Hazard Assessment involves a systematic review of the workplace and work tasks to be performed with the sole purpose of identifying existing and potential threats to the worker and/or equipment and implementation of controls to either eliminate or control the risks.
Hazard Ranking	A systematic way of ranking hazards that have the potential to cause injury.
Hazardous Workplace	A workplace where hazardous conditions are present but the area does not meet all the necessary criteria to be considered a confined
Health and Safety Consultants	Third party person(s) who assists a company to develop, implement and monitor the company H&S Program.
Health and Safety Coordinator	A person who is responsible for developing, implementing and monitoring the company H&S program.
H&S Coordinator Agreement	An agreement between management and H&S coordinator outlining the responsibilities of the position.
Health and Safety Program	A systematic approach to attaining all legislated requirements for health and safety.
Health and Safety Representative	An individual who is selected and/or elected by the workers they will represent. A requirement of both Provincial and Federal legislation
H&S Representative Agreement	An agreement between management and H&S representative outlining the responsibilities of the position.
Health Care Provider	A person who is licensed to give medical treatment.
Hot Work	Any portable hot process/operation such as welding, cutting, burning, forging.
Horseplay	Rowdy or boisterous play.
Ignition Sources	Anything that is capable of causing a fuel mixture to burn such as heat, flame, sparks and static electricity.
Incident	An event that results in injury to people and/or damage to the environment, equipment, property and/or material.
Incompatible	Materials that can cause a dangerous reaction from direct contact with one another.
Incremental	That which increases in value in regular intervals.
IRS	Internal Responsibility System – A system in which workers and management work jointly to resolve workplace health and safety problems.
Isolated	Physically disconnected or separated from sources of dynamic energy by approval devices or procedures.
JHSC	Joint Health and Safety Committee – A committee of equal representation of management and workers that addresses safety concerns in the workplace.

Term	Definition
Legislation	Law that governs how activities must be performed. Setting the minimum standards an employer must meet to be in compliance.
Liability Insurance Certificate	A document issued by an insurance company upon request, verifying the limits of a company's insurance coverage.
Likelihood	The probability of a specified outcome.
Lock Out	The process of identifying power by any source (electric, hydraulic, pneumatic, kinetic or potential), reducing power to zero energy state and locking out the source to prevent inadvertent energizing.
Lost Time Injury	A work related injury that results in the employee missing scheduled time from work resulting in a wage loss.
Meaningful Work	Work which is significant and has value (you would pay to have the work performed).
Mechanical Excavation	Boring or open cut excavation by means of powered mechanical equipment, including hand held augers.
Medical Aid Injury	An occupation injury or illness, which requires professional medical attention and does not prevent the employee from returning to work for the next regular shift or subsequent workday.
Minutes	A written record of the outcome of meetings.
Modified Work	The modification of an employee's position that allows for the employee to carry out the work assigned within the employee's
MOL	Ministry of Labour – A provincially legislated agency that monitors provincial regulated workplaces.
Monitoring	Systematic surveillance of the hazards to which workers are exposed.
Near Miss	An event that under different circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and /or material.
Networking	The gathering of acquaintances or contacts to share information.
Noise	Sound that affects humans (hearing loss, stress) or can interfere with the perception or detection of other sounds or the ability to
Non-disabling injury	An occupation injury or illness which may or may not require the rendering of first aid, and which does not require the employee to be absent from work beyond the day or shift on which the injury or illness occurred.
Objective	A method of attaining a goal.
Occupational Illness	A condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that normal physiological mechanisms are affected and the health of the worker is impaired.
Occupational Injury	Any bodily injury resulting from an accident or exposure to a substance in the workplace.
Offence	To be found in non-compliance with the company H&S Program.
Occupational Health and Safety Act (OHSA)	Health and safety law that applies to provincially regulated workplaces in Ontario.
Personal Protective Equipment (PPE)	Devices worn by the worker to help protect against injury/illness.

Term	Definition
Physical Agent	Noise, vibration, radiation and temperature which in excess or above legislated limits can cause harm/or cause irreversible damage to the worker.
Policy	A statement of intent to accomplish a certain goal.
Preventative Maintenance	A system of preventing machinery and equipment failure through knowledge of reliability of parts, maintenance of inventories of least reliable parts and parts scheduled for replacement.
Primary Telephones	Telephones numbers that would be used by employees in the event of an emergency.
Procedure	An established step-by-step description of how to do something.
Property Damage	An event where contact is made between two objects resulting in an alteration to one or both of the objects.
Qualified Person	A person who, because of knowledge, training & experience has acquired the skills to organize specific activities.
Qualified Worker	A worker who, because of knowledge, training and experience has acquired the skills to perform specific activities.
Record of Training (ROT)	Provides a systematic approach to ensure that training participants are recognized for attending a particular training session.
Regular employee	One which is regularly employed with the company for the duration of the year/season.
Rehabilitation Activities	Medical activities prescribed to aid in the treatment of injury or illness.
Rescue Plan	Written procedures for safe onsite rescue that can be implemented immediately.
Rights of the Worker	The Occupational Health and Safety Act recognizes the three rights of the worker: the right to know, the right to participate and the right to refuse unsafe work.
Risk	An expression of possible loss in terms of severity, frequency and probability.
Route of Entry	Method of passage into the body – inhalation, absorption, ingestion or injection.
Safe Work Practices	Activities performed in a manner that minimizes the likelihood of injury/incident.
Safe Work Procedures	An established method to perform activities to minimize the likelihood of injury/accident.
SSSP – Site Specific Safety Plan	Establishes the overall safety requirements specific to a particular project and/or project location.
Solvents	Substances having the power of dissolving or forming a solution with something.
Standard	Level of performance expected as the norm.
Statement of Agreement of Compliance	A formal commitment by a subcontractor to comply with the terms outlined by the company for which they will perform work.
Static Electricity	The transfer of a static charge from one objet to another by actual contact or by means of a spark that bridges an air gap between

Term	Definition
Stop Work Order/Back to Work Order	An order issued by a supervisor instructing workers to cease/resume work due to unsafe/safe conditions.
Subcontractor	A sub-trade provided as part of building construction renovation and/or maintenance of facilities, equipment etc. hired by an employer to provide assistance.
Substandard Act/Condition	An act or condition that may increase the likelihood of
Supervisor	A person who is in charge of a workplace or has authority over a
Task	A portion of a job assigned to, or required of, a person.
Time frame	The period during which the action is delivered including any follow-
Timely manner	As quickly as possible but not more than two weeks.
Trained	An individual who has received training which has been identified in the H&S Program as a requirement by legislation, employer or
Training	A systematic approach to explain & demonstrate to another individual the safe & proper way to perform a task.
Training Matrix	A chart that defines training requirements, who will train, timeframes, evaluation of trainings given and how records will be kept.
Training Record	A systematic way of tracking who has received what training.
Travel Restraint	A system designed to prevent a worker from reaching a fall hazard.
Unsafe Act	Departure from an accepted, normal or correct procedure or practice, which has actually produced injury or property damage, or which had the potential for producing such loss, may be an act commission or an act of omission.
Utility Work Protection Code	Provides the fundamentals and responsibilities of work protection in the utility work.
Ventilation	The supplying and exhausting of air to an enclosed machine, room or an entire building.
Violence	• The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker. • A attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker. • A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the
Visitor	A person temporarily entering the workplace and may be admitted to areas generally off limits to the public. Usually is in on business but is not under contract.
Workplace Safety and Insurance Board (WSIB)	A workers' compensation insurer for Ontario.
Work Protection	Safeguards to be taken or outlined to ensure workers' safety.

Term	Definition
Worker Orientation	A training which takes place upon employment or when a worker begins work on a new site, which familiarizes the worker with legislated, company and industry standards necessary for the worker to perform their job safely.
Worker Trade Committee	A committee of workers representing every trade on site which identifies hazards and assists the JHSC.
Worker	Persons who are in the direct employ of an employer or who are working as a worker under contract of employment.
WSIB Clearance Certificate	A document issued by the WSIB upon request, verifying that a firm's account is in "Good Standing" with the WSIB.
WSIB Form 7	A WSIB form an employer uses to report injury/disease.