Health and Safety Program

Health and Safety Program and Reference Manual for Members of the Ontario Sewer and Watermain Construction Association (OSWCA), 2014

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| Foreword |

The Ontario Sewer and Watermain Construction Association (“OSWCA”) has compiled this draft occupational health and safety program (“Program”) for the general use by sewer and watermain contractors in Ontario who are creating their own occupational health and safety policies and programs.

While the Program attempts to bring together issues concerning our industry, it should not be used without modification. As described below, sewer and watermain contractors must tailor this Program to their own workplaces.

This Program is intended to increase awareness of a contractor’s occupational health and safety responsibilities and to act as a seed document for the development of personalized health and safety policies and programs. To assist in that goal, the Program provides both “draft” (or, sample) policy language and an explanation as to why particular language is recommended.

It cannot be emphasized enough that, when creating a health and safety policy and program, a contractor must consider the workplace or construction site on which they are employed or contracted, the hazard of the work that is being undertaken, the protective measures that are available and that are required to perform the work safely, and the hazards of the industry in general.

When developing your health and safety policy and program, consider the answers to the following questions:

* Where is the work going to be taking place?
* Who is going to do the work?
* What is to be done?
* What are the procedures to be followed when performing the work?
* Why are these procedures required?
* What safety equipment is required and/or precautions must be followed, in order to perform the work safely?
* When is the work to be done? How often?
* How is the goal of health and safety accomplished?
* How will you know if your program is working?

Working safely requires specialized training and may impact other areas of company operations, including but not limited to, labour relations, employment standards, and environmental protection. Furthermore, while this Program attempts to be comprehensive, it does not cover all of the requirements set out by the various statutes and regulations affecting health and safety and the work of contractors in our industry. . You should seek legal advice about the statutes and regulations that apply to the work that you are performing, before starting any work and/or using this Program as a guide to the work you are undertaking.

**The OSWCA does not, and cannot, guarantee the application of this Program to your own work. It is intended only to provide general and suggested content for use within your own organization. This Program is not legal advice. The OSWCA does not assume any liability for the information presented herein, including the manner in which it is used by a contractor’s organization.**

Further assistance or information about health and safety may be obtained through the Infrastructure Health and Safety Association (IHSA), the Ministry of Labour’s Prevention Office, the Workplace Safety and Insurance Board (WSIB), or various legal firms and consultants.

Finally, this manual sets out minimum standards for adaptation to your workplace. Adopting this Program **does not make your company compliant to the *Occupational Health and Safety Act* and its accompanying regulations.** It remains incumbent upon each company to create and implement their own health and safety program. In order to assist in applying this Program, please consider the following:

1. Set Standards

* Establish employer and employee minimum health and safety and technical performance requirements for your company and anyone that it hires.

1. Communicate

* Ensure that everyone in the workplace has a clear understanding of the standards - and their roles and responsibilities for health and safety within your workplace.

1. Train

* The “internal responsibility system” is a cornerstone of the health and safety regime in Ontario. It stands for the proposition that we all have a role to play in health and safety. All levels of workers (owners, managers, supervisors and workers) must be trained to know the hazards of the work being performed, including how to prevent and avoid them.

1. Evaluate

* Compare what is actually being done to what you have set as a standard or expectation. Identify areas of compliance and non-compliance to aid in the ongoing overall program development.

1. Acknowledge Success and/or Make Improvements
   * Effective management always rewards those individuals responsible for successes as well as provides corrective actions and improvements when things do not have the desired outcomes.

These five steps should be regularly reviewed, to ensure that your program remains current and complies with the *Occupational Health and Safety Act* and its Regulations. Your own health and safety policy and program should be reviewed, at a minimum, annually.

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| Introduction |

The overall objective of this health and safety policy and program is to provide a safe, “hazard free” environment for our workers. In so doing, the basic objectives of all companies, having zero preventable accidents, will also be achieved.

By providing a safe environment for our workers, optimum production capability may be achieved, while at the same time accidental losses are controlled and/or minimized.

This program is designed to demonstrate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s commitment to safety by promoting a proactive safety environment, first by setting policy, then by providing training and education about that policy to all workers. \_\_\_\_\_\_\_\_\_\_\_ will then monitor the implementation of and compliance with the policy, while collecting feedback and providing follow-up on corrective measures that may be required. This may require revisions of the policy within the overall health and safety program of the company.

This program has been developed to maintain a healthy work environment, and is monitored, reviewed and updated to ensure compliance with laws pertaining to occupational health and safety.

Effective administrative controls are vital to the success of the health and safety program. In any program, goals and directives must be clearly defined, along with controls to decrease confusion and anxiety where safety or health related issues arise.

Additional objectives include compliance with legislative requirements, improved management-labour relations within the sewer and watermain industry, and assurance of "*Due* *Diligence"* through the consistent control of accidental losses. These objectives are realized through the participation and commitment of all persons involved with this program.

There can be no substitute for complete understanding, clear thinking, careful preparation, and responsible action during the conduct of our activities.

Through this program, all workers and subcontractors will have a clear understanding and awareness of their responsibilities to maintain a safe and healthy working environment.

This document is therefore a functional reference manual for all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ workers with respect to health and safety concerns in the workplace.

Section A - Policy Statement and Administration

Purpose:

The Company Policy Statement is designed to provide common goal and objective for the company’s business practices as they relate to Health and Safety. The administration aspects of the policy are a means to provide the guidance and control mechanism to ensure what is established in the program is carried through.

As well, the policy, policy statement and administration thereof will ensure the Company meets its obligations within the Occupational Health and Safety Act, and applicable Regulations.

Scope:

The Company Policy Statement shall be established for the company as a whole, to be used as a basis for all sites that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ may work.

Responsibility:

It is the responsibility of the senior management to establish the Company Policy Satatement, and all company employees to follow the administration aspects set out throughout the program documents.

Method:

The Company Policy Statement will be reviewed yearly in conjunction with the entire program and policy sections as required to meet company obligations under the Occupational Health and Safety Act.

## Company Policy Statement

**HEALTH & SAFETY POLICY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is committed to the protection of the health, safety and well-being of all our employees and persons who may be affected by our work.

In carrying out this commitment, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will endeavour to provide a safe working environment, free of any harassment or violence. Management and Supervisors working with all Employees will strive to eliminate or control hazards that may lead to accidental injury or loss and ensure that safe and healthy work conditions are maintained in their assigned work areas.

Our “Health & Safety Policy” is the foundation of our overall Health & Safety Program that has been developed to establish and maintain a healthy work environment that is free from violence and harassment; encompasses controls for hazards within our scope of activities; and outlines duties and responsibilities for all workplace parties. This program is monitored, reviewed and updated annually (at a minimum) to ensure compliance with laws pertaining to occupational health and safety.

We believe in an Internal Responsibility System (IRS) where all workplace parties at all levels have a responsibility for their own safety and that of their co-workers. Therefore, all workers will work in compliance with all legislative requirements and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_safe work procedures and practices. Through pro-active participation; identifying and eliminating hazards; and exercising the safest methods to perform tasks; each worker satisfies their individual requirements of an effective IRS.

In keeping with the intent of this policy, we require all persons associated with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to join us in this commitment to our employees’ health, safety and overall well-being.

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| Company Name | Company Owner |
| 2014 | |

Section B - Company Guidelines & Responsibilities

Purpose:

Company guidelines are established to provide the direction and control mechanism to ensure what is established within the program is accomplished. These guidelines are designed to establish a safe and healthy work place that protects workers while minimizing the risks of hazards.

Scope:

The Company Guidelines shall be established for the company as a whole, to be used as a basis for all sites that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ may work.

Responsibility:

It is the responsibility of the senior management to establish the Company Guidelines, and all company employees to follow those established throughout the program documents.

Method:

The Company Guidelines may be reviewed at any time, or in conjunction with the entire program and policy sections as required to maintain a safe and healthy working environment for all employees.

## Owner, Constructor, Employer, Supervisor, Worker : Duties and Responsibilities

Purpose:

Although each individual worker is responsible for their own safety, the different levels of workers within the managerial hierarchy have defined duties and responsibilities as prescribed by the Occupational Health and Safety Act and applicable regulations. The purpose of these set standards is to make the entity or person, who has the power and authority to provide the safe working environment, actually provide it.

Scope:

The duties and responsibilities outlined within this portion of the overall safety system pertain to the health, safety, and environment portion of each entity or person’s actual work. The duties and responsibilities associated with the operational aspects are not covered.

Responsibility:

It is every worker’s responsibility to become familiar with the Occupational Health and Safety Act and all applicable regulations, with the additional requirements pertaining to any those contained within the Company's Safety System.

This outline is not intended to be all-inclusive, but to help all parties better understand their responsibilities. All individuals in the company, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

**Owner –** Defined as:

*"owner" includes a trustee, receiver, mortgage in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of an owner as his agent or delegate.*

* Before a project begins, the owner shall determine whether any **designated substances** are present at the project site and shall prepare a list of all **designated substances** that are present at the site (Act S30.-(1)).
* The tenderer of the project shall include the list of **designated substances** with the tender, and ensure that the Constructor has received the total list prior to entering into a binding contract.

**Constructor –** Defined as:

*"constructor" means a person (or company) who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer;*

* Ensure that all appropriate documentation for the start up of a project has been processed.
* Ensure that the measures and procedures required by the current Occupational Health and Safety Act and Regulations for Construction Projects and the Constructor's own Safety System are carried out on the job site.
* Ensure that employers and workers on the job site comply with the Act, Regulations, and the Constructor's Safety System.
* Ensure that the health and safety of workers on the job site is protected.
* Monitor subcontractors for compliance with the Occupational Health and Safety Act and Regulations for Construction Projects.
* Ensure that subcontractors are obliged by contract to comply with the Constructor's Safety System.
* Monitor safety performance and take corrective action.

And under the OHSA:

[**23.**  (1)](http://www.e-laws.gov.on.ca/DBLaws/Statutes/French/90o01_f.htm#23.(1)) A constructor shall ensure, on a project undertaken by the constructor that,

(a)    the measures and procedures prescribed by this Act and the regulations are carried out on the project;

(b)    every employer and every worker performing work on the project complies with this Act and the regulations; and

(c)    the health and safety of workers on the project is protected.

Notice of project

[(2)](http://www.e-laws.gov.on.ca/DBLaws/Statutes/French/90o01_f.htm#23.(2)) Where so prescribed, a constructor shall, before commencing any work on a project, give to a Director notice in writing of the project containing such information as may be prescribed.  R.S.O. 1990, c. O.1, s. 23.

**Employer –** Defined as:

*"employer" means a person (or company) who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services;*

* Ensure that the measures and procedures required by the current Occupational Health and Safety Act and Regulations for Construction Projects and the Constructor's own Safety System have been communicated to all staff, and are carried out on the job site.
* Take every reasonable precaution in the circumstances for the protection of a worker.
* Establish, maintain, and review at least annually a health and safety program, and Joint Health and Safety Committees as required.
* Ensure that workers are properly trained, and supervisors are competent.
* Establish and maintain Employee Profile, Safety and Training records.
* Report accidents and injuries to authorities as required by law.
* Ensure emergency first aid and medical care, are available and provided as required.
* Provide workers with information on hazards, and provide training on how to work with the identified hazards.
* Ensure that protective equipment required by law and by the program is provided and accessible to all workers.
* Inspect projects and meet regularly with supervisors to monitor the program and take corrective action where required.
* Conduct company safety meetings.
* Consider accident prevention and safety performance when evaluating Supervisors and Workers.

And under the OHSA:

[**25.**  (1)](http://www.e-laws.gov.on.ca/DBLaws/Statutes/French/90o01_f.htm#25.(1)) An employer shall ensure that,

(a)    the equipment, materials and protective devices as prescribed are provided;

(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; and

(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*.

**Idem**

[(2)](http://www.e-laws.gov.on.ca/DBLaws/Statutes/French/90o01_f.htm#25.(2)) Without limiting the strict duty imposed by subsection (1), an employer shall,

(a)    provide information, instruction and supervision to a worker to protect the health or safety of the worker;

(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 workplace;

(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 policy;

(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 (l) 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.

Idem

[(3)](http://www.e-laws.gov.on.ca/DBLaws/Statutes/French/90o01_f.htm#25.(3)) For the purposes of clause (2) (c), an employer may appoint himself or herself as a supervisor where the employer is a competent person.

Idem

[(4)](http://www.e-laws.gov.on.ca/DBLaws/Statutes/French/90o01_f.htm#25.(4)) Clause (2) (j) does not apply with respect to a workplace at which five or fewer employees are regularly employed.  R.S.O. 1990, c. O.1, s. 25.

Additional duties of employers

[**26.**  (1)](http://www.e-laws.gov.on.ca/DBLaws/Statutes/French/90o01_f.htm#26.(1)) In addition to the duties imposed by section 25, an employer shall,

(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 prescribed.

Idem

[(2)](http://www.e-laws.gov.on.ca/DBLaws/Statutes/French/90o01_f.htm#26.(2)) For the purposes of clause (1) (a), a group of employers, with the approval of a Director, may act as an employer.  R.S.O. 1990, c. O.1, s. 26 (1, 2).

Idem

[(3)](http://www.e-laws.gov.on.ca/DBLaws/Statutes/French/90o01_f.htm#26.(3)) If a worker participates in a prescribed medical surveillance program or undergoes prescribed medical examinations or tests, his or her employer shall pay,

(a)    the worker’s costs for medical examinations or tests required by the medical surveillance program or required by regulation;

(b)    the worker’s reasonable travel costs respecting the examinations or tests; and

(c)    the time the worker spends to undergo the examinations or tests, including travel time, which shall be deemed to be work time for which the worker shall be paid at his or her regular or premium rate as may be proper.  R.S.O. 1990, c. O.1, s. 26 (3); 1994, c. 27, s. 120 (3).

**Senior Management Team –** Defined as:

*The person or people who control the day-to-day activities for the “employer”*

Similar to the duties and responsibilities of the “employer”, only applying them across the whole team who controls the organization. Therefore will include:

* Ensure that the measures and procedures required by the current Occupational Health and Safety Act and Regulations for Construction Projects and the Constructor's own Safety System have been communicated to all staff, and are carried out on the job site.
* Establish, maintain, and review at least annually a health and safety program, and Joint Health and Safety Committees as required.
* Take every reasonable precaution in the circumstances for the protection of a worker.
* Ensure that contractors and workers on the job site comply with the Act and Regulations and the Constructor's Safety System.
* Ensure that workers are properly trained, and supervisors are competent.
* Establish and maintain Employee Profile, Safety and Training records.
* Report accidents and injuries to authorities as required by law.
* Ensure emergency first aid and medical care, are available and provided as required.
* Provide workers with information on hazards, and training on how to work with the identified hazards.
* Ensure that protective equipment required by law and the program is provided and accessible.
* Monitor safety performance, Inspect projects and meet regularly with supervisors to monitor the program and take corrective action where required.
* Conduct company safety meetings.
* Consider accident prevention and safety performance when evaluating Supervisors and Workers
* **As well as all section 25) and 26) from the OHSA.**

**Supervisor–** Defined as:

*"supervisor" means a person who has charge of a work place or authority over a worker;*

*A Supervisor must also be a* ***competent person****.*

*"competent person" means a person who,*

1. *Is qualified because of his knowledge, training and experience to organize the work and its performance,*
2. *Is familiar with the provisions of the Act and the Regulations that apply to the work, and*
3. *Has knowledge of any potential or actual danger to health or safety in the work place;*

* Ensure that the Company's Safety System is followed at the work level, and maintain responsibility for on-site accident prevention.
* Review safe work procedures for the site, instruct personnel in proper work practices and update instructions as needed.
* Ensure applicable washroom/clean-up facilities are on the project, as well as potable drinking water.
* Ensure all workers are informed of hazards, and have been provided with training on how to work with the identified hazards.
* Monitor the health and safety performance of their workers and subcontractors, while providing adequate supervision to any visitors.
* Report accidents and injuries to management as required by the program and regulations.
* Aid in accident investigations and take actions to prevent reoccurrence.
* Obtain and submit all training and safety documentation to the company Safety Coordinator promptly, and maintain on-site documents and materials as required.
* Provide and enforce corrective actions for violations of the Company's Safety System.
* Consult and co-operate with the Health and Safety Representative/Committee where appropriate.

And under the OHSA:

[**27.**  (1)](http://www.e-laws.gov.on.ca/DBLaws/Statutes/French/90o01_f.htm#27.(1)) A supervisor shall 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

[(2)](http://www.e-laws.gov.on.ca/DBLaws/Statutes/French/90o01_f.htm#27.(2)) Without limiting the duty imposed by subsection (1), a supervisor shall,

(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.  R.S.O. 1990, c. O.1, s. 27.

**Worker** **–** Defined as:

*"worker" means a person who performs work or supplies services for monetary compensation;*

* Comply with the Occupational Health and Safety Act and all relevant regulations.
* Take every reasonable precaution necessary to prevent accidents.
* Work in accordance with the Company’s Safety System, and in a manner that will not endanger anyone.
* Report unsafe situations immediately to their supervisor, and warn of hazards and defective equipment to fellow employees and visitors as required.
* Report injury or illness immediately to their supervisor.
* Help new employees recognize job hazards and follow proper procedures.
* Participate in all required training and joint health and safety committees where applicable.
* Request that work be stopped if they observe others performing an operation (or are in a situation) that is perceived to be imminently dangerous to health, safety, or the environment.
* Must be aware that workers are accountable for their actions where either company safety rules or government regulations are violated, and are subject to enforcement and corrective action(s).

And under the OHSA:

[**28.**  (1)](http://www.e-laws.gov.on.ca/DBLaws/Statutes/French/90o01_f.htm#28.(1)) A worker shall,

(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 another worker; and

(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.

Idem

[(2)](http://www.e-laws.gov.on.ca/DBLaws/Statutes/French/90o01_f.htm#28.(2)) No worker shall,

(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 shall be replaced immediately;

(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 conduct.

It is again emphasized that **all employees** must read and become familiar with the Occupational Health and Safety Act and all applicable regulations, along with the requirements of the Company's Safety System. They must know what their responsibilities are and have the required ability and training to fulfill them. All employees are accountable for their own safety and the safety of others who could be impacted by their activities. Additionally, they must advise a supervisor when they lack in ability and/or knowledge to perform requested tasks.

OH&S is not an addition to an employee's job. It is a full-time component of each individual's responsibilities.

Method:

Due to the requirements set out above within the “Responsibilities” of the said parties, the actual method to be followed is of little consequence, so long as the requirements are met. However, in order to ensure the safety and well-being of employees, the orderly and efficient conduct of Company business and the protection of employee and Company property; rules regarding individual conduct have been established.

Employees are required to comply with Company Conduct and Safety Rules, while on Company premises and at all times while conducting Company business, or that which may affect the company or its reputation.**Contractors / Sub-Contractors**

Purpose:

The purpose of this section of our program is to set minimum standards, in addition to following all policy particular to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for all those that work under \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in a contract or sub-contractor capacity. This policy will then ensure that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ meets our requirements under the OHSA and regulations thereof.

Scope:

This policy pertains to the health, safety, and environment portion of each entity or sub-contractor working directly for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or any sub-contractor or entity working under any other entity or sub-contractor working for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . Additionally, the entity via their managerial positions, working either directly or in-directly for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be held accountable via a predetermined system that will measure an individual entity’s performance relating to Health and Safety. *(The operational aspects are not covered in this aspect, but will also be taken into account for overall sub-contractor performance ratings.)*

Responsibility:

Senior Management will ultimately be responsible to review and administer this portion of the overall Safety Program, in addition to coordination of contractors to either the Project Coordinator and/or the safety coordinator(s).

It is the assigned individual(s) responsibility to ensure that the Sub-Contractor’s Health and Safety package is completed. (The package includes the agreement, WSIB Clearance Certificate, a copy of their liability insurance, and the signed Pre-Meeting Form and Safety Program Pre-Job Meeting Form.)

The Safety Coordinator shall forward a copy of the Company’s Safety Program or applicable /relevant portions to the direct Sub-Contractor, but it will be that Sub-Contractor’s responsibility to complete appropriate transfer of policy and expectation to any under their employ and direction whether directly of via a sub-contract.

The Safety Coordinator shall keep the list of Approved direct Sub-Contractors. (Those contractors already having worked for the company; in which received a favourable review.)

All company personnel completing inspections on any workplace where sub-contractors are working shall include those sub-contractors within their monthly inspections.

Upon completion of a contract, the Project Coordinator and Safety Coordinator shall complete a Contractor’s Review, which will then be used to update the Safety Department’s Approved Contractors List.

Note: Delivery persons are not required to endorse a Contractor Health and Safety Responsibility Agreement. However, they shall not perform any services, other than delivery, while on Company premises.

Method:

The Project Coordinators who hire any Sub-Contractor shall initially communicate this procedure to the Contractor, and to all appropriate internal and external staff as appropriate. In addition to having the hired contractor complete a sub-contract outlining the work and payment particulars, the Sub Contractor shall be provided and required to complete the “Contractor’s Health and Safety Agreement”

The “Contractor’s Health and Safety Agreement” shall ensure such things as:

* The correct legal name of the Contractor,
* The Contractor has a Safety Policy and program in place,
* Up-to-date liability insurance certificate,
* Up-to-date Workplace Safety and Insurance Board (WSIB) Clearance Certificate, and;
* The Contractors agreement via signature, to the terms and conditions imposed by the “Contractor’s Health and Safety Agreement”.

The Sub-Contractor shall complete and sign the “Contractor’s Health and Safety Agreement” and provide all necessary documentation as requested. (Typically, any material safety data sheets (MSDS) for all Workplace Hazardous Materials Information System (WHMIS) products used on the project, a copy of their Health and Safety Policy and/or Program, and all requested additional documentation, such as permits or notices.)

Additionally, the Sub-Contractor shall ensure that all persons under their direction or employ whether directly or via sub-contract shall be fully aware and remain compliant with this policy and all appropriate transfer of policy and expectation is completed.

The Project Coordinator shall ensure that all of the required documentation is completed and returned before the commencement of the work on any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ project.

The Sub-Contractor shall then be allowed to commence their work and allow inspections, and monitoring thereof. The Project Coordinator and additional Company representatives shall inspect and monitor the ongoing activities of the Sub-Contractor. The Sub-Contractor will always complete necessary modifications when noted to remain compliant to all policies and legal requirements.

Where the Sub-Contractor or any of those under their direction or control are found to be non-compliant with any Health, Safety or Environmental aspect while in their performance of their activities on a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ project, they will be initially warned of their infraction and then held accountable as required. This shall be accomplished utilizing various methods, including but not limited to, internal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ progressive corrective actions, or contract removal with applicable financial penalties to satisfy contractual requirements.

Upon completion of the contracted work, the Project Coordinator shall formally review the Contractor.

The Safety Coordinator(s) shall keep the list of Approved Contractors, which will be updated annually at a minimum.

Senior Management will assign the overall coordination of contractors to either the Project Coordinator or the safety coordinator(s).

## 

## Visitors

Purpose:

This section of the program is designed to provide a safe experience for any visitor that may attend any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ workplace. Additionally, this policy will ensure that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ remains in compliance with all applicable legislative responsibilities and ensures the workplace remains safe for our own employees.

Scope:

This section of the program shall be applicable to all workplaces for the company.

Responsibility:

Senior Management will be ultimately responsible to ensure compliance to this policy is maintained, as well as reviewing the policy as required to ensure accuracy, workability and legislative compliance.

The designated Safety Coordinator(s) should aid the Senior Management Team with their responsibilities and administer the policy throughout the workplaces.

Individuals may be assigned specific tasks associated with this policy, including visitor sign-in/out, visitor accompaniment, and overall communication of this policy to potential visitors.

Method:

Internal communications to all staff and site employees should identify the visitor requirements so that any visitors coming to the workplace can be notified of the appropriate procedure prior to attending wherever possible.

The individual(s) chosen to co-ordinate the visitor program being those on entrances to the office location, or those whom may receive visitors either on site or in the office must have knowledge of:

* Any applicable legislation
* Emergency procedures and exits
* Injury reporting and requirements
* PPE requirements
* Accompaniment requirements

This will be done either on a case-by-case basis, or via various internal communications as noted above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will utilize the following two policies for visitors:

1. Office Facilities:

The office will have a sign in/out requirement at all entrance locations. All visitors attending the head office will be asked to sign-in and then will have the person(s) they are visiting called and placed under their direction and control while within the office facilities. This \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ employee will notify the visitor of locations of emergency equipment and exits, toilet facilities and injury reporting requirements upon any initial office visit. On any subsequent visits, this may be omitted as long as assurance of facility conditions is completed. Following the office visit, the visitor shall be escorted back to the entry location for sign-out and should treated in a professional manner throughout.

1. Jobsite and Project situations:

Visitors attending active construction projects will not be made as formal with sing-in and out, but will follow the above in all other respects. Supervisory personnel or safety representatives shall accompany visitors and will identify all dangers and hazards as needs arise. Jobsite signage should be in place on all entry points of significance that will provide emergency procedures, emergency phone numbers and initial requirements for site attendance. Visitors should remain accompanied for the entire duration of their stay and always treated in a professional manner throughout their visit.

The policy may be evaluated periodically by conducting routine interviews with visitors to see if they both had a satisfactory visit, as well as if the policy components and methodology had been accurately followed.

A yearly review of the Visitor policy will be conducted during the overall program review.

## Health and Safety Coordination

Purpose:

The purpose of this portion of the policy is to establish and aid Senior Management and the Owners themselves in the application of this program as a whole.

Scope:

This portion of the program will apply to the overall applications and individual policies within the program itself.

Responsibility:

While it is every worker’s responsibility to become familiar with the OHSA, applicable Regulations and the Company’s Health and Safety Program and Policies, there are specific tasks identified throughout this Company's Safety System that will be assigned to a Senior Management Position in the role of “Health and Safety Manager” (H&S Manager).

The duties and responsibilities outlined within this program are widespread and varying and require an individual to coordinate the vast requirements to ensure that the company remains compliant.

The “H&S Manager” will then take on the tasks and “share” responsibilities as assigned by the Ownership through his/her role within the Senior Management Team for compliance in relation to all aspects of this program.

The H&S Manager shall be assigned the following activities:

* Obtain sufficient resources for companywide health / safety / compliance / job task / etc. training,
* Develop and implement health and safety standards, procedures and policy,
* Maintain all documentation, records of training, and facilitate communication of Health and Safety materials,
* Review/revise the Company’s health and safety program/policy annually,
* Ensure all legislative requirements are met or exceeded in all health and safety matters,
* Ensure accident and injuries are investigated and reported to appropriate authorities,
* Ensures that the JHSC minutes are documented and posted,
* Ensure workplace inspections are completed as required,
* Ensure hygiene tests or other Health and Safety monitoring activities or testing are completed as required, and ensures that the JHSC receives a copy of all testing results,
* Be a certified Management co-chair of the Joint Health and Safety Committee,
* Be a qualified “Auditor” and conduct annual audits of the Company’s health and safety program,
* Be the company’s contact for any Ministry of Labour inspections, (or any other health safety or environmental authority) and
* Be qualified in first aid / CPR and DeFib.

These activities shall be performed in conjunction with the rest of the Senior Management Team functions as assigned.

*Note: Owners and Senior Management personnel have the ability to delegate tasks, but not their overall responsibilities as defined under the OHSA and Regulations*

Method:

Job functions for a “H&S Manager” shall be developed and assigned to a specific individual within the company’s employ. This position shall coordinate activities such as mentioned above as well as any of the following: inspections, investigations, training, corrective actions, evaluations, safe work procedures, and/or accompanying documentation for the company.

The individual shall ensure that they possess the appropriate level of experience and knowledge, or obtain further skill sets to ensure they are capable of performing their expected tasks. Further, as a member of the Senior Management Team, they will have the ability to ensure the individual chosen has the resources and authority required to accomplish what they are required to do.

The H&S Manager shall oversee personnel as required to aid in the facilitation of their assigned activities. These personnel shall comprise what will be knows as a Safety Department within the company. The Safety Department personnel shall then accept duties and responsibilities under the direction of their Manger as required, facilitating the compliance of this overall program. Safety Department personnel are the main resource for the remainder of the company in all aspects of Health and Safety information and shall have or obtain the necessary skill sets to provide any information required of them.

Safety Department personnel shall have minimal roles in actual project activities, but significant roles in ensuring the personnel conducting the actual project activities have all the resources and information including training to complete their project activities in a legislatively compliant manner. Further, documentation and record maintenance becomes a significant component of all safety department personnel’s role, and all personnel shall possess excellent communication skills to have the ability to effectively communicate with all employee levels of hierarchy as well as subcontractor’s, visitors and project owners, their representatives and /or any government officials as required.

As Safety Department personnel act as resources for the remainder of the company they shall also be bound to uphold confidential information and maintain all information obtained in such a manner.

## Internal Responsibility System

Purpose:

Similar to other professional systems, the construction industry is relying upon the individual companies to act in a professional manner. Through an Internal Responsibility System, the companies themselves address issues and concerns of Health and/or Safety between workers, supervisors, and management, without intervention from the Ministry of Labour.

Scope:

The Internal Responsibility System is to encompass all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ activities and transgress into any subcontractors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ may utilize.

Responsibility:

It is every workers responsibility to perform his or her job in compliance with the Occupational Health and Safety Act, Construction Regulations and other Legislative requirements including the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Health and Safety Policy, and overall Safety System.

Furthermore it is the Company’s responsibility to enforce this policy to the best of its ability.

All personnel shall be responsible for the health, safety, personal well being, and actions of those whom report to them. Supervisors therefore assume responsibility for corrective or remedial action(s) deemed necessary to ensure compliance to this Policy, including implementation of corrective disciplinary action(s) where warranted.

The Operations or Equipment Department shall undertake implementation and discharge of appropriate corrective action(s) with the aid and guidance from the H&S Manager.

While the H&S Manager has no direct control over the production operations, it will be responsible for administration aspects, record management and providing current comprehensive resources to supervisors and workers where required. Additionally, the H&S Manager shall be responsible for ensuring appropriate levels of distribution are met to inform the workforce for maximum company benefit.

Method:

As a true internal responsibility system, all issues shall attempt to remain within the company. Each worker shall be responsible for his or her own actions; neither ignorance nor naiveté shall not be deemed a viable excuse for non-compliant actions.

The company itself will take on the responsibility to ensure a safe workplace is maintained. In doing so, the company has empowered supervisors with the authority and responsibility to maintain compliance of those who report to them.

The supervisors shall take corrective actions to ensure compliance is met, or will dispense an appropriate level of corrective disciplinary action to resolve the non-compliance without involving exterior authorities. Supervisors shall utilize the knowledge of workers, competency of peers, and guidance from management and the JHSC, to established remedial actions. Where full disciplinary action is warranted, the supervisor shall involve the H&S Manager to ensure the progressive policy is maintained.

When deemed beneficial to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ employees, publications of supporting materials shall be developed and distributed to provide knowledge in a preventative nature for similar instances.

### Company Conduct Rules

Company conduct rules are established to ensure the protection of each employee and the company itself. These rules are designed to establish a safe and healthy work place that protects workers while minimizing the risks of hazards. Additionally, these conduct rules will aid the company in maintaining its reputation as a leader in the construction industry. Failure to comply with these rules will result in corrective actions being administered to the employee(s) in breach of the rules and therefore may result in applicable corrections up to and including immediate dismissal if warranted.

Each employee is expected to act in a mature responsible and professional manner at all times.

Each employee shall be knowledgeable of and follow all established safety rules.

Employees must maintain customer and supplier confidentiality. This includes all business transactions, pricing, material storage, construction techniques and all printed or electronic documentation.

Each employee shall meet the reasonable standards of efficiency and quality with a minimum of waste.

While in the employment of the Company, employees shall refrain from any employment with a competitive company.

Each employee will promptly report any sickness or injury to their Supervisor. All employees shall be fit and healthy to perform the work for which they are employed, or insure their physical capabilities will not pose a hazard to themselves or others.

As all situations cannot be accounted for, the following is a list of many **obvious unacceptable** activities for your guidance. If you have any questions concerning what may constitute an acceptable or unacceptable act, contact your supervisor for clarification prior to performing the act.

* Wilful violation of any company, security or safety rule; or any deliberate action that is extreme in nature which is detrimental to the Company’s efforts to operate profitably, or which may damage the Company’s reputation.
* Insubordination or failure to follow the instructions of the duly appointed and recognized supervisor, unless they are actively involved in exercising their right to refuse work under Section 43 of the OHSA.
* Negligence or any careless action which endangers the life or safety of yourself or any other person.
* Theft, dishonesty or unauthorized possession or removal from the premises of property belonging to the Company or another employee. This includes wilful falsification or misrepresentation of work, employment or company records or documents.
* Engaging in criminal conduct, acts of violence by physical, threatening, or implying actions toward anyone on company premises or when representing the Company, or toward a fellow employee at any time.
* Being intoxicated or under the influence of any controlled substance while at work.
* Smoking in any enclosed space or vehicle which is contrary to the Provincial Jurisdictional Regulations
* Using or possessing any alcohol, controlled substance, weapon or firearm while on company premises.
* Failure to co-operate with other employees of the Company, and all those they come into contact with while working for the Company.
* Distracting or otherwise interfering with another employee’s performance of duties.
* Using or failing to report defective or faulty work/equipment to the Supervisor upon discovery.
* Making or publishing any false or malicious statements concerning another employee, the Company or its products.
* Engaging in any immoral or indecent conduct on Company property, or workplace.
* Engaging in an act of harassment, sexual, racial or other; or creating an unwelcome atmosphere through jokes, slurs or innuendo.
* Fighting, horseplay and careless or disorderly conduct. Damaging the property of employees or of the Company.

### Safety Rules

Safety rules are established to ensure the protection of each employee while in the employment of the Company. They are designed to establish safe and healthy work habits and minimize the risks of hazards that can result in work related illnesses or injuries. Failure to comply with these rules will result in corrective actions being administered to the employee(s) in breach of the rules and therefore may result in applicable corrections up to and including immediate dismissal if warranted.

All workers have the right to refuse to perform hazardous work, and shall request instruction on work procedures for work that is unfamiliar.

All managers, supervisors and workers shall be familiar with the current version of the Occupational Health and Safety Act and Regulations for Construction Projects as they apply to their particular work activities.

Hazardous conditions or practices must be reported to the Supervisor or lead hand immediately.

Any illness or injury (no matter how slight) must be reported to the Supervisor or lead hand immediately.

Procedures regarding the safe use of hazardous substances or agents shall be implemented immediately upon instruction and no hazardous substance or physical agent shall be used without having received information about safe usage.

All persons entering a work area must wear as a minimum:

* An approved hard hat
* CSA certified footwear
* An approved safety vest, or shirt
* Additional personal protective equipment must be worn according to the work performed.

Work areas and passageways must be kept clean. Debris, materials or any item that might cause a trip/fall hazard must be cleared or cleaned up immediately. Employees shall not create any unsafe or unsanitary conditions.

Workers who operate company vehicles must have a valid driver’s license.

Operate equipment and machinery only when trained and authorized to do so.

Use Lockout Procedures when adjusting or doing maintenance work or repairs on equipment.

Safety appliances and guards shall never be removed except when performing authorized maintenance procedures and the appliances and guards must be replaced before the equipment is put back into use.

Only trained, experienced and authorized personnel may operate material handling equipment. All lifting devices (chains, slings, and beams) must either be tagged or stamped with the safe working load, or have the safe working load known by the user.

A lifting device shall be operated in such a way that no part of the load passes overan employee. Repair work of any kind is not permitted under a suspended load unless the load is properly supported. Employees shall not walk under a suspended load.

When lifting or pushing loads, employees must not exceed their capacity. If an employee finds the load excessive or awkward, assistance must be asked for and provided. When manual lifting is required, the worker’s back should be straight and the have their knees bent. The lift is made with the legs.

Rings, earrings or jewellery that is loose or dangling shall not be worn near any rotating shaft, spindle, gear, belt or other source of entanglement.

All fire extinguishers and fire fighting equipment shall be kept clear for easy access at all times.

All portable ladders will be used with non-skid feet and placed on a firm level surface, tied or secured, with the safe angle of the distance from the base between 3:1 and 4:1 in terms of rise to run.

Horseplay, pranks, fighting, physical and verbal abuse, and harassment of any kind are all strictly prohibited.

The use of intoxicating substances such as alcohol or drugs will not be permitted at any time, and persons under their influence will not be permitted access to any workplace.

No food, drink or tabacco product shall be consumed in any room or place where any substance that is poisonous by ingestion is present.

The use of prescription medicine must be made known to your supervisor, including possible “side effects” of the medication.

Any visit by any governing officer must be reported immediately to the supervisor, who shall ensure accompaniment at all times by a supervisor or his designate. Cooperation must be given to all officers, even if disagreement occurs.

## Prevention of Harassment and Violence

Purpose:

The purpose of this policy and procedure is to protect the well being of all employees, visitors, subcontractors, and the general public by providing a work environment that is free from threats, threatening or intimidating behavior or violence.

Scope:

This policy and procedure applies to all employees of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and any of its affiliated Group of Companies and every person (including visitors, subcontractors, and the general public) while on Company premises or projects/sites. The policy also applies to offsite locations, including, but not limited to, off-site meetings or conferences, client locations, social situations related to work or workers’ homes if there are real or implied consequences related to the workplace.

Definitions:

**Workplace Violence:**

1. The exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker.
2. An attempt to exercise physical force against a worker in a workplace that could cause physical injury to a worker.
3. A statement or behaviour that 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.

**Workplace Harassment:**

1. Engaging in a course of vexatious comment or conduct against a worker in the workplace that is known or ought reasonably to be known to be unwelcome.

**Assault:** Assault is the intentional use of force against somebody without his/her consent.

**High Risk:** An assessment of a *perceived threat* with a *high potential* for violence.

**Imminent Risk:** An assessment of a threatening situation in progress, *which may result* in harm to personnel or property.

**Low Risk:** An assessment of a perceived threat with *potential for escalation*.

**Potentially Volatile Situation:** Any unspecified verbal threat or gesture to do harm to people, property or the environment, which creates an intimidating, offensive or hostile situation. It is also a display of uncontrolled behaviour as a result of emotional upset, anger or mental confusion.

**Threats:** Include both direct verbal threats and verbally threatening conduct, which may not be direct. Verbally threatening conduct includes any verbal outburst that is more than just a raised voice and where the result of that conduct makes another person feel threatened or intimidated.

**Violence:** includes any attempted, threatened or actual conduct that endangers the health or safety of an employee, or any person on the premises of the employer. This includes any threatening behaviour that gives an employee reasonable cause to believe that he or she is at risk of injury. Violence also includes any verbal, non-verbal or physical behaviour that is threatening to self, others or property, or physical behaviour that actually did harm to self, others or property. This can include, but is not limited to any hitting, punching, kicking, squeezing, pinching, scratching, twisting, grabbing, biting, pushing and all gestures that may indicate any form of the above. It also includes but is not limited to the more serious forms of violence such as: beatings, stabbings, shootings, sexual assaults, psychological traumas such as threats, obscene phone calls or emails, an aggressive, threatening, or intimidating presence, whether intended or not.

**Weapon:** An instrument or device used to inflict physical harm to a person, persons or property.

Responsibility:

While it is every workers responsibility to perform his or her job in compliance with the Occupational Health and Safety Act, Construction Regulations and other Legislative requirements including the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Health and Safety Policy, and overall Safety System, the following chart outlines some specifics to this portion of the overal program:

|  |  |
| --- | --- |
| **Who** | **Responsibilities** |
| Employee | * Support a violence & harassment free workplace * Upon perception of verbal abuse, threat or threatening behaviour or violence, immediately report this information to their Supervisor or Manager |
| Supervisors/Managers | * Participate and cooperate in assessment process as required * Participate and cooperate in investigation process as required * Respond promptly and thoroughly investigate every threat or allegation of workplace violence * Assess level of risk or potential risk or workplace violence and react accordingly * Ensure corrective action is in place to protect the worker and/or workplace and prevent any other occurrences |
| Human Resources/Health & Safety | * Follow up on investigation and ensure corrective actions are consistent |
| Workplace Violence Prevention Committee | * Assess level of risk or potential risk or workplace violence in cooperation with Supervisors/Managers and react accordingly * Participate when necessary in investigations of threat or alleged workplace violence |

Method:

The Company is committed to protecting the well-being of all employees, visitors, subcontractors and the public at large by providing a work environment that is free of harassment, threats and acts of violence. A positive work environment is built upon mutual respect.

In support of this initiative and consistent with our policies, the company will not tolerate any form of harassment or threats (physical or verbal), direct or implied, violence or physical conduct by any person which results in or could potentially result in harm to people or creates an intimidating, offensive or hostile workplace.

Management recognizes that responding to individuals or situations that present a risk for violence is a fundamental responsibility. Key resources to assist in the process include but are not limited to the following personnel: Supervisors, Managers, Human Resources, Senior Management, Health & Safety Committee members and the members of the Workplace Violence Prevention Committee.

We all share the responsibility for maintaining a safe work environment. However, it must be noted that it is not possible for all Supervisors to have an equivalent viewpoint of their subordinate(s) and therefore this program requires strong communication as a key component and relies heavily on individuals coming forward with issues to any of the key resources above. Every individual’s responsibility includes following the policy, communicating concerns and cooperating in efforts to resolve concerns.

The Company will not tolerate any violation to this policy and will not tolerate reprisals or retaliation towards **any person** for complying with this policy. This includes those who report witnessed conduct, those who cooperate in an investigation or report concerns to their supervisor or manager. Any such behaviour will be dealt with accordingly, resulting in applicable corrections up to and including immediate dismissal if warranted.

Work Environment

In order to create a safe work environment and ensure the well-being of employees, visitors, subcontractors and the public at large, it is important that basic rules of behaviour be observed. These rules are created to help reduce incidents of confrontation or violence against or among employees.

* Incidents of physical assault by any employee or against any employee will be reported to the police.
* Incidents of verbal assault or harassment by any employee or against any employee may be reported to the police, depending on severity.
* All incidents or potential incidents of domestic violence in any way related to the workplace shall automatically fall under the Workplace Violence & Harassment policy. Any time domestic violence is a reasonable possibility; the matter shall be classified as a “high risk” and shall be dealt with immediately.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will include “risk of violence” in every project hazard assessment and an in-depth assessment of the head office facilities.

The Company will ensure that all employees are trained for full understanding of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ expectations for appropriate conduct for the entire scope of work this program element pertains.

Determine the Risk Level

The Supervisor/Manager along with a member of the Workplace Violence Prevention Committee (as requested) will conduct a risk assessment relative to the incident and follow each step depending on the risk involved. The risk can be imminent if a threatening situation is in progress. The risk can be high if it is a *perceived threat* with a *high potential* for violence or the risk could be low if it is a perceived threat with *potential for escalation.* The Supervisor or manager should base his or her assessment of the risk on the information received.

If the incident is determined Imminent Risk or High Risk to employees or property, the manager or Supervisor and a Workplace Violence Prevention Committee member will:

1. Request assistance from local law enforcement authorities.
2. Stop unnecessary access to the jobsite; ensure access is clear for responding authorities.
3. Respond to the scene, and unless in harm’s way, maintain presence until control of the situation is assumed by local authorities.

**At no time should an employee approach a suspect armed with a weapon**

1. Perform necessary evacuation or isolate near or at the incident scene when feasible.
2. Support the coordination of communication between authorities, employees and management.
3. Assist authorities as necessary to resolve the situation.

If the incident is determined Low Risk to employees or property, the manager or supervisor and Workplace Violence Prevention Committee member will:

1. Gather information relative to the incident, determine appropriate preventive measures, and follow up action.
2. Monitor the situation and conditions for possible escalation.

Once the situation has been dealt with the supervisor or manager with the help of the Workplace Violence Prevention Committee will provide feedback to Human Resources and employees involved when appropriate.

Senior Management will be responsible for redirecting any media inquiries for any of these situations.

### Guidelines

Written Threats

1. Do not throw away any part of the letter, envelope or anything included or attached.
2. Handle the envelope, letter and any contents as little as possible. Place in a folder or protective plastic sleeve if possible.
3. Contact Human Resources. Do not discuss the content of the letter with anyone other than Human Resources or their designate

Telephone Threats

1. The employee who received the threat should obtain as much information as possible from the caller.
2. Immediately write down a summary of the conversation.
3. Immediately contact Human Resources. Do not discuss the conversation with anyone unless advised by Human Resources.

In both cases above, Human Resources and the Workplace Violence Prevention Committee will investigate the threat, interview the complainant, assess the immediate danger and take appropriate measures to safeguard all employees and property. Details of the incident will be shared on a need to know basis with the appropriate management personnel.

Dealing with a Potentially Volatile Situation

1. The employee who notices a potentially volatile situation should inform their Supervisor/Manager immediately, and will identify the person(s), location and type of behaviour being exhibited. The employee should not aggravate, or allow anyone else to aggravate the situation. If the person leaves the areas, do not attempt to detain them. Follow the person from a safe distance and attempt to notify local police as to their movements.
2. Supervisor/Manager with a member of the Workplace Violence Prevention Committee (if available) are expected to appropriately and safely intervene when they become aware of a potentially volatile situation.
3. Supervisor/Manager will monitor the situation and take action or direct employees as appropriate to safeguard all persons and property
4. If the situation reported warrants, the Supervisor/Manager may immediately contact 911 and other appropriate personnel or agencies and will take direction from those entities.
5. Once the situation has been resolved, the Supervisor/Manager should then undertake an investigation independent of other appropriate personnel or agencies investigation. All concerned parties should be interviewed and signed statements obtained where appropriate.
6. The Supervisor/Manager should ensure that Human Resources is aware of the investigation and is present if available.

Dealing with Situations involving Violence (with a Weapon or Object)

1. Employee’s first priority is to find a safe location, and then notify their Supervisor/Manager as soon as possible of the situation.
2. The Supervisor/Manager will immediately contact local authorities.
3. Where possible without putting themselves in danger, the Supervisor/Manager with a Workplace Violence Prevention Committee member (if available) will proceed to the threat situation immediately.
4. After assessing the immediate danger, the Supervisor/Manager will take appropriate measures to safeguard the concerned parties, other employees and the facility/jobsite. At no time should any party put themselves at undue risk. The Supervisor/Manager will coordinate efforts to stabilize the situation until the local authorities or other appropriate resources arrive on scene.
5. Once local authorities attend the scene, the Supervisor/Manager should remain in the area to provide assistance, but should not intervene unless requested.
6. The Supervisor/Manager should be prepared to investigate the situation and prepare an incident report. All parties privy to the incident should be interviewed and statements taken in writing where appropriate.
7. The Supervisor/Manager will liaise with local authorities throughout the incident if applicable.
8. Human Resources and Senior Management or their delegate will liaise with resources, and in conjunction with other appropriate agencies (e.g. / Employee Assistance program) determine a course of action and follow up for those involved.
9. All responding agencies will assist in demobilizing the victim(s) and all bystanders who may require assistance.
10. Management and other appropriate resources will assess the need for further defusing of the situation and will be responsible for debriefing the impacted employees and others where necessary.
11. Return to work will be permitted only after clearance by Management, in consultation with local authorities and Human Resources.
12. Senior Management will deal with any media as necessary.

## Progressive Enforcement and Corrective Policy

Purpose:

This section of the Safety Policy Manual is provided in order to establish a standardised, progressive enforcement and corrective policy, for consistent implementation of enforcement actions for non-compliance activities.

This section allows for the means of enforcement of the Safety System and its intent.

Scope:

This section of the Safety System will be used in the event of an actual or potential accidental loss occurrence, when requested by an Operational or Equipment Manager, Supervisor and/or Foreman.

Occasionally, the H&S Manager may initiate this policy where deemed warranted due to results of an accidental loss or a discovered action or occurrence, and provide advice to the appropriate supervising authority to proceed with implementation of the enforcement and corrective policy.

This policy does not cover poor or inadequate performance related occurrences, unless the health, safety or well being of other workers is deemed, “at risk”.

Responsibility:

It is every workers responsibility to perform his or her job in compliance with the OSHA, Construction Regulations and other Legislative requirements including the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Health and Safety Policy.

Furthermore it is the Company’s responsibility to enforce this Safety System to the best of its ability.

It is the Supervisor’s responsibility as the Company’s Representative, to provide corrective action deemed necessary to ensure compliance to this Policy, including implementation of enforcement and corrective action(s) where warranted.

The H&S Manager shall perform administration of the progressive enforcement and corrective policy with reference to non-compliance or potentially hazardous occurrences.

The Operations or Equipment Department shall undertake implementation and discharge of appropriate action(s) warranted through the enforcement and corrective policy.

Method:

A supervisor will notify the H&S Manager of a non-compliant activity when either a loss occurs or sufficient compliance cannot be achieved through verbal directives. Additionally, an observed action may be witnessed that requires implementation of the enforcement policy, which must also be addressed through the appropriate supervisor.

The H&S Manager will perform a superficial investigation, which will attempt to evaluate the validity of the request for corrective disciplinary action, the level of corrective measure required, and the ensuing degree of investigation required. An investigative review may or may not be conducted when the recommended level of corrective action warrants a verbal correction. Additionally, where termination is believed the corrective action required, the employee is at that point deemed on “Suspension-No Pay”, until the completion of the process.

The H&S Manager then conducts an investigative review of the circumstances. Where warranted, the two assessment factors wil be determined and all relavant information gathered.

Subsequently, the information shall be employed to establish the appropriate level of corrective action (if any), consistent with the two assessment factors and any prior occurrences which resulted in corrective action(s), as prescribed by this policy.

Where circumstances are such that an obvious infraction or breach in company policy rather than a Health & Safety infraction was the primary source initializing the corrective actions, this policy may still be utilized however, Senior Management may ask the infraction section of the level relate to Factor 2, rather then the score developed within Figure 1.a and it’s corresponding value as per figure 1.b. *(i.e. the infraction level itself may become Factor 2.)*

Obvious infractions such as fighting are Major breaches and are always considered as a wanton behavious.

A final evaluation will be made and a formal recommendation to initiate enforcement and corrective disciplinary action shall be submitted to senior management for review, modification or endorsement subsequent to an investigation, which confirm:

* That corrective action is warranted; and
* Establishes the appropriate level of corrective action.

The final stage of the process is the implementation of the recommended enforcement and corrective action. The results are forwarded to requesting body and/or appropriate controllers and/or representatives, and the employee is advised of the outcome. The appropriate Supervisor or Safety Coordinator, completes the documentation with the employee, and ensuing corrective action(s) are dispensed.

**Assessment Factors**

As a general guide, corrective action will be determined with reference to the following two factors:

**Factor 1**

Factor 1 is the extent to which the employee knowingly performed, permitted or contributed to cause a substandard practice and/or condition. The applied definitions of a substandard practice or condition as well as employee knowledge are stated in the appendix to this policy.

Factor 1 determinants are characterised as:

**Unwitting:** This sub-factor shall be applied when it is established that an employee ***without knowledge*** performed, permitted or contributed to cause asubstandard practice or condition.

**Inadvertent:** This sub-factor shall be applied when it is established that an employee ***with knowledge, but as a result of momentary inattention or oversight*** performed, permitted or contributed to cause a substandard practice or condition.

**Wanton:** This sub-factor shall be applied when it is established that an employee ***with knowledge and not as a result of momentary******inattention or oversight*** performed, permitted or contributed to cause a substandard practice or condition.

**Factor 2**

Factor 2 is the actual, potential or probable outcome or severity of an accident, incident, occurrence or loss resulting from a substandard practice and/or condition. The applied definitions of incident and loss are stated in the appendix to this policy. Factor 2 determinants are established with reference to Figure 1a **(Factor 2 Assessment Chart.)** Individual component rating scores are added to establish the total points. Total point ranges and their corresponding Factor 2 Severity Ratings are indicated in Figure 1b.

Factor 2 determinants are characterised as:

**Minor:** This sub-factor corresponds to a score total of 0 – 10, from Figure 1b.

**Significant:** This sub-factor corresponds to a score total of 11 – 25, from Figure 1b.

**Serious:** This sub-factor corresponds to a score total of 26 – 40, from Figure 1b.

**Major:** This sub-factor corresponds to a score total of 41 – 60, from Figure 1b.

**Levels of Corrective Action (Minimum)**

An assessment of the two factors shall be used to establish relative position within the Corrective Action Matrix. (See Figure 2) Numbers contained within the matrix corresponds to the **appropriate minimum** level ofcorrectiveaction to commensurate with consideration ofthe two factors.

Senior Management reserves the right to administer alternate enforcement sanctions of “equivalent value for the well being of the company”, where appropriate. These sanctions may be in the form of Health and Safety promotional work within the company or other.

**Level and Corresponding Corrective Action**

**Verbal Correction.** The superintendent will provide a verbal correction to the employee. A written record of this correction will be placed in the employee's personnel file and the employee advised accordingly. An extensive investigation is may not be required for this level.

**Written Correction.** A written correction notice will be prepared and presented to the employee. The employee will be asked to sign, indicating receipt of a copy of the written correction, and a copy will be placed in the employee's personnel file. A copy of a written correction notice will be forwarded to the employee’s Union Business Agent, if applicable.

**Suspension Without Pay.** An employee will be suspended without pay for a minimum of 3(three) -, and a maximum of 10(ten) - working days.

The specific duration of suspension shall be established by evaluating the total pint score obtained from the Factor 2 Assessment Chart, prorated to the relative position within the applicable total range (figure 1b). The upper and lower limit of each range shall correspond with the upper and lower duration of suspension respectively. The employee will be asked to sign an acknowledgement of suspension, specifying the reason for this level of corrective action. A copy of a written suspension notice shall be forwarded to the employee's Union Business Agent, if applicable.

**Termination**. A request to terminate an employee will be thoroughly investigated and reviewed to determine if termination is warranted. An employee shall be suspended without pay pending the investigation, evaluation and review of circumstances, which have warranted the request for termination of employment. This period of time shall not exceed 3(three) working days. Upon senior management endorsement of a resolution to terminate, the employee shall be asked to sign an acknowledgement of termination of employment, which shall specify the reason(s) for this level of corrective action. A copy of a written termination notice shall be forwarded to the employee's Union Business Agent, if applicable.

**Prior Occurrences Warranting Corrective Disciplinary Action(s)**

Increasing levels of corrective action shall be applied in the event that additional occurrences warranting corrective action(s) take place within 2(two) years from the anniversary date of a prior occurrence.

**\* Important Note:** Successive occurrences resulting in corrective action(s) within 2 years shall have a **cumulative effect.** E.g. First incident resulting level “1” corrective action; a second incident within 2 years warranting level “2” corrective action would result in a cumulative (additive) effect necessitating the imposition of level “3” corrective action for the second occurrence.

**Additional Corrective Action Provisions**

Management reserves the right to enter into any level of corrective action including termination based upon the severity of the occurrence requiring corrective action, prior occurrences and the employee's employment history.

Furthermore, management reserves the right to unilaterally reduce the duration of a suspension without pay as prescribed by policy when the reduction is combined with other appropriate corrective disciplinary sanctions. Sanctions will be considered on their rehabilitative merit.

The level of corrective action (if any) will be discretionary when it is directed at an employee who has suffered an injury as a result of an accident warranting corrective action.

Appendix

Definitions:

***Substandard Practice or* *Condition****:* Asubstandard practice or condition is any deviation from an accepted standard orpractice. The deviation could involve both acts of people and conditions related to physical things.

***Employee Knowledge****:* The confirmation of prior training, licenser, certification, signed receipt of policy or instruction which had or should have addressed the issues related to the substandard practice or condition.

***Incident:***An undesired event which, under slightly different circumstances, could have resulted in harm to people, damage to property or loss to process.

***Loss:***An undesirable event that may result in one or more of the following affects:

-harm to people

-harm to property or processes

-performance interruptions

-profit reduction

**Employee Enforcement and Corrective Action - Health and Safety Non-compliance**

Letter of Corrective Action

This form should be used for all levels of corrective action except a verbal correction.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Particulars of applicable employee | | | | |
|  |  |  |  | |
| (Employee) | (Badge Number) | (Applicable Union) | (Union Local) | |
| Name(s) of all Supervisors who have recommended the initiation of corrective action against the above noted employee. | | | | |
|  |  |  | | |
| (Immediate Supervisor) | (Superintendent) | (H&S Personnel) | | |
| Details of the occurrence warranting corrective action: | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |

Management Acknowledgment of Undertaking

In response to the recommendation of the above noted Supervisor(s) and/or Management members, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has investigated the details of the occurrence warranting corrective action; and applied the procedures prescribed in the attached chapter of the Safety System, Progressive Enforcement and Corrective Policy.

Assessment Factor 1

As a result of the investigation, it was established that the above noted employee performed, permitted or contributed to cause a substandard practice and/or condition, with knowledge characterized as:

|  |  |  |
| --- | --- | --- |
| ❑ Unwitting | ❑ Inadvertent | ❑ Wanton |

Assessment Factor 2

Additionally, it was established that the actual, potential, or probable outcome or severity of the accident, incident, occurrence or loss resulting from a substandard practice or condition was:

|  |  |  |  |
| --- | --- | --- | --- |
| ❑ Minor | ❑ Significant | ❑ Serious | ❑ Major |

As a result of the application of this policy and in consideration of any prior occurrence(s) resulting in corrective action, Management of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has resolved to impose the following corrective action toward the above noted employee.

See accompanying assessment sheets

Continued on reverse.....

Employee Acknowledgment

....Continuation of previous page.

I, the undersigned employee, acknowledge having been advised of the intent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to undertake the following level of corrective action against me:

See accompanying assessment sheets

I further acknowledge the following:

* that a representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has thoroughly reviewed the details relating to the occurrence which has warranted corrective action being undertaken against me.
* receipt of a copy of the Company's Progressive Enforcement and Corrective Policy with reference to the Overall Company’s Safety System, and that the policy has been thoroughly explained to me.
* that a representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has reviewed the policy with reference to any prior corrective action(s) within the past two years, as well as the methods and procedures employed to determine the level of corrective action(s) deemed appropriate with regard to the assessment factors prescribed by policy.
* that except in the event of termination of my employment, increasing levels of corrective action(s) shall be applied against me in the event that an additional occurrence warranting corrective action(s) occurs within two years of this date, as prescribed by policy.
* that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ reserves the right to enter into any level of corrective action against me, including termination of my employment based on the severity of the occurrence or any prior occurrence(s), as well as my work performance and employment history.
* a copy of this letter of corrective action shall be retained in my personnel file and except in the case of a verbal correction, a copy of this letter along with the attached policy will be sent by registered mail to my union business agent, if applicable.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| (Employee's Signature) |  | (Date) |
|  |  |  |
| (Signature of Employer Representative who discharged disciplinary action) | (Position) | (Date) |
|  |  |  |
| (Witness) | (Position) | (Date) |

Factor 2 Assessment Chart

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Components | 9 – 10 Points | 6 – 8 Points | 3 - 5 Points | 0 - 2 Points | Point Rating |
| Personnel Involvement | Manager – 10  Superintendent – 9 | Key Staff Employee – 8  Senior Foreman – 7  Foreman – 6 | Specialty Operator- 5  Journeyman Operator / Labourer - 4  Semi-Skilled Labour – 3 | All other employees –2  Subcontractor employee and other 3rd party personnel – 1 |  |
| Resultant Injury  (Actual) | Critical Injury as defined by Regulation resulting in injury but not death – 10  Requires permanent modified duties or  Long term disability (more than 60 days) - 9 | Loss of lesser member or permanent impairment of minor function - 8  Requires extended modified duties – 7  Extended lost time (more than 30 days) -6 | Lost time accident up to 30 days – 5  Lost time accident up to 5 days or medical aid accident with up to 10 days restricted duties – 4  Lost time accident 1 day or medical aid accident with up to 5 days of restricted duties – 3 | Medical aid accident with up to 2 days of restricted duties – 2  Minor medical (First aid or one doctor  Treatment- 1  No visible injury - 0 |  |
| Injury Potential by Energy Level (Actual or Probable) | Contact with a level of energy that threatens survivability of the body or its part. | Contact with a level of energy well beyond the threshold limits of the body. | Contact with a moderate level of energy, but beyond the threshold limit of the body. | No visible evidence of contact with energy.  Contact with very low level of energy |  |
| Equipment Type | Production machines mobile powered equipment, or other energized or pressurized equipment | | Hand Tools  Non-powered equipment  Portable electric or air operated tools  Ladders & Stairs | No equipment involved  Incidental Tools |  |
|  | Power Transmission  Point of operation  Electrical apparatus | Moving equipment  Elevating or conveying equipment |  |  |  |
| Material Type | Highly corrosive  Lethally toxic  Absence of or low level of oxygen | High thermal  Mildly corrosive  Mildly toxic | Sharp  Rough  Pointed  Slippery  (Include floors)  Overexertion | Non –hazardous  Nominally-hazardous |  |
| Infraction type | Major | Serious | Significant | Minor |  |
| Sustained Damage or Loss $  (Actual or Probable) | 20,000 and above | 5,000 - 19,999 | 1000 – 4,999 | 0 – 999 |  |
| Total Points to determine Severity Factor | | | | |  |

(Figure 1a) **Fatality or permanent total disability (60)**

|  |  |
| --- | --- |
| **Total Points Range** | **Factor 2 Severity Ratings** |
| 0 – 10 | Minor |
| 11 – 25 | Significant |
| 26 – 40 | Serious |
| 41 – 60 | Major |

(Figure 1b)

**Health and Safety – Corrective Action Matrix**

**Factor 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Factor 1** | Minor | Significant | Serious | Major |
| Unwitting | 1  Verbal Correction | 1  Verbal Correction | 2  Written Correction | 2  Written Correction |
| Inadvertent | 1  Verbal Correction | 2  Written Correction | 3  Suspension-No Pay | 4  Termination |
| Wanton | 2  Written Correction | 3  Suspension-No Pay | 4  Termination | 4  Termination |

(Figure 2)

Numbers within the matrix corresponds to the minimum level of corrective disciplinary action deemed appropriate with respect to Factors 1 and 2.

|  |
| --- |
| Corrective actions to be imposed: |
|  |
|  |
|  |
|  |
|  |
|  |

## Progressive Enforcement and Corrective Actions “Short Form”

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Particulars of applicable employee | | | | |
| Employee | | Employee Number | | Applicable Union |
| Details of the occurrence warranting corrective action: (Check appropriate box &/or write description to the side) | | | | |
| Jobsite: | | | Date: | |
| 🞎 Late: |  | | | |
| 🞎 Absenteeism: |  | | | |
| 🞎 Misconduct: |  | | | |
| 🞎 Insubordination: |  | | | |
| 🞎 Minor H&S Issue: |  | | | |
| 🞎 Other: |  | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |

As a result of the above occurrence and based on the Corrective Action Matrix **(see over),** you have been given the following corrective action(s)

🞎 Verbal Warning

🞎 Written Warning

🞎 Suspension for \_\_\_\_\_\_\_ Days **(Minimum of 1 and Maximum of 4)**

🞎 Termination with Cause

🞎 Other:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee's Signature |  | Date |
|  |  |  |
| Signature of Employer Representative who administered corrective action | Position | Date |

🞎 Employee unwilling to acknowledge and sign.

**Levels of Corrective Action**

**Verbal Correction.** The superintendent will provide a verbal correction to the employee

**Written Correction.** A written correction notice will be prepared and presented to the employee. The employee will be asked to sign, indicating receipt of a copy of the written correction, and a copy will be placed in the employee's personnel file.

**Suspension Without Pay.** An employee will be suspended without pay for a minimum of 3(three) -, and a maximum of 10(ten) - working days. The employee will be asked to sign an acknowledgement of suspension, specifying the reason for this level of corrective action. A copy of a written suspension notice shall be forwarded to the employee's Union Business Agent, if applicable.

**Termination**. The employee shall be asked to sign an acknowledgement of termination of employment, which shall specify the reason(s) for this level of corrective action. A copy of a written termination notice shall be forwarded to the employee's Union Business Agent, if applicable.

**\* Important Note:** Successive occurrences resulting in corrective action(s) within 2 years shall have a **cumulative effect.** E.g. First incident resulting level “1” corrective action; a second incident within 2 years warranting level “2” corrective action would result in a cumulative (additive) effect necessitating the imposition of level “3” corrective action for the second occurrence.

**Factor 1**

**🞎 Unwitting:** without knowledge

**🞎 Inadvertent:** with knowledge, but momentary inattention, oversight or unintentional

**🞎 Wanton:** with knowledge and not as a result of momentary inattention or oversight

**Factor 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Components | 9 – 10 Points | 6 – 8 Points | 3 - 5 Points | 0 - 2 Points | Point Rating  Assessed |
| Impact on the Company ($) | 20,000 and above | 5,000 - 19,999 | 1000 – 4,999 | 0 – 999 |  |
| Personnel Involvement | Manager – 10  Superintendent – 9 | Key Staff Employee – 8  Senior Foreman – 7  Foreman – 6 | Specialty Operator- 5  Journeyman Operator / Labourer - 4  Semi-Skilled Labourer – 3 | All other employees –2  Subcontractor employee and other 3rd party personnel – 1 |  |
| Injury Potential due to Infraction  (Actual or Probable) | Threatens survivability of the body or its part. | Beyond the threshold limits of the body. | Moderate, but beyond the threshold limit of the body. | Minor to none |  |
| Sustained Damage or Loss $  (Actual or Probable) | 20,000 and above | 5,000 - 19,999 | 1000 – 4,999 | 0 – 999 |  |
| **Total Points** | | | | | 0-40 |

Factor 2 is the actual, potential or probable outcome or severity of the infraction and/or condition.

**🞎 Minor:** This sub-factor corresponds to a score total of 0 – 9,

**🞎 Significant:** This sub-factor corresponds to a score total of 10 – 16,

**🞎 Serious:** This sub-factor corresponds to a score total of 17 – 24,

**🞎 Major:** This sub-factor corresponds to a score total of 25 and up

**Corrective Action Matrix**

**Factor 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Factor 1 | Minor | Significant | Serious | Major |
| Unwitting | 1  Verbal Correction | 1  Verbal Correction | 2  Written Correction | 2  Written Correction |
| Inadvertent | 1  Verbal Correction | 2  Written Correction | 3  Suspension-No Pay | 4  Termination |
| Wanton | 2  Written Correction | 3  Suspension-No Pay | 4  Termination | 4  Termination |

Numbers within the matrix corresponds to the minimum level of corrective disciplinary action deemed appropriate with respect to Factors 1 and 2.

**Additional Corrective Action Provisions**

Management reserves the right to enter into any level of corrective action including termination based upon the severity of the occurrence requiring corrective action, prior occurrences and the employee's employment history.

Furthermore, management reserves the right to unilaterally reduce the duration of a suspension without pay as prescribed by policy when the reduction is combined with other appropriate corrective disciplinary sanctions. Sanctions will be considered on their rehabilitative merit.

The level of corrective action (if any) will be discretionary when it is directed at an employee who has suffered an injury as a result of an accident warranting corrective action.

Section C – Posted Health and Safety Materials

Purpose:

To ensure compliance with applicable laws and regulations on all sites relating to required materials being present and available.

Scope:

The Company Postings policy shall be used as a basis for all sites that we may work.

Responsibility:

It is the responsibility of the Senior Management to establish the listing of posting requirements, and all site supervisors to post or make available the materials as required by the listing developed, as well as site postings for hazards as required by the Construction Regulations.

Method:

The Company Posting listing as developed will be reviewed at least annually by senior management to ensure all applicable materials are accounted for and then made readily available via the head office.

The supervisors for field operations shall ensure that applicable materials are available on each site as the site is initially prepared and then periodically during routine inspections.

Additionally, where supervisors witness hazards on the project site, suitable warning signs shall be posted to warn of the hazard. These signs shall be posted in suitable size (Danger at least 6” high) and suffiecient numbers to provide adequate warning for all workers.

Some notable locations for consideration are:

* Adjacent to a designated hoisting area;
* Where any equipment may pose a hazard by reversing;
* Under a boatswain’s chair, suspended scaffold or platform;
* At any Confined Space location;
* At any location with overhead electrical conductors;
* Deep excavations; and
* Any outlet from a chute or other disposal outlet from a higher level.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Posting Requirements Checklist

| **Document** | **Posted / Available - Y/N** | **Where** |
| --- | --- | --- |
| Company Health and Safety Policy |  |  |
| OHSA and Appropriate Industry (Construction) Regulation  *(Green Book) / Or the Canada Labour Code II* |  |  |
| WHMIS Regulation   * MSDS’s |  |  |
| MOL Notice of Project |  |  |
| Designated Substances (as applicable) |  |  |
| MOL Address and phone number of nearest office |  |  |
| MOL or HRDC guidelines   * OHSA * JHSC’s |  |  |
| WSIB Form 82 – In Case of Injury At Work poster |  |  |
| First Aid Regulation (1101)   * Designated First Aid providers * Injury Treatment Records |  |  |
| Emergency Services and Numbers   * Police * Fire * Ambulance |  |  |
| Reports:   * MOL orders * Jobsite Inspections * JHSC Inspections * JHSC Minutes * Accident Summaries |  |  |
| Locates:   * Gas * Hydro * Bell and Cable * Other (S&W, Fibre, Pipeline, Street lighting, etc.) |  |  |
| Other:   * Location of toilet facilities * Traffic Control Plans * TDG documents * Trench Support System Drawings * Formwork / Falsework Drawings |  |  |

Section D - Safe Work Standards and Procedures

Purpose:

By developing and implementing written safe work procedures, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will be able provide guidance to all jobsites in an equal and efficient manner to gain across the board control mechanisms for all hazards and full understanding of the company’s expectations for specific aspects of tasks being performed.

Furthermore, by having written safe work procedures, there is less chance of misinterpretation and therefore better control of all hazards associated with our activities.

Scope:

The written procedures will in essence be somewhat general, since any overall task assigned can be broken down into an infinite number of actual procedures to get to the final outcome. However, they will encompass the nature of the business that we do in most every way and should cover all of our day-to-day operations.

This shall be accomplished for all occupations, and/or Jobs, and/or common hazards in the work environment and encompass a listing of the main business activities associated with each. By reviewing both hazard types and sources, all facets of the workplace will be covered. When controls are being established, always look to the source, then along the path and finally at the worker.

While all hazards will be addressed with controls, the higher the risk, the faster controls shall be established and more comprehensive the control measures should be.

Responsibility:

The Safety Department and selected individuals will be responsible to complete the Hazards Analyses.

The Senior Management team will consult with the Safety Department to determine which activities require the “Safe Operating Procedures” (SOP).

It will be the responsibility of Senior Management, (with the aid of the Safety Department) to develop safe work policies and practices for those activities it deems necessary.

The Company will ensure that copiesof SOP’s are readily available where required and Supervisors will ensure that workers completing tasks where SOP’s have been developed are well aware and have good understanding of the SOP prior to the activity being completed. The employee shall be responsible to follow all SOP’s as they have been trained.

Method:

The Safety Department and selected individuals within the company including H&S Reps. and JHSC members will review and develop the hazard analyses of the Company’s activities including risk and frequency potentials.

This shall be done for all activities known and observed during typical inspections. The Hazard Analysis shall be done using the Hazard Analysis Form and identify hazard potentials and some possible control mechanisms for those hazards.

Where activities are rated as a high hazards potential, and have a high frequency of occurrence, a SOP will be developed. This SOP should identify how to do the job as well as put controls into place for the hazard identified.

The controls may include:

* Preventative maintenance / Pre-shift inspection
* Personal Protective equipment
* Job rotation
* Engineering / substitution
* Safe operating/work procedure(s)
* Training relating to the controls and SOP

##### The hazard assessment will be done by the following method:

1. Select a job, occupation, or common hazard.
2. Break each task down into steps. Describe and list each step in sequence.
3. Identify the risk factors at each step.
4. Identify the hazards associated with each task/factor combination.
5. Assess the hazard. Evaluate the degree of risk, which is the extent to which the hazard is likely to cause loss of life, permanent disability or serious injury as well as the probability of occurrence.
6. Identify controls. This may require changes to people factors, equipment, materials, procedures, tools, systems or processes.

Where the hazard assessment dictates that a SOP is required, develop a SOP and utilize the personnel involved in the activities to validate the SOP as it is being developed. Provide suitable communication and training for the SOP, and once implementation occurs, complete an evaluation of the SOP to determine if satisfactory and ensure the hazard identified is being controlled in an acceptable manner. The evaluation here will determine if there is a need to repeat the analysis process.

Similar to all other components of the overall program this will be evaluated and reviewed overall annually as a minimum, however, components within this section and individual tasks may be reviewed sooner if necessary. For example if injuries occur, the job changes in any way, or new equipment is instituted, then \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will consider conducting a new Hazard Analysis, or incorporate it onto our yearly schedule.

The following situations have currently been developed as specific policies under this program:

Housekeeping 59

Refusal of Work 60

Lifting Devices & Rigging Hardware 62

Communication 64

Physical Demands Analysis 66

Excavation and Trenching Awareness 67

Moving Equipment Awareness 73

Pinch Point Awareness 76

Confined Space Entry 77

Installation of Pipe and other Structures 85

Traffic Control and Traffic Protection Procedures 87

Fall Protection 90

Overhead Power Lines 92

Tunnelling Safety 96

Cell Phone and Other Electronic Equipment Personal Usage Policy 98

Personal Protective Equipment 100

Purchasing 103

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| JOB/WORKPLACE HAZARD ANALYSIS - RISK EVALUATION & CONTROL MEASURES | | | | | | | | |
| Process / Activity | Hazardous Element | Job / Task - Hazard  Sub-Category | Hazard Risk Rating  (L-M-H,) | Frequency Rating  (L-M-H,) | Control Factor | Safe Operating Procedure or Safe Work Procedure  (Y/N? - Reference #) | Action Required By: | Action Date |
| Administration / Documentation | Liability Exposures / Non-Compliance with OHSA / Regulations | Appropriate Required Documentation | L | H | Trailer job board set-up | Y- | Project Superintendent | Job Start Up |
|  |  | Joint Health & Safety Site Com. | L | L | Joint Health & Safety Site Com. | Y- | Project Superintendent/ Manager | Not required @ this time |
|  |  | Worker Trade Committee | L | L | Worker Trade Committee | Y- | Project Superintendent/ Manager | Not required @ this time |
|  |  | Sub-Contractor Safety Policy Compliance Check list | L | M | Sub-Contractor Safety Policy Compliance Check list | Y- | Project Manager | Prior To Sub Start Dates |
|  |  | Record Keeping | L | H | Tailgates; confined space entry; Engineered Dwgs.; locates; meeting minutes; WHMIS; etc. | Y- | Foreman | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
| Company Office | Generic Office Hazards | MSD's | L | H | Awareness training and internal reaction(s) to mentioned concerns | N | Office Manager | Continuous requirement |
|  |  | WHMIS | L | L | Awareness training and internal reaction(s) to mentioned concerns | N | Office Manager | Continuous requirement |
|  |  | Ergonomic Concerns | L | H | Awareness training and internal reaction(s) to mentioned concerns | N | Office Manager | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
| Emergency Plan | Emergency on Project | People, Equipment, Materials , Environment | L | L | Assess situation >1st aid + Emergency care & Transportation > secure scene | Y | All | Original Plan at onset of Project and then follow-up or additional requirements at time of "Event" |
|  |  |  |  |  | Appropriate notifications |  | All | At time of Event |
|  |  |  |  |  |  |  |  |  |
| Environmental Protection | Erosion | Grade works / Land stripping and Cut/Fill | H | H | Erosion Control Mechanisms | Environmental Control Plan / policy | Project Superintendent/ Manager | Continuous requirement |
|  | Siltation | Grade works / Land stripping and Cut/Fill | M | H | Siltation Control Mechanisms | Environmental Control Plan / policy | Project Superintendent/ Manager | Continuous requirement |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Process / Activity | Hazardous Element | Job /Tasks - Hazard Sub-category | Hazard Risk Rating  (L-M-H,) | Frequency Rating  (L-M-H,) | Control Factor | Safe Operating Procedure or Safe Work Procedure (Y/N? - Reference #) | Action Required By:: | Action Date |
|  |  |  |  |  |  |  |  |  |
| General Construction Issues | Communication | Communication break-down | M | H | Communication Practices | Y - Communication Policy | All | Continuous requirement |
|  |  | Cell Phones and additional distractions | L | H | Electronic equipment and Phone Restrictions | Y- Policy | All | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
|  | PPE | Contact with individual | L | H | Appropriate PPE | PPE Policy | All | Continuous requirement |
|  | **This item could be split up into various parts - Hearing / Eyesight / footwear / head / hands and skin Protection** | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | MSD's |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Material Properties | WHMIS | L | L | WHMIS Awareness | WHMIS Policy | All / Safety Coordinator | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
|  | Housekeeping | Slip /Trip/ Falls | M | H | Site planning | Housekeeping Policy | Project Supervisor | Continuous requirement |
|  |  |  |  |  | Housekeeping |  | All | Continuous requirement |
|  |  |  |  |  | Site Access / Maintenance |  | Project Supervisor | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
|  | Hazard Reporting | Un-reported Hazards - leading to accidents | L | L | Open Communication Lines / action taken upon reports received / Worker Reps-JHSC / | Y- | All | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
|  | Accident Reporting | Liability Exposures / Non-Compliance with OHSA / WSIB, Regulations | L | M | Awareness Training | Y- | All / Safety Coordinator | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
|  | Refusal Of Work | Immanent risk of injury | L | L | Operational Procedure to remedy the situation | Y- | All | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
|  | Corrective Actions | Inappropriate Actions in relation to health and safety; | L | L | Application of Internal Responsibility System escalating to application of the progressive corrective actions policy | Y- | Project Supervisor / Project Superintendent / Safety Coordinator | Continuous requirement |
|  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Process / Activity | Hazardous Element | Job /Tasks - Hazard Sub-category | Hazard Risk Rating  (L-M-H,) | Frequency Rating  (L-M-H,) | Control Factor | Safe Operating Procedure or Safe Work Procedure (Y/N? - Reference #) | Action Required By: | Action Date |
| Trucking /  Grade works and Granulars | Material Delivery | Dumping of Materials / Granulars | L | H | Soil Stability / Truck tip-over |  | Project Supervisor | Continuous requirement |
|  |  |  |  |  | Overhead wires |  | Project Supervisor | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
|  |  | Delivery Coordination | L | H | Arrival Procedures / communication between all involved parties (Subs) |  | Project Supervisor | Continuous requirement |
|  |  |  |  |  | Designation of drop zones |  |  |  |
|  |  | Moving equipment / Back-up Hazards | H | H | Competent signal person | Y - | Project Supervisor | Continuous requirement |
|  |  |  |  |  | Awareness training | Y - | All / Safety Coordinator | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
|  |  | Dust control | L | M | Water Truck |  | Project Supervisor | Continuous requirement |
|  |  |  |  |  | Mud Mat |  | Project Supervisor | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Site Security | Theft | Equipment | L | L | Restricted Access, machinery immobilization |  | All | Continuous requirement |
|  |  | Materials | L | M | Storage locations |  | All | Continuous requirement |
|  |  | Trailer | L | L | Placement, visibility |  | Project Superintendent | Continuous requirement |
|  | Vandalism | Equipment, materials, trailer | L | L | Placement, visibility |  | All | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Traffic Control | Vehicular and Equipment Traffic | Moving equipment / Back-up hazards | H | H | Designation of drop zones |  | Project Supervisor | Continuous requirement |
|  |  |  |  |  | Competent signal person | Y - | Project Supervisor | Continuous requirement |
|  |  |  |  |  | Awareness Training | Y - | All / Safety Coordinator | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
|  |  | 3rd Party / Motoring Public | M | L | Traffic Control Plan | Y- | Project Supervisor | Continuous requirement |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Process / Activity | Hazardous Element | | Job /Tasks - Hazard Sub-category | | Hazard Risk Rating  (L-M-H,) | | Frequency Rating  (L-M-H,) | | Control Factor | | Safe Operating Procedure or Safe Work Procedure (Y/N? - Reference #) | | Action Required By: | | Action Date | |
| Structure Development | Material Delivery | | Delivery Coordination | | L | | L | | Arrival Procedures / communication between all involved parties (Subs) | |  | | Project Supervisor | | Continuous requirement | |
|  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Moving equipment / Back-up hazards | | H | | L | | Designation of drop zones | |  | | Project Supervisor | | Continuous requirement | |
|  |  | |  | |  | |  | | Competent signal person | | Y - | | All | | Continuous requirement | |
|  |  | |  | |  | |  | | Awareness Training | | Y - | | All / Safety Coordinator | | Continuous requirement | |
|  | Material Handling | | Rigging | | M | | H | | Inspection and maintenance of all components on a daily basis; (including safety latches) | | Y- | | Crane Operator / All | | Continuous requirement | |
|  |  | |  | |  | |  | | Load capacity and ratings | |  | | Crane Operator | | Continuous requirement | |
|  |  | |  | |  | |  | | Competent personnel to perform rigging tasks | |  | | Crane Operator / All | | Continuous requirement | |
|  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Safe Crane Operation | | H | | H | | Competent operator | | Y - | | Project Supervisor | | Continuous requirement | |
|  |  | |  | |  | |  | | Competent signal person | |  | | Project Supervisor | | Continuous requirement | |
|  |  | |  | |  | |  | | Crane Inspection and maintenance, records and documentation, log book | |  | | Crane Operator | | Continuous requirement | |
|  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Pinch Points | | M | | H | | Hazard awareness through ongoing tailgate training | | Y- | | All / Safety Coordinator | | Continuous requirement | |
|  |  | |  | |  | |  | | Personnel Protective Equipment, (gloves, etc.) | |  | | All | | Continuous requirement | |
|  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Overhead Powerlines / Obstructions | | M | | L | | Appropriate Signage | | Y - Overhead Power Line Policy | | Project Supervisor | | Continuous requirement | |
|  |  | |  | |  | |  | | Awareness training | |  | | All / Safety Coordinator | | Continuous requirement | |
|  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | Scaffolding | | Assembly and Removal | | M | | M | | Awareness Training | | Y – Scaffolding | | Project Supervisor | | Continuous requirement | |
|  |  | |  | |  | |  | | Inspection | |  | | Competent Worker/ Project Supervisor | | Continuous requirement | |
|  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | Working @ heights | | Fall Protection | | H | | L | | Awareness Training | | Y - | | All / Safety Coordinator | | Continuous requirement | |
|  |  | |  | |  | |  | | Guards and Barriers | |  | | All | | Continuous requirement | |
|  |  | |  | |  | |  | | Travel Restraint | |  | | All | | Continuous requirement | |
|  |  | |  | |  | |  | | PPE, fall protection equipment | |  | | All | | Continuous requirement | |
|  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | Concrete placement | |  | | L | | L | |  | |  | | All | | Continuous requirement | |
|  |  | |  | |  | |  | |  | |  | |  | |  | |
| Process / Activity | | Hazardous Element | | Job /Tasks - Hazard Sub-category | | Hazard Risk Rating  (L-M-H,) | | Frequency Rating  (L-M-H,) | | Control Factor | | Safe Operating Procedure or Safe Work Procedure (Y/N? - Reference #) | | Action Required By: | | Action Date |
| Tunnels / Shafts / Cofferdams | | Tunnels / Shafts / Cofferdams | | Risk of structural failure | | H | | L | | OHSA - Construction Regulations | |  | | Project Superintendent / Safety Coordinator | | Continuous requirement |
|  | |  | |  | |  | |  | |  | |  | |  | |  |
| Underground Services (Sewer - Water) | | Material Delivery | | Offloading materials | | M | | H | | Material Handling practices - Loader with forks / hoisting rigging | |  | | Project Supervisor | | Continuous requirement |
|  | |  | |  | |  | |  | | Overhead wires | | Y - | | Project Supervisor | | Continuous requirement |
|  | |  | |  | |  | |  | |  | |  | |  | |  |
|  | |  | | Delivery Coordination | | L | | H | | Arrival Procedures / communication between all involved parties (Subs) | |  | | Project Supervisor | | Continuous requirement |
|  | |  | |  | |  | |  | | Designation of drop zones | |  | | Project Supervisor | | Continuous requirement |
|  | |  | |  | |  | |  | |  | |  | |  | |  |
|  | |  | | Moving equipment / Back-up Hazards | | H | | H | | Competent signal person | | Y - | | All | | Continuous requirement |
|  | |  | |  | |  | |  | | Awareness training | | Y - | | All / Safety Coordinator | | Continuous requirement |
|  | |  | |  | |  | |  | |  | |  | |  | |  |
|  | | Trenching & Excavating | | Soil Classification & slope Requirements | | M | | H | | Competent person to classify soil type as per OHSA & Reg. | | Y - | | Project Supervisor | | Continuous requirement |
|  | |  | | Worker Protection Scheme; (Sloping, Trench box, Shoring, Engineered Support System) | | H | | H | | Operational determination by superintendent / open cut with appropriate sloping OR worker protection system - Trench box or trench wall supports | | Y - | | Operational determination by Project Supervisor / Superintendent | | Continuous requirement |
|  | |  | | Access / Egress | | M | | H | | Sloped and/or stepped embankment or ladders, etc. | |  | | All | | Continuous requirement, (sloped ladders, etc.) |
|  | |  | | Material Spoil location | | M | | H | | Minimum one meter clear to edge of excavation | |  | | Project Supervisor | | Continuous requirement |
|  | |  | |  | |  | |  | | Appropriate Sloping of Spoil Material | |  | | Project Supervisor | | Continuous requirement |

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| Process / Activity | Hazardous Element | Job /Tasks - Hazard Sub-category | Hazard Risk Rating  (L-M-H,) | Frequency Rating  (L-M-H,) | Control Factor | Safe Operating Procedure or Safe Work Procedure (Y/N? - Reference #) | Action Required By: | Action Date |
|  |  |  |  |  |  |  |  |  |
|  |  | Overhead Powerlines / Obstructions | M | L | Appropriate Signage | Y - Overhead Power Line Policy | Project Supervisor / All | Continuous requirement |
|  |  |  |  |  | Awareness training |  | All / Safety Coordinator | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
|  |  | Underground Obstructions | M | M | Obtaining Utility Locates as Appropriate |  | Project Superintendent | Continuous requirement |
|  |  |  |  |  | Locating Utilities |  | Project Supervisor | Continuous requirement |
|  |  |  |  |  | Utility support mechanisms |  | Operational determination by Project Supervisor / Superintendent | Continuous requirement |
|  |  |  |  |  | Blanking &/or removal and replacement of Utility crossings |  | Operational determination by Project Supervisor / Superintendent | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
|  | Confined Space | Existing line Break-ins / Manhole/Valve Chamber Entry / Repair and Emergency works | H | L | Competent personnel on site | Y - | Project Superintendent | Continuous requirement |
|  |  |  |  |  | Hazard Assessment, Coordination and Plan development |  | Project Superintendent | Continuous requirement |
|  |  |  |  |  | Appropriate Training for all personnel |  | All / Safety Coordinator | Continuous requirement |
|  |  |  |  |  | Gas monitor allocation and competent usage |  | Project Superintendent | Continuous requirement |
|  |  |  |  |  | Entry permit & documentation |  | Project Supervisor | Continuous requirement |
|  |  |  |  |  | Emergency Rescue plan and equipment |  | Project Supervisor | Continuous requirement |
|  |  |  |  |  | Continuous monitoring |  | Project Supervisor | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
|  | Material Handling | Rigging | M | H | Inspection and maintenance of all components on a daily basis; (including safety latches) | Y- | Crane Operator / All | Continuous requirement |
|  |  |  |  |  | Load capacity and ratings |  | Crane Operator | Continuous requirement |
|  |  |  |  |  | Competent personnel to perform rigging tasks |  | Crane Operator / All | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
|  |  | Safe Crane Operation | H | H | Competent operator | Y - | Project Supervisor | Continuous requirement |
|  |  |  |  |  | Competent signal person |  | Project Supervisor | Continuous requirement |
|  |  |  |  |  | Crane Inspection and maintenance, records and documentation, log book |  | Crane Operator | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
|  |  | Pinch Points | M | H | Hazard awareness through ongoing tailgate training | Y- | All / Safety Coordinator | Continuous requirement |
|  |  |  |  |  | Personnel Protective Equipment, (gloves, etc.) |  | All | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
| Process / Activity | Hazardous Element | Job /Tasks - Hazard Sub-category | Hazard Risk Rating  (L-M-H,) | Frequency Rating  (L-M-H,) | Control Factor | Safe Operating Procedure or Safe Work Procedure (Y/N? - Reference #) | Action Required By: | Action Date |
|  |  |  |  |  |  |  |  |  |
| Underground Services (Sewer - Water) – Continued |  | Overhead Powerlines / Obstructions | M | L | Appropriate Signage | Y - Overhead Power Line Policy | Project Supervisor | Continuous requirement |
|  |  |  |  |  | Awareness training |  | All / Safety Coordinator | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
|  | Pipe and Structure Installation | Material Handling -Et All | M | H | Awareness Training | Y- Installation Procedures | All / Safety Coordinator | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
|  | Contaminated Materials | Methane or other gas releases | L | L | Gas detection and Monitoring |  | Project Supervisor | Continuous requirement |
|  |  | Contaminated materials - handling, disposal, residuals | L | L | PPE as per HAZMAT, tailgate training |  | Project Supervisor | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
|  | Dewatering | Environmental Concerns | M | L | Siltation Ponds |  | Project Superintendent / Manager | Continuous requirement |
|  |  |  |  |  | Surrounding water table levels |  | Project Superintendent / Manager | Continuous requirement |
|  |  |  |  |  | Temperature variance @ outlet |  | Project Superintendent / Manager | Continuous requirement |
|  |  |  |  |  | Soil Stability |  | Project Superintendent / Manager | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
|  | Structure Benching and Misc. Internal Works | Material Properties installation requirements | M | H | WHMIS and PPE policies | Y- | Project Supervisor / Benchman | Continuous requirement |
|  |  | Confined Space - Et All | H | L | See Confined Space Section | Y- | Project Supervisor / Benchman | Continuous requirement |
|  |  |  |  |  |  |  |  |  |
|  | Watermain Testing and Misc. Works | Failure due to Pressures / Chlorination | L | H | Awareness Training / Sub-Contractor Procurement |  | Project Superintendent / Supervisor | Continuous requirement |
|  |  |  |  |  |  |  |  |  |

## Housekeeping

This has been established as a specific company guideline because of its importance to the overall safety of all our employees. Maintaining good “housekeeping” on the jobsites is a fundamental portion of the conduct that we here at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_expect all our employees to follow. By maintaining all our jobsites with good “housekeeping”, our employees are effectively maintaining safe and healthy work habits and minimizing the risks of hazards that can develop into the majority of workplace accidents.

Additionally, by maintaining a jobsite in good order and having good “housekeeping” the jobsite functions better which allows for maximum production to be attained. Good housekeeping techniques generally manifest into a good workplace atmosphere and overall better image for workers and the company as a whole.

It shall be each individual’s responsibility to maintain their jobsite in the best kept environment that conditions allow.

Each individual shall be responsible to clean up their personal garbage due to their meals etc., which they produce on a daily basis.

Individuals that create garbage due to the tasks which they perform shall also be responsible to have that garbage maintained in a safe manner and disposed of in a manner befitting the industry standards.

It shall be the supervisor’s responsibility to maintain the overall jobsite in an orderly fashion, which includes the maintenance of roadways and walkways in satisfactory conditions which allow for non-emergency and emergency services as required.

Hazardous conditions or poorly kept jobsites or areas must be reported to the Supervisor or lead hand immediately, at which time effective measures to address the conditions must be put in place as soon as practical.

All materials must be stored and handled in an appropriate manner including the maintenace of flammables and combustables which may pose a fire or expolsion hazard. (Note: portable fire extinguishing equipment must be readily available as required by law).

When constuction materials are not required on the project, they shall be stored in such a manner as to prevent damage, vandalism and theft to the best of the abilities of the supervisor.

Matrerials shall be stock piled and/or stored in an appropriate manner, that eliminates structural or stability factors which could cause collapse.

All equipment, materials and the project in general shall be maintained in such a manner as to deter theft and vanadlism.

Success shall be monitored via jobsite inspection reports with additional evaluations made by the Safety Coordinator on routine inspections and visits.

Overall company success shall be measured in both terms of the jobsite inspection reports received and any injuries related to the housekeeping on a jobsite.

Individual rewards and acknowledgements may be provided via distribution of promotional media to exemplary efforts in housekeeping.

## Refusal of Work

Purpose:

The basic premise of a work refusal is to avoid the likelihood of an injury or accident. The employee shall understand this right and be allowed to exercise this right at any time circumstances warrant.

Scope:

This right to refuse work exists at all times providing the worker has reason to believe that:

any equipment, machine, device or thing he is to use or operate is likely to endanger himself or another worker;

the physical condition of the work place or part thereof in which he works or is to work is likely to endanger himself; or

any equipment, machine, device or thing he is to use or operate or the physical condition of the workplace or part thereof in which he works or is to work is in a contravention of the Act or the regulations and such contravention is likely to endanger himself or another worker.

The only time that a worker may not refuse work following the above circumstances, are if that refusal would directly endanger the life, health or safety of another person.

Responsibility:

It is the employee’s responsibility to understand his right to refuse work and to exercise this right when he has reason to believe that the circumstances within the scope of this section exist.

Further, it is the responsibility of the worker when exercising this right to promptly report the circumstances of his refusal to the supervisor or employer.

It is then the supervisor’s and/or the employer’s responsibility to investigate the reported occurrence forthwith. Additionally, if the investigation neglects to resolve the refusal, the employer, worker or a person on behalf of either shall cause an inspector to be notified.

Method:

When a work refusal arises, the worker refusing the work must immediately inform his supervisor that he is refusing the work, and the reasons for the refusal.

The supervisor will then immediately discuss and investigate the reasons for refusal, and correct the causes and satisfy the worker that his concerns are met, or follow the progressive procedure in order to remove the worker’s concerns and eliminate the work refusal.

The worker and supervisor shall bring the issues of the refusal to the worker and management health and safety representatives, where the parties will then discuss and further investigate the reasons causing the work refusal. These parties may ask the assistance of another worker with experience in the issues involved for better understanding into the refusal.

If no resolution can be found that can satisfy the worker that there is no endangerment, and the worker resumes his work, the parties may call an Inspector in the Construction branch for the Ministry of Labour, to have an independent view and have a rendered decision on the refusal. Following the decision, the worker may resume work if found the refusal was unsubstantiated, or the employer shall correct the causes for the refusal immediately to the satisfaction of the Ministry representative, so the worker may resume his duties.

At any time throughout the process the worker may be assigned alternate work tasks, provided that he is still involved in the process where required. In addition, if another worker is assigned the work that the worker refused the new worker shall be informed of the refusal and the reasons of the refusal.

At all times throughout the process, all parties involved shall remain in “safe” locations, away from the potentially hazardous element of the work refusal.

In all situations when a work refusal occurs, the supervisor shall submit a report covering a full description of the events, and final resolution to the Safety Coordinator as soon as practical following the event. This report shall be reviewed and signed by the worker who initiated the work refusal prior to submittal.

## Lifting Devices & Rigging Hardware

All hoisting devices and the rigging hardware employed have been incorporated into this specific company guideline due to its importance to the overall safety of all our employees. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, only uses cranes for lifting of materials and not personnel.

All hoisting devices (cranes) shall be visually inspected by the individuals who operate them monthly (as a minimum). They shall be operated from level, and have all applicable load charts and indicators as required.

All crane operators must be in compliance with the Crane Operation Training and Requirements section of this program. (Licensed crane operators or apprentices under the direction of a licensed crane operator as per the OHSA, Regulations for Construction Projects). These Crane Operators must have their licence (written proof of training) available while on any project.

All lifting devices other then cranes shall be operated in a manner befitting the industry standards for their operation in relation to lifting materials.

All workers attaching rigging to equipment or materials shall have suitable knowledge in the OHSA, and Regulations for Construction Projects. Furthermore, these workers shall be able to identify appropriate and inappropriate rigging due to its physical condition and shall visually inspect all components prior to each use.

All rigging hardware for hoisting shall both be rated and tagged appropriately while meeting all government regulations in relation to factors of safety and be used in accordance to manufacturers instructions and/or intended use.

It shall be both the responsibility of the person attaching the rigging to the material and the person hoisting the material to ensure the rigging is in satisfactory condition to meet the regulatory standards. Where discrepancy arises, the most experienced and knowledgeable person in relation to rigging and rigging inspection shall take charge and relate all concerns to the supervisor.

The Crane Operator shall complete the neccessary documentation for all inspections made of the crane and rigging materials. These shall be noted in the supplied crane log book and kept with the crane at all times. Any defects in the rigging or equipment shall be brought to the supervisor’s attention as soon as possible.

Rigging shall be inspected by an independent third party yearly as a minimum.

The Supervisor shall remove from service any and all rigging or equipment which does not meet the regulatory standards for hoisting and/or rigging, and/or use it in a manner which does not endanger a worker.

Supervisors are responsible for performing safety talks on a wide variety of pertinant information when it comes to the Health & Safety around Hoisting & Rigging. These events are recorded and tracked, with such talks as:

* Hazardous Equipment Notification
* General Safety for Heavy Machinery
* Rigging & Chain Inspection
* Emergency Procedures, (including emergency rescue requirements)
* General Equipment Safety
* General Guidelines to Hoisting & Rigging
* Material Handling “Stay out from under suspended loads”
* Hoisting & Rigging Handsignals

Any failure of a crane or any of its components shall be reported immediately to the H&S Manager to ensure appropriate Ministry notification occurs. Furthermore, any structural collapse shall utilize appropriate Emergency Safety Measures as per Company Program policy covered in Section G, Emergency Plan and Responses.

It should be noted that while the OHSA, Regulations for Construction Projects have allowances for utilizing hiosting equipment for personnel in appropriate circumstances with suitable requirements in place, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will not conduct any of this type of operations without the consultation of the Safety Department and subsequent requirements under the Construction regulations being put in place including such items as:

* De-rating the crane capacity to reflect the additional Safety factors
* Inspection of the crane and all its components
* Utilization of an engineered platform which has had required inspection etc.
* A secondray safety means is in place to secure the work platform and its load and/or the individuals been supported

Success in relation to this portion of the Program shall be monitored via jobsite inspection reports with additional evaluations made by the Safety Coordinator on routine inspections and visits.

Overall company success shall be measured in both terms of the jobsite inspection reports received and any injuries related to lifting and/or rigging on a jobsite.

Individual rewards and acknowledgements may be provided via distribution of promotional media to exemplary efforts in hoisting, the use of lifting devices and /or rigging usage and maintenance.

## Communication

Purpose:

Communication is the one fundamental requirement in all aspects of work that is completed. For any task to be assigned there has to be some form of communication to get it done. As this is the backbone to all work, good communication is essential to having a successful business.

By having a specific portion on communication within the global Health and Safety Program, emphasis is placed on the importance of communication being achieved. Communication is more then simply saying something to someone else, there is a whole process that occurs and all good communication requires active participation by both the sender and receiver of the information being transferred.

Full two way communication shall be completed for all situations. This means the original sender sends information to a receiver – the receiver accepts the information being sent and deciphers it and then sends back information on what he has received so that the original sender can confirm the message was received and was what it had been intended.

Proper communication will aid in all aspects of work including safety, as the correct message is then known to be understood before actions are taken.

Scope:

In all aspects of what tasks are assigned, monitored and reviewed, communication is vital. Therefore, this portion of the Health and Safety Manual applies to all sections and all work that is performed throughout \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additionally, this section shall cover aspects of interaction with associated parties, Owners, Clients and their Representatives, and Sub-contractors working with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibility:

The responsibility for communication falls on every worker. Although the Management and Supervision staff may have the most vital role in initiating communication, all workers have to participate equally to ensure effective communication is achieved. Similarly, workers have the obligation to initiate communication where required to inform their supervisory staff of jobsite issues.

Each worker must understand their current role as either a sender or a receiver and the expectations on both parties throughout a communication exchange.

Further it will be all workers’ responsibility to continuously be active in communication. This is one aspect of every position that is constant and always in progress to some extent.

Method:

There are many ways to describe the act of communication, but the following description breaks it down to the basics. Having a fundamental understanding of this process is essential to better understand the differences between successful and unsuccessful communication.

The sender of information wants the receiver of the information being sent to actually obtain a particular message or understanding that is in the sender’s perspective.

To do this the sender must understand exactly what he wants to achieve – a specific goal or target. The sender then relates what he has established as the target in some means of information that we shall name “communication” – verbal, pictorial, written, body language or hand signs etc. The sender must match this means of communication to the abilities of the receiver’s comprehension. Language, level of education or vocabulary, level of knowledge about the subject matter, surrounding environment, and various other factors all have to be accounted for in the choice of communication means made by the sender.

The receiver has to actually do some work here as well, to receive the message being sent. The receiver has to listen, view, read, or interpret the means of communication that has been sent.

The receiver then has to receive the information as provided and decipher it into what it means to him. This is now the receiver’s perception of the sender’s communication effort.

There is no way of knowing what the receiver has understood the sender’s message to be, UNLESS the receiver returns communication back to the original sender.

There are many areas in which the process can break down. Without having an exchange in both directions, the original sender can never know if the message that he has wanted to be sent has been received by the person to the level required for his desired target to be achieved.

As communication is virtually instantaneous and continuous, there will not be any set guideline to follow in determining the requirements for attempting to measure the quantity of the communication. The quality of communication should be fairly self-evident as to how well the company continues to progress. Although throughout the year the safety coordinator shall discuss the various aspects of communication with the workers to determine if the levels of communication are adequate and the above process of responsive communication is occurring.

This Communication portion of the overall program shall be evaluated by the safety coordinator and success shall be acknowledged via peer awareness and rewards should be appropriate or improvements will be provided in accordance with the evaluation results. However, the self-reward of better communication will also be a portion considered in the overall reward for this section.

## Physical Demands Analysis

Purpose:

The Physical Demands Analysis will enable the company to better understand the actual physical requirements for each position and aid in placement of employees during the hiring process as well as be an excellent resource tool in assigning duties following a workplace injury where physical restrictions are resulting.

Scope:

The goal of this portion of the health and Safety program is to have a full catalogue of the positions at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and have accompanying job descriptions with corresponding physical demands analysis for each position.

Responsibility:

The H&S Manager will be responsible to assemble the catalogue of positions, job descriptions and physical demands analysis.

The operations and senior management shall be responsible to review the catalogue for completeness of positions and notify the Safety Coordinator of new positions as they may be developed and required within the organization.

Method:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will actively review the actual positions currently assigned throughout the company and continue to develop or complete job descriptions and physical demands analysis for each position identified. Occasionally, the job description and PDA will be reviewed for each position to ensure its accuracy and remians current with the associated positions.

The Safety Coordinator shall review the current catalogue of job descriptions on file and consult with operations and senior management on the completeness for our organization. Additions or modifications will then be completed to the positions and job descriptions in consultation with the Company’s JHSC. The Safety Coordinator will then have physical demands analysis developed as required for each of the positions identified.

This catalogue shall then be evaluated yearly thereafter for completeness and accuracy to current organizational needs. The policy itself shall be reviewed and evaluated to see if the purpose is being met, and success and subsequent rewards shall be administered thereafter.

## Excavation and Trenching Awareness

Purpose:

To provide a specific focal point for a specific hazard that is continuous for the Sewer and Watermain Industry. All installation activities require an excavation or a trench to occur. These excavations or trenches have specific fundamental hazards. By continuously drawing attention to this topic, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hopes to get all our employees consciously aware of these hazards and use proper techniques to avoid injuries.

Scope:

The Company’s main business activity of sewer and watermain installation requires excavations or trenches to facilitate these installations. Therefore this section of the program shall apply to all projects where any type of installation is in progress.

Responsibility:

It will be the responsibility of all workers on all projects to be aware of hazards of excavations or trenches, and each shall use proper techniques to avoid injuries. In addition, it will be all workers’ responsibility to point out the hazards associated with excavations or trenches to others when they witness others not using proper techniques and thus assumed to be unaware of the hazard.

It will be the Supervisor’s responsibility to ensure that workers that do not use proper techniques do have the knowledge of the proper techniques to be used to avoid injuries.

Method:

As has been previously stated, it will be impossible to remove the hazards from excavations and trenching on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ jobsites; therefore we will focus on proper techniques to avoid injuries while trying to control the hazards. Fundamentally, workers being aware of the dangers involved in a specific hazard will innately work to control the hazard to avoid an injury.

The Occupational Health and Safety Act, and Ontario Regulation 213/91, for Construction Projects also sets out minimum standards for excavations and trenching requirements that must be followed as a minimum. These are mostly found under Part III of the Regulation – Excavations, Sections 222 to 242 inclusive as follows:

##### **PART III** **EXCAVATIONS**

###### Interpretation and Application

**222.**  In this Part,

"engineered support system" means an excavation or trench shoring system, designed for a specific project or location, assembled in place and which cannot be moved as a unit;

"hydraulic support system" means a system capable of being moved as a unit, designed to resist the earth pressure from the walls of an excavation by applying a hydraulic counterpressure through the struts;

"prefabricated support system" means a trench box, trench shield or similar structure, composed of members connected to each other and capable of being moved as a unit, and designed to resist the pressure from the walls of an excavation but does not include a hydraulic support system;

"pressure", in relation to a wall of an excavation, means the lateral pressure of the earth on the wall calculated in accordance with generally accepted engineering principles and includes hydrostatic pressure and pressure due to surcharge. O. Reg. 213/91, s. 222.

**223.**  This Part applies to all excavating and trenching operations. O. Reg. 213/91, s. 223.

###### Entry and Working Alone

**224.**  No person shall enter or be permitted to enter an excavation that does not comply with this Part. O. Reg. 213/91, s. 224.

**225.**  Work shall 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. O. Reg. 213/91, s. 225.

###### Soil Types

**226.**  (1)  For the purposes of this Part, soil shall be classified as Type 1, 2, 3 or 4 in accordance with the descriptions set out in this section. O. Reg. 213/91, s. 226 (1).

(2)  Type 1 soil,

(a) is hard, very dense and only able to be penetrated with difficulty by a small sharp object;

(b) has a low natural moisture content and a high degree of internal strength;

(c) has no signs of water seepage; and

(d) can be excavated only by mechanical equipment. O. Reg. 213/91, s. 226 (2).

(3)  Type 2 soil,

(a) is very stiff, dense and can be penetrated with moderate difficulty by a small sharp object;

(b) has a low to medium natural moisture content and a medium degree of internal strength; and

(c) has a damp appearance after it is excavated. O. Reg. 213/91, s. 226 (3).

(4)  Type 3 soil,

(a) is stiff to firm and compact to loose in consistency or is pre-viously-excavated soil;

(b) exhibits signs of surface cracking;

(c) exhibits signs of water seepage;

(d) if it is dry, may run easily into a well-defined conical pile; and

(e) has a low degree of internal strength. O. Reg. 213/91, s. 226 (4).

(5)  Type 4 soil,

(a) is soft to very soft and very loose in consistency, very sensitive and upon disturbance is significantly reduced in natural strength;

(b) runs easily or flows, unless it is completely supported before excavating procedures;

(c) has almost no internal strength;

(d) is wet or muddy; and

(e) exerts substantial fluid pressure on its supporting system. O. Reg. 213/91, s. 226 (5).

**227.**  (1)  The type of soil in which an excavation is made shall be determined by visual and physical examination of the soil,

(a) at the walls of the excavation; and

(b) within a horizontal distance from each wall equal to the depth of the excavation measured away from the excavation. O. Reg. 213/91, s. 227 (1).

(2)  The soil in which an excavation is made shall be classified as the type described in section 226 that the soil most closely resembles. O. Reg. 213/91, s. 227 (2).

(3)  If an excavation contains more than one type of soil, the soil shall be classified as the type with the highest number as described in section 226 among the types present. O. Reg. 213/91, s. 227 (3).

###### Precautions Concerning Services

**228.**  (1)  Before an excavation is begun,

(a) gas, electrical and other services in and near the area to be excavated shall be accurately located and marked; and

(b) if a service may pose a hazard, the service shall be shut off and disconnected. O. Reg. 213/91, s. 228 (1).

(2)  The employer who is responsible for the excavation shall request the owner of the service to locate and mark the service. O. Reg. 213/91, s. 228 (2).

(3)  If a service may pose a hazard and cannot be shut off or disconnected, the owner of the service shall be requested to supervise the uncovering of the service during the excavation. O. Reg. 213/91, s. 228 (3).

(4)  Pipes, conduits and cables for gas, electrical and other services in an excavation shall be supported to prevent their failure or breakage. O. Reg. 213/91, s. 228 (4).

###### Protection of Adjacent Structures

**229.**  (1)  If an excavation may affect the stability of an adjacent building or structure, the constructor shall take precautions to prevent damage to the adjacent building or structure. O. Reg. 213/91, s. 229 (1).

(2)  A professional engineer shall specify in writing the precautions required under subsection (1). O. Reg. 213/91, s. 229 (2).

(3)  Such precautions as the professional engineer specifies shall be taken. O. Reg. 213/91, s. 229 (3).

###### General Requirements

**230.**  Every excavation that a worker may be required to enter shall be kept reasonably free of water. O. Reg. 213/91, s. 230.

**231.**  An excavation in which a worker may work shall have a clear work space of at least 450 millimetres between the wall of the excavation and any formwork or masonry or similar wall. O. Reg. 213/91, s. 231.

**232.**  (1)  The walls of an excavation shall be stripped of loose rock or other material that may slide, roll or fall upon a worker. O. Reg. 213/91, s. 232 (1).

(2)  The walls of an excavation cut in rock shall be supported by rock anchors or wire mesh if support is necessary to prevent the spalling of loose rock. O. Reg. 213/91, s. 232 (2).

**233.**  (1)  A level area extending at least one metre from the upper edge of each wall of an excavation shall be kept clear of equipment, excavated soil, rock and construction material. O. Reg. 213/91, s. 233 (1).

(2)  The stability of a wall of an excavation shall be maintained where it may be affected by stockpiling excavated soil or rock or construction materials. O. Reg. 213/91, s. 233 (2).

(3)  No person shall operate a vehicle or other machine and no vehicle or other machine shall be located in such a way as to affect the stability of a wall of an excavation. O. Reg. 213/91, s. 233 (3).

(4)  If a person could fall into an excavation that is more than 2.4 metres deep, a barrier at least 1.1 metres high shall be provided at the top of every wall of the excavation that is not sloped as described in clauses 234 (2) (e), (f) and (g). O. Reg. 213/91, s. 233 (4).

###### Support Systems

**234.**  (1)  The walls of an excavation shall be supported by a support system that complies with sections 235, 236, 237, 238, 239 and 241. O. Reg. 213/91, s. 234 (1).

(2)  Subsection (1) does not apply with respect to an excavation,

(a) that is less than 1.2 metres deep;

(b) that no worker is required to enter;

(c) that is not a trench and with respect to which no worker is required to be closer to a wall than the height of the wall;

(d) that is cut in sound and stable rock;

(e) made in Type 1 or Type 2 soil and whose walls are sloped to within 1.2 metres of its bottom with a slope having a minimum gradient of one horizontal to one vertical;

(f) made in Type 3 soil and whose walls are sloped from its bottom with a slope having a minimum gradient of one horizontal to one vertical;

(g) made in Type 4 soil and whose walls are sloped from its bottom with a slope having a minimum gradient of three horizontal to one vertical; or

(h) that is not a trench and is not made in Type 4 soil and with respect to which a professional engineer has given a written opinion that the walls of the excavation are sufficiently stable that no worker will be endangered if no support system is used. O. Reg. 213/91, s. 234 (2).

(3)  The opinion in clause (2) (h) shall include details of,

(a) the specific project and the location thereon;

(b) any specific condition for which the opinion applies; and

(c) the frequency of inspections. O. Reg. 213/91, s. 234 (3).

(4)  The constructor shall keep on the project a copy of every opinion given by a professional engineer for the purpose of clause (2) (h) while the project is in progress. O. Reg. 213/91, s. 234 (4).

(5)  The professional engineer who gives an opinion described in clause (2) (h), or a competent worker designated by him or her, shall inspect the excavation to which the opinion relates as frequently as the opinion specifies. O. Reg. 213/91, s. 234 (5).

**235.**  (1)  Subject to subsection (2), a support system shall consist of,

(a) timbering and shoring that meets the requirements of subsection 238 (2), 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 the Table to section 238;

(b) a prefabricated support system that complies with sections 236 and 237;

(c) a hydraulic support system that complies with sections 236 and 237; or

(d) an engineered support system that complies with section 236. O. Reg. 213/91, s. 235 (1).

(2)  Where the excavation is a trench and the depth exceeds six metres or the width exceeds 3.6 metres, the support system shall consist of an engineered support system designed for the specific location and project. O. Reg. 213/91, s. 235 (2); O. Reg. 631/94, s. 7.

**236.**  (1)  Every prefabricated, hydraulic or engineered support system shall be designed by a professional engineer. O. Reg. 213/91, s. 236 (1).

(2)  Every prefabricated, hydraulic or engineered support system shall be constructed, installed, used and maintained in accordance with its design drawings and specifications. O. Reg. 213/91, s. 236 (2).

(3)  The design drawings and specifications for a prefabricated, hydraulic or an engineered support system,

(a) shall indicate the size of the system and the type and grade of materials of which it is to be made;

(b) shall indicate the maximum depth and the types of soil for which it is designed;

(c) shall indicate the proper positioning of the system in the excavation, including the maximum allowable clearance between the walls of the support system and the walls of the excavation;

(d) shall indicate how to install and remove the system; and

(e) shall be signed and sealed by the professional engineer who designs the system. O. Reg. 213/91, s. 236 (3).

(4)  In addition to the requirements of subsection (3), the design drawings and specifications for a hydraulic support system,

(a) shall indicate the minimum working pressure required for the system; and

(b) shall require the use of a device to ensure the protection of workers if a loss of hydraulic pressure occurs in the system. O. Reg. 213/91, s. 236 (4).

(5)  Before a variation from the design drawings and specifications for a prefabricated, hydraulic or an engineered support system is permitted, the variation shall be approved in writing by a professional engineer. O. Reg. 213/91, s. 236 (5).

(6)  If the soil conditions on a project differ from those assumed by the professional engineer in designing a prefabricated, hydraulic or an engineered support system, a professional engineer shall modify the design drawings and specifications for the actual soil conditions or shall approve the support system for use in the actual soil conditions. O. Reg. 213/91, s. 236 (6).

(7)  The constructor shall keep the design drawings and specifications for a prefabricated, hydraulic or an engineered support system at a project while the system is on the project. O. Reg. 213/91, s. 236 (7).

(8)  The constructor shall file with a Director two copies of the design drawings and specifications for an engineered support system before it is used on the project. O. Reg. 213/91, s. 236 (8); O. Reg. 145/00, s. 32.

**237.**  (1)  Subject to subsection (2),

(a) no prefabricated or hydraulic support system shall be used in type 4 soil;

(b) the space between the walls of a prefabricated support system and the walls of the excavation shall be restricted to the minimum clearance required for the forward progression of the support system; and

(c) the walls of a hydraulic support system shall touch the walls of the excavation. O. Reg. 631/94, s. 8.

(2)  A prefabricated or hydraulic support system may be used for repairing underground pipe breaks if the system,

(a) meets the requirements of section 236;

(b) has four side walls;

(c) is designed for a maximum depth of 3.6 metres;

(d) is not used at a greater depth than 3.6 metres;

(e) is designed to resist all hydrostatic and earth pressures found in type 3 and type 4 soils;

(f) is installed so as to extend to the bottom of the excavation;

(g) is installed so that the walls of the system touch the walls of the excavation; and

(h) is not pulled forward after being installed in the excavation. O. Reg. 631/94, s. 8.

(3)  Before a support system is used as described in subsection (2), the constructor shall submit two copies of its design drawings and specifications to the office of the Ministry of Labour nearest to the project. O. Reg. 631/94, s. 8.

**238.**  (1)  In this section,

"cleat" means a member of shoring that directly resists the downward movement of a wale or strut;

"o/c" means the maximum distance measured from the centre of one member of sheathing, wale or strut to the centre of the adjacent member of sheathing, wale or strut;

"post" means a vertical member of shoring that acts as a spacer between the wales;

"10 millimetres gap" means that the space between two adjacent members of sheathing is a maximum of ten millimetres. O. Reg. 213/91, s. 238 (1).

(2)  Timbering and shoring referred to in clause 235 (1) (a) for the walls of an excavation with a depth and located in a soil type described in Column 1 of the Table to this section shall meet the corresponding specifications set out in Columns 2 to 4 of the Table. O. Reg. 213/91, s. 238 (2).

(3)  Every piece of sheathing referred to in the Table to this section shall be made of sound Number 1 Grade spruce and,

(a) shall be placed against the side of the excavation so that it is vertical;

(b) shall be secured in place by wales; and

(c) shall be driven into the soil and firmly secured in place if the excavation is made in Type 3 or 4 soil. O. Reg. 213/91, s. 238 (3).

(4)  Every strut referred to in the Table to this section shall be made of sound number 1 structural grade spruce and,

(a) shall be placed in the excavation so that it is horizontal and at right angles to the wales;

(b) shall be cut to the proper length and held in place by at least two wedges driven between the strut and the wales; and

(c) shall be cleated with cleats that extend over the top of the strut and rest on the wales or that are attached securely to the wales by spikes or bolts. O. Reg. 213/91, s. 238 (4).

(5)  Every wale referred to in the Table to this section shall be made of sound number 1 structural grade spruce and,

(a) shall be placed in the excavation so that it is parallel to the bottom, or proposed bottom, of the excavation; and

(b) shall be supported by either cleats secured to the sheathing or posts set on the wale next below it or, if it is the lowest wale, on the bottom of the excavation. O. Reg. 213/91, s. 238 (5).

TABLE

EXCAVATION SHORING AND TIMBERING (METRIC SIZES)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
| Column 1 |  | Column 2 | Column 3 | | | | COLUMN 4 |
| EXCAVATION DEPTH | SOIL TYPE | SHEATHING | STRUTS | | | |  |
| WIDTH OF EXCAVATION AT STRUT LOCATION | | STRUT SPACING | | WALES |
|  |  |  | 1.8 m to 3.6 m | Up to 1.8 m | Vertical | Horizontal |  |
| 3.0 m  or less | 1  2  3  4 | 50 mm × 200 mm at 1.2 m o/c  50 mm × 200 mm at 1.2 m o/c  50 mm × 200 mm at 10 mm gap  75 mm × 200 mm at 10 mm gap | 200 mm × 200 mm  200 mm × 200 mm  200 mm × 200 mm  250 mm × 250 mm | 150 mm × 150 mm  150 mm × 150 mm  200 mm × 200 mm  200 mm × 200 mm | 1.2 m  1.2 m  1.2 m  1.2 m | \* 2.4 m  \* 2.4 m  2.4 m  2.4 m | \*200 mm × 200 mm  \*200 mm × 200 mm     250 mm × 250 mm     300 mm × 300 mm |
| Over  3.0 m to 4.5 m | 1  2  3 | 50 mm × 200 mm with 10 mm gap  50 mm × 200 mm with 10 mm gap  50 mm × 200 mm with 10 mm gap | 200 mm × 200 mm  200 mm × 200 mm  250 mm × 250 mm | 150 mm × 150 mm  200 mm × 200 mm  250 mm × 250 mm | 1.2 m  1.2 m  1.2 m | 2.4 m  2.4 m  2.4 m | 200 mm × 200 mm    250 mm × 250 mm    250 mm × 250 mm |
| Over  3.0 m to 4.0 m | 4 | 75 mm × 200 mm with 10 mm gap | 300 mm × 300 mm | 300 mm × 300 mm | 1.2 m | 2.4 m | 300 mm × 300 mm |
| Over  4.5 m to 6.0 m | 1  2  3 | 50 mm × 200 mm with 10 mm gap  50 mm × 200 mm with 10 mm gap  50 mm × 200 mm with 10 mm gap | 200 mm × 200 mm  250 mm × 250 mm  300 mm × 300 mm | 200 mm × 200 mm  250 mm × 250 mm  300 mm × 300 mm | 1.2 m  1.2 m  1.2 m | 2.4 m  2.4 m  2.4 m | 200 mm × 200 mm     250 mm × 250 mm    300 mm × 300 mm |

\* Note: For excavations to 3 m deep in soil types 1 and 2, the wales can be omitted if the struts are used at 1.2 m horizontal spacings.

O. Reg. 213/91, s. 238, Table; O. Reg. 631/94, s. 9.

**239.**  (1)  A support system for the walls of an excavation shall be installed,

(a) progressively in an excavation in Type 1, 2 or 3 soil; and

(b) in advance of an excavation in Type 4 soil, if practicable. O. Reg. 213/91, s. 239 (1).

(2)  A support system for the walls of an excavation shall provide continuous support for it. O. Reg. 213/91, s. 239 (2).

(3)  No support system for the walls of an excavation shall be removed until immediately before the excavation is backfilled. O. Reg. 213/91, s. 239 (3).

(4)  A competent person shall supervise the removal of a support system for the walls of an excavation. O. Reg. 213/91, s. 239 (4).

**240.**  If a support system is used for the walls of an excavation, a ladder for access to or egress from the excavation shall be placed within the area protected by the support system. O. Reg. 213/91, s. 240.

**241.**  (1)  A support system for the walls of an excavation shall extend at least 0.3 metres above the top of the excavation unless otherwise permitted or required by this section. O. Reg. 213/91, s. 241 (1).

(2)  If an excavation is located where there is vehicular or pedestrian traffic and if the excavation will be covered when work on or in it is not in progress, the support system for the walls of the excavation shall extend at least to the top of the excavation. O. Reg. 213/91, s. 241 (2).

(3)  If the upper portion of the walls of an excavation are sloped for the soil types as described in clauses 234 (2) (e), (f) and (g) and the lower portion of the walls are vertical or near vertical, the walls shall be supported by a support system which extends at least 0.5 metres above the vertical walls. O. Reg. 213/91, s. 241 (3).

**242.**  (1)  A metal trench-jack or trench-brace may be used in place of a timber strut,

(a) if the allowable working load of the trench-jack or trench-brace is equal to or greater than that of the timber strut; and

(b) if the size of the replaced timber strut is shown on the trench-jack or trench-brace. O. Reg. 213/91, s. 242 (1).

(2)  The allowable working load of a metal trench-jack or trench-brace shall be determined by a professional engineer in accordance with good engineering practice and shall be legibly cast or stamped on the trench-jack or trench-brace. O. Reg. 213/91, s. 242 (2).

(3)  No metal trench-jack or trench-brace shall be extended beyond the length used to establish its maximum allowable working load. O. Reg. 213/91, s. 242 (3).

(4)  Every metal trench-jack or trench-brace, when it is used,

(a) shall be placed against the wales in such a way that the load from the wales is applied axially to the trench-jack or trench-brace; and

(b) shall be adequately supported so that it does not move out of position. O. Reg. 213/91, s. 242 (4).

Some notable requirementsfrom above include entry and exit requirements, elimination of working alone, protection of adjacent structures and services/ underground utilities, dewatering, classification of the soil types by a competenmt person and subsequent use of support systems or acceptable sloping requirements. Additional sections within the Regulation for Construction Projects also pertain to requirements for safe working procedures and hazards associated with excavations and trenching including placement and storage of materials in proximity to an excavation no less then 1 meter from the edge, access and egress from work areas, general equipment and other general construction requirements.

Good communication between workers involved for any activity remains essential to the proper techniques being used, and communication between the excavator operator and his crew are essential within this policy.

This item shall be evaluated via discussion with the worker’s, and during on-site inspections by both the jobsite health and safety representatives and the company Safety Coordinator personnel. Further, the number of incidents of accidents relating to excavations or trenches shall have some merit in determining its success.

Rewards or improvements shall then be administered by a suitable means relating to the evaluation outcomes.

## Moving Equipment Awareness

Purpose:

To continuously draw attention to moving equipment, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hopes to have all our employees consciously aware of the hazards and potential danger created when equipment and personnel on foot are put together. Due to the operator’s “blind spots” on all equipment, pinch points and use proper techniques to avoid injuries.

Scope:

The Company’s business activities of sewer and watermain installations and earthworks both require equipment to complete these tasks. Since all equipment relies on the operator and mechanical failures can also occur, there is a real hazard when equipment and site personnel are put together in the same vicinity. This occurs on all jobsites at all times work is being completed.

Responsibility:

It will be the responsibility of all workers in the vicinity of equipment, including the operators of the equipment to be aware of hazards associated with the equipment and use proper techniques to avoid injuries. In addition, it will be all workers’ responsibility to inform and aid others when they witness them not using proper techniques and thus are assumed to be unaware of the hazard.

It will be the Supervisor’s responsibility to ensure that al operators have the appropriate training or licesing and all workers are competent for the tasks assigned and that they use proper techniques have the knowledge of the proper techniques to be used to avoid injuries.

Method:

As has been previously stated, it will be impossible to remove the hazards of moving equipment within our activities; therefore, we will focus on proper techniques to avoid injuries while trying to control these hazards.

Fundamentally, workers being aware of the dangers involved in a specific hazard will innately work to control the hazard to avoid an injury. By continuously drawing attention to moving equipment, this policy hopes to have workers becoming consciously aware of the hazards and potential danger created when equipment and personnel on foot are put together.

These hazards are generally associated to the operator’s “blind spots” on all equipment, pinch points and material handling issues.

Therefore the procedure being set out is not really a here is what you do, but rather what controls should be put in place to prevent injuries while working around moving equipment.

This hazard in particular relates to man vs. machine and inevitably, man loses when contact is made. Therefore, although a great deal of emphasis is placed on the equipment operators to ensure they control their equipment in a manner that will not endanger themselves or others. There is a greater emphasis placed on the workers on foot to stay out of the blind spots of the equipment and ensure they make eye contact with operators when approaching the equipment while giving the right of way to the equipment at all times.

The following points are all part of the control mechanisms to ensure a safe environment for all workers who attend the jobsite:

* Effectively plan the site to minimise back-up requirements
* Whenever possible provide “drive-through” operations
* If any movement of the machine is required (with particular attention placed on backing-up), a signal person must be used **if** the view of the operator is obstructed, and someone might be endangered.
* **All** workers must familiarise themselves with Blind spots, Swing areas and Potential Hazard Locations on **all** equipment that works within their vicinity, (this include the operators in relation to other equipment).

##### Vehicle/Equipment Operators

Are competent and/or appropriately licensed to operate the equipment assigned.

Are using all the appropriate safety devices, including their seatbelt and any PPE required at all times.

Ensure your equipment is in proper working order, by completing your daily inspections – including items such as:

* lighting,
* fluids, belts, brakes, transmission, appropriate tire inflation where applicable
* safety devices – seatbelts, ROPS, indicators and alarms
* clear visibility through all windows and devoid of cracks and chips

Whenever possible, adjust your route to ensure minimal backing up is required.

Properly adjust mirrors and use them continuously to check both sides of the vehicle and watch for people entering blind areas.

If a signal person is required, ask a site supervisor to either provide one or act as the signal person, then **ALWAYS** obey the signal person.

If the signal person disappears from view, **STOP!**

If no signal person is available, you must ensure your view is unobstructed or there are no workers in the vicinity. Do not back-up or move until you have determined it is absolutely safe to do so. Ensure that their equipement is fully shut down and immobilized or securred agaist any accidental movements including all attachments for their equipement such as forks, blades and buckets, etc.

##### Workers on foot

Workers must be aware of vehicles in motion around them and operator’s blind spots on all equipment that works within their vicinity.

Workers must stay out of these hazardous locations whenever possible.

Workers must effectively communicate with operators, and **NEVER** walk behind any vehicle that is reversing or enter into blind spots.

Workers must make eye contact and effectively communicate with the operators when they are going to enter the equipment blind spots or swing areas.

Never take for granted an operator can and will see you, you can only be sure once eye contact and communication has taken place.

Never walk behind moving equipment.

Workers must always stay out from Under loads, and the intended path of a hoisted object.

Always have and be aware of your escape path when working around equipment, mechanical failures could happen regardless of the operator’s abilities.

Never get “comfortable” around equipment. Always respect the hazards and potential injuries that could result from any mechanical failure.

Be conscious of the requirements for motion of the equipment and try to store materials in areas that will not interfere or cause the need to back-up by the operators.

Advancements in equipment allow them to swing and travel quicker. Never assume you have enough time to get out of the way.

This item shall be evaluated via discussion with the worker’s, and during on-site inspections by both the jobsite health and safety representatives and the company Safety Department personnel. Further, the number of incidents of accidents relating to moving equipment shall have some merit in determining its success.

Rewards or improvements shall then be administered by a suitable means relating to the evaluation outcomes.

## Pinch Point Awareness

Purpose:

To provide a specific focal point for a specific hazard that is continuous for the Sewer and Watermain Industry. All placement activities surrounding the installation of pipe involves pinch points as one of the fundamental hazards. By continuously drawing attention to this topic, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hopes to get all our employees consciously aware of the pinch points and use proper techniques to avoid injuries.

Scope:

The Company’s main business activity of sewer and watermain installation is the main location where pinch points are prevalent.

Responsibility:

It will be the responsibility of all workers in the areas of pinch points to be aware of them and use proper techniques to avoid injuries. In addition, it will be all workers’ responsibility to point out the pinch points to others when they witness others not using proper techniques and thus assumed to be unaware of the hazard.

It will be the Supervisor’s responsibility to ensure that workers that do not use proper techniques do have the knowledge of the proper techniques to be used to avoid injuries.

Method:

As has been previously stated, it will be impossible to remove the hazards of all pinch points within our activities; therefore we will focus on proper techniques to avoid injuries while trying to control the hazards. Fundamentally, workers being aware of the dangers involved in a specific hazard will innately work to control the hazard to avoid an injury.

With Pinch points, the main focus is on the worker’s hands and limbs. By maintaining these extremities in locations away from the actual pinch locations, all injuries can be avoided.

When hands have to be placed in locations close to the point of the hazard, hazard reduction can be achieved by maintaining fingers and hands in flat postures parallel with the direction of movement instead of across it. Whenever possible, using an alternate object, like a stick or shovel instead of a hand or other part of the body is recommended. Good communication between workers involved for any activity is also part of the proper techniques to be used.

It is a hazard, which is more difficult to communicate by written word then by providing “hands on experience” and will therefore be further communicated and explained in field applications by the supervisors and Safety Coordinator personnel.

This item shall be evaluated via discussion with the worker’s, and during on-site inspections by both the jobsite health and safety representatives and the company Safety Coordinator personnel. Further, the number of incidents of accidents relating to pinch points shall have some merit in determining its success.

Rewards or improvements shall then be administered by a suitable means relating to the evaluation outcomes.

## Confined Space Entry

Purpose:

The Sewer and Watermain Industry, brings with it occasional entry into confined spaces with hazardous atmospheres. Therefore, we need to have a policy section devoted to the safe entry into these spaces, and meet the regulatory requirements for entering and working within “a confined space”.

Scope:

This policy is applicable to all activities that may require \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_employees, supplemental labour contractors, and other contractors to enter confined spaces on a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_project.

Roles & Responsibilities:

The project Superintendent shall be responsible to review the project and identify any potential confined spaces within it. Where potential confined spaces exist, the supervisor shall be responsible to assign a competent worker (possibly himself) or the site foreman to take control of the any possible confined space.

The Safety Coordinator and Superintendent shall ensure the appropriate coordination of the jobsite in relation to all persons present (municiple employees, owner’s representatives and subcontractors etc.), on a site in relation to any issues that may arise relating to any potential and/or actual confined spaces.

The competent worker who authorizes the confined space is responsible for all personnel who enter or work in confined areas. In addition, they shall also do the following:

* Attend appropriate training to become a “Competent Worker” in relation to the Confined Space Entry.
* Ensure that individuals under their control receive the proper training for confined space entry.
* Perform pre-operational review activities in confined spaces and discuss with entrants the potential hazards, the appropriate safeguards, and the personal protective equipment required.
* Be knowledgeable of the hazards one may encounter upon entering a confined space, including the mode, signs, symptoms, and consequences of exposure.
* Check that the necessary procedures, practices, and equipment used for safe entry into confined spaces are in effect before authorizing entry or re-entry.
* Sign the confined-space entry permit verifying that all actions and conditions necessary for safe entry are provided and will be maintained.
* Ensure that operations comply with the terms and conditions on the permit.
* Take appropriate measures to remove unauthorized personnel who are in or about to enter confined spaces.
* Cancel the permit authorization whenever unacceptable conditions exist or upon completing permitted activities. If unexpected hazards arise, all employees must leave the area immediately and notify the Health & Safety Coordinator before re-entry.
* Ensure that transfer is made to another authorized supervisor whenever the responsibility for a permit space entry changes, and that the terms and conditions of the permit are maintained.
* Provide copies of the permit upon completing the work to organizations listed on the permit.
* Maintain copies of all confined-space entry permits issued under their cognizance.
* Audit compliance with procedures for confined space before each entry.
* In addition the Competent Person may be asked to take on additional roles, which may include atmospheric tester and/or attendant.
* Atmospheric testing personnel shall do the following:
* Perform suitable testing of equipment before each use in accordance with the manufacturer's recommendations for that equipment to ensure that it functions properly.
* Perform the tests indicated on the confined-space entry permit, including any additional tests that may be necessary.
* Record the results of tests on the confined-space entry permit.
* Ensure monitoring procedures test for atmospheric contaminants that are representative of all areas of confined spaces.

Attendants must be knowledgeable of the hazards associated with confined spaces; recognize the signs and symptoms of exposure, including behavioural effects; and understand the consequences of exposure to the hazards of these spaces.

Following are the primary responsibilities for attendants:

* Ensure the safety of personnel working in vessels or confined spaces.
* Be alert. Try to anticipate and prevent any condition that would be hazardous.
* Maintain effective and continuous contact with entrants and an accurate count of all persons working in confined spaces.
* Maintain the conditions and requirements listed on the confined-space entry permit.
* Sign the confined-space entry permit, if one is required, and agree to accept and abide by its conditions.
* Do not leave your assignment while personnel are inside the confined space, except to get help in an emergency. If other duties require you to leave your assignment, have all personnel evacuate the space.
* Prevent the fouling of airlines and/or lifelines.
* Notify everyone to evacuate the confined space if you observe a hazardous condition.
* Take the necessary measures to remove unauthorized persons who are in or about to enter confined spaces.
* Call EMS via “911” for help if an emergency arises. (Do not attempt to enter the confined space during an emergency. If possible, an attendant may rescue a victim from a confined space using a retrieval system and without additional help if such rescue does not require entering the space.)
* Provide the rescue team incident commander with the confined-space entry permit, including any information on the events leading up to the emergency.

Individuals who work in confined spaces shall do the following before entering:

* Complete the appropriate training and thus be knowledgeable of the hazards associated with confined spaces; recognize the signs and symptoms of exposure, including behavioural effects; and understand the consequences of exposure to the hazards in these spaces.
* Confer with space/equipment owners to identify any modification to the space, and review the hazards and safeguards associated with confined-space entry to determine if additional evaluations are necessary.
* Ensure that the equipment used in confined spaces is properly isolated.
* NOTE: Entrants may have to complete part or all of the isolation or equipment preparation procedures in cases where the individual responsible for the equipment is unable to do so.
* Maintain an awareness of the appropriate personal protective equipment and its proper application.
* Read the confined-space entry permit, if one is required, and agree to accept and abide by its conditions.
* Maintain contact with the attendant in charge of the confined space.

Exit a confined space if:

* instructed by an attendant;
* an alarm is activated;
* danger is perceived.

Stop work if conditions can adversely affect entrants or if the equipment has been changed. Advise the competent worker of these conditions.

Method:

A "confined space" is defined within the Construction Regulations and has a component relating to hazardous atmosphere associated with it.

Some examples of confined spaces that may exist are: Storm and or Sanitary Sewers, Vaults, or Maintenance Holes

For purposes of better understanding and establishing an overall safer environment, the policy actually establishes two scenarios for progression between identifying potential confined spaces and then actual confined spaces.

Note: The coordination of entry into any space that is either a potential confined space or and actual confined space by any other employer’s personnel on a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ jobsite shall also follow this method as a minimum.

*Potential Confined Space* - A location within the project that may have limited access or egress, is not designed for continuous human occupancy and has a **possibility** of having a hazardous atmosphere.

*A Confined Space* - A potential confined space that has been tested and confirms that it does have a hazardous atmosphere or the nature of the work will create a hazardous atmosphere within the location.

**“Potential” Confined Spaces**

Following are the requirements for a potential confined space(s):

A competent worker must do testing of the atmosphere before and continuous monitoring during entry into any possible confined space. Tests will confirm that there is no current hazardous atmosphere and the continuous testing will ensure that if conditions change and the atmosphere becomes hazardous for any reason the entered personnel shall be immediately warned and have the opportunity to evacuate the space prior to adverse health effects. (Otherwise testing would indicate a hazardous atmosphere, in which case it is a Confined Space. See next section)

Use of sampling lines or containers is required to avoid exposure to personnel during the initial testing operations. A variety of instruments are available for determining the oxygen levels and the presence of dangerous air contaminants, but only those approved by the Health & Safety Coordinator may be used. These instruments must be inspected and calibrated by the manufacturer or authorized service provider at least every six months, and the calibration date must be available prior to use. Equipment that is out of calibration or that function erratically shall not be used. It is also important to ensure that sampling is representative of the total atmosphere in the space (e.g., sample at different levels within a deep tank).

If the prescribed tests indicate a hazardous atmosphere, the space is deemed to be a “confined space”, and follow the method and requirements of that section.

Proposed activities must not introduce hazards to the area thereby converting it into an actual confined space.

Contact the responsible Health & Safety team for guidance, if necessary.

**“Actual” Confined Spaces**

Operations personnel shall post the appropriate warning signs outside spaces judged to be known confined spaces. However, all workers must be aware an area may be designated as a confined space even if no signs are posted.

In addition to the requirements for potential confined spaces, the following requirements are applicable to potential confined spaces where there was or will become a hazardous atmosphere:

* Tests of the atmosphere before and during entry into a confined space by a competent and qualified person,
* A plan for the space, generally incorporated into the entry permit with precautions and requirements,
* Training for the individuals that will be associated with the confined space or it’s plan,
* A written entry permit,
* Mechanical ventilation for actual or potential atmospheric hazards,
* Personal protective equipment deemed necessary and as described within the plan for the confined space,
* An attendant(s) at the entry point of the confined space,
* Two-way communication with entrants in confined spaces,
* A retrieval system,
* Rescue equipment and personnel, and
* Notification of the Health & Safety Department before entry into a confined space.

All personnel (e.g., workers, attendants, or emergency services personnel) involved in confined-space activities must complete appropriate training before entering a confined space. This training varies according to their assigned roles and must be appropriately documented.

Confined-space entry permits are required before entering any confined space. A competent worker trained in confined-space testing and entry procedures (competent worker) will complete the permit and conduct the necessary tests for a hazardous atmosphere. The results of the all test(s) shall be noted on the permit.

No entry will be permitted into a confined space until all precautions noted on the permit have been taken and all rescue equipment and personnel are readily available.

Thus, the identified “competent worker” (i.e., the person who signs the permit and authorizes entry into a confined space) shall ensure:

* All entrants and others that may be associated with an entry have been trained in the plan and are aware of the atmospheric hazards associated with the “space”,
* All appropriate entries are made on the permit;
* Tests specified on the permit are conducted;
* All procedures and equipment specified on the permit are in place to permit safe entry into the confined space
* All rescue equipment required is available, has been inspected and is on good working order;

Once the competent worker has signed the permit, it should be posted in an easily visible location. The competent worker's signature on the permit is verification that the space is safe to enter. Each permit will be valid for the duration of only one work shift unless otherwise noted on the permit.

Copies of the permit shall be provided to the Health & Safety Coordinator following the completion of work for file purposes and will be retained as a permanent record.

If atmospheric tests indicate an existing hazardous (non-explosive) atmosphere, purge the area with fresh air and provide positive ventilation both before and throughout entry into the space. *(Where an explosive atmosphere exists – notify the H&S Manager for further actions.)*

Some precautions to observe when purging and ventilating a confined space are:

Take care to place the inlet upwind and at least 25 ft away from the confined space and any other potential contaminant (e.g., vehicle exhaust).

Retest the atmosphere for any hazard(s) in question upon completing the ventilating procedures.

Provide a continuous supply of fresh air as close as possible to the work area before and while personnel are working in the confined space.

Continuously perform subsequent tests for oxygen deficiency, flammability, and/or toxicity during entry into the confined space or at intervals frequent enough to ensure a safe atmosphere.

Isolation is the process whereby a highly hazardous material or energy source is removed from service and protected from entering into that space.

(Before beginning work in these spaces, disconnect the lines that may allow hazardous materials to enter or take other precautions to prevent such materials from entering into these areas. For example, take the lines apart, cap the ends, and insert a blank between the flanged connections. Be sure that the blank is strong enough to handle the pressure build-up if a pump is accidentally turned on. As an added precaution, lock out the pumps before entry. Isolate and lock out or tag any other hazardous energy sources (e.g., electrical and mechanical hazards, water lines or pipes, and compressed air to prevent engulfment or injury from impact) to prevent possible injury to entrants.)

All ignition sources, including lit cigarettes, are prohibited in confined spaces, (i.e. no “Hot-Work” is permitted), unless the H&S Manager has been contacted and authorizes the work to proceed under a “Hot-Work” permit issued by the H&S Manager.

Suitable protective equipment varies depending on the job. Such equipment may include respiratory protection; gloves specifically designed for the material being handled; and protection for the eyes, face, head, and feet. (Call the Safety Coordinator to obtain a respirator or for additional information.)

All confined space equipment shall be inspected as often as necessary by a competant person. That inspection shall be recorded and kept on file,

An attendant must be present whenever anyone enters a confined space. He/she must remain outside the entrance, be in communication with the person(s) entering the area, and be ready to summon for help in case of emergency. An effective means of communication between the attendant and the person(s) inside the confined space must be provided whenever the entrant is out of the attendant's sight.

Each attendant must receive training in the following:

* First aid and CPR.
* The use of appropriate PPE.
* Mechanical retrieval devices.
* On site or project specific rescue procedures.
* SCBA\* (\*optional)

Rescue equipment must be inspected and made readily avaliable prior to entry and may include the following;

* Respirator.
* Emergency contact numbers.
* Communication devices.
* Mechanical retrieval devices (tripod).
* Fall protection harness
* On-going air monitoring.

Each rescue worker must wear a suitable harness attached to one end of a lifeline by a quick-release catch to permit escape if the lifeline breaks, provided that use of the harness will not increase the overall risk of the entry or hinder rescue. The other end of the lifeline shall be secured outside the entry opening to a retrieval system or another fixed point so that retrieval can begin as soon as the rescuer becomes aware that rescue is necessary. The harness and lifeline may also be required even when no respiratory equipment is needed. When entry is through an opening at the top of a confined space, rescue workers must wear a harness-type safety belt that suspends them upright.

If supplied air respiratory protective equipment (SCBA) is required for entry into a confined space, one standby person for every person entering the space must be immediately available outside the space. This person(s) shall have a means to immediately obtain 911 EMS as well as be fully trained in "Non-entry Rescue of Personnel in Confined Spaces."

Adequate lighting is required when entering or servicing confined spaces, and flashlights and/or extension lamps approved for the environment must be provided. All portable power tools and lamps used inside confined spaces must be properly grounded and equipped with GFCIs, and electrical or air-operated equipment must be non-sparking where an explosion hazard exists.

The Health & Safety Department must be notified before entry into a tested and confirmed confined space unless specifically exempted by the H&S Manager directly.

Note: If an unexpected hazard(s) arise, all employees within a confined space must immediately exit the space. Health & Safety Department personnel must then be notified so that they can re-evaluate the space before re-entry.

##### Non-entry Rescue of Personnel in Confined Spaces

Persons who have tried to rescue individuals from confined spaces have themselves become victims because of failure to follow proper procedures. Thus, it is essential that all persons involved with the rescue of personnel from confined spaces know exactly what to do in such situations. If possible, an attendant may rescue a victim from a confined space using a retrieval system or combination of retrieval system along with SCBA and co-workers aid.

A person who has collapsed or appears to be having difficulty while working in a confined space could be experiencing a heart attack or other illness, or may be suffering from the atmospheric hazards.

In such instances:

* Do not attempt to enter the confined space during an emergency.
* Obtain help via 911 EMS and on-site employees.
* Attempt to retrieve the person(s) from outside the confined space using a harness retrieval system or other equipment. Do not enter the confined space or attempt a rescue unless designated by the incident commander, and using SCBA equipment with a retrieval system.
* If able to retrieve the person(s), evacuate the space and remove the victim from the area immediately.
* Immediately check for injuries and treat life-threatening conditions. Render whatever first aid you are qualified to provide once the victim is outside the space until medical help arrives.

NOTE: The attendant shall assist the Fire Department or other rescue team upon arrival.

###### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONFINED SPACE ENTRY - POLICY & PROCEDURES

Acknowledgement of Compliance

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Municipality / Employer or Independent Operator: | | | |
| Address: | | | |
| City: | Province: | | Postal Code: |
| Telephone No: | | Fax No: | |

I acknowledge that I have received a copy of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CONFINED SPACE ENTRY - POLICY & PROCEDURES and have or will, discuss this policy and procedure to ensure awareness of all staff employees and all employers that work for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who may in the course of their activities, work on a project where \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the Constructor.

Our employees or employers will abide by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CSE Policy and the requirements thereof while attending any Project where \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is the Constructor.

Date Authorizing Name (printed)

Signature

Please forward completed forms to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Installation of Pipe and other Structures

Purpose:

Being as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is in the Sewer and Watermain business, the actual installation of these systems should be done in a suitable manner. This portion of the overall program will provide the procedure that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_wants used as a minimum in terms of a safe Operating procedure.

Scope:

This section of the program shall apply to all projects where any type of installation is in progress for pipe or any other structure.

Responsibility:

Obviously all individuals involved with the any hoisting activity will have responsibilities, with the site supervisor having the overall responsibility to ensure the minimum legal requirements are met or exceeded.

The hoisting operator, (whether crane or similar hoisting device), shall be responsible to maintain the hoisting activity in a manner to meet or exceed the legal requirements, while the remaining personnel are responsible to notify the hoisting operator of areas of concern and the supervisor of anything sub-standard if not corrected by the operator.

This shall include a signaller as appropriate for the hoisting and/or moving equipment activities.

Method:

The following is a basic step-by-step process that should be adhered to as a minimum for the installation of pipe, manholes and similar structures:

* 1. Ensure that the excavation or trench has been completed in a suitable fashion to ensure safe entry for workers – sloped properly according to the soil type or with suitable support or worker protection systems.
  2. Ensure there is adequate access and egress for the workers to get to the installation area – ladders, ramps or stairs.
  3. Inspect the rigging before each use and ensure safety catches are working on all hooks. Broken, faulty or unsafe rigging must not be used. Ensure that rigging is appropriate for the load to be lifted. If any labourer is unsure about any of the rigging issues; consult the crane operator, Foreman or Superintendent prior to completing any rigging task.
  4. Prepare the sub-grade for bedding installation. Ensure workers are at no time exposed to hazards of excavated materials. Ensure that the backhoe bucket does not pass over the workers. Level, slope and shape the sub-grade ready for the bedding material.
  5. Check grade of sub-grade; if correct proceed with installation of bedding material, otherwise return to 4. Place bedding stone atop the sub-grade by utilizing a crane and stone bucket or the bucket of the backhoe. Ensure the stone or backhoe bucket does not pass over any workers throughout this procedure. Level, slope and shape the bedding material ready to accept the “pipe”.
  6. Check grade of bedding; if correct proceed with installation of pipe; otherwise return to 5.
  7. Prepare pipe for installation. Ensure gasket is in place and lubricate if necessary. Lubrication may take place after pipe is lowered into the trench. Attach rigging appropriate for the hoisting of the pipe or other structure being installed. Inspect the installation of the rigging and correct if required.
  8. Lift pipe and lower into the trench. Ensure the pipe does not pass over workers. Ensure proper signalling procedures are used appropriate to the operator’s view of the ongoing operation. Guide pipe into place and “home” the pipe. Ensure pinch points are avoided and keep fingers etc. clear of joint area while pipe is being placed and homed. Check grade and adjust pipe as necessary. Prior to any adjustment where pipe will be hoisted again, ensure rigging is secure.
  9. When pipe is “on-line” and “grade”, detach rigging and signal for its removal.
  10. Proceed with placing additional bedding material as required in similar fashion to item 4 and onward above.

Note: Similar procedure should be followed for pipe, manhole base sections, catch basins & ditch inlets, box culverts, pre-cast bases of any kind, etc.

Further procedures for vertical sections of pre-cast manholes:

* Wherever possible, installed sections of pre-cast manholes should be back-filled to a level where the receiving workers will be able to safely reach the incoming section for the back-fill material and guide it into place.
* If necessary to safely control the load, a guide rope or tag line will be used to prevent or control rotation or other motion.
* Ensure no sections are passed over workers throughout the installation process.
* Install manhole frame and cover or plate when backfilling is at a level to allow for suitable access.

## Traffic Control and Traffic Protection Procedures

Purpose:

This section of the overall program is to address the specific hazards relating to moving equipment and vehicular traffic on any jobsite and ensures compliance with the relevant sections of the Regulations for Construction Projects, (Specifically, Sections 67 through 69.1). to ensure the protection of the worker.

Scope:

This section of the program shall apply to all projects where any type vehicular traffic control is required to protect any worker.

Roles & Responsibilities

The Supervisor for the project shall be responsible to plan the site to ensure “flow-through” operations as much as possible.

Additionally, when dealing with any public traffic, a traffic control plan shall be developed and adhered to, including set-up and removal activities.

The foreman shall also have responsibility to designate individuals and ensure they have the required training to complete the tasks assigned including set-up, removal and signalling.

Signallers shall be responsible to follow the requirements set out for a signaller under Section 69.

Method:

All sites shall be reviewed and planned to provide the best possible routing of all equipment and material deliveries. Additionally, this should provide operations to be “flow-though” as much as possible, meaning that back-up is minimized.

Where motor vehicle traffic is required to be controlled through or around any work activity, a traffic control plan shall be developed and adhered to as required for the appropriate activities. This that be completed in accordance with “Book 7” and comply to the Highway Traffic Act for Ontario.

All personnel required to be involved in any traffic control activity shall have the suitable training to ensure they are capable of completing their tasks including the set-up and removal of traffic control devices.

If signal persons are required, – they shall be appointed by the supervisor; who shall ensure that they are competent to complete the requirements of a signal person and have ensured that both the signal person and operator(s) are familiar with all signals that shall be used. Any signal person shall only do the task of signalling while any signalling is commencing and shall be positioned to maintain communication at all times while ensuring an adequate escape route is available if required.

The following traffic control plan shall be used as required.

***TRAFFIC CONTROL PLAN “Front”***

For one-time, daily or multiple use on progressive site conditions

**OBJECTIVE:** Effectively plan the project to minimize impact on vehicular traffic while ensuring worker safety and full compliance with Regulations / Book 7 requirements**.**

INSTRUCTIONS:

* For a job that requires traffic control on an ongoing basis, please complete all fields prior to set-up.
* Set-up shall be in accordance to the plan and where alterations are required – additional records shall be established or use of daily sheet required.
* Record any changes/irregularities to the Typical Layout (TL) used in Foreman’s Daily Diary.
* Training and those individuals involved with the traffic control to be referenced on this sheet. Always follow Book 7 set-up/take-down procedures.

|  |  |  |  |
| --- | --- | --- | --- |
| Site Name: | | Project Number: | |
| Work location: | | Foreman: | |
| Type of Work: | | Superintendent: | |
| Dates:  From : To: | Hours of Work:  From: To: | | Posted Speed Limit: |
| **Volume of Traffic**   * Low * High (3000+ cars/day) * 300 X # of Cars in 3 Min.   = \_\_\_\_\_\_\_\_\_\_\_\_ | **Duration of Work**   * Mobile Operations * Very Short (Max 30 min) * Short (Max 1 day) * Long Duration * Freeway | | **Length of Work**   * Under 50 meters * Over 50 meters * Staggered – Stringing materials etc. |
| **Hazards / Special Considerations**   * Visibility Weather * Vehicles Pedestrians * Overhead Work Night time * Road Occupation Permit  Other | | **Traffic Control Person(s)**   * Yes 1 2 or More \_\_\_\_\_ * No * Radio Contact * Visual Contact | |
| **Road Type**  🞎 Freeway 🞎 Divided 🞎 Multi-Lane  **Reference to Book 7**   * Typical Layout(s) # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Or Page(s) #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other (See Diagram) | | **Protective Measures**   * Barrels Cones * Arrow Board(s) Warning Signs * Flashing Lights  Crash Trucks * Sign Trucks(s) Police * Pace Vehicle(s) Pilot Vehicle(s) * Reduced Speed Other | |
| **Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Diagram** | | | |
| Prepared By: | | Date: | |

***TRAFFIC CONTOL PLAN “Back”:*** For one-time, daily or multiple use on progressive site conditions

**EQUIPMENT ON-SITE (specify quantities & type):**

|  |  |  |
| --- | --- | --- |
| * TC-1 Construction Ahead: | * TC-2 Men at Work: | * TC-3 Lane Closes: |
| * TC-4 Arrow: | * TC-5 Detour Ahead: | * TC-7 Diversion: |
| * TC-9 Diversion Warning: | * TC-10 Detour Signs: | * TC-11 Narrow Lanes: |
| * TC-12 Arrow Board: | * TC-13 Pavement Ends: | * TC-14 Bump Ahead: |
| * TC-15 Bump Signs | * TC-16L Turn Signs | * TC-17t Advisory Speed: |
| * TC-20 Prepare to Stop: | * TC-21 TCP Ahead | * TC-22 Stop/Slow |
| * TC-23 Signals Ahead: | * TC-27 Do Not Pass | * TC-31L Truck Entrance |
| * TC-34 Two-Way | * TC-35 Ramp Closes Ahead | * TC-36 Maximum Speed |
| * TC-39 No Exit | * TC-40L Pedestrian Dir. | * TC-51 Cones (28”): |
| * TC-52 Construction Markers: | * TC-53 Barricades: | * TC-54 Barrels: |
| * Rb-90 Construction Zone: | * RB-91 Yield to On. Traffic | * Rb-92 Road Closed |
| * Wa-16 Merge | * Wb-1A Yield Ahead | * Gf-4 Exit |
| * Variable Message Sign | * Other: | * Other: |

|  |
| --- |
| **Changes or irregularities to Typical Layout (TL)** |
|  |
|  |
|  |
|  |

**Training has been provided to the following in relation to this traffic control plan**

|  |  |
| --- | --- |
| **Name (Please Print)** | **Signature** |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
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| **10.** |  |
| **11.** |  |
| **12.** |  |
| **13.** |  |
| **14.** |  |
| **15.** |  |

**The following have been trained as TRAFFIC CONTROL PERSONNEL for this traffic control plan**

|  |  |
| --- | --- |
| **Name (Please Print)** | **Signature** |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |

**\* Please return this form for filing to the Health & Safety Dept. after work completion**

|  |
| --- |
| **Office Use Only**  **Date Filed:** |
| **Checked By:** |

## Fall Protection

Purpose:

This policy section is devoted to fall protection and the fundamental issues surrounding working where there is a potential to fall and get injured. Furthermore this section shall ensure that we meet or exceed all requirements under the OHSA and Regulations for Construction Projects relating to fall protection and personal protective equipment.

Scope:

This policy section of the program applies to all situations where workers might be exposed to the following hazards:

* Falling more than 3 metres.
* Falling more than 1.2 metres, if the work area is used as a path for a wheelbarrow or similar equipment.
* Falling into operating machinery.
* Falling into water or another liquid.
* Falling into or onto a hazardous substance or object.
* Falling throughan opening on a work surface.

Note: Where an excavation is properly sloped under the regulations allowing for a maximum of 1vertial: 1 horizontal, the depth of the excavation shall not become a factor in determining fall potential. Any properly sloped excavation is deemed to be a “slide” hazard and not a fall hazard.

However, where trench support systems are employed, the fall potential does apply and this policy is required to be followed.

Roles & Responsibilities

The Employer has the responsibility to ensure Suitable PPE is available and being used and worn properly. Additionally, the employer shall ensure that training has been completed for all workers who might be exposed to a fall hazard such that the worker has knowledge of appropriate legislation, PPE (and its use and care is understood and used properly in accordance to the manufactures instructions including fit testing as required), site-specific fall hazards and rescue procedures.

Supervisors must ensure the workers have received appropriate training and obtained P.P.E. as required and then are using the P.P.E. appropriately.

Workers must ensure that they obtain the P.P.E. as required and then use it as required.

Additionally, in similar fashion to the required relating to fall protection equipment being supplied by the Employer, it is the Employer’s responsibility to ensure availability, but this may be the worker’s responsibility to obtain and only the employer’s responsibility to ensure that the workers obtain them and “have them available”.

Method:

All sites shall be reviewed for possible fall potential hazards and wherever possible corrected via applicable regulatory requirements to eliminate the fall hazard.

Meaning all excavations shall meet the regulatory requirements in relation to sloping and where support systems are used they shall be installed in such a manner that at the point of access there is a portion of the support system acting as a barrier to the fall hazard.

All workers who will be exposed to a fall hazard shall have the appropriate training to have full knowledge of the fall hazards and the understanding of how the company intends to comply with the regulatory requirements by eliminating the hazard(s) in the workers vicinity.

Where fall protection is required, all workers exposed shall have full training in the requirements for the specific situation including the usage of fall protection equipment as required for the tasks. These workers shall inspect their equipment prior to each use and use the fall protection equipment as it is meant to be used. Additionally, a rescue plan shall be developed to ensure the appropriate personnel and equipment is available and present prior to any individuals placing themselves in a position where the use of fall protection equipment is required.

Fall Protection Equipment shall consist of an approved (to MOL standards) full-body harness with adequete attachment points and a lanyard equipped with a shock absorber as required, afixed to a suitable lifeline, or independent fixed support.

Competent inspections of all equipment shall be completed and where any defects are found, the equipment shall be removed from service.

## Overhead Power Lines

Purpose:

To provide a uniform company wide policy and procedure for safe work in the vicinity of overhead power wires and ground neutral wires and meet all applicable legislative requirements while doing so.

Scope:

The Company Guidelines shall be established for the company as a whole, to be used as a basis for all sites that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ may work where any crane, hoisting device, backhoe, power shovel, delivery or dump truck, or other vehicle or equipment is operated near an energized overhead electrical conductor. Particularly if it is possible for a part of the equipment or its load to encroach upon the minimum distance permitted under section 188 of the Construction Regulations, or when the hoisting device is positioned closer than the length of the boom to an energized overhead electrical conductor.

Responsibility:

Health & Safety Coordinator Personnel shall:

Provide necessary training materials or programs to all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_personnel working in proximity to overhead electrical hazards

Ensure this policy and procedure is implemented at all construction projects during regular site visits and informal / formal assessments.

Review and advise senior management on any issue in relation to this policy.

Provide policy to the Purchasing Department and Project Managers for their deployment to all Sub-Contractors, Independent Operators, Suppliers, and Others

Be responsible to record and/or obtain all health and safety records, completed compliance forms and statistical information.

Project Managers and Purchasing Department personnel shall:

Provide copies of policy complete with the Conformation of Compliance form to all Sub-Contractors, Independent Operators, Suppliers, and Others they may employ on a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_project.

Project Superintendents and Site Supervisors shall:

Assess all projects for overhead power lines and the implementation of this policy and safe work procedure.

Appoint a designated signal person who performs one task and one task only when in proximity to the minimum distance of overhead powerlines as stated in the table above. This signal person is solely responsible for the safe manoeuvring and movement of equipment around or under overhead powerlines.

Ensure any signal persons appointed are competent and these personnel have received adequate hazard awareness training relating to overhead power lines.

Ensure the strict adherence to this policy.

The supervision and field staff will additionally have the responsibility to provide any such documentation to the H&S Manager for its maintenance.

Method:

Prior to beginning any work, Supervisors or their designate at the project, must review the site for overhead power lines and if present determine the nominal phase-to-phase voltage rating of all overhead wires that may pose a threat to the work activity to determine the safe proximity distance specified in Regulation 188.

Where power lines exist:

The sites shall be assessed to determine to the associated risk and location of overhead wires that may pose a threat to normal day-to-day construction activities. This assessment shall occur with the site supervisor and appointed signal person.

A signal person shall be appointed on all projects. This signal person must perform only the task of signalling when in proximity to overhead powerlines. (**There will be no exceptions)**

Legible signs shall be posted conspicuously on the construction site, warning of the danger due to overhead wires. These signs should be attached to hydro poles or may be free standing directly under the overhead power line.

Signs, stickers or decals shall be posted at the operator’s station, warning all operators of potential overhead electrical hazards.

Signal persons shall be in place at all times when working in the proximity of overhead wires warning the operator each time any part of the equipment or its load may approach the minimum distance.

The signal person employed shall;

Be trained, knowledgeable of the hazards and experienced to perform the work;

In full view of the operator at all times in accordance with 106 (2) and 188 (8) of the Regulations for Construction Projects.

Perform one task and one task only.

Communicate with all operators and advise that they are the designated signal person.

Give clear and concise instructions and signals when approaching overhead wires.

Ensure that the minimum distance to overhead wires is maintained at all times in accordance with Regulation 188 (2) which states;

“No object shall be brought closer to an energized over-head electrical conductor with a nominal phase to phase voltage rating set out in Column 1 of the Table to this subsection than the distance specified to it in Column 2:”

|  |  |
| --- | --- |
| COLUMN 1  Nominal Phase to Phase Voltage Rating | COLUMN 2  Minimum Distance |
| 750 to 150,000 volts | 3 metres |
| More than 150,000 to 250,000 volts | 4.5 metres |
| More than 250,000 volts and over | 6 metres |

If at any time the signal person is unsure of the requirements when working in proximity to overhead wires, all activities must immediately stop.

**Additionally**, in relation to Sub-Contractors, Independent Operators, Suppliers, and Others;

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_adopts and will enforce the following rules:

Before any work begins, the Sub-Contractors, Independent Operators, Suppliers, and Others and its applicable employees must investigate and be aware of any overhead electrical power or communication lines and maintain a safe distance at all times in accordance with the Regulation for Construction Projects.

As per amendments made to the Construction Regulations under O. Reg. 628/05 effective April 1, 2006, Section 188 (4) Working in proximity to overhead power lines or conductors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has attached a copy of the written measures and procedures to ensure minimum distances are not encroached. All subcontractors and employers must implement the safe work procedures in accordance with Section 188 (4) by providing a copy of the written measures and procedures to workers before starting any work.

The attached policy and procedure must be communicated to all affected personnel.

The attached Conformation of Compliance form must be completed and returned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: In addition to the overhead powerlines policy and procedures, all personnel must adhere to the following;

Hard hats, safety vests and safety footwear are mandatory when operators exit their vehicles and equipment at all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_job sites.

Drivers and operators must obey all speed limit, stop, and yield signs at all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Project locations and surrounding areas. Drivers and operators must not reverse their vehicles without the assistance of a designated signal person.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will **NOT** accept, tolerate or condone any breach of any statutory requirements of this Overhead Powerline Policy, the Ontario Occupational Health and Safety Act, and the Highway Traffic Act.

##### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OVERHEAD POWERLINES - POLICY & PROCEDURES

Conformation of Compliance

Name of Employer or Independent Operator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

­­­­­­­­­­­­­­­­­­­City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Province: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I acknowledge that I have received a copy of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OVERHEAD POWERLINES - POLICY & PROCEDURES and have discussed this policy and procedure with all staff employees and all employers that work for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who may in the course of their activities work on a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ jobsite.

Date Authorizing Name (printed)

Signature

Please forward completed forms to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Tunnelling Safety

Purpose:

To provide adequate understanding of tunnel hazards and instruct employees on safe tunnel methods, procedures.

Scope:

This section shall apply to any project involving a tunnelling application. All employees working on or near a tunnel application should be aware of the hazards and legal requirements to ensure compliance is achieved.

Roles & Responsibilities

The responsibilities for safe tunnelling is wide ranging, from owner/manager to supervisor/foreman to worker, everyone plays an important role in the safe and successful project.

Management is responsible for ensuring that all applicable Notices are filed according to the Regulations and that proper safety procedures are documented and communicated to all employees. Management will ensure that adequate training is provided to employees and that professional training services are utilized for tunnel rescue in particular and competent workers provide general training. Managers should investigate any unsafe situation that is brought to their attention by the supervisor/foreman.

The supervisor/foreman will be responsible to see that all safety procedures are followed and that hazardous situations are mitigated when possible and that work does not commence should unsafe situations arise. The supervisor/foreman will ensure when workers are observed not utilizing safe and effective techniques, they are directed to receive and instructed on the proper techniques.

Workers are responsible to ensure they follow all safety procedures and identify to their supervisor/foreman of potentially hazardous situations. Workers will be required to review any written procedures and be prepared to apply those procedures in the workplace. Additionally, it will be all workers’ responsibility to point out the hazards associated with tunnels and tunnelling when they witness others not using proper techniques.

Method:

Understanding that construction activities can be hazardous, methods will be employed to reduce potential hazards from tunnelling applications. Focus should be made on proper training and techniques to avoid injuries while trying to control the hazards. Workers aware of the dangers involved in a specific hazard will work to control the hazard to avoid an injury.

The Regulations for Construction Projects sets out standards for tunnelling that must be adhered to at minimum. These are found under Part IV of the Regulation (sections 243 to 331 inclusive). Requirements include notice, working alone and entry, fire protection, first aid, rescue of workers, communication, tunnels, tunnel equipment and ventilation. Training should focus on the previous noted sections in particular

Good communication between workers involved for any activity remains essential to the proper techniques being used, and communication between the tunnel operator and his crew are essential within this policy. Adherence (where applicable) to the Communication section of the Regulations (269-273) will be required on all tunnel projects. Communication of safety procedures, training, tunnel hazards and site communications will be made in written format and in review with the employees to ensure full comprehension.

This policy should be evaluated in a method that will detail the amount of compliance to the legal requirements for tunnelling. This might be completed in various methods such as a job-by-job evaluation, jobsite inspection reports, or interviews with site personnel. Additionally, any incidents or accidents relating to tunnelling shall have merit in determining its success and areas for improvement. Rewards or improvements shall then be administered by a suitable means relating to the evaluation outcomes.

## Cell Phone and Other Electronic Equipment Personal Usage Policy

Purpose:

This section of the overall program is provided to establish the control measures necessary to limit the exposure and thereby the distractions, to workers who carry cellular phones and/or other electronic equipment while at the workplace. By limiting usage of these devices, the accompanying distractions can be eliminated and thereby aiding in the goal a safe and healthy workplace.

Scope:

This portion of the Health and Safety Program applies to all sections and all work that is performed throughout \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additionally, this section shall cover aspects of interaction with associated parties, Owners, Clients and their Representatives, along with all Sub-contractors and their employees working with or for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_management staff and jobsite supervisors, lead hands or other designated persons are excluded from this policy, however they must at all times be aware of their surroundings and only use their cellular phones or electronic devices in areas when and where it is safe to do so.

The following are some of the many types of electronic equipment other then phones considered by this policy: pagers, digital cameras, blackberries, palm pilots, PDA’s, Pocket PC’s, hand held game units, personal music devices or any other type of CD/MP3/Radio unit.

Responsibility:

The Safety Coordinator shall be responsible for the development and review of this policy, and shall then provide it to the JHSC, and managerial staff including jobsite superintendents for dispersement to the field staff. The Superintendents shall then be responsible to communicate the requirements of the policy to all the workers under their supervision.

Each worker must fully understand their requirements within this policy and also communicate these to their family and friends as needed to aid in their role of fulfilling their responsibilities.

The H&S Manager, senior management and site supervisors shall then be responsible to ensure compliance with this policy.

Method:

There is to be no unauthorized personal use of cellular phones or other electronic equipment during work hours on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_jobsites. These devices shall be turned off during working hours if present on site to aid in distraction prevention.

Although this policy does not restrict the workers on our sites from having cell pones or electronic equipment on the jobsite, it does restrict the personal use of these objects while on the site. Therefore \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_strongly urges all personnel to avoid bringing these devices to the jobsite where they could be inadvertently damaged at their owners’ expense.

Workers may use their personal devices prior to the work shift beginning, during their lunch break or following the end of the day’s activities. They shall not be used during regular work hours and shall be avoided during breaks.

In the event there are circumstances whereby the worker believes they need outside access for personal interactions, arrangements must be made with their immediate supervisor to accommodate the worker through alternate means.

Permission to use a personal cellular phone or electronic device shall only be provided by the immediate supervisor, and then shall only be completed in a designated safe location, chosen by the supervisor.

In all instances, the immediate supervisor shall consider the worker’s request for permission to use a device on a case-by-case basis, and if he has provided permission, the worker will obey the supervisor’s directions regarding usage for this instance. The supervisor shall identify a safe location for the worker to exit from the work area to be used for the safe use of their device away from the regular jobsite hazards, and may consider this as time away from work for payroll purposes.

This arrangement may include the usage of a worker’s personal device for jobsite activities, and then consider the individual as one designated under the scope portion of this policy, but still not allow for personal use of the device.

Corrective actions will be brought against any person failing to abide by the policy, as shall follow the progressive corrective action policy as set out in this program.

This policy shall in no way alter any of the requirements as set out in the Emergency Plan and Responses section of the Program.

This item shall be evaluated by the H&S Manager to determine if the item is successful in preventing unwanted distractions to workers on site and to identify amendments required to gain further compliance amongst all arising situations.

Rewards or improvements shall then be administered by a suitable means relating to the evaluation outcomes.

## Personal Protective Equipment

Purpose:

The overall purpose of this section of the program is to outline requirements for the wearing and using of personal protective equipment in the workplace. Additionally, this will ensure compliance with all relevant sections of the Occupational Health & Safety Act (OHSA) and its regulations specify requirements for the wearing of personal protective equipment that places responsibility on the employer, supervisor, and worker.

Scope:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_business activities encompass various projects and thus this policy adapts to various requirements and conditions to which personal protective equipment is required. Some personal protective equipment is a requirement at all times while on a Construction project and therefore this section should be applied to all project locations and facilities to which the company works.

Roles & Responsibilities:

Under sections 25, 27 and 28 of the OHSA, certain responsibilities are required to Employers, Supervisors and Workers respectively. These have been identified under Section.

Fundamentally, the employer has the responsibility to ensure suitable PPE is available and being used and worn properly. Training should be done by the employer to ensure knowledge of appropriate PPE is understood and used properly in accordance to the manufactures instructions including fit testing as required. This training will be part of the Supervisors role, when not completed or done in grand terms by the safety coordinator on behalf of the employer.

Wear PPE is being selected for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_usage, the Safety Coordinator(s) shall provide research and information to the Purchasing department and where deemed appropriate consult with the JHSC or Safety Representatives.

Supervisors must ensure the workers obtain PPE as required as supplied or made available by the employer and then are used appropriately by the workers. Supervisors shall provide training to the workers in the care and maintenance of PPE, and proper fit requirements for any PPE that will be used as well as how to obtain PPE that is supplied to employees by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Otherwise, the Supervisor shall approve or seek assistance via the Safety Coordinator for PPE brought to the site by workers on the Company’s behalf.

Workers must ensure that they obtain the PPE as required and then use it as required.

**Please note: not all PPE is required to be supplied by the** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, however it remains the Employer’s responsibility to ensure availability, and this does not necessarily the costs associated with the PPE being made available.**

Method:

The Construction Regulations for Ontario sets out minimum requirements for Personal Protective Equipment via sections 21 through 27 and 59, which must be met or exceeded. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will only allow PPE that meets or exceeds the applicable CSA or ANSI standards for a particular item. However, since fall protection has its own section within this policy – all of section 26 from the regulation shall be omitted from this particular policy and dealt with within that policy section on its own.

Therefore, this section of the overall program shall apply to:

* Protective clothing,
* Protective headwear,
* Protective footwear,
* Protective eyewear,
* Protection for skin,
* Protective restraints (seat-belts and ROPS)
* Protective equipment to prevent drowning; and
* Respiratory protection.

In general terms: Any worker shall wear such protective clothing and use such personal protective equipment or devices as are necessary to protect the worker against the hazards to which the worker may be exposed.

**Note: All personal protective equipment being worn next to the skin shall not be shared amongst workers unless it has been fully cleaned and disinfected prior to an exchange.**

Workers shall receive and partake in all training to ensure understanding of this policy and the requirements within it, in addition to how to obtain PPE, the care and maintenance of PPE, and proper fit requirements for any PPE that will be used.

##### Protective Clothing:

Where the worker is exposed to a hazard to which protective clothing would provide a suitable barrier to the hazard, the worker shall wear such protective clothing.

Furthermore, this also shall include the mandatory use of full coverage pants and tee shirts as minimum clothing attire.

##### Protective Headwear:

Every worker shall wear a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_approved hardhat at all times when on a construction project, if they are not suitably protected by any other structure. In locations other then construction projects that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_works, the workers shall wear protective headwear as dictated by the hazards present.

##### Protective Footwear:

Every worker shall wear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_approved footwear at all times when on a construction project. In locations other then construction projects that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_works, the workers shall wear protective footwear as dictated by the hazards present.

##### Protective Eyewear:

All workers shall wear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_approved eyewear as dictated by the hazards present. Additionally, where a worker is exposed to potential eye injury, an eyewash fountain or equivalent shall be readily available.

##### Protection for the Skin:

All workers shall wear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_approved protective devices for their skin as dictated by the hazards present. This includes the use of all types of gloves, barrier creams, shields etc., as directed and discussed where hazards are present.

Furthermore, this also shall include the mandatory use of full coverage pants and tee shirts as minimum clothing attire, and may include “sun-screen” for ultra-violet hazards.

##### Protective Restraints and ROPS:

All workers shall wear seatbelts, as required by law, for all operation of equipment and vehicles within their assigned duties in employment with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This is in conjunction with mandatory use of ROPS , (“roll-over protective structure”, in relation to a machine, means a structure that protects every operator of the machine who is wearing a restraining device from being crushed if the machine rolls over ) on all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_equipment or machine, (“machine” means a self-propelled vehicle, operated by one or more persons who ride on or in it, that is a tractor, bulldozer, scraper, front-end loader, skidder, dumper, grader or compactor other than an asphalt compactor).

(note: all seat belts or restraining devices and ROPS shall be maintained in accordance with the appropriate regulations and shall bear a legible label indicating its conformity. All ROPS and seat belts shall only be repaired or maintained under the direction or authorization of the manufacturer.)

##### Protective equipment to prevent Drowning:

Any worker exposed to a drowning hazard shall wear a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_approved PFD or Lifejacket.

##### Respiratory Protection:

All workers shall wear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_approved protective devices for respiratory protection as dictated by the hazards present. This may include the use of disposable or cartridge masks where adequate ventilation or dust control is not feasible all the way to full SCBA as required by the hazards.

Furthermore, respiratory protection shall also be addressed within the Confined Space Entry portion of this program.

##### Hearing Protection:

All workers shall wear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_approved hearing protection as dictated by the hazards present, or whenever there exceeds a noise level of 90 Dbl.

This item shall be evaluated via discussion with the worker’s, and during on-site inspections by both the jobsite health and safety representatives and the company Safety Coordinator personnel. Further, the number of incidents of accidents relating to Personal Protective Equipment shall have some merit in determining its success.

Rewards or improvements shall then be administered by a suitable means relating to the evaluation outcomes.

## Purchasing

Purpose:

Therefore, the purpose of this program portion is to ensure that any goods purchased are assessed for existing or potential hazards and re-sourced or substituted with less hazardous goods where possible. Additionally, where hazards remain, appropriate controls are developed and put in place either along the path or at the worker in terms of personal protective equipment as required in conjunction with goods being purchased, or equipment installed or modified.

Scope:

This program portion applies to all fundamental purchasing activities for the company in generalist terms, but essentially to those purchases of items relating to safety equipment and equipment and/or materials that are technical or hazardous in nature.

Additionally, this portion of the program comes into effect where an injury has resulted to an employee due to ANY characteristic of a material or piece of equipment/tool or supply item for future considerations.

Roles & Responsibilities:

The Purchasing Department shall:

* Review all products, goods/materials and equipment being purchased by the company to identify and make the H&S Manager(s) aware of any hazards with these items.
* Review similar products, goods/materials and equipment to those being purchased for substitutions with fewer hazards.
* The H&S Manager(s) shall:
* Consult with the Purchasing Department to ensure that the new purchase or modification meets all appropriate legislation and industry standards, (i.e. CSA).
* Obtain and review of any material safety data sheets as they apply to any new products being introduced into the workplace.
* Aid in the development of appropriate control measures including but not limited to Safe Operating Procedures for new products and ensure they are being put in place to either eliminate, or control the hazard.
* Obtain training for the appropriate staff that will be exposed to or work with the new/modified equipment/process on the Safe Operating Procedures.
* Review all accidents for hazards associated with the products, goods/materials and equipment being purchased by the company and make suitable recommendations to the JHSC and the Senior Management Team where they have a contributing factor.

The Joint Health and Safety Committee shall aid and provide input on any additional hazard(s) or control(s) and provided feedback to the H&S Manager and/or the Senior Management team.

The Department Manager/Supervisor(s) shall assist the H&S Manager and Purchasing Department with the hazard reviews of the new products and ensure developed control measures are implemented as required.

The Senior Management team should:

* Review and discuss major expenditures and purchasing with the H&S Manager(s) to determine the best choices and make socially and fiscally balanced decisions.

Method:

Pre-purchasing reviews (prior to the initial purchase of new products, goods/materials and equipment being purchased by the company, being modified or having a new process) should be conducted with the involvement of the:

* Joint Health and Safety Committee
* H&S Manager
* Department Managers and/or supervisors
* Operators or person who has potential to operate the machinery, or involved in new or modified processes
* These reviews should include all the hazards of the products, goods/materials and equipment being purchased, as well as identify all alternate products, goods/materials and equipment and their hazards for comparison.

As hazards are identified, control measures should be examined and identified prior to final purchasing decisions.

Where product or material hazards are identified as contributing factors in accidents, the products should be further examined to review the purchasing requirements and options for the product or material. Where alternative goods, products or materials are available, the substitution option should be explored. Otherwise, reviews of the current controls must be examined in relation to the product hazards associated with the accidental injury.

# Section E - Joint Health and Safety Committees

Purpose:

The Joint Health and Safety Committee is designed to provide a forum for Management and Worker representatives to identify, evaluate and provide recommendations with respect to matters pertaining to occupational health and safety in the workplace to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Senior Management and/or an appropriate contractor within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_domain.

The common goal of any Joint Health and Safety Committee is to enhance the health and safety environment within the workplace, through joint practices. These committees become an integral part in the internal responsibility system, providing a self-governing approach to health and safety concerns within the workplace.

Worker representatives provide the “workers” view and perspective of issues relating to health and safety to the management team. Worker representatives communicate inspection results and remedial actions to all levels of the work force. Additionally, worker representatives aid management in increasing moral, by displaying management’s commitment to the workers well being.

Management representatives provide the management / owners perspective to these issues raised. These representatives additionally have responsibilities as supervisors, constructors, employers, and possibly owners to maintain.

With all representatives acting in good faith, promoting and assisting the Joint Health and Safety Committee, the intent of the Company’s policy is persevered.

Finally, the established Joint Health and Safety Committees will ensure the Company meets its obligations within the Occupational Health and Safety Act.

Scope:

A joint health and Safety Committee shall be established for the company as a whole, to address all issues developing on all sites that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_may work. This committee will act on behalf of all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_workers, and oversee jobsite committees wherever established. The Company JHSC will maintain direct interaction with Senior Management, and aid in policy development for the Company.

Jobsite Joint Health and Safety Committees will address jobsite specific issues. These Committees shall identify, evaluate and recommend resolutions with respect to matters pertaining to occupational health and safety in the workplace to the constructor and/or appropriate contractor. Additionally, Jobsite committees will provide input into the Company JHSC, so that the entire company may benefit from all items raised.

Responsibility:

It is the responsibility of all members of the Joint Health and Safety Committee to carry-out their duties and responsibilities under the Occupational Health and Safety Act R.S.O. 1980, in good faith and in accordance with the spirit of this Act.

These duties and responsibilities are further identified through the “Terms of Reference” and their individual section following.

Method:

There will be a Company Joint Health and Safety Committee established and maintained, additionally jobsite committees will be established as required to meet company obligations under the Occupational Health and Safety Act where \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the Constructor as follows:

|  |  |  |
| --- | --- | --- |
| Workplace | Workforce | Requirement |
| Company | Has 50 or more workers regularly employed. | A JHSC with a minimum of 4 representatives.  At least half (½) of these must be worker representatives.  A minimum of 2 of these representatives shall be “certified”, one each for workers and management. |
| Construction Project which is expected to last less then 3 months. | Has 5 or more workers regularly employed. | A Worker Health and Safety Representative.  No JHSC required. |
| Construction Project which is expected to last over 3 months in duration. | Has 20 or more workers regularly employed. | A JHSC with a minimum of 2 representatives.  At least half (½) of these must be worker representatives. |
| Construction Project which is expected to last over 3 months in duration. | Has 50 or more workers regularly employed. | A JHSC with a minimum of 4 representatives.  At least half (½) of these must be worker representatives.  A minimum of 2 of these representatives shall be “certified”, one each for workers and management. |

The training of JHSC members will be performed by a compentant agency (ie: CSAO), if necesitated by OSHA requirements.

When \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is on a project in which it is not the Constructor, participation in a Joint Health and Safety Program will provided through Management’s discretion.

All employees are encourage to discuss their health and safety problems with their immediate supervisor before bringing it to the attention of the Committee.

All problems brought to the attention of the Joint Health and Safety Committee shall be dealt with on the basis of fact. All problem resolutions will be reported in the minutes.

## Terms of Reference

Purpose:

Similar to anything else, a committee needs some controlling body to give it guidance in its operation. The terms of reference, (TOR), provide any JHSC with the perimeters in which it will function.

The TOR will identify the membership, the duties and responsibilities of the members, how often the members will meet, what records will be kept of these meetings and what comes out of these meetings in means of recommendations and how these recommendations will be received by management.

Scope:

Each time a new committee is established, during the initial session the Terms of Reference will be established, and remain from that point forward. The terms will cover only that particular committee.

Responsibility:

It is the Co-chairs responsibility to establish the terms during the initial meeting.

Method:

This is to be the first item on the agenda for the initial meeting. The terms may be developed prior to the meeting, and will follow as close as is practicable to the Company JHSC terms of reference as stated following.

“Terms of Reference - Joint Health and Safety Committee”

Membership shall be as per requirements identified in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ policy and Occupational Health and Safety Act and the Construction Regulations.

For this committee the co-chairs are identified as:

|  |  |
| --- | --- |
| Management Co-Chair |  |
| Worker Co-Chair |  |

Extended memberships may be developed within both management and workers as “Advisory Members” to the committee. These members shall have input into discussions and issues; however have no vote in determining consensus.

Guests may be invited to meetings by any member, however whenever possible shall be agreed upon by the committee prior to arrival. Typical guests would be in the capacity to provide information on particular subject matter, CSAO personnel, Government Authority personnel, Ministry of Labour Inspectors, etc. Guests do not maintain a vote, nor have representation in determining consensus for issues.

All members shall work collectively in the goals of the committee. Members shall maintain professional conduct while performing functions for the JHSC.

This JHSC is to report to:

Senior Management ❑

Company JHSC ❑

All \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Jobsites ❑

Jobsite: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If a member is unable to resolve an issue through the Internal Responsibility System, the issue may be brought to the committee on a formal basis. All questions or concerns between respective meetings should be addressed to the management co-chair, when the internal responsibility system fails to resolve the issue.

Pro-active participation is required by all members; therefore leading by example is expected out of every member in the workplace.

Topics and issues presented at meetings shall deal only in matters of occupational health and safety. The JHSC is not to be used as a forum for general concerns or grievances.

Worker members have selected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jobsite worker representatives ❑

The following schedule to perform monthly jobsite inspections. ❑

Worker members have selected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jobsite worker representatives ❑

The following schedule to perform serious accident investigations. ❑

Meetings of this JHSC are to be held @ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meetings shall be held every \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_day @ \_\_\_\_\_\_\_\_ am/pm every \_\_\_\_\_ week(s)/month(s), whenever possible. However, the meetings shall occur every three Months as a minimum.

Although attendance is mandatory for all members, quorum is met with a minimum of one management representative and one worker representative present at a meeting. Members shall make co-chair members aware of time constraints or probable absenteeism at their earliest opportunity.

All members shall be given an opportunity to present concerns on each issue. The chairperson shall coordinate members in a manner that a single member holds the floor at one time. Unmanageable discussions shall be cause for chairperson intervention in a manner fitting the situation, up to member(s) removal and/or meeting adjournment.

Meetings shall be kept to a minimum in length, and are to be no longer than \_\_\_\_\_hour(s) unless absolutely necessary and agreed to by the JHSC.

Decisions are to be made as a group, with unanimous and/or consensus presiding. Members may have comments added to minutes when necessary.

Minutes shall be taken and prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Minutes shall be reviewed by co-chairs and distributed within \_\_\_\_ days of the meeting.

A “Meeting Agenda” shall be prepared a minimum of \_\_\_\_\_ day(s) prior to the meeting and distributed to all known participants, with potential topics discussed during the meeting previous.

A Worker’s Trade Committee, (WTC), shall / shall not be established. The WTC shall meet on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Minutes of the WTC shall be kept and provided to the JHSC prior to the following JHSC meeting.

Formal recommendations to the employer shall include:

Reason for the recommendation (Identify the hazard and the potential consequences)

Outline the recommendation requirements (people, equipment, materials and process)

Time requirements (implementation and response)

Any amendments to these guidelines must be approved by consensus of the Joint Health and Safety Committee for recommendation to the constructor.

## Membership

Purpose:

The purpose in identifying and setting guidelines pertaining to membership of the Joint Health and Safety Committee is to ensure that sufficient knowledge and representation exists within the committee. These guidelines are set as minimum requirements to ensure a balanced committee exists between workers and management.

Scope:

This covers all instances in which a Joint Health and Safety Committee is required as outlined above.

Responsibility:

As stated previously, it is each representative’s responsibility to carry-out their duties and responsibilities under the Occupational Health and Safety Act R.S.O. 1980, in good faith and in accordance with the spirit of this Act. These duties and responsibilities are further explained within that sub-section following.

Method:

The Joint Health and Safety Committee shall attempt to consist of equal numbers of members representing employers and workers. As a minimum the worker representatives will combine to half or more to the committee members. Worker members shall be selected by the workers, or, if there is a trade union representing the workers, by the trade union; and not be in a supervisory capacity.

The membership of the Joint Health and Safety Committee shall be ideally made up of workers from the different trades employed on the project. Worker members shall be currently employed on the project to which the committee is for.

Management members shall ideally represent the different employers on the project, as well as, a designate from the constructor. Efforts should also be made to encourage that the management members of the Joint Health and Safety Committee are regularly employed on the project, or in a supervisary position at the project for which the committee has been formed.

The jobsite Joint Health and Safety Committees shall have a minimum of two (2) members on projects regularily employing twenty (20) or more workers or a minimum of four (4) members on projects regularily employing fifty (50) or more workers.

The jobsite Joint Health and Safety Committees with 50 or more regularly employed persons shall have a minimum of two certified members, one representing workers and one representing management.

There shall be two Co-chair persons appointed, one (1) representing management and one (1) representing workers on the project, who shall alternate the chair at the Joint Health and Safety Committee meetings.

The training of JHSC members will be performed by a compentant agency (ie: CSAO), if necesitated by OSHA requirements.

The names and locations of the Joint Health and Safety Committee members shall be posted in conspicuous locations

## Duties and Responsibilities

Purpose:

The basis duties and responsibilities are clearly identified by legislation. The purpose of these requirements is to have the committee members to identify, evaluate and provide recommendations on matters of occupational health and safety.

Scope:

These duties and functions have been identified to encompass specific tasks while acting in the capacity of a Joint Health and Safety Committee Member. However, it remains each member’s responsibility to maintain their individual integrity and professionalism throughout their everyday functions.

Responsibility:

Various duties and responsibilities are encountered throughout the OHSA that encompass the varying roles identified on a jobsite. Similarly, different roles have different roles and responsibilities within the Joint Health and Safety Committee. However, it is all members’ responsibility to conduct themselves in a professional manner, and work towards the common goal of the committee, in an efficient manner as possible.

The Constructor or Employer has the responsibility to:

* Cause the establishment of a JHSC where required.
* The Employer has the responsibility to:
* Select member to represent management within the committee.
* Ensure the certification of members where required.
* Provide compensation to all members for their time invested in JHSC activities.
* Consult and/or provide information to the workplace JHSC for designated substance assessment and control; preparation of workplace hazardous materials information inventories; instruction and training Development; and, testing involving health, safety or industrial hygiene.
* Provide whatever assistance and co-operation necessary to the committee in carrying out its role.
* Respond in writing to and written recommendations made by the committee.
* Post the minutes and outcomes of meetings in conspicuous locations.
* Post the names of all committee members in conspicuous locations.
* The Joint Health and Safety Committee itself and its members have the responsibility to:
* Identify situations that may be a source of danger or hazard to a person, piece of equipment, material or the environment.
* Attend Joint Health and Safety Committee meetings.
* Review health and safety reports, particularly relating to inspections and accident investigations.
* Make recommendations to the Employer on health and safety issues.
* Establish a Worker Trades Committee when required.
* The employer shall respond in writing within 21 days to any recommendations. If senior management agrees with the recommendations, they shall outline in writing a time table for implementation as well as the resources that will be assigned to complete the task. If senior management disagress with the recommendation, they shall outline in writing the reasons for their disagreement.

Additionally the members have the power to obtain information on potential or existing hazards; similar accident experience in similar industries; or safety and health tests. However, if information is obtained the members have a responsibility to keep company and personnel information confidential.

The worker representatives within the JHSC have additional responsibilities to:

* Inspect the workplace.
* Relay concerns from workers to the committee.
* Assist in serious accident investigations.
* Assist in resolving work refusals and reports of dangerous circumstances.
* Additionally the worker members may be required to accompany a Ministry of Labour inspector while attending a project.

Certified Members of Joint Health and Safety Committee have the same duties as their non-certified counterparts, but with additional rights to initiate bilateral and unilateral work stoppage, and are the preferred member for many of the other duties.

Method:

During the initial meeting of any JHSC, the Terms of Reference will be established as the foremost item. Within these TOR, individual duties and responsibilities will be dictated, and members will jointly, or where prescribed individually, implement these duties.

Specific Duties to be discussed as part of the TOR shall include:

* Who the Co-Chairs will be.
* Who Certified Members will be if required.
* Who will take and maintain minutes and/or records for the committee.

The committee’s requirements for all members to:

* Identify actual and possible sources of hazard.
* Attend committee meetings.
* Provide input into recommendations and who will provide them to the employer.
* Establish a Worker Trades Committee when required.
* Workers member’s decision on which worker member will:
* Perform workplace inspections.
* Assist in serious accident investigations.
* Assist in resolving work refusals and reports of dangerous circumstances.

The company has established the Joint Health and Safety Committee for “The Company”, which will remain as per company policy and maintain its terms of reference. Additional Joint Health and Safety Committees established will remain in effect until the jobsite no longer requires a committee. The elimination of a committee may be due to the nature of the remaining work, changes in Constructor, or other circumstances.

Members will continue to adhere to these duties and responsibilities throughout their career as a JHSC member.

The training of JHSC members will be performed by a compentant agency (ie: CSAO), if necesitated by OSHA requirements.

If for any reason a member on the JHSC stops performing duties and responsibilities as a JHSC member, the member shall be asked to remove himself or herself from the committee. Conversely, if the member is removed from the committee for any reason, he or she shall stop performing duties or responsibilities as a JHSC member.

## Meetings

Purpose:

Meetings provide the vehicle for the committee to accomplish the goals established. Meetings provide the means for members to collect together and act in a joint fashion to address and openly discus concerns raised.

Scope:

Once the establishment of a committee has been determined, Legislation requires that the committee meet quarterly as a minimum. The actual frequency will be determined within the terms of reference, but shall be often enough to provide a practical means for maintaining a safe working environment. Additionally, periodic “special” meetings may be required if circumstances warrant.

Responsibility:

It is each member's responsibility to attempt to attend every meeting. Individual responsibilities within each meeting shall be addressed and established within the Terms of Reference for the committee.

It is all members’ responsibility to conduct themselves in a professional manner, and work towards the common goal of the committee, in an efficient manner as possible.

Method:

The company shall establish the initial meeting by preparing and distributing agenda material to all personnel, contractors, unions or organizations felt required to attend or have representation within the committee.

During the initial meeting, the TOR shall be established, and from that point forward until elimination of a committee, meetings will continue as established within the committee itself

A Quorum for the Joint Health and Safety Committee meeting shall consist of at least one (1) member representing management and one (1) member representing workers. One Co-chair person must be in attendance in order to conduct business.

Meetings shall be scheduled to cover all relevant information in a timely manner. The length of individual meetings should reflect the items needed for discussion. Jobsite specific meetings may refer items of concern to Company meetings for greater efficiency.

An agenda will be prepared and will contain item(s) pertaining to the occupational health and safety on the project including new business. All items raised from the agenda will be dealt with on the basis of consensus. Formal motions will not be used.

Minutes from meetings shall be kept and distributed to those in within the committee, governing committees, and senior management as a minimum.

## Committee Records

Purpose:

Committee record of various types are developed, kept and distributed to aid in communication between members, site workers and management, as well as meet legislative requirements.

Scope:

All faucets of Joint Health and Safety Committee work shall be documented.

Some of this documentation may come in any of the following manners:

* Meeting agendas, minutes or memorandums.
* Inspection reports and follow-up results, form workers, management or authorities.
* Investigation reports for Accidents, Work refusals or work stoppages.
* Recommendations to Management and their response.
* General information obtained for any issue requiring committee involvement.

Responsibility:

Although JHSC records are generally available to all persons within the workplace, some information utilized within the JHSC may be confidential, and it remains the committee’s responsibility to maintain the confidentiality of that information.

Individual responsibilities pertaining to record taking, maintaining or distributing shall be addressed through the initial meeting within the TOR.

Method:

All forms of documentation have individual traits that shall be maintained, and referenced within the TOR established for the particular committee.

Some common traits that apply to all JHSC documentation include reference to the specific JHSC, identification of the document and author, time and/or date inclusions, and posting requirements.

The minutes encompass most JHSC proceedings and shall be made available for review or examination by a Ministry of Labour inspector and/or posted as required for personnel on a project to read.

A recording secretary shall be designated by the Joint Health and Safety Committee to record, prepare and distribute the minutes. Meeting minutes will represent business transacted at the Joint Health and Safety Committee meeting. Minutes shall record situations and issues discussed, and identify corrective action and recommendations to the constructor if any.

## Recommendations

Purpose:

Recommendations are developed by the Joint Health and Safety Committee to ensure that workplace health and safety hazards have been identified and will be controlled. These recommendations are an aid to management in its goal of providing a safe working environment.

Scope:

Written recommendation to the Employer are for circumstances in which the committee can come to a consensus on a remedy to a health and safety related problem brought to it, however requires management’s approval for implementation of the resultant remedy.

Responsibility:

The committee is responsible to ensure the remedy recommended to management is a cost effective method of controlling a hazard which is unacceptable to leave in situ.

Method:

All employees are encourage to discuss their health and safety problems with their immediate supervisor before bringing it to the attention of the Committee.

However, if the supervisor’s actions have not been enough to correct the safety-related problem, and the JHSC additionally cannot directly resolve the issue, Management has an obligation to address it. The JHSC shall in these instances provide recommendation(s) through the Management Co-chair to Senior Management for their review and response.

The constructor who receives written recommendation from a committee shall respond to the Joint Health and Safety Committee within twenty days.

Where a program or project meets the OHSA requirements the following must apply.The constructor shall respond in writing within 21 days to any recommendations. If senior management agrees with the recommendations, they shall outline in writing a time table for implementation as well as the resources that will be assigned to complete the task. If senior management disagress with the recommendation, they shall outline in writing the reasons for their disagreement.

# Section F - Internal Orientation, Training and Employee Requirements

Purpose:

This section of the Company Program covers the overall generic training that is expected as a minimum to ensure compliance with both Company objectives and all regulatory requirements. Compliance with this section should establish a safe and healthy work place that protects workers while minimizing the risks of hazards.

Scope:

This section relates to aspects of employee training and requirements for the entire company as a whole, and therefore also for all sites that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ may work.

Responsibility:

It is the responsibility of the senior management to establish these requirements for themselves and the remainder of the company employees, where as it shall be all worker’s responsibility to follow their specific requirements as set out within this section.

Method:

The individual policies within this section shall provide the methods for their compliance and each will be reviewed yearly in conjunction with the entire program and policy sections as required to meet company obligations under the Occupational Health and Safety Act.

## Supervisor Training in Health and Safety

Purpose:

To ensure that all supervisors are competent in all aspects of their role as a supervisor and in particular, their responsibilities relating to health and safety on the jobsites, and elsewhere within the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ organization.

Scope:

Although all supervisors shall be chosen for their overall competence and additional supervisory prowess, this section of the overall program shall be applied solely to the health and safety aspects of the supervisor’s position. Furthermore, since there is expected both attrition and continuing advancement within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, this shall be applied to a minimum of 75% of the total number of supervisors within a given year.

Responsibility:

It shall be the H&S Manager’s responsibility to amend and establish the preferred yearly requirements for supervisor’s training with respect to their health and safety development, as well as track and advise senior management on Supervisor’s individual status.

It shall be Senior Management’s responsibility to actually dictate the training requirements, as well as generate the opportunities to complete the training for each individual selected.

Method:

The H&S Manager shall monitor and evaluate each supervisor individually to ensure that they meet both the definition of a competent person, and then the definition of a supervisor as referred to and identified within the OHSA. *(see Section B - Company Guidelines, page 16 of this program)*

The following guideline is a list of additional expectations placed on supervisors with respect to their roles relating to health and safety performance and requirements:

* Effectively plan the work activities to minimize hazards and achieve compliance with all regulatory and company requirements
* Perform workplace inspections
* Conduct information sessions / Tailgate topics, staff meetings, &/or safety discussions
* Conduct employee training or effective partnering
* Provide corrective actions and ensure compliance with regulatory and company requirements
* Provide responsible rewards for positive feedback to promote good health and safety actions
* Conduct and /or aid in accident investigations
* Monitor all employees and subcontractors under their care for their safety performance and evaluate as requested

The coordinator shall then determine potential weaknesses on both a company and an individual basis and advise senior management of findings for their review and directions.

Senior management shall determine appropriate development areas in conjunction with the safety coordinator and establish training to be completed. The Safety Coordinator shall obtain training program(s) for individuals as selected and facilitate personally or in conjunction with an outside training source to complete the agreed on training for individuals. Selected supervisors shall attend and participate in training as required by senior management.

The H&S Manager shall evaluate this item to determine if the item is successful in completing the objectives within this policy. Rewards or improvements shall then be administered by a suitable means relating to the evaluation outcomes.

## Employee Orientation

Purpose:

All workers need to have certain requirements and training upon any substantial change in their status at a company. This is referred to as worker orientation and will provide suitable instruction and review of some key aspects and hazards associated with the workers intended positional change or start.

Scope:

Many conditions occur that should cause the completing of an employee orientation form being initiated. These include: New hire, Promotion/Transfer, Returning from extended absence, Student, and/or Supplied Labour.

Roles & Responsibilities:

The employer will appoint an individual from the Safety Coordinator, individual or the concerned worker’s immediate supervisor to review and complete the worker orientation form with the individual.

The Human Resources department shall be responsible for tracking and maintain files of this all workers.

Method:

When an individual being employed by the company falls under the scope as described above, the accompanying form (**Worker Orientation Form**) will be completed and placed into the individual’s employee file as the case may be.

##### Worker Orientation Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee Name: | | | Date of Hire: | | |
| Position: | | | Date of Review: | | |
| Circle appropriate: | **New worker** | **Re-Hired** | | **Transferred** | **Promoted** |

##### Key Personnel & Phone Numbers

|  |  |
| --- | --- |
| Project Manager |  |
| Superintendent |  |
| Foreman |  |
| Crew Health and Safety Representative |  |
| Company Joint Health and Safety Representative |  |
| Company Safety Coordinator |  |
| Company Equipment Manager (if applicable) |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

##### Health and Safety Checklist

❑ The worker has received a copy of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Safety Policy Booklet.

❑ The worker has been requested to read and apply the information in the CD Booklet.

❑ The worker has been requested to complete, sign, and submit the acknowledgement sheet.

❑ The worker has been reminded of their “right to refuse work”, and obligation to report hazards.

❑ The worker has received the required P.P.E., a review of its use, and location of replacements.

❑ The worker has been given a review of the WHMIS program and how to obtain MSDS’s.

❑ The locations of First Aid equipment, Fire extinguishers, and Eyewash stations have been provided.

❑ The certified first-aider has been identified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ The location of emergency phone and contacts list has been identified.

❑ The worker has been instructed to inform his supervisor immediately in the event of an injury.

❑ Accident/Incident reporting procedures have been reviewed.

❑ The definition of a Critical Injury and requirements for site preservation has been reviewed.

The following generic hazards have been reviewed and the worker will consult the Foreman for safe work procedures as needs arise:

|  |  |  |
| --- | --- | --- |
| ❑ Trenching & Excavations | ❑ Material Handling | ❑ Hoisting and Lifting Devices |
| ❑ Work adjacent to Utilities | ❑ Moving Equipment Hazards | ❑ Working in Traffic |
| ❑Tunnels/Shafts/Cofferdams | ❑ Confined Spaces | ❑ Working at Heights |
| ❑ Use of Power tools | ❑ | ❑ |

Please describe any previous training that the employee may have acquired, and work experience within the construction field:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

When reviewing the form with the individual, take extra time to ensure the worker fully comprehends the information being provided. Make sure that you check the boxes as you discuss each item and you end off with both you and the worker signing the form.

##### Project Orientation Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Name: | | | Project Number: | | |
| Location: | | | Date of Review: | | |
| Circle appropriate: | **CD - Employees** | **Owners / Owners Reps** | | **Sub-Contractors** | **Other** |

##### Key Personnel & Phone Numbers

|  |  |
| --- | --- |
| Project Manager |  |
| Superintendent |  |
| Company Safety Manager |  |
| Company Equipment Manager (if applicable) |  |

##### Health and Safety Checklist

❑ Copy of the NOP available on Project.

❑ Copy OHSA and Regulations for Construction Projects available on Project.

❑ Project’s “Job Board” installed and complete.

❑ Copy of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Safety Policy Booklet available.

❑ Requested to read and apply the information in the CD Booklet.

❑ Requested to review and ensure Form 1000’s for all project employers are available.

❑ Reminded of their “right to refuse work” and obligation to report hazards.

❑ Reviewed the required P.P.E., a review of its use, and location of replacements.

❑ Reviewed of the WHMIS program and how to obtain MSDS’s.

❑ Locations of First Aid equipment, Fire extinguishers, and Eyewash stations have been provided.

❑ The certified first-aider(s) identified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ The location of emergency phone and contacts list has been identified.

❑ Instructed to inform supervisor immediately in the event of an injury, as well as CD personnel.

❑ Accident/Incident reporting procedures have been reviewed.

❑ The definition of a Critical Injury and requirements for site preservation has been reviewed.

The following generic hazards have been reviewed and reminder the need to seek safe work procedures as needs arise:

|  |  |  |
| --- | --- | --- |
| ❑ Trenching & Excavations | ❑ Material Handling | ❑ Hoisting and Lifting Devices |
| ❑ Work adjacent to Utilities | ❑ Moving Equipment Hazards | ❑ Working in Traffic |
| ❑Tunnels/Shafts/Cofferdams | ❑ Confined Spaces | ❑ Working at Heights |
| ❑ Use of Power tools | ❑ | ❑ |

Any specific training requirements that the employee must have for specific tasks witihn the project:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

*When reviewing the form with the personnel, ensure ful comprehension of the information being provided. Make sure that you check the boxes as you discuss each item and you end off with signing the form for inclusion in Project Minutes.*

## Returning Employee / Spring Start-up Orientation

Purpose:

All returning workers need to have certain requirements and training reviewed and discussed to remind them of the current responsibilities and the ongoing company policies. This is referred to as returning workers’ spring start-up training/orientation and will provide suitable instruction and review of some key aspects and hazards associated with the workers intended return following a winter lay-off.

Scope:

This shall be a program established and set forward for returning workers during the normal “sping” retrun following a winter lay-off period. Where the lay-off period is less then one full month, it is assumed that the workers will retain enough from previous years activities and a session such as this is not generally required to maintain active work levels. However, if this pattern of reduced lay-off periods continues more then 2 full years, it is advised that a session is again conductede to ensure knowledge retention of basic principles is completed.

Roles & Responsibilities:

The Senior Management Team shall be responsible for finalizing the topics for the session and shall assign an individual from the Safety Coordinator, individual or the concerned worker’s immediate supervisor to review and complete the returning workers’ spring start-up training/orientation session.

The Human Resources department shall be responsible for tracking and maintain files of this all workers.

Method:

The returning workers shall be asked to attend a spring start-up training/orientenation session where they will be provided various information, including but not limited to the generic hazards as included on the accompanying form.

The individual selected by the Senior Management Team will develop the spring session for the year and include the topics as established by the “Team”. The developed program will be constructed in such a manner that it can be delivered to a group of returning workers and in a manner that will provide both reminders of essential materials and communicate and/or provide training in the company’s yearly safety initiatives relating to the Safety Group, or other programs.

During the trainig session itself, the accompanying form will be completed by the person completing the review session and all workers in attendance will complete a sign-in. the record from thia and the developed materials for the presentation will all be filed and maintained.

##### Returning Worker Spring Start-Up Training

|  |  |
| --- | --- |
| Date of Review: | Place of Review: |
| Person completing the review: |  |

##### Reminder of their Key Personnel

|  |  |
| --- | --- |
| Project Manager |  |
| Superintendent |  |
| Foreman |  |
| Crew Health and Safety Representative |  |
| Company Joint Health and Safety Representatives |  |
| Company Safety Coordinator |  |

##### Health and Safety Checklist on topics covered

❑ The worker has been reminded about the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Safety Policy Booklet, which was provided when hired. (Available as required)

❑ The worker has been reminded of their “right to refuse work”, and obligation to report hazards.

❑ The worker has been reminded of the required P.P.E., a review of use, and location of replacements.

❑ The worker has been reminded of the WHMIS program and how to obtain MSDS’s.

❑ The locations of First Aid equipment, Fire extinguishers, and Eyewash stations have been provided.

❑ The certified first-aider has been identified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ The location of emergency phone and contacts list has been identified.

❑ The worker has been reminded / instructed to inform his supervisor immediately in the event of an injury.

❑ Accident/Incident reporting procedures have been reviewed.

❑ The definition of a Critical Injury and requirements for site preservation has been reviewed.

The following generic hazards have been reviewed and the worker will consult the Foreman for safe work procedures as needs arise:

|  |  |  |
| --- | --- | --- |
| ❑ Trenching & Excavations | ❑ Material Handling | ❑ Hoisting and Lifting Devices |
| ❑ Work adjacent to Utilities | ❑ Moving Equipment Hazards | ❑ Working in Traffic |
| ❑Tunnels/Shafts/Cofferdams | ❑ Confined Spaces Entry | ❑ Working at Heights |
| ❑ Use of Power tools | ❑ Cell Phone and Other Electronic Equipment Personal Usage Policy | ❑ |

Please include any specifc information relative to the spring start-up session discussed, or any individual training that the employee may have acquired, and work experience within the construction field obtained while on siter lay-off.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

When reviewing the form with the workers, take extra time to ensure they fully comprehend the information being provided. Make sure that you check the boxes as you discuss each item and you end off with all those in addendence signing the form or an accompanying sign-in form.

## WHMIS

Purpose:

The Laws within Canada and Ontario require that every worker is suitably trained in the Workplace Hazardous Materials Information System (WHMIS), thus this policy is designed to ensure that all workers are competent in all aspects relating to WHMIS.

Scope:

This policy will cover every aspect of the Company’s operations.

Roles & Responsibilities:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has assigned the purchasing manager the overall responsibility to maintain the company’s listing of the MSDS’s which he will be responsible ensure are current, (within the last 3 years), for all applicable materials.

The Safety Coordinator shall be responsible to maintain all training records and obtain or provide training to all employees as required under the OHSA, (specifically the WHMIS Regulation). The safety Coordinator via the JHSC shall be responsible to review the program as set out within the Regulation.

Supervisors must ensure that all new workers and transferred employees and current in their WHMIS training and understanding of the methods to obtain MSDS’s, or contact the safety coordinator to obtain the suitable training for their workers.

Method:

The Company via the purchasing agent shall review their materials via their suppliers and determine what if any materials will come under the WHMIS regulation and develop their appropriate level of program to suit the materials involved. These material safety data sheets, (MSDS’s) must be maintained within the 3 year prescribed maximum date and available for all materials.

The Safety Department shall review the maintained MSDS’s, yearly as a minimum and develop or obtain suitable training as required to ensure all workers who may come in contact with WHMIS controlled materials have training required to safety handle, store and work with the material, This training program must be reviewed yearly as a minimum.

Individual training of workers must be completed relating to the materials specific to each individuals tasks and may be accomplished internally or via exterior training agencies, unions, or associations.

This training shall include:

* Education in the content, purpose and significance of information on labels and Material Safety Data Sheets (MSDS).
* Education in the use of types of identification.
* Training in the procedures for the safe storage, handling, use and disposal of controlled products.
* Training in emergency procedures involving controlled products.
* Training in procedures to follow when fugitive emissions are present.

The joint health and safety committee or the health and safety representative maybe consulted during the development, implementation and review of the job specific WHMIS training program.

Refresher training shall also be used when individuals already have had suitable training in relation to WHMIS and the above criteria, which may simply verify knowledge retention.

Workers will then utilize the MSDS’s to store and work with all WHMIS regulated materials in the appropriate manner.

All WHMIS regulated products and materials shall have a label, either direct from the manufacterer or a suitable workplace label afixed to the exterior in a legible manner. A workplace label shall be created and afixed in the event a supplier container is deliverd with no label or that product is transfered into another container.

The MSDS’s shall be made readily available for all workers who will come in contact with any materials, as well be able to be communicated in the event of an accident involving any material to the appropriate authority or treating physician as required.

This portion of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ overall program will be evaluated via the safety coordinator and JHSC yearly and will entail an evaluation of the MSDS’s, training and actual implementation review to ensure all facets of the policy are compliant with legislative requirements and the developed policy itself.

## Project Specific Safety Plans

Purpose:

By developing and implementing a Project Specific Safety Plan, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be able provide guidance to a specific project in an efficient manner for individual project control mechanisms.

Scope:

The written procedures will in essence be somewhat general, since any overall task assigned can be broken down into an infinite number of actual procedures to get to the final outcome. However, they will encompass the nature of the business that we do in most every way and should cover all of our day-to-day operations.

This shall be accomplished for all occupations, and/or Jobs, and/or common hazards in the work environment and encompass a listing of the main business activities associated with each. By reviewing both hazard types and sources, all facets of the workplace will be covered. When controls are being established, always look to the source, then along the path and finally at the worker.

While all hazards will be addressed with controls, the higher the risk, the faster controls shall be established and more comprehensive the control measures should be.

Responsibility:

The Safety Department personnel and selected individuals will be responsible to complete a Project Specific Safety Plan as required.

It will be the responsibility of Senior Management, (with the aid of the Safety Department) to develop safe work policies and practices for those activities it deems necessary.

Method:

Projects shall be reviewed using the flowing excel spreadsheet.

Site Specific Safety Plan, BLANK found in the Company’s public safety database.

## Forklift Operation Training and Requirements

Purpose:

To meet all applicable Government Legislation pertaining to the operation of a forklift as defined within the legislative documents and ensure all workers who may operate a forklift as defined, will do so in a safe manner for themselves and those around them, including the environment.

Scope:

The area of concern relating to the operation of forklifts as defined and subsequent training thereof, will be limited to the industrial applications for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or more specifically those activities and personnel within the confines of the head office shop. The construction activities, as defined by the OHSA - Regulations for Construction Projects, conducted on various construction projects or jobsites will therefore fall outside the scope of this internal policy, as will the use of the “heavy equipment” on these projects as a forklift type machine.

Responsibility:

The Shop manager shall be responsible to provide a listing of all potential personnel and equipment that will fall under this policy in accordance with the scope as described.

The Shop Foreman will be responsible to ensure only duly qualified personnel operate the forklifts, and shall ensure corrective actions are initiated when observed non-conformances to this policy occur.

The Safety Coordinator will be responsible to obtain and provide the training as required to ensure the legislative requirements are met or exceeded. The Safety Coordinator shall also evaluate any or all of the following:

* The effectiveness of the training by periodic review of legislative requirements.
* Review of the training package materials and training as provided.
* Accident history and trends involving forklift applications.

The Workers will be responsible to ensure that they are aware and follow the appropriate legislation and the training that they have received in relation to the operation of a forklift. The workers shall also monitor themselves and others within the area to ensure that non-conformances are brought to the attention of the Shop Foreman.

Method:

On a yearly basis, unless directed otherwise via legislation or a Ministry of Labour inspector’s order, the shop personnel shall be identified and investigated for their current level of certification and compliance with respect to the operation of a forklift and the requirements thereof.

The Safety Coordinator shall investigate all the particulars and where any deficiencies are found, the individuals whom do not have the required training or certification, will be identified and provided the appropriate training to ensure that they meet all legislative requirements for the operation of a forklift.

The shop workers and foreman will ensure delegation of tasks utilizing the forklift within the shop area, are completed are completed by duly competent persons, and always work in a manner that is consistent with the intended use of the forklift and the manufactures directions.

The usage of the forklift along with the training components shall be evaluated by the Safety Coordinator in consultation with the Shop Foreman, and Manager and the corrections to the policy will be made or participants rewarded for their roles in this policy dependent upon the evaluation results.

## Crane Operation Training and Requirements

Purpose:

To meet all applicable Government Legislation pertaining to the operation of a crane as defined within the legislative documents and ensure all workers who may operate a crane as defined, will do so in a safe manner for themselves and those around them, including the environment.

Scope:

The area of concern relating to the operation of cranes as defined and subsequent training thereof, will be limited to the jobsite or project applications and not those applications that would fall under the industrial applications for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or more specifically those activities and personnel within the confines of the head office shop.

Responsibility:

The Shop manager shall be responsible to provide a listing of all potential equipment that will fall under this policy in accordance with the scope as described, while the Project Superintendents shall be responsible ot identify all those individuals whom may operate said equipment.

The jobsite Superintendent and Foreman will be responsible to ensure only duly qualified personnel operate the cranes on the projects, and shall ensure corrective actions are initiated when observed non-conformances to this policy occur.

The Safety Coordinator will be responsible to obtain and provide the training as required to supervisory personnel to enable them to ensure the legislative requirements are met or exceeded. The Safety Coordinator shall also evaluate any or all of the following:

* The effectiveness of the training by periodic review of legislative requirements.
* Review of the training package materials and training as provided.
* Accident history and trends involving crane applications.

The Workers will be responsible to ensure that they are aware and follow the appropriate legislation and have obtained the training and licensing required in relation to the operation of a crane as it relates to the equipment owned and operated under \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or the company that is being employed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The workers shall also monitor themselves and others within the area to ensure that non-conformances are brought to the attention of their supervisor.

Method:

On a yearly basis, unless directed otherwise via legislation or a Ministry of Labour inspector’s order, the supervisor shall enquire and view the appropriate licensing documentation for all operators prior to their initial operation of any crane or similar equipment.

This supervisor might be the jobsite supervisor, foreman or other senior management personnel. The Safety Coordinator shall be notified and shall investigate all the particulars where any deficiencies are found.

Individuals whom do not have the required training or certification/licensing, will be identified and not allowed to operate such equipment until such a time as appropriate training has been completed to ensure that they meet all legislative requirements for the operation of a crane.

The usage of the cranes on jobsites along with the training requirements and evaluation of operators in relation to the crane maintenance and inspection shall be evaluated by the Safety Coordinator in consultation with the Shop Foreman, Shop Manager, Project Superintendents, and Operations Manager(s).

Corrections to the policy will be made or participants rewarded for their roles in this policy dependent upon the evaluation results.

## Weekly Jobsite Safety Talks

Purpose:

To increase the awareness of a specific health, safety, or environmental concern for all workers employed on a particular site by a particular Supervisor.

Scope:

These talks should be focused on either a current issue facing the workers, or an issue that will be present in the near future. However, on occasion they may be required to focus on an event which may have had an impact in the recent past. The talk should attempt to remain focused in one particular issue and be completed in less then a 10 minute discussion.

Responsibility:

The H&S Manager will have the responsibility to develop, obtain and/or distribute many individual topics for discussion; however, the bodies receiving the materials will be responsible for delivering the materials to subordinates after receiving them. Each Superintendent shall be responsible for the Foremen who report to him, who in turn shall be responsible to ensure topics are delivered to the workers on a weekly basis.

Method:

The H&S Manager shall provide research into issues of interest, when inquired by field staff, further development of the policy or program, or when accident investigations display its need. Research in this manner shall be developed into small component packages which may be presented verbally in approximately five, (5) minutes.

These packages shall be distributed to Supervisors and line management staff for their use as either primary or resource material to create short information discussions on a specific health, safety, or environmental concerns.

The Foreman shall on a weekly basis provide a short discussion to his reporting workers a “safety talk”. This talk should address one specific issue that is either a current issue facing the workers, or an issue that will be present in the near future. Any work-related safety matter or concern by workers may be discussed. On occasion senior management may provide materials for presentation directly, or provide input relating to the topic for delivery.

The foreman shall either present the topic himself or appoint an individual to deliver the topic on his behalf. Whenever possible, the presenter shall utilize location, props and such devices to enhance this discussion and increase knowledge to those in attendance. At the completion of the discussion, the foreman shall ensure documentation describing the topic, those in attendance and particular comments has been completed. All workers present shall be identified, and their comments addressed.

Additionally, the Foreman shall take any action necessary following the discussion, particularly in correction to any deficiencies noted throughout the discussion. Often this may require input from superiors, or assistance from the H&S Manager.

Workers attending the “safety talk” shall be active in the discussion, attempting to increase their knowledge of the specific topic being delivered, and complete such documentation as required to demonstrate their understanding.

# Section G – First Aid and Medical Care

## First Aid / Medical Emergencies

Purpose:

The First Aid Policy shall be established for the Company’s well being and ensure that there is a level of comfort for every individual that will ensure that there is someone with First Aid training available along with the required materials (First Aid Kit) to all workers if the need arises.

Scope:

The First Aid Policy shall be established for the Company as a whole, to be used as a basis for all sites that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ may work.

Responsibility:

The employer shall bear the expense of furnishings and maintaining all first aid supplies and services.

It is the responsibility of Management to ensure that there is someone with first aid training and the appropriate provisions (First Aid Kit) at all work locations.

Field Supervisors shall keep the management team informed of changes to thier crews to allow for flucuations in the worker requirements and maintaining the trained first aid personnel on each site. Additionally, they must assess their First Aid kit as required to ensure adequate provisions are available. Lastly, they must ensure that all their workers have a full understanding of who First Aid providors are and the subsequent reporting requirements for any injury.

First Aid Supplies shall be readily available on every project and periodically inspected quarterly at a minimum, by the Supervisor to ensure they are adequate and maintained in good condition at all times. These inspections shall be documented.

Method:

The Company shall provide training to all field level management and above as well as ensure that each crew has a Health and Safety Representative who is also provided First Aid and CPR Training. This training shall be attempted to be completed in early spring sessions and then have a supplementary training session to attempt to ensure all absent members from earlier are provided for. These sessions in the spring shall be the only scheduled sessions, unless the need arises due to worker “roll-over”” where the fulfillment of maintaining at least one trained person on each site cannot be met.

Postings of First Aid providers, WSIA Regulation 1101, as well as form 82 shall be posted where the first aid supplies are kept.

First Aid Supplies shall be readily available on every project and periodically inspected by the Supervisor (at least quarterly), to ensure they are adequate and maintained in good condition at all times. These inspections shall be documented.

All First Aid kits shall meet all legislative regulations for the numbers of workers on site and the type of work being performed.

Where an injury is suffered in the workplace, to which First Aid is required to be administered, the appropriate treatments shall be provided by the certified First Aid provider either directly or under their direction. This first aid shall be limited to acceptable provisions as understood from their certification training. Where appropriate, further medical attention shall be sought and provided in an appropriate manner.

Where the injured worker requires transportation for additional medical treatments, this shall be provided for via the company, either directly by the supervisor or under his direction. Where the injured individual refuses treatment or further transportation, it shall be the Supervisor’s responsibility to seek alternate methods of care, including but not limited to obtaining local EMS (ambulance).

Lastly, all instances where an injury occurs and requires First Aid as a minimum, reporting must occur to the Supervisor as soon as possible and where appropriate to the Safety Department and office.

Additionally, first aid attendant or competent worker shall complete the treatment or advice logbook with:

* Date and time of injury
* Name of injured and witnesses
* Nature and location of treatment provided

***Note: All instances where First Aid is administered shall also follow accident reporting procedures or emergency procedures as appropriate.***

Success shall be based on the WSIA requirements of trained individuals required and the actual provisions of the treatment made.

## Emergency Plan and Responses

Purpose:

To develop and maintain an emergency management system that is capable of responding to and mitigating the consequences resulting from operational emergencies. Operational emergencies are significant accidents, incidents, events, or natural phenomena that would result in a devastating or tragic loss to the company.

Scope:

The scope and extent of emergency planning and preparedness at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is based upon, and commensurate with, the hazards and potential consequences associated with a Heavy Civil Construction Industry project or operation.

It is not possible to list in this plan all events that could occur during any given emergency situation. However, a combination of adequate hazards assessment and an effective emergency plan provides the framework for responses to credible emergency situations.

Responsibility:

The Health and Safety Department shall be responsible to develop and initiate emergency drills that will be used as training aids for emergency situations.

The onsite Supervsior has the responsibility to review the project both prior to starting any work and throughout the duration of the project for both routine and non-routine potential emergency situations. The Supervisor shall utilize all personnel and sub-contractors to review his perceved emergency situations and seek further input for additional considerations. The Supervsior shall address the potential emergnecy situations accordinly and be responsible to ensure that all precautionary measures are put in place.

The command and control structure for the management of emergencies at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the Incident Command System. The incident command system shall incorporate those individuals as required to control and mitigate the consequences of the emergency, and alter in nature depending on those individuals available and responding to the actual emergency.

Following an occurrence that appears to be an emergency or has great possibility of progressing into an emergency situation, the onsite Supervisor shall ensure that emergency services are contacted, (generally “911”) while initiating the appropriate mitigating actions on site.

The onsite Supervisor shall continue to command the situation and on-site personnel while contact is made with emergency services and senior office staff and/or the safety coordinator. Further, they shall have the responsibility to ensure that all sub-contractors and any visitors to the site are aware of the Emergecy Response Plan and are equally familiar with the requiments for evacuation and obtainning relative resources, as well as ensure that all appropriate and mitigating activities are initiated and shall aid any and all Emergency Services personnel responding to the situation.

Senior office staff and/or the safety department shall have the responsibility to aid in the direction of the onsite supervisor as well as make contact with the appropriate government authorities or emergency services.

Method:

As stated previously, it is not possible to list in this plan all events that could occur during any given emergency situation. However, most of the same fundamental mitigation actions are expected to be employed. Some specific emergency situations are however incorporated and have some specific actions required and are listed within this policy.

To aid in all aspects of this portion of the program, the Health and Safety Department shall develop and initiate emergency drills at various project and intervals to mainatin and develop skill sets within the company.

This policy is then to be posted on all sites to aid in emergency situations along with the applicable emergency response phones numbers and hospital locations.

The onsite Supervsior will review the project prior to starting any work and throughout the duration of the project for potential emergency situations. The Supervisor will utilize all personnel and sub-contractors to review his perceved emergency situations and seek further input for additional considerations as the project progesses and situations change. The onsite Supervsior shall address the potential emergnecy situations accordinly and ensure that all precautionary measures are put in place.

These precautionary measures shall include:

* Assembling his incident command team and breifing those involved of their duties,
* Ensuring emergnecy supplies and resources are readily available and in proper working order,
* Identifying situations which will cause revisions to the program,
* Communicating current conditions and changes to all persons attending the project site in relation to emergency procedures and evacuation requirements, and
* A continuous review of the project to determine if conditions or material changes have occured which warrant changes to the emergency plan and suitably making those changes.

We also recognize that any situation may change throughout the duration of the emergency, and therefore the actual method employed shall be dynamic to the ongoing emergency situation(s) or potentials. Each sites shall be reviewed prior to starting work for potential emergency situations and all immediate hazards with emergency potential shall be discussed and routinely discussed via onsite tailgate topic training sessions.

The following fundamental list covers the generic emergency situation and is the basis for this policy for both “routine” and “non-routine” emergencies.

**Whatever the emergency occurrence might be, these fundamental steps should apply and be followed in sequence.**

* **Assess the situation**
* **Take command and initiate EMS contact**
* **Provide protection / Eliminate further losses and safeguard area (scene preservation)**
* **Begin to provide First Aid to those injured / manage workers on site**
* **Make appropriate contacts – Continue with EMS, Utilities, Management**
* **Guide emergency services responding**

**Assess the situation:** Determine what happened/ what the “emergency” is. Look at the “Big Picture”, what has happened to whom and what will happen if it is not contained immediately. Attempt to identify the immediate cause, which now has to be controlled to eliminate immediate danger.

**Take command:** Jobsite supervisor, or most senior person whom is able to continue process. Call emergency services required – generally “911”, and provide situation and requirements. Delegate tasks for controlling the situation; assigning individuals with tasks also maintains order and helps avoid panic.

**Provide protection / eliminate further losses and safeguard area:** From the initial assessment, look to control the energy source causing the emergency. Look to protect the victim(s), equipment, materials, environment / accident scene from continuing damage or further hazards. (Divert traffic, fire suppression, falling objects, stop and shut down equipment or utility, etc.) Preserve the scene as much as possible starting at this stage. Only change what is necessary to prevent further immediate losses.

**Begin to provide First Aid to those injured / manage workers on site:** Administer First Aid, or aid those already started and organize remainder of workforce for both headcount and additional task assignments. Have all workers come to the “safe location” or command position. You will both know if anyone is missing and have the best chances at controlling panic while having largest supply of manpower to control the situation. Make sure you have dispatched personnel to guide EMS upon arrival.

**Make appropriate contacts:** Continue to keep EMS informed of situation during response time. Initiate utilities response where required and begin to inform the management structure whom will continue to guide you in the process. As you should be gaining more control of the emergency situation, in particular further hazards and beginning to identify causes you can now begin to have informed discussions with Management staff and further control liabilities.

**Guiding and aiding EMS responders:** Means to ensure that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ remains in some degree of control of possible liabilities while providing valuable information to the EMS in terms of jobsite specifics and/or immediate causes of the emergency.

As these fundamental steps are followed sequentially, most emergency situations are controlled in an effective manner in terms of responding to and mitigating the circumstances.

While most emergencies are a combination of issues and losses, the following specific issues have requirements unique to them, and have been singled out due to their widespread possibilities in our industry.

### Tragic and/or Overwhelmingly Critical Injury(s)

The graphic nature of this emergency situation adds many challenges to the individual in command. Isolate individuals that can aid others and while removing others to areas isolated from the exposure. Task assignment becomes critical in maintaining order and preventing panic. Often this is in combination with one or more following situations.

### Trench Collapse

Assess and control immediate cause where possible. Attempt to identify all individuals affected along with “last known locations”. Initiate recovery operations of any workers trapped; maintain airways where possible, while following EMS directions.

### Fire and/or Explosion

Attempt to suppress and contain the situation, by using any fire extinguishers in the area as approprite. Isolate area from both workers and public. Remove any flammables and combustables from the area if it is safe to do so.

*Note: Fire Extinguishers shall be readily available throughout a project and only used by individuals trainined in their use. Fire extinguishers shall be rated 4A40BC as a minimum and have regular inspections (monthly @ minimum) by the supervsiors to ensure both avialability and ready for use.*

### Devastating Structural Collapse or damage to Equipment or Property

Has greatest potential of further occurrences. Suppress, contain and isolate area from workers and public. Begin to identify immediate cause and secure / eliminate source. Has potential of “chain reaction” and connective properties which must be identified and controlled.

### Workplace Violence

Obvioulsy, the immediate concern is to difuse the situation and seperate any individuals who are endangering others from the main body of the workforce as appropriate. These situations have the potential to cretate a “chain reaction” and connective properties must be identified and controlled.

### Electrical / Gas or Utility Contact

Has great potential of further occurrences. Suppress, contain and isolate area from workers and public. Begin to identify immediate cause and secure / eliminate source. Has potential of “chain reaction” and connective properties which must be identified and controlled.

### Hazardous Spills or Releases

Suppress, contain and attempt to isolate the materials being released while clearing all workers and the public form the area if there is a threat to human life or possibility for further emergency circumstances such as fire or explosion. Initiate spill control measures and follow environmental program requirments relating to clean-up.

### Vehicular Emergencies

Obvious potential for chain-reaction or secondary accidents must be first concern for safety of anyone involved in aid for the situation. Immediate temporary control measures for motoriong public up to and including full closure of the area until such a time as EMS (police) can overtake the traffic control requireemnts.

### Cold / Heat Stress and Medical Shock

Immediate attempts to reverse the environmental stressor shall be applied while initiating first aid for actual or potential shock, and obtaining EMS aid.

The previous situations are for provided for additional guidance but do not replace the normal sequence relating to all emergency situations, being:

* **Assess the situation**
* **Take command and initiate EMS contact**
* **Provide protection / Eliminate further losses and safeguard area (scene preservation)**
* **Begin to provide First Aid those injured / manage workers on site**
* **Make appropriate contacts – Continue with EMS, Utilities, Management**
* **Guide emergency services responding**

As any emergency situation is controlled, the aftermath can be equally as difficult to deal with. Individuals involved will be asked to aid in the investigation and shall be provided counselling as required to aid in post traumatic disorders.

All emergency situations shall have a follow-up / debreifing session to review the emergency, and the following list of issues should be considered duringt hat time to better the overall program and identify strengths and weaknesses:

* What occured,
* Who did what,
* How individuals responded,
* What went right, and
* What improvements could have been made.

Additional considerations shall be made with respect to media contact, both during and following the emergency situation. All media contact should be completed by appropriate personnel as desginated by Senior Management. However, where immediate contact is made on site to general personnel, it is necessary for all personnel to be courtious and polite while declining comments and directing those media personnel to the approprite persons.

Individuals shall not be evaluated in terms of emergency response, but rather the policy shall be evaluated following investigations into any emergency circumstances for completeness.

Individuals may be rewarded for their roles in emergency response, but shall never be penalized for non-response.

# Section H - Inspections and Audits

Purpose

This section of the Company’s Health and Safety Policy provides as means to determine the status of the Health and Safety Program. The inspections and audits establish measurable evaluation on the current Policy, how well the Policy is being communicated, and compliance to the Policy and Legislative requirements.

Through inspections and audits the entire workplace is examined, the program is evaluated, and corrective measures can be developed, allowing the maintenance of a healthy work environment.

Inspections and Audits are a necessary factor in demonstrating Due Diligence for the Company and for any Supervisor. These inspections when conducted as per policy will also satisfy all legal requirements under known Acts and Regulations.

## Inspections

Purpose:

Inspections, whether planned or unplanned, are devised to provide feedback on the compliance to the Health and Safety Policy, identify hazards both actual and potential, and provide remedial preventative actions to prevent accidental loss.

Inspections are designed to identify hazards in conditions or procedures, and classify the hazards for injury and loss potential. The investigation team will advise the persons involved with the specific hazard(s) witnessed and distribute the information gathered to responsible parties so that remedial action may be developed. Lastly, investigations will provide follow-up capabilities to ensure compliance has been achieved in remedying previous hazards.

Scope:

Planned and unplanned inspections will be conducted over the entire workplace facilities, on an ongoing basis throughout the year. This will include updates to the physical locations, as the construction process requires.

Responsibility:

The Project Superintendent has the responsibility to ensure the workplace is inspected monthly, as a minimum. Furthermore, the Project Superintendent is responsible to ensure the worker representative is included in the inspection process, and provided time and materials to perform his/her duty as a worker health and safety representative

The Worker Representative has the responsibility to his fellow workers to perform his/her duty in performing a workplace inspection, monthly as a minimum.

Method:

Inspections will be conducted in various methods within the company organizational structure. These will range in complexity and demands from informal routine safety inspections, to that of a formal safety assessment.

During inspections, observation of both conditions and procedures is required. Focus should not be placed solely on the present activities, but rather the past, present and future should be addressed whenever possible.

In all cases, if any hazard encountered poses immediate and imminent threat to any worker, immediate action must be taken to eliminate the hazard.

Where documentation is completed on a formal basis, copy shall be provided to the Health and Safety Department for further review, and/or distribution within the JHSC.

**Informal Routine Safety Inspections**

Informal safety inspections shall be conducted on an ongoing basis. Inspections conducted in this manner shall seldom encompass documentation other than diary notes. When in accompaniment of health and safety personnel, these inspections may take on a semi-formal nature, for which remedial actions may be followed-up for formal assessment purposes.

**Monthly Worker Representative Inspections**

Monthly worker inspections shall be conducted at on monthly basis as a minimum. Inspections conducted in this manner shall constitute the foundation for depicting the project safety status. These inspections will be documented, and distributed to the Company Safety Coordinator, and senior Management Representatives, when required.

Deficiencies that are found during an inspection are recorded on the Inspection Checklist. The results of the inspection will be brought to the attention of the supervisors of the activity found to be in non-compliance. Additionally, the Company Safety Coordinator will review the checklists and the JHSC may be asked to review deficient items and provide recommendations to the company management representatives when the Company Safety Coordinator recommends further action.

Where required a Corrective Action Request will be issued to the responsible individuals for non-compliance activity, seeking corrective action to be taken and a date for implementation, (generally 24 hrs.). The results of Corrective Action Requests are verified by a follow-up inspection conducted by the originator of the Corrective Action Request.

Additionally, monthly safety inspections shall be employed to confirm corrective actions developed in response to non-conformances identified during prior assessments and inspections.

Monthly inspections will be evaluated for both individual supervisors and the company as a whole. The evaluation will both identify completeness and corrections where required. The company shall determine positive results by 80% completeness both individually and as a company.

**Formal Safety Assessments**

The H&S Manager, with the Project Superintendent in attendance, shall conduct formal Safety Assessments.

Assessment forms covering the following general hazard areas shall be completed by the H&S Manager personnel and confirmed by the Project Superintendent. The Project Superintendent shall be provided with a copy of each page of the completed project formal assessment, for review with the H&S Manager.

Generalized hazard assessments shall address the following operations:

* Project health and safety administration.
* Excavating and trenching.
* Blasting Operations
* Work in Traffic/Traffic Control
* Basic Personal Protective Equipment
* Work Conducted at Heights
* Work Conducted Over Water
* Confined Space Work
* Utilities
* Cranes, Boom trucks and Other Lifting Devices
* Tunnels and Shafts
* Security
* Environmental Concerns

The Project Superintendent shall be responsible for acknowledging noted deficiencies and providing an action plan for implementation of corrective measures. The action plan to resolve observed non-conformance conditions shall address action to be taken, responsibility and date for completion.

The Project Superintendent shall coordinate both Pre- and Post- Assessment Meetings with project personnel.

Personnel in attendance for Assessment Meetings shall include:

* Superintendent
* Project Manager
* Foremen
* Lead Hands
* Other Supervisors (Subcontractors etc.)
* Worker Health & Safety Representative(s)
* Workers (Optional)

The pre-assessment meeting shall take place one-week minimum prior to the assessment. This meeting will be used as an opportunity to reflect on current and anticipated operational practices with regard to safety. The intent of the meeting is to foster “brain storming” by all project personnel for the purpose of recognizing, evaluating, and controlling anticipated project hazards. An action plan will be developed and implemented.

The post-assessment meeting will be used as an opportunity to reflect on the operational practices observed during the assessment. The intent of the meeting is to communicate the results of the assessment, stressing positive observations and items requiring improvement and other opportunities.

## Worker Health and Safety Representation

Purpose:

Worker representatives provide the “workers” view and perspective of issues relating to health and safety to the management team. Worker representatives communicate inspection results and remedial actions to all levels of the work force. Additionally, worker representatives aid management in increasing moral, by displaying management’s commitment to the workers well being. Finally, these representatives meet the legislative requirements within the Occupational Health and Safety Act.

Scope:

Each crew shall have a minimum of one health and safety representative who shall represent a maximum of 15 workers exercising non-managerial functions. These selected workers shall provide representation for the workers of their crew, and will perform duties and exercise powers in conjunction with the location of their crew.

Responsibility:

The Project Superintendent is responsible to ensure the workers on all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ projects are represented by a worker selected as the health and safety representative. Additionally, the Project Superintendent has the responsibility to ensure the worker representative performs a workplace inspection monthly, as a minimum. Furthermore the Project Superintendent is responsible to ensure the worker representative is aware of all inspections and audit components commencing on locations for which he/she is a representative, and is allowed the power to participate.

The worker representative has the responsibility to his fellow workers to perform his/her duty in performing a workplace inspection, monthly as a minimum. Additionally, the worker representative has the responsibility to perform his/her powers as required to represent his/her fellow workers to the best of their ability. Finally, the worker representative shall conduct himself or herself in a responsible manner by utilizing their knowledge, experience, and training in their role as a worker health and safety representative.

Method:

The Health and Safety Representative will follow the method established in both the inspection and audit categories within this section.

## Governing Authorities

Purpose:

Government authorities provide legislative support and enforcement to ensure the health safety and well being of all workers. These authorities ensure there is balanced participation between workers and management, while setting minimum standards for all organizations to meet.

Scope:

Government Authorities have jurisdiction in separate areas within the global field of construction. Each agency will therefore administer their authority within their realm of control; however the entire workplace facilities are subject to inspection at any given time. Authorities may perform Inspections, Investigations or Audits, depending requirements

Inspections by Governing Authorities are most often random, and performed without prior notification or authorization from the project’s management staff. Investigations routinely follow specific circumstances, which have caused an accidental loss, or prompted by a complaint from workers, unions, subcontractors or a neighbouring community. Whereas agencies conducting audits, typically provide notice and dates in advance of the event.

Some of these Government Authorities include:

* Ministry of Labour, Health, or Environment
* Ministry of Transportation
* Workplace Safety and Insurance Board
* Department of Fisheries and Oceans
* Technical Standards and Safety Authority
* Police Department and/or Fire Emergency Services
* Regional or Municipal Services

Responsibility:

It is every worker’s responsibility to conduct himself or herself in a professional manner while dealing with any governing authority.

The Project Superintendent is responsible for ensuring a member of the project supervisory personnel and/or a worker Health and Safety Representative accompanies any Government Inspector/Officer while on site conducting an inspection, investigation or audit.

Additionally, it is the Project Superintendent’s responsibility to ensure copies of all reports of any type received on site are posted in a conspicuous location on the project.

These received reports must also be distributed back to the H&S Manager forthwith following a visit, and to the Project Manager should any report contain compliance orders, summons or penalties.

Method:

As Governing Authorities may have differing procedures for conducting inspections investigations or audits, so must the method of accompaniment be altered. By utilizing reasonable judgement, and/or advice from the H&S Manager personnel the method for each circumstance will be attained.

In all cases, cooperation with any Governing Authority is a requirement for all workers on site.

Any non-compliance discovered during any inspection or audit must follow similar remedial actions to that provided within Section H - Inspections. Follow-up sheets shall be returned to any Governing Authority within proscribed time constraints and/or immediately upon achieving compliance.

Where circumstances lead to a penalty, summons, impractical or stop work order being received by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Safety Coordinator shall be notified immediately. An investigation will be conducted into the circumstances by the Safety Coordinator, aided by a worker representative.

## Internal Audit – Health and Safety Management System Review

Purpose:

To implement and maintain a documented health and safety management system which reviews the program to identify gaps and address any potential opportunities for improvement. Each workplace party is made aware of their duties, roles and responsibilities and legal rights under the Occupational Health and Safety Act and how they fit into the internal responsibility system which is the basis upon the program is founded.

Scope:

An audit will be conducted of the entire Health and Safety Program. This will be accomplished through formal audits of workplace facilities, procedures and systems. The audtit will capture information necessary to ensure that every individual knows that they are responsible for health and safety.

Responsibility:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has a Senior Management team that meets regularly to review:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ health and safety performance and objectives
* Personal injury reports
* Other performance indicators

As part of the review of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ health and safety management system the Health and Safety Manager or someone designated by him/her will complete the WSIB Health and Safety Management Review Form (see “resource materials” for form) each year to identify any areas for improvement in the system. The person responsible for the review shall be qualified to complete the audit by completing a recognized audit training program such as:

* COR (IHSA Auditing system)
* CSA ISO Internal Auditor or equivalent
* CSAO Basic Auditing Principles
* WSIB Safety Group Audit Training

A record of the training completed will be kept in the individual’s personnel file.

Method:

It is the auditor’s responsibility to compare the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ s Health and Safety Management System to the Draft Standard for Accreditation Audits and Health and Safety Management System Requirements using the WSIB Health and Safety Management Review Form. The auditor will gather information to support their findings through reviewing documents, records and reports as well as interviewing individuals and monitoring the workplace. This shall be comprised of an audit for a minimum of 10% of the active projects during a scheduled week in the fall of each year or more often as deemed necessary.

Where non-conformances or areas for improvement are identified, recommendations for the Company’s continuous improvement plan will be developed with specific timelines identified in the plan.

The completed form will be provided to the senior management team for a comprehensive examination. This examination will establish the level of implementation and effectiveness of the health and safety management system and program. The examination by Senior Management makes certain any non-conformances within the system are highlighted and any deficiencies are addressed within a suitable timeframe. From the review, examination, and recommendations Senior Management will finalize a continuous action plan to deal with the areas that have been identified as requiring improvement.

A member of the Senior Management team shall have the responsibility for signing the completed form/plan and ensuring that the action plan is implemented and the necessary action taken. Senior Management is also responsible for recognizing and rewarding the achievement of health and safety management system goals.

Copies of the completed review and examination will be maintained by the Health and Safety Department as well as copies being provided to those individuals who may be required to take action. The action plan will be distributed to those designated by management and maintained by the Health and Safety Department with follow up taking place whenever it has been determined that implementation of any of the plan is not being completed in a timely manner.

Where necessary, training will be made available to anyone involved in the review, examination or action plan. This policy will be reviewed and evaluated annually as part of the overall review of the health and safety management system and program.

All employees will be informed of this program by memo, through company newsletter and during toolbox meetings. The risk assessment procedures will be included in our health and safety manual and as part of worker orientation.

All safety group elements are evaluated on an annual basis by the health and safety manager and as part of the senior management review. Where necessary any deficiency will be addressed as part of our continuous improvement plan. The success of the program will be communicated to our employees during our orientation sessions at the beginning of the year.

Deficiencies that are found during an audit are recorded on the Audit Checklist. The results of the audit will be brought to the attention of the managers of the activity audited.

Where non-conformances or areas for improvement are identified; recommendations for the Company’s continuous improvement plan will be developed with specific timelines identified in the plan.

# Section I – Preventative Maintenance

Purpose:

Preventative maintenance will both ensure equipment is working as it should, but also decrease the overall cost of a piece of equipment by aiding in increasing its lifetime with the company. Preventative maintenace will also be a fundamental part in ensureing equipment is in good repair and will not pose an unwanted or unintended hazard to those who use them.

Scope:

This policy should be used for all company vehicles and equipment over a specified size and/or horsepower, which for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is what is listed as “insured heavy equipment” via the company’s insurance policy.

Roles & Responsibilities:

While the program fundamentals belong to the equipment maintenance department, the largest and primary responsibilities fall on the equipment operators themselves to complete the required maintenance reports and submit them to their supervisor.

The supervisors have the responsibility to ensure the equipment operators under their direction complete and provide them with the appropriate inspection records and then they submit these to the equipment maintenance department.

It is the responsibility of the Equipment or Maintenance Manager for the equipment listing, review of the manufacturers recommendations, equipment maintenance schedule development, filing system and records maintenance. This person or people are therefore also responsible to review the company’s preventive maintenance program on an annual basis allowing for an opportunity for program improvements. Additionally, the Equipment manager should also develop recommendations and review the overall status with the senior management team on an ongoing basis.

The senior management team will be responsible to ensure the designated persons are completing their appropriate responsibilities and assist in the yearly review of this program.

Method:

The Equipment or Maintenance Manager and the Senior Management Team will develop a master equipment and vehicle list for the applicable company owned units. The maintenance schedule will then be developed in conjunction with the master equipment list, that will follow the manufacturers suggested preventive maintenance program in the owner’s manual for each unit.

The standards that will be followed will be those outlined in the manufactures preventive maintenance program in the owner’s manual. *(See the manufactures preventive maintenance program booklet, which outlines specifically what standard, will be followed at designated hour meter or kilometer intervals.)*

A maintenance chartor file system will then be developed for each individual unit, to be used for recording all maintenance on that individual unit. The maintenance department will establish a filing system to maintain the maintenance records.

Qualified personnel will conduct all maintenance internally or at the local dealership(s).

It is the responsibility of the Equipment or Maintenance Manager to review the company’s preventive maintenance program on an annual basis. This allows for an opportunity for program improvements.

Recommendations that are discovered from the annual review or throughout the year will be documented and submitted to senior management.

The Maintenance Manager will follow-up on the corrective actions on a pre-determined time frame (to be determined on a case by case basis) to insure that the corrective actions have been completed.

All equipment in the workplace including but not limited to; production, maintenance, and transportation equipment should be captured by this program and fully documented.

Reference Materials:

Maintenance Recording Form

Maintenance Schedule Matrix

OHSA and Construction Regulations

# Section J – Hazard or Accident Reporting and Investigations

Purpose:

By being pro-active and developing plans to handle various situations that the company might face, including emergencies, the personnel can become familiar with their roles following an event and hopefully control the situation and prevent further losses from occurring.. Additionally, by taking a detailed look into accidents that have occurred, the company gains the understanding and becomes better equipped to utilize the causes discovered to prevent future accidents from occurring

## Accident Reporting and Investigation Procedures

Purpose:

Reporting hazards, accidents and near misses allows for the circumstances leading up to a potential or actual event be investigated, in hopes that the immediate and basic causes which allowed the loss to occur are acquired and then used to develop prevention strategies.

Scope:

The scope of reporting hazards and accidents covers all instances of loss and all “near misses” as deemed significant in nature.

The following circumstances shall result in immediate investigations:

* Fatality
* Critical Injury
* Emergency medical aid – generally leading to a period of Loss-Time from work
* Occupational Illness
* Property damage
* Fire
* Environmental release or hazardous material spill
* Utility Contact
* Theft

Additional instances of loss shall include personal injuries\*, 3rd party injuries on site and those of contractual relationship to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ property damages, damages to 3rd party’s property caused by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or a sub-contractor of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, utility contacts, and environment issues which might become a loss to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Personal injuries\* - shall include instances of both first aid and those requiring medical aid.*

*Instances of “near miss” are all situations in which a loss of control occurred that* ***almost*** *resulted in any of the previously mentioned type of losses.*

Responsibility:

All workers have the legal responsibvility as a

Initial responsibilities for notification of any occurrence that results in a loss shall fall upon those workers how witnessed, or were involved in the loss to any extent. The worker(s) must notify their Supervisor of the loss immediately.

It shall then be the Foreman or Supervisor’s responsibility to report the information to the Safety Department and/or office and/or Supervisor as identified within the method below.

It shall be the Safety Department’s responsibility to report accidents injuries, and illnesses to the appropriate authorities (MOL, Director, JHSC, Trade Uinion etc) as required within the required timlelines; and investigate accidents, along with both Management and Worker H&S Representatives / (JHSC members) which are required and dictated as per the OHSA and Construction Regulations. This investigation shall be done as soon as practical to ensure witnesses have their best recollection of the accident circumstances.

The Safety Department shall then be responsible to produce findings of the investigation to senior management, JHSC and production staff to enable prevention strategies to be developed and initiated.

It shall the Superintendents’ / Foremen’s responsibility to ensure prevention strategies adopted by the company are initiated.

Method:

Following a loss or near miss the worker’s involved shall contact his(their) supervisor immediately. The jobsite Foreman/Supervisor shall contact his Supervisor and the Safety Department and/or office to inform them of the occurrence immediately after being notified by a worker.

The Foreman shall follow the appropriate company guideline (within Section G), for handling the post accident procedures, which may include the delivery of first aid, scene preservation, and further direction from office, Safety Department and/or senior management staff.

After receiving a report of an occurrence the Safety Department, Office or Senior Management Staff, shall report accidents, injuries and illnesses to the appropriate authorities as required within the required timlelines, (immediately in the event of a fatality or Critical Injuries) and complete all follow-up notifictaion in writing to any and all authroties as required by law, (ie 48 hours or 4 days for MOL regulated notices as per Section 51-53 of the OHSA and 3 days to the WSIB).

As well, the Safety Department will determin if an investigation is warranted, and if so conduct the investigation with the aid of the jobsite personnel, and JHSC representatives from both management and labour as required. The Foreman and crew Safety Representative shall also be afforded the opportunity or possible requested to take part in this investigation.

*Note:(In the event of a serious or critical injury occurrence,* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *JHSC Representative’s will be contacted and afforded the opportunity or possible requested to take part in this investigation.*

A Safety Department investigation shall utilize various techniques including but not limited to worker interviews, site/equipment/material inspection, occurrence area imaging by photographs/sketches/drawings, material failure analysis and re-enactments to investigate the circumstance and determine causes for the loss.

Interviews should involve all eyewitnesses and other people involved, and must be documented detailing the persons involved, where and when the interview took place and is signed by both the interviewee and interviewer.

All personnel involved in conduction the investigations, (including worker H&S representatives and members of the JHSC, management personnel and all Safety Department personnel,) shall have training in accident investigation techniques, and shall ensure that their training techniques being used on site are well understood by those involved in the process following and occurrence.

The investigation shall review the possibility of contributing factors that may have acted alone or in conjunction with one another such as:

* People
* Equipment
* Material
* Environmental
* Process

The process shall work to identify and provide a description of what happened, to whom, when and where, evaluate the loss potential if not controlled, the type of contact or near contact with energy or a substance, the immediate or direct causes and the basic or underlying causes relating to the accident. This may be accomplished by completing an Internal Accident Investigation Form(s) – (currently the WSIB Form 7, and/or e-build’s reporting software and reports, and/or the basic SCAT form)

From the investigation of an accident, the Safety Department shall prepare an accident report and share the findings with senior management and/or the joint health and safety committee to both validate the findings and develop prevention strategies and methods for implementation of those strategies.

The investigation process shall be evaluated in terms of the numbers being reported to the Safety Department, and the timeliness of the reporting itself. Foremen should ensure that losses are reported to the Safety Department the as soon as practical and following day at the latest. Furthermore the investigation process itself shall be evaluated periodically and yearly as a minimum, to determine if sufficient investigations are being completed to obtain sufficient data in terms of causes, to successfully address prevention strategies development and overall worthiness of the prevention strategies developed.

Foremen shall be rewarded personally for their active participation in the process, while the Safety Department shall consider all activities surrounding accident investigations as part of their internal commitment and not receive rewards for their involvement throughout the process, unless outstanding achievements for specific instances are justified. Most rewards shall be verbal in nature and directly follow the occurrence.

# Section K – Senior Management Team

Purpose:

The overall idea behind this section of your program is to establish the requirements that the senior management of the company will institute to ensure they are ever advancing in relation to health and safety and therefore the overall well being of the company itself via the entire workforce.

Scope:

This section of the program shall be applicable to all aspects of the company encompassing both on and off the job activities and functions for the company.

Roles & Responsibilities:

The senior management team for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall consist of:

|  |  |
| --- | --- |
| President | ­­­­­­­­­­J DG |
| Vice President | R DG |
| CEO operations | S M |
| CEO operations | K M |
| H&S Manager | DH |

The persons identified above shall be responsible as per the following chart:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Overall | Implementation | Training | Review and Evaluation |
| Annual Audit | DH | DH | DH | DH |
| Continuous Improvement Plan | DH | DH | DH | DH |
| Employers Response to Joint Health and Safety Committees Recommendations | ALL / ANY | DH | DH | DH |
| Communication Program | SM | DH | DH | DH |
| Integrates health and safety into all aspects of the organization | ALL | DH | DH | DH |
| Records health and safety program reviews and changes | DH | DH | DH | DH |
| Executive Management Workplace Inspections | DH | DH | DH | DH |

Method:

The following sections have been identified as working areas for the Senior Management Team, and are further explained as following:

1. **Continuous Improvement Plan:** a method to systematically review the current health and safety system and its needs and them implement the corrections required. The Senior Management Team personnel identified shall continuously evaluate and look for means to improve the health and safety aspects of their company. As new ideas come forward, they shall discuss and implement them as appropriate for the company. The selected individual will utilize various means to gather improvement ideas, either form corrective actions developed from necessity, or via networking and outside sources for best practices.
2. **Review of Health and Safety Trends:** both internally and industry based. The Senior Management Team shall collect data appropriate from both internal and external sources that will identify trends in accidents, incidents, and near misses.

The following documentation will be reviewed when developing the Safety Trends Review:

* Injury/illness causes
* Workplace inspections
* Injury/Incident investigations
* Hazard Reports
* Work Refusal reports

Additionally, the team will look to establish trends within the industry and internally that may lead to additional sources of hazard, and or hazard reductions and controls. As trends are identified, they will be communicated to the joint health and safety committee for further review and corrective action development.

1. **Employers Response to Joint Health and Safety Committee Recommendations:** this has been outlined and completed under the JHSC section already.
2. **Communication Program:** (For both on and off the job): worker well-being and company wellness should be endorsed through the Senior Management Team and all their actions towards their employees. The Company shall do its best to encourage and aid their employees to partake in a healthy lifestyle and make healthy choices. This commitment shall take many forms; including but not limited to company mailings, tailgate topic communications, newsletters and web site postings.
3. **Integrates health and safety into all aspects of the organization:** shows the commitment level and expresses management’s sincerity relating to safety of their workers comes above all else. Actively encourages safe work practices above the production where conflict occurs.
4. **Records health and safety program reviews and changes:** will complete the internal system to cover OHSA requirements and fully document the system.
5. **Executive Management Workplace Inspections:** It is a task of the Senior Management Team to actually get out there and complete on site inspections to witness first hand what is occurring. The most president shall at least annually inspect each supervisors site to ensure adherence to company policy and ensure that every reasonable precaution for the hazards faced by the workers are being taken.

While this overall section is varied and dispersed into many components, it has commonality that it all starts and ends with the senior management team. Therefore, the communication aspects will come in the form of company newsletters and mailings that have been reviewed and encouraged from the owners.

Furthermore, each individual component will be evaluated on its own, while the success of each will be actual successes for the company as a whole and will therefore not be attributed to any individual, but the company itself.

## Health and Safety Promotion & Worker Wellbeing

Purpose:

To increase the awareness of any health, safety, or environmental concern for all workers employed or in contact with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The promotion of Health and Safety, and overall worker wellbeing is intended to make the individual worker understand the importance of each workers actions and their own health while providing aid towards their feeling of self worth. Additionally, promotion of health and safety related materials will aid management in its role of educating workers, while emphasis on wellbeing will have benefitial effects for both the company and the individuals.

Scope:

Promotion of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ health and safety issues will primarily be focused at the jobsite level, and wherever possible link to “home-life” as well. However, promotional materials should encompass all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ activities, and focus on current issues relative to the present operations.

Responsibility:

The H&S Manager will have the responsibility to develop, obtain and/or distribute all health and safety promotional devices. The bodies receiving the materials will be responsible for posting and/or delivering the materials to subordinates after receiving them.

Method:

The H&S Manager shall provide research into issues of interest, when inquired by field staff, further development of the policy or program, or when accident investigations display its need. Research in this manner shall be developed into publicity materials to provide a venue to inform all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ personnel.

Health and safety publications pertaining to accidents, statistical data, company developments, advancements in engineering, processes and materials, or simple general health and wellbeing for employees shall be developed, collected, acquired, and distributed to the various levels of management.

Memorandums or memos, safety meeting minutes and monthly summaries are only some of the many methods in which health and safety issues may be promoted and distributed. Following distribution, these are to be posted in conspicuous locations for all workers to have opportunity to view them or discussed during crew meetings.

The general health and worker wellbeing sections may attempt to link jobsite and homelife and should attempt to display the senior managements commitment to overall safety and worker wellbeing. As such, workers shall be encouraged to maintain an active lifestyle, healthy weight & eating habits, and regular doctor visits for their own wellbeing. Furthermore, employees are encouraged to make wise choices relating to smoking, extra cirricular activities, alcohol and recreational drugs, and other healthy lifestyle choices.

Safety awards based on exemplary displays of safe work procedures, performance and/or general workplace conditions may become an additional avenue for health and safety promotion at a later date.

## Health and Safety Networking

Purpose:

To increase the awareness and derive the best practices currently being used in relation of any health, safety or environmental issues as they relate to the construction industry, specifically the sewer, watermain and earthwork developments.

Scope:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ networking policy as enclosed, relates specifically to health and safety issues and shall encompass all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ activities, as well as focus on current issues relative to the present operations.

Responsibility:

The primary responsibility to ensure networking in relation to the Health, Safety and Environment field will be with the Safety Coordinator. The Coordinator will have the responsibility to make contact, meet and “network” with outside companies throughout the year. The coordinator shall obtain information on best practices currently being used in various activities relating to the work conducted @ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and then be responsible for posting and/or delivering the materials to subordinates after receiving them.

Method:

“Networking” shall be used by senior management staff to discuss issues related to the betterment of “Health, Safety and the Environment”. The H&S Manager shall provide the focal point of this networking, with adequate support from senior supervisory staff.

The Safety Coordinator shall conduct research via “networking” into issues of interest, or where current practices may allow for improvement or further development of the policy or program, or when accident investigations display its need. Contacting competitors and sub-contractors alike who work in the same industry and “share” knowledge pertaining to the related topics is intended to make each of the individual companies understand the best practices within the industry and enable them to increase their respective “safety level”, while the Coordinator shall focus specifically on practices and issues relating to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The Safety Coordinator will meet with a minimum of 4 different companies or organizations on at least 3 separate occasions to be successful in terms of meeting the “Networking” goals for the company. During these occasions various topics shall be discussed and noted and are not limited to health and safety publications pertaining to accidents, statistical data, company developments, advancements in processes, engineering, materials, and equipment. From these networking sessions, the safety coordinator may develop memos, policies or best practices pertaining to the safety issues being researched.

The safety coordinator shall evaluate the networking policy, and success shall be acknowledged via peer awareness and rewards via the actual networking event/venue attendances themselves.

## Records and Statistics

Purpose:

Records and statistics are used primarily to maintain the Internal Responsibility System and remain proactive in all health and safety related issues. Records and statistics are used to focus on issues that present the greatest obstacles to the company.

Preparing and recording historical data provide a basis for the company to compare and contrast itself in a yearly forum against itself and similar companies within the industry. The collected data is utilized to provide management with a clear direction as to course of action to be taken to improve the safety of workers. Additionally, this data will provide an aid to the management team in the examination of all employees’ utilization of the safety system provided to them. Most promotional materials pertaining to health and safety are developed utilizing records and statistics gathered and highlight achievements.

Lastly, although in many cases the company maintaining records satisfies the legislative requirements, they also provide a solid foundation for the Company’s due diligence defence if it is ever called upon.

Scope:

Records and statistics will encompass a great variety of materials and activities. The following items are some of the many types of documentation to be utilized as records and/or statistical data.

Records of jobsite meetings, all levels and types of training, accident information and a multitude of historical data will be endeavoured to be maintained. Additionally, inspection documents, orientation checklists, WHMIS and MSDS’s, corrective action documents and Sub-contractor, Supplier and Owner’s Representative correspondence pertaining to health and safety will be maintained and preserved.

However, as trends within the industry dictate, these records may fluctuate in composition as a focus on current issues relative to the present operations is attempted to be maintained.

Responsibility:

The H&S Manager will have the responsibility to record and/or obtain all health and safety records and statistical information. The supervision and field staff will additionally have the responsibility to provide any such documentation to the H&S Manager for its maintenance.

Method:

Where required the H&S Manager will collect such data for utilization and record keeping purposes. Additionally, field staff shall provide all documentation to the H&S Manager as required to facilitate records accurately of all safety concerns from the field level.

The data collected shall be delivered into usable statistics for purposes as deemed required.

Records, and documentation collected shall either be kept as permanent records in files within the company offices, or as electronic data within the company database for a sufficient time as required for use or as prescribed by law.

## Records Review and Analysis

Purpose:

Reviewing records and conducting an analysis of the data collected pertaining to issues of health and safety will provide the best opportunity to determine trends in accidents and incidents and the paramount ability to focus on issues that present the greatest obstacles to the company.

Scope:

This policy shall focus on the data pertaining to health and safety with particular attention to accidental losses.

Responsibility:

Since it is already the H&S Manager’s responsibility to record and/or obtain all health and safety records and statistical information, they will also be responsible to conduct the review and analysis of such data. The supervision and field staff will additionally have the responsibility to provide any such documentation to the H&S Manager for this section, as determined by the health and safety.

Method:

Following the collection of data, the H&S Manager shall review the data to establish trends and analyse the data to determine where resources can best be utilized to have positive and preventative outcomes.

Trends shall be identified for accidental losses incurred by the company utilizing accident history and data, crew membership and involvement, as well as outside information and data relating to the heavy civil construction, sewer and watermain industry.

The data shall be correlated and analysed primarily for prevention, however it will also be used for comparison against other companies and industry data of similar nature to see how \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sits within the industry.

This item shall be evaluated during Joint Health and Safety Committee meetings to determine if the item is successful in providing meaningful information to the committee. Additionally, the item may be part of an overall evaluation of the program elements completed by various personnel.

Rewards or improvements shall then be administered by a suitable means relating to the evaluation outcomes.

## Setting Targets or Goals

Purpose:

To provide focal points for the year ahead efforts. By setting goals or targets the company can better move towards achieving something tangible and know when it has been accomplished.

Scope:

The targets or goals being selected shall be based on the previous year’s statistical information relating to accidents and losses. The targets shall be selected in attempts to address any basic causes being found and trends in the company’s accident history.

The number of targets or goals for any given year shall be kept between 2 and 5 with the achievement items selected in programs such as the Safety Group, themselves becoming a goal or target in some cases.

Once selected, the targets or goals shall identify the actual scope of work for which they cover.

Responsibility:

The senior management will have the primary responsibility to select the goals to be implemented. The Safety Coordinator shall aid senior management in this regard by providing all necessary information relating to accident history, trends, basic causes and fundamental results to be expected from possible targets.

The remainder of the responsibility accompanying a specific goal shall be identified within the goal itself.

Method:

The Safety Coordinator shall review accidents and losses on an ongoing basis and assemble a trend analysis of the accidents and basic causes relating to those accidents. The safety coordinator shall also include such things as industry trends and known hazards, changes to laws and regulations and impacts of other issues. From this analysis, the safety coordinator shall assemble some possible targets or goals that the company could strive to attain that will aid in prevention.

In developing the targets or goals, the Safety Coordinator shall look to make each target with the following criteria in mind:

* Specific
* Realistic
* Challenging
* Personalized
* Time-bounded
* Measurable
* Need-fulfilling

The safety coordinator shall then present the options and all relative information to the senior management and aid them in their decision of selection of goals for the year, which will include possible achievement items for programs such as the Safety Group.

Both the goals themselves and this portion of the overall Health and Safety program shall be evaluated to determine if they have met the appropriate level satisfactory to determine their success.

Rewards or improvements shall then be administered by a suitable means relating to each specific goal.

# Section L - Early and Safe Return to Work Program

Purpose:

To meet all Government legislative requirements including those established within the Workplace Safety and Insurance Act, (WSIA), Human Rights Code and Ontarians’ with Disabilities Act; while providing workers who have been injured in any way on a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ jobsite during active performance of their duties, a safe means of returning to active, gainful employment as soon as possible.

The ESRTW program shall attempt to maintain an active working relationship with the injured worker while attempting to restore the worker to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ active work force in some capacity, as soon as the restrictions accompanying the injury can be accommodated.

The ESRTW program should provide a general feeling to the worker that throughout his injury recovery process, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is still attempting to maintain itself as the body responsible for the worker, and aiding the worker in his recovery process.

Scope:

This policy will cover all workers for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as defined by the WSIA for all injuries that arise out of the participation in a workplace activity, unless deemed otherwise following an investigation into the circumstances where the worker(s) involved in the injury were acting in an unlawful act, or act contrary to the company conduct and safety guidelines.

Further, this policy shall also reflect all WSIB “Return to Work” initiatives on an ongoing basis.

Responsibility:

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ management team will be responsible to ensure that all workers know to some degree the requirements of initial stages following a workplace injury. This shall be to such an extent where the injured worker can be guided through the remainder stages without compromise to the policy’s purpose.

The H&S Manager will then be responsible to ensure all Safety Department personnel are aware of all WSIB requirements and remain up-to-date with any policy changes as they pertain to “retrun to work” for any injured personnel. As part of this requirement, the H&S Manager shall be responsible to ensure all Safety Department personnel cooperate with any WSIB representative in all facets of any injured worker’s claim proceedings including return-to-work throughout the applicable durations.

The H&S Manager will then be responsible to ensure the Company’s report of injury is completed and filed with the Workplace Safety and Insurance Board (WSIB) via Safety Department personnel. Furthermore the Safety Department shall ensure any injured worker understands the extent of this policy in greater detail as required for the severity of the injury received. Additionally, the Safety Department personnel will contact the physician(s) of injured personnel to ensure they understand and follow the requirements of this policy and the Workplace Safety and Insurance Act, where required. The Safety Department personnel will also be responsible to remain in contact with any individual who receives an injury that causes him to become incapacitated from work, until such a time as the attending physician provides suitable restrictions to allow the ESRTWP to begin. This last provision might be accomplished via a third party or the injured worker’s original supervisor for better continuity.

To aid both the company and the injured worker, the Safety Department personnel shall develop and provide and “injury envelope” to accompany the injured worker to the initial physician or subsequent physicians. The worker’s supervisor shall be responsible to provide this injury envelope to any worker upon receiving knowledge that an injury warranting medical aid has occurred. The injured worker shall then be responsible to receive the envelope and deliver it to the treating physician.

The worker’s Supervisor shall be responsible to provide work appropriate to the restrictions for the injury, or seek guidance and alternative work via the head office or Safety Coordinator where required.

The workers for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall work in a manner consistent with company policy at all times and upon receiving a work-related injury, inform their supervisor of the injury and the occurrence, which may have caused the injury to occur. The worker shall consult with the Supervisor where appropriate and receive medical attention as required for the injury sustained. The worker shall then be responsible to follow the policy as described in greater detail to them where required by the severity of the injury received. The injured worker shall cause the attending physician(s) to provide medical related restrictions for the injury and receive such treatments for the injury as the physician prescribes, while returning to work as soon as possible while abiding the medical restrictions of the physician.

Method:

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Management Team shall provide base knowledge to all employees to ensure they are aware of the Company’s Early and Safe Return to Work Policy (ESRTWP). This shall be done by means of various discussions with the workers and /or use of memo’s, newsletters, safety talks and other methods as the management team deems appropriate.

This base knowledge shall consist, but not be limited to the following:

* To report the injury to the Supervisor as soon as possible along with the nature of the occurrence which may have caused the injury.
* Consult with the Supervisor and receive medical treatment in a manner consistent with the injury received. This includes receiving an “injury envelope” and delivering it to the treating physician as required.
* Following any medical treatment, ensure that the appropriate paperwork is completed and report to work where possible with medical restrictions appropriate from the attending physician for the injury received.

Where minor injuries are encountered, or the severity of the injury is such that the injured worker is capable of returning to normal duties either that day or the following morning, the portion of the ESRTW process is complete.

As all injuries are different in nature and each worker has individual characteristics of their own, many injuries will however be some degree between the above situation and total incapacitation. For these injuries, the Safety Department personnel will be in contact with the injured worker and explain this policy to the extent believed required, along with the WSIA’s injured worker requirements.

As the severity of the injury increases, so to does the interaction between the Safety Department personnel and the injured worker, and in some cases the injured worker’s attending physician. The Safety Department personnel shall discuss the ESRTWP with the corresponding parties and urge the injured worker to cause his attending physician to provide medical restrictions appropriate to the injury as soon as practical, along with appropriate treatments. Where no restrictions are provided, the injured worker’s condition and self judgment shall prevail in the level of activities the worker engages in.

Where the injured worker is incapacitated from conducting any workplace activities or the recovery process of the injured worker is believed to be unreasonable, the Safety Department may seek an independent medical exam of the injured worker for the Company and Worker’s best interests.

All restrictions and treatments shall be provided by the injured worker to the worker’s Supervisor for his ability to provide suitable activities that will not endanger the injured worker further nor place any of the co-workers in any peril due to the injured worker’s restrictions or treatments.

Various degrees of injury may require any or all of the following, (or additional items not listed below), to be implemented in accordance with the attending physician’s medical restrictions and prescribed treatments for the injured worker for any length of time:

* Modifications to the normal tasks of the injured worker.
* Aid in aspects of the normal activities for the injured worker from co-workers.
* Shift or rotation of activities between the injured worker and co-workers.
* Changes or modifications to the work station, tools or equipment of the injured worker.
* Modifications to the hours of work for the injured worker.
* Accommodation of physiotherapy into the injured worker’s daily schedule.
* Alternate duties being assigned to the injured worker including an alternate worksite.

Where any of the above conditions exist, the company may also initiate additional completion of ESRTW follow-up forms and documentation to be completed by both the injured worker and the worker’s Supervisor. These Follow-up forms shall be administered by the Safety Department personnel and become part of the injured worker’s assigned activities when requested.

Where the injured worker has been incapacitated from the workplace and its activities for a prolonged period of time, it shall be expected that the worker upon returning to any activities alongside his co-workers, he is re-integrated in a manner that provides a “healing environment”.

The ESRTWP shall be evaluated on the understanding of the policy itself to those injured and the Supervisors within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Further evaluation may take the form of detailed questionnaires to those workers whom have received injury or via a comparison of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the industry average for duration of incapacitation from duties in relation to the injury sustained.

Appropriate rewards or improvements will be provided in accordance with the evaluation results.