

CANEX CONTRACTING INC.

HEALTH & SAFETY POLICY

&

**ACCIDENT PREVENTION
PROGRAM**

FIELD EDITION

Table of Contents

REVISIONS OF THIS POLICY	6
EMERGENCY CONTACT NUMBERS	6
HOW TO USE THIS MANUAL.....	7
INTRODUCTION	8
HEALTH & SAFETY POLICY STATEMENT	10
ENVIRONMENTAL POLICY STATEMENT.....	11
WORKPLACE VIOLENCE AND HARASSMENT & SEXUAL HARASSMENT POLICY STATEMENT.....	11
ONTARIO ACCESSIBILITY POLICY STATEMENT.....	14
PERSONS WITH DISABILITIES	15
SAFETY PROGRAM ADMINISTRATION	17
THE RESPONSIBILITY SYSTEM - (I.R.S.).....	19
INTERNAL RESPONSIBILITY FOR HEALTH AND SAFETY	20
PRESIDENT.....	21
MANAGER.....	21
SUPERVISOR/FOREMAN	24
WORKERS.....	27
HEALTH & SAFETY REPRESENTATIVE.....	27
ESTABLISHING JOINT HEALTH AND SAFETY COMMITTEE.....	28
SUPPLIERS – DELIVERIES TO THE WORK PLACE	29
ENGINEERS	30
DESIGNATED SUBSTANCE NOTIFICATION	30
SUBCONTRACTOR DUTIES AND RESPONSIBILITIES	30
OWNER.....	31
GENERAL CONTRACTORS	31
ARCHITECTS AND ENGINEERS.....	32
SUPPLIERS – DELIVERIES TO THE WORK PLACE	32
MINISTRY OF LABOUR INSPECTORS	33
NEW DEFINITION OF A WORKER UNDER THE OHSA	33
NEW MANDATORY OCCUPATIONAL HEALTH AND SAFETY TRAINING	34
WORKERS’ RIGHTS	35
WORK REFUSAL PROCESS WHERE HEALTH & SAFETY IS IN DANGER	36
SPECIFIED MANAGEMENT RESPONSIBILITIES.....	38
SPECIFIED SUPERVISOR’S RESPONSIBILITIES.....	40
SPECIFIED WORKER’S RESPONSIBILITIES.....	41
RESPONSIBILITIES OF WORK PLACE AGENCIES.....	42
DOCUMENTING CONTRAVENTIONS & DISCIPLINARY PROCEDURES	42
INSPECTION AND AUDITING	43
OH & S ACT AND ITS REGULATIONS.....	44
SET FINES BY THE ONTARIO COURT OF JUSTICE	44
BREACH OF TRUST POLICY	49
REPORTING AN EMERGENCY	50
INVESTIGATION AND REPORTING OF ACCIDENTS & INCIDENTS.....	52
ACCIDENT/INJURY RESPONSE PROCEDURE	53
CLARIFICATION ON THE DEFINITION OF REGULATION 834: CRITICAL INJURY	54

EMERGENCY RESPONSE.....	55
MOL VISITS / INSPECTIONS / INVESTIGATIONS	56
MODIFIED WORK PROGRAM	57
EARLY AND SAFE RETURN TO WORK POLICY	59
PROCEDURES TO IMPLEMENT AN ESRTW PLAN	60
TRAINING, SAFETY ORIENTATION of WORKERS/SUB-CONTRACTORS.....	61
NEW EMPLOYEE SAFETY POLICY	62
YOUNG WORKERS (LESS THAN 25 YEARS OF AGE) – STUDENTS	62
NEW EMPLOYEE TRAINING (LESS THAN SIX MONTHS WITH THE COMPANY).....	63
YOUNG WORKERS – APPRENTICE (ANYONE UNDER 25 YEARS OF AGE)	63
ANNUAL TRAINING REVIEW – ALL EMPLOYEES/SUPERVISORS/FOREMAN.....	63
WHMIS COMPLIANCE PLAN	64
W.H.M.I.S. HAZARD CLASSIFICATION - CHART	65
W.H.M.I.S. IS CHANGING.....	66
NEW GHS 2015 SYMBOLS	67
INFORMING SUB-CONTRACTORS	68
PERSONAL PROTECTIVE EQUIPMENT	69
FOOT PROTECTION	69
HEAD PROTECTION	69
SKIN PROTECTION	69
EYE PROTECTION.....	69
RESPIRATORY PROTECTION	70
HEARING PROTECTION	70
FALL PROTECTION-PREVENTION EQUIPMENT.....	70
REFLECTIVE TRAFFIC VESTS.....	70
RESPIRATORY PROTECTION PROGRAM.....	71
NOISE.....	73
ONTARIO REGULATION 381/15	74
VIBRATION.....	77
SLIPS, TRIPS AND FALLS	79
HYGIENE.....	80
VEHICLE START UP – THE CIRCLE CHECK	80
PERSONAL USE OF COMPANY VEHICLES, TOOLS OR EQUIPMENT	82
SAFE LOADING & UNLOADING of VEHICLES AND EQUIPMENT	82
TRUCKS AND HEAVY EQUIPMENT BACKING UP.....	83
SMALL TOOLS	84
POWER, AIR, AND HAND TOOLS	85
POWDER-ACTUATED TOOLS.....	86
HAND-HELD TORCHES	86
HANDLING AND STORAGE OF CYLINDERS	87
CHIPPER & DRILLING CONCRETE/HAMMER DRILLS	87
GUARDS.....	88
GRINDER SAFETY	89
SAW SAFETY	89
POWDER ACTUATED TOOLS	90
USE OF COMPRESSED AIR TOOLS/EQUIPMENT.....	90

GRINDERS AND CUT - OFF SAWS	91
WELDING, TORCH CUTTING OR BURNING	91
CONCRETE/MORTAR MIXER	92
FIRE PRECAUTIONS	92
CEMENT/CONCRETE DUST	93
WET CONCRETE.....	93
SILICA DUST	93
WORK AREA LIGHTING	99
SAFE LIFTING PRACTICES – HOISTING.....	100
WIND RELATED HAZARDS.....	101
WEATHER CONDITIONS – LIGHTNING.....	101
MATERIAL/EQUIPMENT/TOOLS – TRANSPORTATION & STORAGE	104
MANUAL MATERIAL HANDLING	104
SCAFFOLDING SAFETY	107
GENERAL GUIDELINES FOR SCAFFOLDING	107
SAFE PRACTICE - ROLLING SCAFFOLDS.....	111
SAFE PRACTICE - FRAME SCAFFOLD	111
SAFE PRACTICE - SYSTEM SCAFFOLDS	112
SAFE PRACTICE - TUBE-AND-CLAMP SCAFFOLD.....	113
LADDER SAFETY - INSPECTION.....	114
SAFE USE OF LADDERS	115
EXTENSION.....	115
PORTABLE.....	116
STEP LADDERS	118
KLIMERS.....	119
ELEVATED WORK PLATFORMS	120
SUSPENDED ACCESS EQUIPMENT	121
WORKING AT HEIGHTS.....	133
WORKING AT HEIGHTS COMPLIANCE REQUIREMENTS – GENERAL.....	135
EMERGENCY RETRIEVAL PROCEDURES FOR RESCUE OF A WORK SUSPENDED ON A FALL ARREST SYSTEM	138
PERSONAL PROTECTIVE EQUIPMENT (FALL PROTECTION).....	140
ELECTRICAL (Powerline Contact).....	143
WORKING IN PROXIMITY TO LIVE ELECTRICAL INSTALLATIONS.....	143
SAFETY RULES.....	144
HOUSEKEEPING	145
SIGNS & TAGS	146
SUBSTANCE ABUSE POLICY.....	147
SMOKING POLICY	148
WORKPLACE VIOLENCE AND HARASSMENT PROGRAM	149
PERSONAL DEVICES	162
CELL PHONE POLICY.....	162
HEAT STRESS/COLD STRESS	163
SUMMARY OF PERSONAL CONDUCT.....	164
PUBLIC WAY PROTECTION.....	166
ACCESS TO AND EGRESS FROM WORK AREAS	167

TRAFFIC CONTROL PLAN.....	167
WORKER/SUPERVISOR/SUB-CONTRACTOR ACKNOWLEDGMENT	168

REVISIONS OF THIS POLICY

Revision Date:	Todays Date:	No Changes (Official Signature)
May, 2018	May, 2018	-
<p style="text-align: center;"><u>Changes/Topics</u></p> <ol style="list-style-type: none"> 1. AODA 2. Sexual Harassment 3. Safety Program 4. Administration 5. New Noise Reg. 6. Silica Dust 7. Working at Heights – New CSA Standard 8. Critical Injuries Clarification 9. Respiratory Protection Program 10. Set Fines & Increase of Fines 11. WHMIS/GHS 2015 12. New Definition of a Worker 		

EMERGENCY CONTACT NUMBERS

CANEX CONTRACTING INC. - Head Office	905 – 669 - 4995
CANEX CONTRACTING INC. - Fax	905 – 669 - 6068
President	416 – 587 - 5961
H & S Representative	
M.O.L	1-877-202-0008
Emergency Services (Police, Ambulance, Fire Department)	911

HOW TO USE THIS MANUAL

The purpose of this safety manual is to establish safety standards for an industry-specific safety program for construction projects legislated under Occupational Health and Safety Act and Regulations for Construction Projects. (O. Reg. 213/91). This safety program has been developed to assist all employees and management in understanding their duties and responsibilities under legislative frame as well as our workplace specific safety rules.

This manual is intended to serve as the basis for an employer integrated safety and health management program. Implementation of this safety program satisfies the requirements of the management vision. The essential elements of this program include: top management's commitment and involvement; the establishment and operation of safety committee, provisions for safety and health training; first aid procedures; accident investigations; recordkeeping of injuries; and workplace safety rules, policies, and procedures.

Use of all or part of this manual does not relieve employers of their responsibility to comply with other applicable local, provincial or federal laws.

It is intended that this manual be enhanced and continuously improved by the employer on annual basis. Any section of this manual may be modified by the employer to accommodate actual operations and work practices, provided that the original intent of that section is not lost. For example, if a safety committee meets weekly or monthly instead of quarterly, then that section of the manual should be amended to accommodate this practice. If there is a safety rule, policy, or procedure appropriate for the work or work environment which has not been included, or if a rule included is inappropriately written, then a new safety rule, policy, or procedure should be added to improve the manual.

Likewise, if a specific rule in the Safety Rules, Policies, and Procedures section does not apply because the equipment or work operation described is not used, then that specific rule should be crossed out or deleted from the manual. If accidents occur, new safety rules should be developed and incorporated to prevent their recurrence.

INTRODUCTION

CANEX CONTRACTING INC. is a 100% Canadian owned and operated company located in Vaughan Ontario. Through hard work and commitment to excellence, we are able to provide superb service to all of our clients regardless of their needs or location. We are also committed to applying the same approach to health, safety and environmental concerns. Successful occupational health and safety program requires the collaboration and participation of both management and workers in health and safety programs, and involves the consideration of issues relating to occupational health, industrial hygiene, toxicology, education, engineering safety, ergonomics, psychology, etc. **CANEX CONTRACTING INC.** your employer will make every reasonable effort to encompass the social, mental and physical well-being of all employees.

Our Safety Manual's Purpose and Scope

CANEX CONTRACTING INC. Health & Safety Policy and Accident Prevention Program contains policies and procedures applicable to all employees. This corporate program outlines workplace parties' duties and responsibilities regarding safety, health, and environmental concerns regardless of our company warehouse locations. In addition, this program empowers the management of each warehouse location to develop and implement safety rules, protocol, practices or procedures above minimum requirement and specific to their business location and circumstances. Approved warehouse-specific procedures or equipment/machinery manufacturing instructions must be followed by all affected employees. This program does not address all possible circumstances and hazard control methods and therefore it is not a definite guide to personal health and safety. Therefore, workers and supervisors must identify actual and potential hazards prior to starting the task and develop and implement adequate controls.

General Information

Non-compliance with safety or environmental requirements is treated with highest priority and may result in work stoppage or employee removal from the premises. Willful or repeated non-compliance may result in termination. Compliance with federal, provincial, and local codes or regulations is required by law. The Health & Safety Policy and Accident Prevention Program is a supplementary document to governmental rules, codes, and regulations having jurisdiction, and does not negate, abrogate, or minimize any provisions of these rules, codes, and regulations. It is intended to supplement and enforce existing requirements and to coordinate the overall safety effort. Supervisors are responsible for the safety and health of their employees, contractors, consultants, vendors, suppliers, and visitors while conducting business for **CANEX CONTRACTING INC.** Safety is considered an integral part of quality control, cost reduction, and job efficiency. Managers and supervisors are accountable for the safety performance demonstrated by their employees. This Health & Safety Policy and Accident Prevention Program will be updated **annually** using addenda to the current revision. Each addendum is approved by Health and Safety Representative(s), and the signing officers. The manual is revised and reprinted annually when necessary, as determined by the committee. Bound and printed copies of the Health & Safety Policy and Accident Prevention Program and employee handbook can be obtained from **CANEX CONTRACTING INC.** supervisor.

Goals and objectives

The goals of the safety program are listed below:

- eliminate accidents and work-related illnesses
- achieve zero fatalities, zero permanent disabling injuries, and zero lost work day cases
- prevent MOL orders, fines and penalties
- eliminate releases to the environment and prevent environmental harm

The main objective of the safety program is to support and assist supervisors and employees with their responsibility to control the exposures and prevent the incidents that may cause injuries, illness, fatalities, equipment damage, fire, and damage or destruction of property.

HEALTH & SAFETY POLICY STATEMENT

CANEX CONTRACTING INC. will take every reasonable precaution to prevent injury or illness to employees or any person who may be participating in our company activities or carrying daily tasks. In order to achieve this commitment, we integrated health and safety in all aspects of our organization activities and we empowered all of our personnel to take immediate action where sufficient hazards exist including right to stop unsafe work.

When facing challenges beyond our expertise we will seek the assistance of Occupational health and safety consultants. Consultants will work as a team with our management, supervisors and employees to ensure that any potential hazardous conditions in the workplace are eliminated. It is a legal and moral responsibility of every employee to perform his/her job without violating regulatory requirements outlined by provincial regulations, our customer's safety rules or our company health and safety procedure manual.

Our health and safety program is designed to inform, educate and promote safe work practices and procedures. In the event of near miss, incident or accident immediate supervision is responsible to investigate and report and document. If the investigation is complex and beyond immediate supervision expertise; assistance of occupational health and safety consultant will be provided.

In the event of "Lost time" injury we will ensure full cooperation with the injured worker, the health care provider and Workers' Compensation Board. We are committed in providing assistance to injured worker by accommodating workers' ability to perform the work based on his/her limitation. We expect any injured worker to fully comply with return to work legislation, modified work or market re-entry program that may be required.

All employees are responsible to ensure compliance to our health and safety policy. Failure to comply may result in disciplinary actions not limited to discharge

Mr. Vince Gennaro - President
CANEX CONTRACTING INC.

Date

ENVIRONMENTAL POLICY STATEMENT

Our organization is committed to monitor, evaluate and improve all aspects of our company activities in order to ensure protection and preservation of the environment.

Our policy has been established around the principal that by protecting the environment from the negative effects of contaminants we are not only investing in health and safety of our employees but in a positive relationship with our customers or general public.

Hygiene hazards that may cause discomfort, sickness or impaired health will be identified and controlled through adherence to the following policy criteria:

- Compliance with Environmental Legislation
- Evaluation of all new materials, equipment, processes and operations
- Safe and proper disposal of waste
- Regular evaluation of Environmental performance
- Employees education to ensure up to date Environmental management practices are utilized

Each employee is responsible to ensure appropriate work practices in order to accommodate goals of this policy. Any deviation in safe work practices that may affect the environment or workers' health and safety in the negative way must be reported immediately.

Our management is directly responsible for implementation and maintenance of this policy program as well as assessment of accountability, performance and compliance. Program will be reviewed when required or at least once per year.

Mr. Vince Gennaro - President
CANEX CONTRACTING INC.

Date

WORKPLACE VIOLENCE AND HARASSMENT & SEXUAL HARASSMENT

POLICY STATEMENT

CANEX CONTRACTING INC. is committed to providing all personnel with a workplace free from violence, harassment and discrimination in any form (whether prohibited by human rights legislation or otherwise), and where all individuals are treated with respect and dignity. The Company recognizes its important responsibilities in relation to worker health and safety, and we will take whatever steps are reasonable to protect our workers from workplace violence and harassment from all sources, including, but not limited to, visitors, clients/customers, or delivery personnel. The Company will not tolerate incidents of workplace violence, harassment or discrimination; and we will act swiftly and efficiently to address all such matters that come to our attention. Any worker who is found to have violated the Company Workplace Violence and Harassment Policy will be subject to appropriate discipline, up to and including termination of employment. Visitors, clients, and delivery personnel are also required to comply with the requirements of this Policy; and violations may result in removal from the premises or termination of any business relationship with the Company.

“Workplace harassment” means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. Harassment may relate to any form of discrimination as set out in the Ontario *Human Rights Code* (the "Code"); however, the definition is not limited by the Code.

“Workplace violence” means: the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury; or 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. Workers are encouraged to report any incidents of workplace harassment to Company Management. Management will investigate and deal with all concerns, complaints or incidents of workplace violence or harassment in a fair and timely manner, while respecting workers’ privacy as much as possible. Any individual who exercises his or her rights under this Policy in good faith has the right to do so without fear of retaliation or reprisal (or the threat of retaliation or reprisal) for so doing. Disciplinary action can result for any person who engages in retaliation or reprisal against any individual who submits a complaint under this Policy or who otherwise exercises any right or participates in any process set out under this Policy. The Company maintains a Workplace Violence and Harassment Program (the "Program") for the implementation of this Policy. The Program sets out (a) measures and procedures to protect workers from workplace violence and harassment, (b) means of summoning immediate assistance, and (c) a process for workers to report incidents and raise concerns.

“Workplace Sexual Harassment” means,

- a. Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or
- b. Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

CANEX CONTRACTING INC., as the employer, will ensure that this Policy and the Program are implemented and maintained, and that all workers and supervisors have the appropriate information and instruction to protect themselves from violence and harassment in the workplace. Supervisors will adhere to this Policy and the Program and are responsible for ensuring that (a) measures and procedures are followed by workers, and (b) workers have the information that they need to utilize this Policy and protect their rights under it. Ultimately, everyone in the Company is expected to uphold this Policy and must be dedicated to preventing workplace violence and harassment. Everyone will be held accountable by the Company for the implementation and observance of this Policy and the Program.

Mr. Vince Gennaro - President
CANEX CONTRACTING INC.

Date

ONTARIO ACCESSIBILITY POLICY STATEMENT

CANEX CONTRACTING INC. is committed to providing an accessible environment in which all individuals have equal access to our goods and services in a way that respects the dignity and independence of persons with disabilities. Our company will ensure to promote inclusive environment that is considerate and accommodating for all individuals, including people with disabilities.

CANEX CONTRACTING INC. will provide training to employees who deal with the public or other third parties on our behalf. We will ensure that our employees are trained and familiar with ways of communication, and in use of various assistive devices we have on work place that may be used by persons with disabilities while accessing our goods or services.

We recognize the importance of service animals and allow them on the parts of our premises that are open to the public. A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our premises.

In the event of a planned or unexpected disruption to services or facilities for customers with disabilities, **CANEX CONTRACTING INC.** will notify customers promptly. A posted notice will include the reason for the disruption, its expected length of time, and a description of alternative facilities or services, if available.

Comments and suggestions on how to make our premises more accessible and more inclusive are encouraged.

Any policy of **CANEX CONTRACTING INC.** that does not respect dignity and independence of people with disabilities will be either modified or removed. We will continue to prevent attitudes which devalue and limit the potential of persons with disabilities by designing and supporting inclusive and positive attitudes.

Note: Due to safety concerns, all visitors and customers must report to front office first and be authorized to enter the work area(s) with assigned escort and required PPE.

Mr. Vince Gennaro - President
CANEX CONTRACTING INC.

Date

PERSONS WITH DISABILITIES

Administration

The goal of the Accessibility for Ontarians with Disabilities Act, 2005 is to make Ontario accessible to people with disabilities by 2025. The Accessibility Standards for Customer Service has been created to ensure that goods and services are accessible to all Ontarians and that persons with disabilities are treated with respect, dignity, and equality.

CANEX CONTRACTING INC. is committed to provide goods and services to persons with disabilities in a way that is consistent with the principles of independence, dignity, integration and equal opportunity. **CANEX CONTRACTING INC.** policies, procedures, and practices have been created so that they adhere to the guiding principles established in the Accessibility Standards for Customer Service: Ontario Regulation 429/07.

Definition

Disability – the definition of a Disability is applicable under the Accessibility for Ontarians with a Disability Act may be found in the Ontario Human Rights Code. This is a condensed definition: Any degree of physical infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness.

- A condition of mental impairment or disorder, a developmental or learning dysfunction

Examples: Epilepsy, paralysis, impaired vision or hearing, speech impediment, reliance on guide dog, wheel chair or other assistive devices.

Access to Goods and Services

It is our policy to do our best to provide our services to disabled customers by:

- Providing access to the premises as far as possible by reasonable accommodation
- Access to information in a format that accommodates a disability
- Respecting the independence of disabled customers
- Respecting the dignity of disabled customers
- Considering integration and equal opportunity of disabled customers

While **CANEX CONTRACTING INC.** does not currently provide goods or services directly to the public, we are committed to ensuring that any customer with a disability can access our goods and services. As such, we will ensure the following:

Support Persons- It is the policy of **CANEX CONTRACTING INC.** to allow disabled customers to be accompanied by a support person when accessing **CANEX CONTRACTING INC.** goods and services.

Service Animals and Assistive Devices- It is **CANEX CONTRACTING INC.** policy to allow service animals on the premises and in all situations where a disabled customer requires the service animal to access **CANEX CONTRACTING INC.** goods and services

Temporary Disruptions- In the event of a planned or unplanned disruption to any services or facilities where we serve the public, **CANEX CONTRACTING INC.** will post a notice in a conspicuous place that clearly states the reason for the disruption, the anticipated length of time, and a description of alternative services, if available

Training- Employees and others who deal with the public on behalf of **CANEX CONTRACTING INC.** will be trained on our policies as they relate to the Accessibility for Ontarians with Disabilities Act, 2005. **CANEX CONTRACTING INC.** will workers will also be trained on and be familiar with any assistive devices available on site or that may be used by any customers with a disability while accessing our goods and/or services.

Feedback- **CANEX CONTRACTING INC.** will accept feedback from anyone who has any concern about the Accessibility Program. Feedback may be submitted in writing, by email or by telephone to the H & S manager. Please direct your feedback to **CANEX CONTRACTING INC.**

Availability of Documents- All documents relating to the Customer Service Standard of the Accessibility for Ontarians with Disabilities Act (AODA) will be made available upon request and in a format reasonably accommodating Disabilities. You can make a request in writing, by email or by telephone. Please address your request to **CANEX CONTRACTING INC.**

Our accessibility policy will be reviewed and/or updated at a minimum of every five (5) years.

SAFETY PROGRAM ADMINISTRATION

General Information

The purpose of this Manual is to establish, implement, and execute a practical and effective method for preventing accidents, illnesses, and injuries and protecting the environment.

The Manual will help employees, our supervisors/foreman and sub-contractors to recognize, to evaluate, and to control hazardous activities or conditions within their areas of contract responsibility. **CANEX CONTRACTING INC.** will not assume or relieve sub-contractors of the responsibility for employee and public safety or regulatory compliance.

This manual defines how the safety program will be administered, identifies responsibilities, and ensures control of work area safety. Relevant provisions of this manual apply to all employees. Contracts signed with sub-contractors and the provisions of this manual are intended to complement each other; however, in the event of a conflict between the provisions of this manual and the terms of a specific contract, notify **CANEX CONTRACTING INC.** supervisor/foreman immediately of any such conflicts.

The provisions of this manual apply to all **CANEX CONTRACTING INC.** employees. We are responsible for following the rules and regulations applicable to the work place. If in disagreement of specific safety requests, you must contact **CANEX CONTRACTING INC.** head office for further instructions.

Administration

The effectiveness of the safety program depends on establishing and maintaining a safety culture through the participation and cooperation of employees and coordination of their efforts in carrying out the following basic responsibilities:

- a. Planning and coordinating work to avoid personal injury, property damage, environmental risk, and the loss of production
- b. Establishing and maintaining a system for early detection and correction of unsafe practices and conditions
- c. Developing an emergency plan for the work
- d. Providing adequate protection of public and private properties and the environment and ensuring the safety of the public
- e. Establishing and conducting safety education programs designed to stimulate and maintain the interest and participation of employees through use of the following:
 - Safety meetings and communication
 - Proper work procedures, personal protective equipment, and mechanical guards
 - Safety instructions for individual employees and group safety training programs
 - Accident, illness, and potential safety incident investigation and reporting to determine causes and corrective actions
 - Records of accidents and losses and accident/loss experience summaries
 - Proper waste disposal and emission control procedures

Tool Box Meetings

Tool box talks of 5 to 10 minutes must be held by supervisors **each week**. Employees never receive too much training, and therefore, our company relies upon crew supervisors/foreman to provide ongoing and continuous employee training.

The subject to each training talk should be chosen to relate to the type of work that is being performed.

Some examples include (this is not an exclusive list):

- The use of safety glasses when potential of eye injury exists such as grinding task.
- Work at heights and fall protection requirements.
- Fire prevention.
- Protective footwear as at all times requirement.
- A discussion of a recent accident and its cause(s) as well as measures to prevent recurrence
- A discussion of disciplinary procedures for failure to comply with safety policies
- Housekeeping
- Horseplay
- Tool maintenance, inspections, manufacturing instructions
- Personal Cell Phone usage
- Dust and noise control
- Electrical hazards etc.

A log of Tool Box Talks must be kept in accordance with the form that follows. A copy should be submitted to the office and kept by management at least weekly for review and filling.

Safety Program Implementation

- a) **CANEX CONTRACTING INC.** management is responsible for establishing and implementing a safety program for their employees. This program will include maintaining and auditing safety performance for compliance with applicable federal, provincial, local regulations and with established safety and environmental requirements.
- b) Supervisors/foremen are to conduct regularly scheduled safety inspections of the work being conducted (minimum weekly).
- c) Supervisors/foremen must take immediate corrective action when a violation of job safety, fire, or environmental safety hazard is observed.
- d) Failure to correct a problem may result in work stoppage in the related area, and work will not be permitted to resume until the problem is corrected. Work stoppages need to be communicated to **CANEX CONTRACTING INC.** management.
- e) If a supervisor/foreman fails to correct the problem within a reasonable timeframe, disciplinary procedures will apply.
- f) Supervisors/foremen are required to administer **CANEX CONTRACTING INC.** safety program in their work place and are responsible for the safety of their employees.

THE RESPONSIBILITY SYSTEM - (I.R.S.)

The Internal Responsibility System (IRS) is the concept on which the Occupational Health and Safety Act is based.

The IRS encourages addressing health and safety issues and concerns (“at the grass roots”) between workers and supervisors, within the area, within the department, within the organization (this will benefit both the employer and the workers) without the intervention of the Ministry of Labour.

Through open lines of communication, objective discussions and cooperation between workers, supervisors, management and the Health and Safety Representatives, the organization’s objectives of a workplace free of hazards and illness can be achieved.

Health and safety should not be “added on” to how a job is done. These principles must be integrated into all operations and work activities. It is the responsibility of the supervisor to see that this happens.

Each supervisor must be accountable for the health and safety performance in their crew just as they are responsible for quality, scheduling, sales and service, customer satisfaction or any other operational objectives.

Specific hazards identified will be relayed to you and together with your supervisor; you will determine the most effective control strategy to employ to protect your health and safety.

It is important that workers have input and actively participate in the development and implementation of specific workplace procedures that could affect their well-being.

The Employee Health and Safety Guidelines are based on the premise that the ideas and concerns that are coming from the workers must be addressed in a timely and efficient manner. For the Program to be effective, management must respond to these concerns and implement standards and procedures that are to be followed so that the job can be done in a safe and healthy manner.

For the IRS to be truly effective, workers, supervisors and management must accept and share the responsibility for occupational health and safety.

How well the system works depends upon the degree of communications, cooperation and accountability for workplace health and safety.

INTERNAL RESPONSIBILITY FOR HEALTH AND SAFETY

Responsi- bilities	Workers	Supervisors	Managers	Employer
For work	Perform job	Assign tasks and schedule work	Determine objectives	Establish goals and objectives
For people	Direct helpers-new hires-young workers	Orientate and train new hires & young workers	Select and develop supervisors	Establish hiring policies. Select and develop managers
For work performance	Use training, knowledge and skills to perform work	Specify who does what and assign authority	Assign jobs to supervisors and delegate authority	Determine who does what and delegate authority
For direction of work	Follow safe work practices and cooperate with supervisor	Follow safety policies and programs	Implement safety policies and programs	Establish safety policies, programs and procedures
For relations with people	Follow policies, programs and procedures	Coordinate implementation of programs, policies and procedures on shop floor	Implement policies. Conduct daily business in compliance with employer's policies and legislation	Determine policies, procedures and programs and ensure compliance
For facilities and equipment	Safely use tools, equipment and machinery	Provide adequate tools, equipment and machinery	Provide supervisors with adequate resources	Authorize expenditures and assign adequate resources to managers
For conditions of work	Implement and maintain standards. Cooperate with committee	Implement standards and train workers. Cooperate with committee	Help employer develop standards. Train supervisors to implement standards. Help committee to be effective	Determine health and safety philosophy and policies. Maintain effectiveness of committee
For account-ability	Inspect tools and equipment. Report hazards to supervisor	Inspect work areas, tools, equipment and machinery. Report problems to managers and recommend solutions	Develop effective solutions to problems. Accountable to employer for operations	Account to directors and society for safe operation of work

RESPONSIBILITIES AND CONTROL

Strong safety performance, like any other company objective, can only be achieved by setting specific goals, planning, organizing, implementing and developing feedback or control methods to periodically review our performance. **CANEX CONTRACTING INC.** employees, at all levels of performance are responsible for their health and safety and in implementing this safety program.

PRESIDENT

The President has issued a corporate health and safety message related to **CANEX CONTRACTING INC.** Health and Safety Program. The President's statement provides a commitment that the health and safety of our workers and our working environment is of the highest priority. The President may instruct periodically, that changes be made in the overall program design, objectives, implementation methods, planning and control of operations and expected levels of performance. The President maintains overall control of budgets and funding for sponsored safety training and awareness programs.

MANAGER

Manager answers to the President and provides overall direction and guidance to the operational activities of our organization. The Manager formulates policies and plans the use of materials and human resources. Establishes and implements short- and long-range organizational goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness; effects changes required for improvement.

The Manager shall have overall administrative responsibility for the Environmental Health and Safety Program and shall have the following responsibilities:

- To advise the President on environmental health and safety matters for purposes of due diligence;
- To oversee the developing supporting and evaluating the Environmental Health and Safety Management system and related programs;
- To emphasize the priority of program objectives during the budget planning process;
- Have in depth knowledge of corporate health and safety program and ensure its effective implementation in the plant.
- Be aware of and implement all safety considerations when introducing a new process, procedure, machine, or material to the workplace such as pre – start safety reviews.
- Ensure that supervisors are providing safety orientations and training to employees before assigning duties (on day one). Have employees sign-off on the training.
- Enforce all company safety rules consistently and fairly.
- Give maximum support to programs and committees that promote health and safety.
- Review all accidents and complete Incident Investigation Reports, when required, to ensure that documentation requirements are fulfilled, and appropriate action is taken to prevent recurrence.
- Report work-related incidents, when required, by completing and submitting a Form 7 to company claims manager within 24 hrs. hours of the incident.
- See that all injuries, even minor ones, are treated immediately and referred to a medical facility, if necessary.
- Inspect work areas often to detect unsafe conditions and work practices.

- Conduct monthly health and safety meetings and inspections.
- Ensure that unsafe or harmful conditions found in the course of inspections or incident investigations are remedied without delay.
- Conduct risk assessments for potential hazards from violence in the workplace, ergonomics (sprains and strains), or emergencies.
- Eliminate or minimize risks to employees by implementing control measures, training and educating staff, and evaluating controls for effectiveness.
- Consult with staff members when identifying risks associated with ergonomics (sprains and strains).
- Ensure that all employees are fit for duty. An employee must not be assigned to activities where a reported or observed impairment may create undue risk to the employee or anyone else. Consider the effects of alcohol, prescription and non-prescription drugs, and fatigue as potential sources of impairment.
- Ensure that all of the energy sources are locked out during maintenance, repairs and cleaning.
- Ensure that outside maintenance and new equipment installation contractors produce proof of competency and apply adequate lock out – tag out program/procedures.
- Apply discipline as per disciplinary policies.
- Cooperate with MOL inspectors.
- When required, schedule pre-start health and safety reviews

Pre –Start Health and Safety Reviews

Pre-start health and safety review is required if under the following circumstances:

- because a new apparatus, structure or protective element is to be constructed, added or installed or a new process is to be used; or
- because an existing apparatus, structure, protective element or process is to be modified and one of the following steps must be taken to obtain compliance with the applicable provision:
 - New or modified engineering controls are used.
 - Other new or modified measures are used.
 - A combination of new, existing or modified engineering controls and other new or modified measures is used.
- When a pre-start health and safety review is required, the owner, lessee or employer shall ensure that the apparatus, structure or protective element is not operated or used or that the process is not used as the case may be, unless the review has been conducted, and,
 - (a) all measures identified in the review as being required for compliance with the relevant provisions of OHSA and Regulations for Construction Project have been taken; or
 - (b) if some or all of the measures specified in clause (a) are not taken, the owner, lessee or employer has provided written notice to the joint health and safety committee or the health and safety representative, if any, of what measures have been taken to comply with the relevant provisions of OHSA and Regulations for Construction Projects
- Written report must be produced addressing concerns outlined in s. 7. (4) of OHSA

Summarized Responsibilities of Management

Management is responsible for:

- Establishing and approving written instructions for safe work procedures.
- Demonstrating effective leadership in all areas of health and safety.
- Accepting full responsibility for implementing all health and safety initiatives, including codes of practice, and actively participating in health and safety issues.
- Providing management support to the JHSC.
- Establishing appropriate procedures to confirm that supervisors know, understand and manage health and safety requirements within their departments.
- Establishing and maintaining effective communications with senior management and supervisors.
- Instructing department personnel in how to train staff in emergency procedures and protocols.
- Ensuring regular inspections of facilities and departments.
- Providing the necessary process to confirm that all machinery, tools and equipment used by departments are adequately maintained so no hazards exist to any persons during its use.
- Developing a hazard identification procedure and determining who will manage and upgrade the process.
- Making appropriate and timely decisions in the purchasing of PPE and confirming with supervisors that new employees are properly trained in its use, maintenance and storage
- Providing management support and leadership, as necessary, to provide for a safe and healthy workplace, in compliance with legislation and internal policy standards.
- Providing supervisors with adequate resources to implement all policies and procedures.
- Complying with legislative standards (federal and provincial acts, regulations and environmental standards).
- Receiving and responding to recommendations for policy and procedure changes regarding health and safety.
- Receiving and responding to health and safety concerns and unsafe conditions brought forward by supervisors.
- Receiving and reviewing all inspection reports, committee reports and health and safety initiatives.
- Providing safety bulletin boards, medical and first aid locations, first aid kits and reviewing emergency response protocol, including fire and evacuation planning.
- Providing the necessary enforcement for compliance with health and safety policies, procedures and codes of practice.
- Confirming with supervisors that new employees are provided with sufficient orientation and training in safe work procedures and hold supervisors responsible to effectively orient and train new employees.
- Set the highest example possible to contribute to, support and acknowledge good health and safety practices.
- Ensuring that all reportable accidents, injuries and events are reported to MOL (Ministry of Labour) within the legislated time frames.

SUPERVISOR/FOREMAN

The following supervisor responsibilities relating to hazards must be reviewed and applied:

- communicating with workers regarding hazards and procedures to control risks
- recording and reporting hazards, incidents, near misses, injuries and illness
- conducting risk assessments and prepare Safe Work Method Statements (Work instructions)
- taking action to fix hazards, or if a supervisor doesn't have the authority to fix the hazard, reporting it to a plant manager who does
- checking the hazard has been fixed and controls are in place to minimize the risks
- overseeing the proper use of PPE by employees
- whenever training or demonstrating a task always ensuring the proper PPE for that task is used
- conducting PPE inspections
- ensuring that workers only handle hazardous substances after training and assessment
- complying with storage and handling requirements for hazardous substances
- ensuring that workers maintain proof of training and licenses if required
- ensuring safe systems of work are followed with the use of all equipment and machinery
- ensuring pre-operational checklists are used with equipment and machinery
- ensuring that all electrical equipment is compliant (i.e. tested and tagged)
- ensuring that all of the energy sources are locked out during maintenance, repairs and cleaning.
- ensuring that outside maintenance and new equipment installation contractors produce proof of competency and apply adequate lock out – tag out program/procedures.
- reporting all electrical issues promptly to the relevant manager
- isolating workers from any suspect electrical items that appear unsafe
- ensuring that the confined spaces are not entered by employees, unless they are compliant with workplace policies and programs and appropriately trained
- ensuring that all workers comply with the use of required PPE
- ensuring that all equipment is maintained in safe working order by reporting faults to maintenance
- ensuring that out of service tags, danger tags and lockout equipment are available for use
- ensuring that all work at heights is conducted in a safe manner
- ensuring that workers at risk of blood borne diseases comply with requirements
- ensuring that only licensed, trained employees operate equipment and machinery
- assisting in executing emergency response plans.

Responsibilities of Supervisor Related to Safe Work Methods

- ensuring that all workers, within their responsibility, adhere to company safety policy, procedures and rules
- communicating with workers regarding hazards and procedures to control risks
- ensuring that all workers are trained in the specifics for the tasks involved in their position and carry out these tasks in a safe manner
- ensuring safe working practices are developed, and followed by all workers under your control
- instilling a culture whereby risks are identified, assessed and controlled for all activities in work group
- providing safety information and instruction to all workers under your control
- ensuring safe work practices are implemented and followed by all workers under your control

- preparing for emergencies with regard to equipment and training.

Responsibilities of Supervisor Related to Incidents

- ensuring the person involved has received first aid
- securing the incident area so that it is safe and prevent any tampering with the scene
- investigating the incident as soon as possible after it occurs
- completing the site Incident Report Form including corrective action, risk assessment and the control measures implemented as soon as possible
- notifying the plant manager if deemed a serious injury in line with relevant legislation.
- implementing disciplinary action where deemed necessary

Supervisor or His/Her Competent Replacement

The responsibility for safe work operations of a specific workplace is generally that of the supervisor or his competent replacement who, as the workplace "COMPETENT PERSON" (as defined in the Ontario Occupational Health and Safety Act), carries the legal responsibility for the workplace conditions and workplace safe work practices. As such, the supervisor or his competent replacement, shall insist on compliance to the Occupational Health and Safety Act and its regulations from all **CANEX CONTRACTING INC.** Employees, suppliers and customers.

The supervisor or his competent replacement shall ensure that safe working conditions and practices prevail and that all supervisory personnel are familiar with the current legislation pertaining to the Occupational Health and Safety Act and its Regulations. If the project safety standards are poor or enforcement of the Act and its Regulations is not evident, the supervisor or his competent replacement endangers all employees, suppliers and customers and exposes himself and the company to the possibility of legal prosecution.

CANEX CONTRACTING INC. will assist with any information or training programs necessary to maintain the standards required, but ultimately it is the supervisor or his competent replacement that must bear the burden of all things related to health and safety under their supervision. Cooperate with our third-party safety consultant and MOL inspectors at all times.

It is for this reason **CANEX CONTRACTING INC.** insists that the supervisor become personally involved in investigating every incident, medical aid and lost time injury to determine the underlying circumstances giving rise to the incident or accident. Our supervisors are to never permit an employee to leave the workplace for medical reasons without first being evaluating the circumstances and assisting accordingly.

Qualifications - (skills & abilities) - required - (supervisors)

- Supervisors need excellent verbal and written communication skills, the ability to read technical documents, drawings and specifications, and business communications.
- Supervisors need to be able to document employee's activities, job progress, be able to use company specific procedures to request materials, personnel or other resources required to complete their assigned tasks.
- Supervisors need the organizational skills to plan the activities of others, and to manage and participate in meetings with their employees and other personnel on site.
- The Supervisor requires a good working knowledge of the employer's responsibilities and role for safety, employment practices, and emergency procedures.
- The ability to use computers for entering and retrieving project or employees' information is a trend that is becoming increasingly more important.
- Working knowledge of Ontario OH & S Act and Regulations for Construction Projects is a must as well as Basic of Supervision Course/Seminar/Training.
- Ability to recognize actual and potential hazards and control or eliminate the hazards.
- Ability to apply disciplinary procedures where deemed appropriate.

Summarized Responsibilities of Supervisors

- Knowing and understanding all current workplace legislation, providing current copies of the legislation to employees and hands-on instruction as outlined in the regulations.
- Planning for all health and safety orientation activities in compliance with legislative standards and company policies, procedures and codes of practice.
- Regularly reviewing with employees' safety rules and work procedures specific to their departments including use, wear and maintenance of PPE (personal protective equipment)
- Providing ongoing, adequate direction, training, instruction and supervision for safe work practice.
- Ensuring that new employees receive and understand all orientation and/or training required before beginning work.
- Conducting and documenting workplace inspections and reporting unsafe conditions and equipment to appropriate personnel and correcting such conditions where it is within their authority to do so.
- Conducting and documenting department hazard assessments, including all machinery, equipment, and tools.
- Providing ergonomic assessments of workstations, work processes and providing necessary changes to such as required for employee safety.
- Receiving and reviewing with employees all incident and accident reports, including
- Conducting accident and incident investigations, completing the necessary forms and forwarding recommendations to management and the JHSC.
- Managing workplace accommodations for department employees.
- Implementing disciplinary policy to violators.
- Stopping unsafe conditions, acts or practices.
- Cooperating with members of JHSC, upper management, safety consultants and MOL inspectors.
- Providing or arranging for medical treatment as required.

WORKERS

- Work in compliance to the Occupational Health and Safety Act and its Regulations for Construction Projects
- Work in compliance to the governing corporate health and safety policy.
- Wear and use any personal protective equipment/clothing that is required for his or her health and safety as prescribed
- Report any hazardous conditions or unsafe practices immediately to their supervisor/foreman.
- Work in a manner that will not endanger his/her self or other workers.
- Report any accidents/incidents regardless of its severity, to his/her supervisor/foreman, without delay.
- Not remove or make ineffective any protective device required by the regulations or by the 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.
- Not engage in any prank, contest, and feat of strength, unnecessary running or rough boisterous conduct.
- Shall exercise his/her **right to know, right to participate and right to refuse** and undertake the precautions to be taken when working with hazardous materials in the workplace, by reviewing the material safety data sheets for the particular material in question and follow the instructions outlined in addition to any further measures, for his/her protection.
- Obtain first aid promptly and notify their supervisor of any first aid situation that becomes a medical aid condition, so the proper authorities can be notified.

Qualifications (skills & abilities) required (workers):

All workers must be deemed competent (as per OHSA) and have adequate training & experience to perform work in safe manner.

HEALTH & SAFETY REPRESENTATIVE

Where required under the Occupational Health and Safety Act, a Safety Representative shall be appointed at the work site and he shall be responsible for identifying situations that may be a source of danger or hazard to workers.

The Safety Representative also has the right to conduct a monthly inspection of the work areas and report his findings and recommendations to the supervisor or his competent replacement and to the Joint Health and Safety Committee so corrective action may be taken.

Where 5 or more workers regularly employed on the project, the supervisor or his competent replacement shall cause the workers or their unions to select at least one Health & Safety Representative. Where the supervisor or his competent replacement has one or more workers employed directly and on full time basis at the project, one of them should stand as a candidate for the position of Health and Safety Representative and shall have the appropriate training for this function.

A Safety Representative shall be appointed at the work place and he/she shall be responsible for the following:

- identifying workplace hazards and reporting to Work Place Supervisor/Foreman
- conducting workplace inspections
- investigating work refusals
- assisting Ministry of Labour Inspectors on any concerns
- stopping unsafe work or practices
- attending or initiating safety meetings
- documenting results of workplace inspections conducted on a monthly basis

Note: on all work places where **CANEX CONTRACTING INC.** employs 5 or more workers on regular basis, worker shall elect their Health & Safety Representative.

Health and safety representative has the same responsibilities and powers as a joint committee member.

These include: (OHSA)

- identifying workplace hazards [\[section 8\(10\)\]](#);
- inspecting the workplace at least once a month [\[section 8\(6\)\]](#);
- being consulted about workplace testing [\[section 8\(11\)\]](#);
- making recommendations to the employer [\[section 8\(10\)\]](#);

ESTABLISHING JOINT HEALTH AND SAFETY COMMITTEE

Where 19 or more workers regularly employed for the period of three months or longer on the project, a supervisor or his competent replacement shall be responsible for establishing and maintaining a Joint Health and Safety Committee. **CANEX CONTRACTING INC.** supervisor or his competent replacement for the work site shall act as the Management Safety Representative, unless otherwise designated to someone else by the Senior Manager.

It is expected that a **CANEX CONTRACTING INC.** worker will stand for the position of the Joint Health and Safety Committee Labour Safety Representative, representing the workers, provided this is acceptable with the work site labour force. Both the Management and Labour Safety Representatives for the Joint Health and Safety Committee, shall, if the workplace make-up requires it, become "CERTIFIED MEMBERS" as defined under the Occupational Health and Safety Act.

The Committee's Principal Functions

The committee has four principal functions: to identify potential hazards, to evaluate these potential hazards, to recommend corrective action and to follow up on implemented recommendations. To carry out its functions, the committee is required to hold meetings [\[section 9\(33\)\]](#) and carry out regular inspections of the workplace [\[sections 9\(26\), 9\(27\) and 9\(28\)\]](#). In some cases, committees must also participate in the development of assessment reports and control-program reports required under the designated substance regulations.

Generally speaking, however, all committee members should be available to receive employee concerns, complaints and recommendations; to discuss problems and recommend solutions; and to provide input into existing and proposed health and safety programs.

Who carries out workplace inspections?

Committee members who represent workers must select someone in their group to inspect the workplace [section 9(23)]. If possible, this person should be a certified member [section 9(24)].

Where the committee has been established by an order of the Minister of Labour, under subsection 9(3.1), the committee members may designate a worker who is not on the committee to do the inspection. When a real or potential hazard is discovered, it must be reported to the committee [section 9(30)].

Certified members added responsibilities

Because certified members receive special training in workplace health and safety, they are given added responsibilities. For example, certified employer and employee representatives can, under certain circumstances, act together and order the employer to stop work that is dangerous to a worker [section 45(4)].

Employer Responsibilities

The employer must provide a location for meetings [section 25(2)(e)] and choose a committee member or members [section 9(9)]. Other employer responsibilities include informing the committee of any work-related accidents involving injury, death or occupational illness [section 52], and providing the committee with the results of any reports relating to health and safety in the workplace [section 25(2)(l)].

Taking action on committee recommendations

The employer must provide a written response to committee recommendations within 21 days [section 9(20)]. If the recommendations are accepted, a timetable for action must be outlined and provided to the committee as per [section 9(21)]. If an employer decides against acting on the committee's recommendations, reasons must be given in writing [section 9(21)]. **CANEX CONTRACTING INC.** does not employ 20 or more workers on regular basis and will not be establishing a JHSC at this time. Safety concerns will be addressed through worker's health and safety representative and immediate foreman/supervisor

SUPPLIERS – DELIVERIES TO THE WORK PLACE

Every person who supplies any machine, device, tool or equipment under any rental, leasing or similar arrangement for use in or about a workplace shall ensure:

- that the item(s) supplied are in good condition and comply with this Act and regulations

- if it is the supplier's responsibility under the supplying arrangement, that the item(s) are maintained in good condition for the duration of the arrangement
- items are stored in a safe manner in an area designated by the General Contractors
- ensure vehicles are backed up by a signal person provided by the General Contractors

Any persons supplying machinery, equipment, materials or any other device or tool must ensure that the following is also supplied:

- an operator's manual for all equipment and machinery
- a log book and a signed pre-job maintenance inspection for equipment and machinery, certifying worthiness
- delivery drivers are equipped with the appropriate personal protective equipment (i.e. class E hard hats, eye protection and safety boots)

ENGINEERS

Duties which apply to Engineers may be found in section 31 (2) of the Act, which states:

- an architect or engineer contravenes this Act if, as a result of his or her advice or certification required under this Act that is made negligently or incompetently, a worker is endangered.
- an engineer's drawing bearing the seal of a professional engineer where the equipment or machine has been modified from manufacturers specifications, or where otherwise required (i.e. scaffold, zoom boom, etc.)
- all parts required by the manufacturer, Occupational Health and Safety Act and Regulations and applicable codes or standards
- pre-inspection of all machinery, equipment, materials, tools or any other device to ensure safe condition with record signed and provided material safety data sheets
- an engineer's letter stating that the equipment meets the structural stability and testing requirements of Canadian Standards Association and Occupational Health and Safety Act

DESIGNATED SUBSTANCE NOTIFICATION

Should a worker suspect or know he or she has disturbed or otherwise come into contact with a "designated substance" the worker shall immediately report the finding or suspicious material to his or her foreman/supervisor for further investigation.

SUBCONTRACTOR DUTIES AND RESPONSIBILITIES

Subcontractor management, supervisors, and employees are responsible for fully complying with:

- OH & S Act and Regulations for Construction Projects (O.Reg. 213/91) – current edition
- **CANEX CONTRACTING INC.** Safety & Loss Control Manual
- **CANEX CONTRACTING INC.** Clients safety policies

OWNER

1. **Definition** – includes a trustee, receiver, mortgagee 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 an agent or delegate; (“proprietor”)
2. Owner shall determine prior to permitting any construction work to be carried out on the owner’s premises whether the owner will assume the role of the “General Contractors” or the role of the “General Contractors” will be awarded to a third party through contractual agreement.
3. Before beginning a work place, the owner shall determine whether any designated substances are present at the work place work place and shall prepare a list of all designated substances that are present at the work place.
4. If any work on the work place is tendered, the person issuing the tenders shall include, as part of tendering information, a copy of the list of designated substances that are present on work place.
5. An owner shall ensure that a prospective General Contractors on the owner’s property has received a copy of the designated substances list before entering into a binding contract with the General Contractors and the General Contractors commencing the work.
6. An owner shall ensure that if at any time during the course of construction processes carried out by the **General Contractors**, Owner decide to assume the role of the General Contractors for the part of or entire work place Notice of Work place is filled with M.O.L. Department and all parties notified.

GENERAL CONTRACTORS

Under the **Occupational Health and Safety Act**, a "General Contractors" is a party (a person or company) who oversees the construction of a work place and who is ultimately responsible for the health and safety of all workers. The General Contractors must ensure that all the employers and workers on the work place comply with the Act and regulations. The Act defines a General Contractors as a person who undertakes a project for an owner. In some cases, the owner of the work place is the General Contractors as well. When an owner undertakes all or part of work place, either by himself or herself, or by contracting work out to more than one contractor or employer, the owner becomes the General Contractors.

If the owner hires only one contractor to do all the work, then that contractor may be the General Contractors, depending on the contractual arrangements with the owner. The contractor may, in turn, subcontract work to other people, but he or she remains the General Contractors for the work place, as long as he or she is the only party the owner had contracted to do the work.

What are the legal duties of a General Contractors?

A General Contractors is to ensure that:

- the measures and procedures prescribed by the Occupational Health and Safety Act and the regulations for Construction Projects work places are carried out on the work place;
- every employer and every worker on the work place complies with this act and the Regulations for construction work places;
- the health and safety of workers on the work place is protected;

- a health and safety representative or a Joint Health and Safety Committee is selected as prescribed;
- the Ministry of Labour is notified of a work place as prescribed;
- the Ministry of Labour is notified of an accident or occurrence as prescribed; and
- every contractor or subcontractor receives a list of all designated substances present at the work place before the prospective contractor or subcontractor enters into a binding contract for the supply of work on the work place.

This means a General Contractors has overall responsibility for worker health and safety on a work place.

Sections 25 and 26 of the Act also apply to General Contractors as employers.

What is the relationship of the General Contractors to the other parties on a work place?

The General Contractors has overall responsibility on a work place for compliance with the Occupational Health and Safety Act and the health and safety regulations on construction work places. The General Contractors can also have duties as employer under the Act.

ARCHITECTS AND ENGINEERS

(2) An architect as defined in the *Architects Act*, and a professional engineer as defined in the *Professional Engineers Act*, contravenes this Act if, as a result of his or her advice that is given or his or her certification required under this Act that is made negligently or incompetently, a worker is endangered. R.S.O. 1990, c. O.1, s. 31.

SUPPLIERS – DELIVERIES TO THE WORK PLACE

Every person who supplies any machine, device, tool or equipment under any rental, leasing or similar arrangement for use in or about a workplace shall ensure:

- that the item(s) supplied are in good condition and comply with this Act and regulations
- if it is the supplier's responsibility under the supplying arrangement, that the item(s) are maintained in good condition for the duration of the arrangement
- items are stored in a safe manner in an area designated by the General Contractors
- ensure vehicles are backed up by a signal person provided by the General Contractors

Any persons supplying machinery, equipment, materials or any other device or tool must ensure that the following is also supplied:

- an operator's manual for all equipment and machinery
- a log book and a signed pre-job maintenance inspection for equipment and machinery, certifying worthiness
- delivery drivers are equipped with the appropriate personal protective equipment (i.e. class E hard hats, eye protection and safety boots)

NOTE: A copy of these requirements is to be sent to all suppliers.

MINISTRY OF LABOUR INSPECTORS

Role of Ministry of Labour Inspectors

Ministry of Labour inspectors uphold and enforce the Act. They inspect the workplace and investigate potentially hazardous situations, accidents and work refusals. An inspector may issue orders where there is a contravention of the Act and may provide advice and mediation where there are disputes between workplace parties.

What contact will committee members and health and safety representatives have with the inspector?

A committee member or the health and safety representative must be offered a chance to accompany the inspector on all inspections and investigations [section 54(3)]. When orders are issued by the inspector, a copy of the orders should be given to the committee or representative [section 57(10)]. Inspectors are entitled to review the minutes of committee meetings [section 9(22)] and are expected to do so. Inspectors may attend committee meetings when invited by members.

NEW DEFINITION OF A WORKER UNDER THE OHSA

The government has just announced, effective immediately, that the formal definition of a worker, under the Ontario Health & Safety Act and Regulations (OHSA) has changed. Under Bill 18, coverage under the OHSA has been expanded to include the following:

Unpaid secondary school students, involved in school board approved co-operative education programs

- Unpaid learners within a post-secondary institution approved program
- Unpaid trainees who are not employees for the purposes of the Employment Standards Act because they meet certain conditions.

This alteration to the definition of worker to include these above-mentioned classes of unpaid workers is extremely significant. They now have the very same legal rights as paid workers, inclusive of the right to refuse or stop work when there is a danger to health and safety. This also however means, they have the same responsibilities under the OHSA as paid workers. Adherence to all applicable sections within the OHSA, such as wearing protective equipment is legally mandated. In turn, employers now have the same duties and responsibilities to these unpaid workers, under the OHSA, as they do paid workers.

NEW MANDATORY OCCUPATIONAL HEALTH AND SAFETY TRAINING

In an effort to improve health and safety in the workplace, the Ontario Provincial Government is introducing new training requirements under the Occupational Health and Safety Act (“OHSA”).

Bill 160, O. Reg. 297/13 which comes into force on July 1, 2014, sets out mandatory occupational health and safety awareness training to be provided to workers and supervisors.

CANEX CONTRACTING INC. will ensure that workers and supervisors receive the required training as set out by the Bill 160, under the Occupational Health and Safety Act.

Training will include:

- The rights and duties of workers, employers and supervisors under the OHSA
- The roles of health and safety representatives and Joint Health and Safety Committees under the OHSA
- The roles of the Ministry of Labour, the WSIB and other entities designated under the OHSA

WORKERS' RIGHTS

The Right to Know

You have the right to know about health and safety hazards in your workplace.

This means that all hazardous materials must be properly labelled according to Ministry guidelines. You must be trained so that you learn of the potential and actual dangers of materials and how to deal with them safely.

The Right to Participate

You have the right to participate in keeping your workplace safe and healthy. You have the right to give your ideas and complaints about problems without fear of being punished.

The workers must select a health and safety representative. The representative must be a worker and not a member of management. These are the duties of the representative:

- The representative inspects the overall health and safety of the workplace at least once per month.
- The representative informs the employer, the workers, about unsafe conditions, and she/he also recommends changes.
- The employer must give the representative a written response within 21 days.
- The representative can ask the employer for any information about health and safety of the workplace.
- The representative receives their regular pay for time spent on health and safety matters.

The Right to Refuse

You have the right to refuse work that you think is unsafe.

The right to refuse unsafe work includes the right to refuse work that will harm you or any other worker in the workplace. You can refuse work if you think the equipment or machines you are using are unsafe or being used in a way that might be harmful to you or another worker. Or, you can refuse work you think is unsafe if you think the physical condition of the workplace is a danger to you.

This is the way to refuse work you think is unsafe:

1. Tell your supervisor or H & S Representative why you think the work is unsafe and let them know it is your right under the act to refuse unsafe work. Also let your supervisor know that you would like them to look at the problem and have the employee health and safety representative accompany you.
2. Stay in a safe place near your work area, until your supervisor, has decided what to do about the problem. If your supervisor has told you to leave the workplace call the office immediately.
3. If you are satisfied that the problem has been taken care of you can return to work.
4. If, however, you feel that it is still unsafe to continue your work you can tell your supervisor to call the Ministry of Labour and have an inspector look at the problem.
5. If your supervisor refuses to do so, you may call an inspector yourself.

6. The inspector will investigate the problem and if it is unsafe he will order the employer to make changes. While the investigation is being done, your supervisor cannot send you home, and must give you some other work to do if it is available.
7. If, however, the investigator says it is safe, but you still feel that it is unsafe, you may appeal the investigator's decision to the *Ministry of Labour*. You have 14 days to do so.
8. During the appeals process, the worker will not be permitted to return to work.

The Ministry of Labour's decision is final – if the worker refuses to continue work, disciplinary procedures will follow. - **Under the law, you *cannot* be punished for refusing to do work that you feel is unsafe.**

WORK REFUSAL PROCESS WHERE HEALTH & SAFETY IS IN DANGER

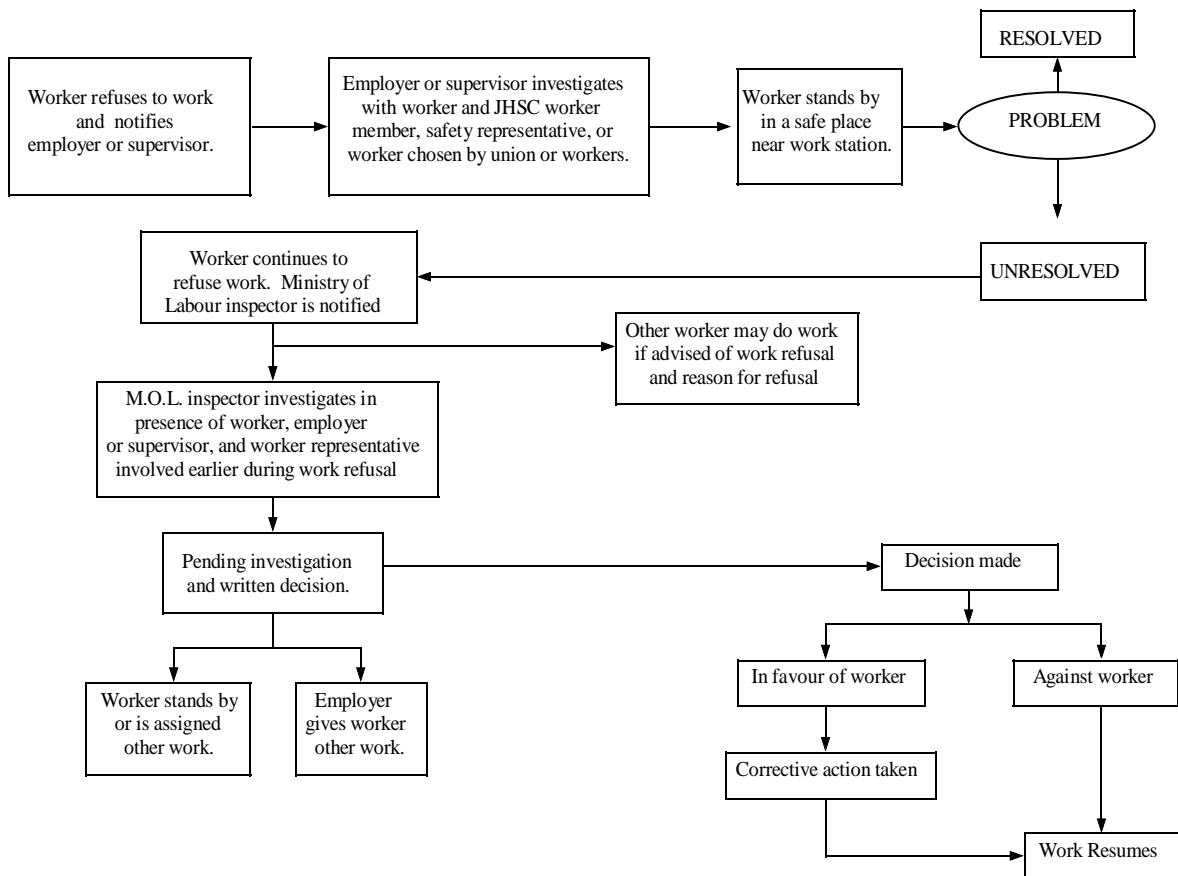
Should a worker feel that the assignment given to him may place his health or safety in danger, the worker has a right to refuse, what he perceives to be unsafe work. The worker shall notify his immediate supervisor or employer of the work refusal and the supervisor and /or employer must immediately assess the situation in the presence of the labour safety representative if any.

The employer and / or supervisor has a legal responsibility to investigate and make a determination whether the work refusal is substantiated and if so, make the necessary corrections. Another worker may perform the work being refused provided he is informed that an unsafe work refusal is in process and is explained the reasons for the work refusal.

If the employer and / or supervisor does not agree that a “dangerous circumstance” exists, the Ministry of Labour inspector for the area must be notified and this M.O.L. inspector will investigate the work refusal in the presence of the employer, supervisor, and labour safety representative. Pending the results of the investigation, the worker refusing the work may be assigned other work during the investigation process or stands for further direction by the employer. The Ministry of Labour inspector's decision is final.

RIGHT TO REFUSE WORK WHERE HEALTH AND SAFETY IS IN DANGER

(Occupational Health and Safety Act, - Part V)



SPECIFIED MANAGEMENT RESPONSIBILITIES

Management's primary responsibility is to provide a safe and healthy work environment and to ensure that the measures and procedures required by the Occupational Health and Safety Act and its regulations and our corporate safety policy are carried out on our projects.

CANEX CONTRACTING INC. requires all supervisory personnel, including subcontractors on our projects, to ensure that:

1. All employers and employees on our projects comply with the Ontario Health and Safety Act and its regulations.
2. Safe work procedures and practices are in place and adhered to.
3. The equipment and protective devices required by law are provided, maintained in good condition and used as prescribed.
4. Only competent persons, based on their knowledge, experience and training, are to be appointed as supervisors and that these supervisors are capable of safely organizing their work and its performance with an awareness of the hazards and safety laws applicable to their work.
5. Information, instruction and supervision is provided to workers for their health and safety.
6. Every precaution reasonable in the circumstances is taken to protect the health and safety of the workers.
7. Accidents and incidents are fully investigated, and the findings forwarded to senior management for appropriate action.
8. All workers are aware of any actual or potential hazards that may be present in their jobs and at the workplace.
9. All employers and employees comply to the WHMIS (workplace hazardous materials information system) regulations and that all material safety data sheets and corresponding labeling are provided for all hazardous materials delivered, stored, handled or used in the workplace.
10. Safety violations are dealt with in accordance to the governing safety policy and result in warnings and disciplinary action.
11. Notice of Project

The **constructor** must file a “notice of project” before beginning work, if **one** of the following conditions applies:

- The total cost of labour and materials for the project is expected to exceed \$50,000;
- The work is the erection or structural alteration of a building more than two storeys or more than 7.5 metres high;
- The work is the demolition of a building at least four metres high with a floor area of at least thirty square metres;
- The work is the erection, structural alteration or structural repair of a bridge, an earth-retaining structure or a water-retaining structure more than three metres high or of a silo, chimney or a similar structure more than 7.5 metres high;
- Work in compressed air is to be done at the project (i.e. under water);
- A tunnel, caisson, cofferdam or well into which a person may enter is to be constructed at the project;

- A trench into which a person may enter is to be excavated at the project and the trench is more than 300 metres long or more than 1.2 metres deep and over thirty metres long; or
- A part of the permanent or temporary work is required by the *construction regulation* to be designed by a professional engineer.

SPECIFIED SUPERVISOR'S RESPONSIBILITIES

All supervisors, including **SUBCONTRACTOR SUPERVISORY PERSONNEL** shall supervise the work of workers under their authority, either personally or by having an assistant who is a competent person, do so personally.

All supervisors must:

- Ensure all workers including subcontractor employees are to be orientated to the **CANEX CONTRACTING INC.** health & safety policy and program.
- Ensure that all workers work in a manner that will not endanger themselves or other workers.
- Ensure that workers wear and use the proper personal protective equipment, devices or clothing that is required by the employer to prevent injury.
- Advise worker and management of any potential or actual health and safety hazard of which he may be aware.
- Provide the information, instruction, and supervision to protect the worker's health and safety.
- Take every precaution reasonable in the circumstance to protect the health and safety of workers.
- Where prescribed by law, provide oral and/or written instruction to a worker (in a language he understands), as to the measures and procedures the worker is to follow for his/her protection.
- Hold safety meetings with the crew and provide minutes of these meetings to **CANEX CONTRACTING INC.** supervisor/foreman for review.
- Investigate all accidents/incidents promptly and provide a written report of the findings, with corrective measures to prevent a recurrence, to **CANEX CONTRACTING INC.** head office, immediately.
- Deal with worker safety violations in a responsible and disciplinary manner, and provide documentation of the circumstances and action taken to management
- Attend all necessary safety training legislative and in-house and carry proof of training including certification under TQAA on their person.

SPECIFIED WORKER'S RESPONSIBILITIES

All workers shall:

1. Work in compliance to the occupational health and safety act and its regulations.
2. Work in compliance to the governing corporate health and safety policy.
3. Wear and use any personal protective equipment/clothing that is required for his or her health and safety.
4. Report any hazardous conditions or unsafe practices immediately to their supervisor.
5. Work in a manner that will not endanger his/her self or other workers.
6. Report any accidents/incidents regardless of its severity, to his/her supervisor, without delay.
7. Not remove or make ineffective any protective device required by the regulations or by the 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.
8. Not engage in any prank, contest, and feat of strength, unnecessary running or rough boisterous conduct.
9. Shall exercise his right to know and undertake the precautions to be taken when working with hazardous materials in the workplace, by reviewing the material safety data sheets for the particular material in question and follow the instructions outlined in addition to any further measures, for his/her protection.
10. Obtain first aid promptly and notify their supervisor of any first aid situation that becomes a medical aid condition, so the proper authorities can be notified.
11. Designated Substance Notification:
Should a worker suspect or know he or she has disturbed or otherwise come into contact with a "designated substance" as prescribed under Ontario's Occupational Health and Safety Act and its regulations, the worker shall immediately report the finding or suspicious material to his or her foreman for further investigation.
12. Attend all required legislative training and inhouse safety training such as WHMIS, Working at Heights, Confined Space, Scaffolding, PEWP, etc.
13. Be enrolled in apprenticeship program under TQAA and carry written proof of apprenticeship on their person.

RESPONSIBILITIES OF WORK PLACE AGENCIES

Work agencies hired on contractual basis through **CANEX CONTRACTING INC.** are responsible to ensure up to date safety training of workers assigned by the agency to our projects as well as to advise **CANEX CONTRACTING INC.** management of any restrictions or limitation that assigned worker(s) may have to perform the work. Failure to do so may result in unnecessary hazard to worker and agency shall be held liable for any consequences as a result of failed communication

DOCUMENTING CONTRAVENTIONS & DISCIPLINARY PROCEDURES

The progression of disciplinary action will be determined by the severity of the incident and other mitigating factors. The emphasis is to be on the desire for **CANEX CONTRACTING INC.** to promote safety through a **cultural shift** and not through enforcement activities. However, non-compliance with safety requirements may result in work stoppage if an immediate threat to safety exists. Although the disciplinary process is written for the individual, the failure of an individual may under circumstances be linked to a failure of crew supervisor/foreman to ensure compliance. There will be no penalty or retaliation for reporting any safety or environmental incident, but the reporting of an incident will not protect the individual from consequences related to the incident.

Disciplinary actions will progress as follows, under ordinary circumstances:

- Documented Verbal Warning
- Written Warning with Corrective Action required
- Retraining (to the worker/violator) at the violator's expense
- Dismissal from **CANEX CONTRACTING INC.** work place for the duration of the work place assignment
- Ban from working on **CANEX CONTRACTING INC.** workplace/work place and contract termination.

Temporary or permanent removal from **CANEX CONTRACTING INC.** premises may occur our supervisor/foreman, or person in charge of the work being performed requires, requests, allows, or condones employees to work in or around unsafe acts or conditions or violate environmental permits or regulations. Immediate and permanent removal from **CANEX CONTRACTING INC.** premises may occur if our supervisor/foreman, or employee engages in any of the following activities:

- a) Openly exhibits disregard, defiance, or disrespect for the safety program
- b) Knowingly falsifies investigative documents or testimony involving an investigation
- c) Participates in fighting, violence, threats of violence, theft, or destruction of property
- d) Violates established safety rules, regulations, or codes that endanger themselves or others
- e) Violates established environmental rules, regulations, or procedures that endanger the environment
- f) Violators who have **CANEX CONTRACTING INC.** trucks on work place and have been disciplined by being removed from the work place must leave the truck at the work place and transportation to their home will be at the worker's expense.

- g) The time of removal off work place through disciplinary actions, worker will not be paid for this time (if he chooses to stay and wait for transportation from another worker) and it will be recorded on file.

Reservation of Rights

CANEX CONTRACTING INC. reserves the right to interpret, to revise, or to depart from safety policies and procedures at any time without notice. **CANEX CONTRACTING INC.** also reserves the right to dictate safety standards during the course of a contract as necessary in the interest of safety. Compliance with this safety manual or **CANEX CONTRACTING INC.** policies, procedures, and standards does not confer or entitle sub-contractors or their employees to any benefits, rights, or privileges that go to **CANEX CONTRACTING INC.** employees by virtue of their status as employees of **CANEX CONTRACTING INC.**

INSPECTION AND AUDITING

Inspection and Audit Program

If requested by **CANEX CONTRACTING INC.** a third-party safety consulting firm may be summoned to perform safety evaluation of our work place.

Inspection and Auditing Procedures

Ministry of Labour Inspectors

Ministry of Labour Inspectors are responsible for enforcement of OHSA and Regulations for Construction projects. Their visits are typically unannounced and may result in verbal warning to the violators, orders to comply, stop work orders or summons. Some inspectors prefer to collect the evidence of unsafe act or practices by obtaining pictures prior to approaching violators. Maximum fines to individuals are **\$100,000 per violation** or imprisonment for up to one year or both. Corporation may be fined up to **\$1,500,000**. If approached by MOL inspectors, you are responsible to cooperate in professional manner. Ask your safety representative or supervisor/foreman to be present during conversation/interview. Each individual fined by MOL inspector will be responsible for paying the assigned amount or legal assistance.

In the case of serious injury or fatality, secure the scene for MOL inspectors and notify **CANEX CONTRACTING INC.** office immediately.

OH & S ACT AND ITS REGULATIONS

General Information

Supervisors/foreman, employees and sub-contractors must know and understand their responsibility for compliance with OHSA and Regulations and should have a copy of the applicable OHSA and regulations at the workplace.

Hazardous Materials List

Supervisors/foreman must prepare a hazardous materials list before the materials arrive on work place and ensure that all workers are trained in WHMIS up to date. (annual review is required)

Safety Data Sheets

Supervisors/foreman must maintain the most current material safety data sheets provided by manufacturers and distributors of the material. A copy of each MSDS must be maintained at the work place. The copy must be easily accessible to employees and be up to date. (expires every 3 years).

SET FINES BY THE ONTARIO COURT OF JUSTICE

Schedule 67

Occupational Health and Safety Act (as it relates to Ontario Regulation 213/91)

Item	Offence	Section	Set Fine
1.	Worker failing to work in compliance with subsection 26.1(2) of Ontario Regulation 213/91 by not being adequately protected by fall protection	28(1)(a)	\$295.00
2.	Worker failing to work in compliance with section 115 of Ontario Regulation 213/91 by using loose object as workplace or as support for object	28(l)(a)	\$195.00
3.	Worker having or using stilts or leg extension devices contrary to section 116 of Ontario Regulation 213/91	28(l)(a)	\$195.00
4.	Employer failing to ensure compliance with stilts and leg extension devices requirements in section 116 of Ontario Regulation 213/91	25(l)(c)	\$295.00
5.	Supervisor failing to ensure worker working in compliance with stilts and leg extension devices requirements in section 116 of Ontario Regulation 213/91	27(1)(a)	\$295.00
6.	Worker failing to work in compliance with subsection 195.1 (1) of Ontario Regulation 213/91 by using inadequately grounded cord-connected electrical equipment or tools	28(1)(a)	\$195.00

Schedule 67.1

Ontario Regulation 213/91 under the *Occupational Health and Safety Act*

Item	Offence	Section	Set Fine
1.	Worker failing to wear protective headwear	22	\$195.00
2.	Worker failing to wear protective footwear	23	\$195.00
3.	Worker failing to wear eye protection	24	\$195.00
4.	Worker failing to use provided protective respiratory equipment	46 (2)	\$195.00
5.	Worker who may be endangered by vehicular traffic failing to wear prescribed garment	69.1	\$195.00
6.	Operator leaving the controls of machine unattended	102	\$195.00
7.	Signaller failing to wear prescribed garment	106 (1.1)-(1.4)	\$195.00
8.	Worker failing to wear adequate personal protective equipment while using fastening tool	117 (3) (a)	\$195.00
9.	Worker failing to wear adequate eye protection while using fastening tool	117 (3) (b)	\$195.00
10.	Worker failing to wear full body harness connected to fall arrest system while on suspended equipment	141 (1)	\$295.00

Schedule 67.3

Occupational Health and Safety Act (as it relates to Regulation 851 of the Revised Regulations of Ontario, 1990)

Item	Offence	Section	Set Fine
1.	Employer failing to ensure a safe work surface for worker under s. 11 of Reg. 851	clause 25 (1) (c)	\$295.00
2.	Supervisor failing to ensure worker is working on a safe work surface under s.11 of Reg. 851	clause 27 (1) (a)	\$195.00
3.	Worker failing to work on a safe work surface under s.11 of Reg. 851	clause 28 (1) (a)	\$195.00
4.	Supervisor failing to ensure worker works with guarded opening under s. 13 (1) of Reg. 851	clause 27 (1) (a)	\$295.00
5.	Worker failing to work with guarded opening under s.13 (1) of Reg. 851	clause 28 (1) (a)	\$195.00
6.	Supervisor failing to ensure worker works with covered opening under s. 15 of Reg. 851	clause 27 (1) (a)	\$295.00
7.	Worker failing to work with covered opening under s. 15 of Reg. 851	clause 28 (1) (a)	\$195.00
8.	Supervisor failing to ensure worker uses a machine with adequate guarding under s. 24 of Reg. 851	clause 27 (1) (a)	\$295.00
9.	Worker failing to use a machine with adequate guarding under s. 24 of Reg. 851	clause 28 (1) (a)	\$295.00
10.	Supervisor failing to ensure worker uses a machine with adequate guarding under s. 25 of Reg. 851	clause 27 (1) (a)	\$295.00

11.	Worker failing to use a machine with adequate guarding under s. 25 of Reg. 851	clause 28 (1) (a)	\$295.00
12.	Supervisor failing to ensure worker uses a machine with adequate guarding under s. 26 of Reg. 851	clause 27 (1) (a)	\$295.00
13.	Worker failing to use a machine with adequate guarding under s. 26 of Reg. 851	clause 28 (1) (a)	\$195.00
14.	Supervisor failing to ensure worker works with effective operating control that acts as a guard under s. 28 (c) of Reg. 851	clause 27 (1) (a)	\$295.00
15.	Worker failing to work with effective operating control that acts as a guard under s. 28 (c) of Reg. 851	clause 28 (1) (a)	\$295.00
16.	Employer failing to provide safe chain saw under s. 39 of Reg. 851	clause (25) (1) (a)	\$295.00
17.	Employer failing to ensure that chain saw provided under s. 39 of Reg. 851 is used safely	clause 25 (1) (d)	\$295.00
18.	Supervisor failing to ensure worker uses a chain saw safely under s. 39 of Reg. 851	clause 27 (1) (a)	\$195.00
19.	Worker failing to use chain saw safely under s. 39 of Reg. 851	clause 28 (1) (a)	\$195.00
20.	Supervisor failing to ensure no work is done on or near live exposed parts of electrical installations, equipment or conductors without the power supply being disconnected, locked out and tagged under s. 42 (1) of Reg. 851	clause 27 (1) (a)	\$295.00

21.	Worker working on or near live exposed parts of electrical installations, equipment or conductors without the power supply being disconnected, locked out and tagged under s. 42 (1) of Reg. 851	clause 28 (1) (a)	\$295.00
22.	Supervisor failing to ensure worker uses protective equipment and procedures while doing electrical work under s. 42.1 (2) of Reg. 851	clause 27 (1) (a)	\$295.00
23.	Employer failing to provide portable electrical tool protected by a ground fault circuit interrupter under s. 44.1 of Reg. 851	clause 25 (1) (a)	\$295.00
24.	Employer failing to ensure portable electrical tool protected by a ground fault circuit interrupter provided under s. 44.1 of Reg. 851 is used	clause 25 (1) (d)	\$295.00
25.	Supervisor failing to ensure worker using a portable electrical tool protected by a ground fault circuit interrupter under s. 44.1 of Reg. 851	clause 27 (1) (a)	\$195.00
26.	Worker failing to use a portable electrical tool protected by a ground fault circuit interrupter under s. 44.1 of Reg. 851	clause 28 (1) (a)	\$195.00
27.	Employer failing to ensure that lifting device is operated safely under s. 51 (2) (b) of Reg. 851	clause 25 (1) (c)	\$295.00
28.	Supervisor failing to ensure operator of a lifting device works safely under s. 51 (2) (b) of Reg. 851	clause 27 (1) (a)	\$295.00
29.	Operator of lifting device failing to work safely under s. 51 (2) (b) of Reg. 851	clause 28 (1) (a)	\$195.00
30.	Supervisor failing to ensure worker works on or near an immobilized and secure unattended vehicle under s. 57 of Reg. 851	clause 27 (1) (a)	\$295.00

31.	Worker failing to immobilize and secure unattended vehicle under s. 57 of Reg. 851	clause 28 (1) (a)	\$195.00
32.	Supervisor failing to ensure worker works around attended lifting equipment when forks, bucket, blades and similar parts are unsupported under s. 58 of Reg. 851	clause 27 (1) (a)	\$295.00
33.	Worker working around unattended lifting equipment when forks, bucket, blades and similar parts are unsupported under s. 58 of Reg. 851	clause 28 (1) (a)	\$195.00
34.	Supervisor failing to ensure that worker does not bring object closer than specified distance to overhead electric supply line under s. 60 of Reg. 851	clause 27 (1) (a)	\$295.00
35.	Worker bringing object closer than specified distance to overhead electric supply line under s. 60 of Reg. 851	clause 28 (1) (a)	\$295.00
36.	Employer failing to provide safe portable ladder under s. 73 of Reg. 851	clause 25 (1) (a)	\$295.00
37.	Employer failing to ensure that a portable ladder provided under s. 73 of Reg. 851 is used safely	clause 25 (1) (d)	\$295.00
38.	Supervisor failing to ensure worker uses a portable ladder safely under s. 73 of Reg. 851	clause 27 (1) (a)	\$195.00
39.	Worker failing to use portable ladder safely under s. 73 of Reg. 851	clause 28 (1) (a)	\$195.00
40.	Supervisor failing to ensure worker works around safely secured temporarily elevated machinery, equipment or material under s. 74 of Reg. 851	clause 27 (1) (a)	\$295.00
41.	Worker failing to work around safely secured temporarily elevated machinery, equipment or material under s. 74 of Reg. 851	clause 28 (1) (a)	\$195.00
42.	Supervisor failing to ensure worker works on a safely secured machine under s. 75 of Reg. 851	clause 27 (1) (a)	\$295.00
43.	Worker failing to work on a safely secured machine under s. 75 of Reg. 851	clause 28 (1) (a)	\$295.00
44.	Supervisor failing to ensure worker works on a machine with proper precautions where starting may endanger the safety of a worker under s. 76 of Reg. 851	clause 27 (1) (a)	\$295.00
45.	Worker failing to work on a machine with proper precautions where starting may endanger the safety of a worker under s. 76 of Reg. 851	clause 28 (1) (a)	\$295.00
46.	Employer failing to ensure appropriate head protection provided under s. 80 of Reg. 851 is used	clause 25 (1) (d)	\$295.00
47.	Supervisor failing to ensure worker wears appropriate head protection under s. 80 of Reg. 851	clause 27 (1) (a)	\$195.00
48.	Employer failing to ensure appropriate eye protection provided under s. 81 of Reg. 851 is used	clause 25 (1) (d)	\$295.00
49.	Supervisor failing to ensure worker wears appropriate eye protection under s. 81 of Reg. 851	clause 27 (1) (a)	\$195.00
50.	Employer failing to ensure appropriate foot protection provided under s. 82 of Reg. 851 is used	clause 25 (1) (d)	\$295.00

51.	Supervisor failing to ensure worker wears appropriate foot protection under s. 82 of Reg. 851	clause 27 (1) (a)	\$195.00
52.	Employer failing to ensure proper skin protection provided under s. 84 of Reg. 851 is used	clause 25 (1) (d)	\$295.00
53.	Supervisor failing to ensure worker works with proper skin protection under s. 84 of Reg. 851	clause 27 (1) (a)	\$195.00
54.	Worker failing to work with proper skin protection under s. 84 of Reg. 851	clause 28 (1) (a)	\$195.00
55.	Supervisor failing to ensure worker wears fall protection equipment under s. 85 of Reg. 851	clause 27 (1) (a)	\$295.00
56.	Employer failing to ensure protective clothing provided is worn to protect from hazards caused by molten metal under s. 93 of Reg. 851	clause 25 (1) (d)	\$295.00
57.	Supervisor failing to ensure worker wears protective clothing provided to protect from hazards caused by molten metal under s. 93 of Reg. 851	clause 27 (1) (a)	\$195.00
58.	Worker failing to wear protective clothing provided to protect from hazards caused by molten metal under s. 93 of Reg. 851	clause 28 (1) (a)	\$195.00

BREACH OF TRUST POLICY

Any employee or sub – contractor who commits theft(s) from the company will be considered to be in breach of trust and as a consequence will be subject to immediate discharge for cause.

Furthermore, any employee who has been found to have committed theft from one of our client's will also be subject to immediate discharge for cause. The company will also invoke the full process of the law including prosecution under the criminal code against any employee found to have committed a theft.

Disciplinary Procedures

Failure to follow any of the general contractors, project owners or **CANEX CONTRACTING INC.** written safety policies and procedures or rules, can lead to disciplinary actions. Depending on the nature of the violation, the discipline can lead to discharge or removal from the job site. Any health and safety contravention observed at the work site is to be dealt with immediately through a documented, verbal and/or a written warning.

Such written warning shall include:

- project name and number
- trade subcontractor/vendor responsible
- identity of subcontractor's superintendent/foreman in charge of the work, and his signature of acknowledgement
- names of individual violators if any
- an explanation of the health and safety violation observed
- date and time as to when the infraction is to be rectified
- the signature of the supervisor and the safety inspector/consultant

In the event that the subcontractor refused or neglects to rectify a hazardous condition, practice or any violation, **CANEX CONTRACTING INC.** shall exercise the right to take immediate steps to correct the unsafe condition at the expense of the responsible parties. **CANEX CONTRACTING INC.** may also remove from the work site any individual whom continues to cause the unsafe condition to remain or performs in a manner not consistent with the guidelines of the Act; it's Regulations or our Safety Policy.

REPORTING AN EMERGENCY

General Information

This section establishes the requirements, responsibilities, and methods of notification and response to emergency situations. Where a specific procedure has not been established, use good judgment in determining what actions to take. The crew supervisor/foreman must identify evacuation routes, assembly areas, and safe areas to all personnel before they begin work on the work place.

Definitions

Emergency - Any unplanned event that adversely affects personnel, the environment, or **CANEX CONTRACTING INC.** business is considered an emergency

Emergency Reporting Procedures

- Immediately report an emergency to crew supervisor/foreman
- Supervisor/foreman must notify **CANEX CONTRACTING INC.** office
- Any photographs of emergency situations must be forward it to **CANEX CONTRACTING INC.** office.
- If there is an evacuation, immediately report to the appropriate assembly area. See your supervisor to confirm the location of the appropriate assembly area.

Accidents Involving Serious Injury or Death

In the case of a serious accident:

- Clear the area and keep away non-essential personnel.
- Notify **CANEX CONTRACTING INC.** office, MOL and ambulance.
- Provide assistance to rescue personnel if requested.
- After proper evacuation of the injured employee, do not disturb or remove anything in the immediate area of an accident scene without **CANEX CONTRACTING INC.** permission.
- The responsible supervisor/foreman must make a full investigation and submit an Accident report to **CANEX CONTRACTING INC.** office.

Fire or Smoke

- In the event of a fire, use the nearest fire extinguisher and make attempt to extinguish fire if safe to do so.
- NOTE: employees are not required to fight a fire but are expected to attempt to extinguish the fire after if they are trained and can do so safely.
- Notify foreman/supervisor immediately, fire department and **CANEX CONTRACTING INC.** office.
- Any worker attempting to extinguish a fire must be trained in the safe use of fire extinguishers. (O. Reg. 213/91 s. 52(1.1))

- Keep non-essential personnel away from the fire.
- If explosive materials or compressed gases are involved or other hazards may exist, ensure that affected personnel are immediately evacuated to a safe distance.
- Employees are to evacuate to assigned **CANEX CONTRACTING INC.** assembly areas. Once evacuation is complete, supervisors/foremen must account for everyone for whom he/she is responsible. If an employee is missing, notify local security or fire department personnel immediately.
- Supervisor/foreman must make a full investigation of the incident and submit a written report to the **CANEX CONTRACTING INC.** office.
- The full investigation will also be conducted by a 3rd party Safety Consultant

Chemical or Hazardous Material Spill

- In case of a spill, call the emergency telephone numbers for work place specific contact numbers immediately.
- Isolate and contain the spill if it is safe to do so, as determined by a competent person.
- Supervisor/foreman must make a full investigation and submit full report to **CANEX CONTRACTING INC.**

Property Damage

- If property under **CANEX CONTRACTING INC.** task is damaged, notify **CANEX CONTRACTING INC.** office immediately.
- Protect against further damage where possible.
- Keep non-essential personnel away from the area.

Evacuation:

The Supervisor/foreman will be responsible for the effective evacuation of all persons when alerted by alarm or by the person in charge of evacuation.

Employees should:

- Proceed to the nearest exit and assemble in the designated area. See the building layout with exit routes clearly marked. These are also posted throughout the building including safety bulletin board.
- Remain in the designated area (main entrance parking lot) until instructions are provided.

Transportation

It is the policy of **CANEX CONTRACTING INC.** that first aid, medical, and emergency transportation is to be provided by **CANEX CONTRACTING INC.** for employees who sustain occupational injuries or illness *or call 911 and report directly to H & S Representative or representative assigned. All documentation is to be filed and kept by the health & safety representative/JHSC member assigned.*

Reporting of Non-Referred Medical Treatment

Supervisor/foreman must document this event and notify the head office.

INVESTIGATION AND REPORTING OF ACCIDENTS & INCIDENTS

General Information

Accident and incident investigation and reporting promote accident prevention by detecting the causes of accidents. This allows steps to be taken to remove the causes and eliminate future accidents, thus, reducing the number and severity of occupational illnesses and injuries. Accident investigation and reporting also helps to reduce worker compensation, public liability, and property damage insurance premiums.

Accident and Incident Investigation

- An accident or incident resulting in an injury or illness, fatality, environmental release, damage to property or equipment, or a “near miss” must be reported and investigated.
- **CANEX CONTRACTING INC.** President must be notified immediately of any fatalities, serious injuries or illnesses, and significant property damage.
- Investigation must begin promptly after the accident or incident. The supervisor/foreman must report accidents that result in fatalities immediately to **CANEX CONTRACTING INC.** president, work place superintendent and MOL.
- Supervisor/foreman must prevent disturbance of the accident scene and take photographs in conjunction with investigations of accidents involving witness statements.
- Written report including witness statement and photograph must be submitted to **CANEX CONTRACTING INC.** office.

ACCIDENT/INJURY RESPONSE PROCEDURE

Minor Injury Requiring Only on Work Place First Aid

- The worker must obtain the necessary first aid.
- The first aider must record the first aid treatment given in the “First Aid Log Book
- The first aid kit will contain all the injury report forms.
- Obtain the required paperwork from the office

“No Lost Time Injury” Requiring Medical Aid (A Visit to a Doctor)

- The worker must obtain the necessary first aid.
- Worker shall be accompanied to the nearest hospital.
- The supervisor/foreman shall have the office complete WSIB Form 156 “Treatment Memorandum” and send it to the treating physician or hospital.
- The Functional Abilities Form for Timely Return to Work shall be completed and sent with the worker to the treating health care provider upon revisit to the work place/follow up
- The office shall fill out a WSIB Form 7A (Indicating steps taken to prevent recurrence). Indicate also that there is no “NO LOST TIME” and include the name and addresses of the treating physician and hospital.
- After worker returns from the medical aid treatment to work the same day or next morning ask worker if can perform his regular tasks or tasks need to be modified.

“Lost Time Injury” (Worker unable to work beyond the day of injury or next morning)

- The worker must obtain the necessary first aid.
- Worker shall be accompanied to the nearest hospital.
- The office shall complete WSIB Form 156 “Treatment Memorandum” and send it to the treating physician or hospital.
- The Functional Abilities Form for Timely Return to Work shall be completed and sent with the worker to the treating health care provider.
- The office shall fill out a WSIB Form 7A (Indicating steps taken to prevent recurrence). Indicate also that there is “LOST TIME” and include the name and addresses of the treating physician and hospital.
- The Supervisor/Foreman shall complete an accident investigation in writing on the company provided “Supervisors Accident Investigation Report”.
- The Supervisor/Foreman shall complete the employer section of the “Functional Abilities Form for Timely Return to Work” outlining the modified work our company have on work place. Send this form along with “Dear Doctor” letter to the treating medical centre.
- The supervisor shall review the modified work program with the injured worker.
- Once all required paper work received by Company Head Office it will be responsibility of this office to inform WSIB and MOL if required. **Critical Injury (O. Reg. 831)**
 - Take charge of situation, remain calm.
 - Send somebody to call for help (Ambulance, Fire Department, 911).
 - Access the hazard at the scene of the accident.

- Make the area safe for your self and others.
- Identify your self to the casualty as a first aider and offer to help.
- Quickly assess the casualty for life-threatening conditions.
- Give applicable first aid.
- Assign specific responsibilities to others.
- Notify **CANEX CONTRACTING INC.** Head Office and MOL Office nearest to you (numbers posted on the back page of OH & S Act and regulations Booklet) immediately.
- Ensure worker accompanied to the hospital.
- Secure the accident scene for MOL investigation and conduct your own investigation.

The Head office is to complete all required paper work as indicated in the “Lost Time” procedure and keep on file.

CLARIFICATION ON THE DEFINITION OF REGULATION 834: CRITICAL INJURY

Issued: January 2017

Clause 1(d) of Regulation 834 stipulates that an injury of a serious nature is a “critical injury” if it involves the fracture of a leg or arm but not a finger or toe. The Ministry of Labour interprets this provision as including the fracture of a wrist, hand, ankle or foot – i.e. any such fracture would constitute a critical injury if it is of a serious nature. While the fracture of a single finger or single toe does not constitute a critical injury, the ministry takes the position that the fracture of more than one finger or more than one toe **does** constitute a critical injury if it is an injury of a serious nature.

Clause 1(e) of Regulation 834 stipulates that an injury of a serious nature is a “critical injury” if it involves the amputation of a leg, arm, hand or foot but not a finger or toe. While the amputation of a single finger or single toe does not constitute a critical injury, the ministry takes the position that the amputation of more than one finger or more than one toe **does** constitute a critical injury if it is an injury of a serious nature.

A critical injury must be reported under s. 51 of the Occupational Health and Safety Act if there is a connection between the hazard that gave rise to the injury and worker health and safety.

This notice is intended to provide clarity around the application of clauses (d) and (e) of the critical injury definition. The legal definition of a critical injury set out in Regulation 834 has not changed.

EMERGENCY RESPONSE

Reporting Injuries

All employees will be held accountable for reporting the injury immediately after an injury occurs, even if medical treatment is not required. (Notice must be made at or near the time of the injury and on the same day of the injury.) Employees must report the injury to their supervisor/ foreman. A casual mentioning of the injury will not be sufficient. Employees must let their supervisor know:

- How they think they hurt themselves.
- What they were doing at the time.
- Who they were working with at the time.
- When and where it happened.
- Other pertinent information that will aid in the investigation of the incident.

Failure to report an injury immediately (meaning at or near the time of the injury and on the same day of the injury) is a violation of the Safety Policy, and they may result in immediate termination, in accordance with company policy and will not be covered by WSIB.

Accident Notification

Time frame in which written report of accident needs to be submitted to Ministry of Labour is determined by severity of the accident. The following procedures shall be applied:

- Fatal or Critical Injury – immediately by phone and report in writing no later than 48 hours (s. 51 of OHSA)
- Disabling Accident – within 4 days (s. 52 of OHSA)
- Explosion, fire, failure of equipment or machinery – within 2 days (s. 53 of OHSA)

In Case of Critical Injury or Death

“Critical Injury” means an injury of a serious nature that

- places life in jeopardy
- produces unconsciousness
- results in substantial loss of blood
- involves the fracture of a leg or arm but not finger or toe
- involves amputation of a leg, arm, hand or foot but not a finger or toe
- consists of burns to a major portion of the body
- causes the lost of sight in an eye

Workers:

Notify the crew supervisor/foreman immediately.

Supervisors/Foreman:

- Call 911 or MOL
- Notify the President immediately.
- Secure the area & do not allow any disturbance.
- Notify work place superintendent.
- Advise witnesses if any not to leave the area and wait for MOL inspector(s) to arrive.
- Take pictures of the accident scene.
- Conduct accident investigation

In Case of Inspection by MOL Inspector

As soon as the supervisor is notified that an MOL Inspector is at the work place, it is the responsibility of the supervisor and all employees to make the inspector's visit at the work place as pleasant and timely as possible and provide full cooperation on all issues or concerns raised by MOL Inspector.

MOL VISITS / INSPECTIONS / INVESTIGATIONS

- All supervisors/foreman, workers & elected H. & S. Representatives are to assist MOL Inspector(s) during their visit to our work places in all areas of concern.
- All orders issued, or concerns brought to your attention by MOL Inspector(s) must be respected and addressed accordingly.
- If there is disagreement with MOL order or concerns it is not to be handled in heated, argumentative and personal way.
- You may simply advise the inspector that you are in disagreement with the interpretation of applicable requirements under your circumstances and you wish to have your company qualified representative to review the documentation/report/summons prior to you signing or **CANEX CONTRACTING INC. Head Office** for assistance.

MODIFIED WORK PROGRAM

It is our policy to gainfully employ and return an injured worker back to their pre-injury job, by providing them with **light duty or modified work** that will not in any way infringe upon the injury and that will not prove hazardous to fellow workers. Regardless of the Provincial status that may prevail, it is our position that when a valued worker has suffered a workplace injury, we shall do our utmost to co-operate with the worker, the health provider and the Workplace Safety and Insurance Boards (WSIB in Ontario) or the provincial Worker's Compensation Board, ensuring that the worker has the opportunity to be gainfully employed again.

Your cooperation will help keep our employees fully employed when they have sustained minor injuries. When an injury occurs that prevents an injured worker from performing their normal duties, we will offer various forms of light duties or modified work at that work place or at another location. Modified duties will be cleared with the worker, foreman/supervisor and the treating physician to ensure that the appropriate measures are instituted. The foreman/supervisor will conduct follow-ups on the employee's progress with the treating physician. The foreman/supervisor will also ensure that the employee will also be monitored on their progress in the modified position so that he/she can return to their initial work position. After an injury has occurred, the injured worker will be contacted by his/her foreman/supervisor. A "**Functional Abilities Form for Timely Return to Work**" form must be completed by attending physician. These forms will outline the physical restrictions and instructions to be observed during your return to work program or modified work program and provide the WSIB (or the provincial Worker's Compensation Board) with information pertaining to your injury.

These forms must be completed and sent into the WSIB for review.

The WSIB now requires that the injured employee apply for "Lost Time" or "Loss of Earnings" benefits. In order to obtain those benefits, employees must cooperate with the employer by authorizing the release of the "**Functional Abilities**". In the event that none of or tasks on the work place are suitable under restrictions outlined in functional ability form and we can not accommodate adequate modified work under circumstances we will contact WSIB claims adjudicator assigned to the claim for further cooperation in the matter

Worker's Responsibilities:

- When you are injured, obtain the proper medical treatment.
- Inform your employer as soon as possible after the injury and communicate on a weekly basis throughout your recovery and keep them informed of your progress and status.
- Assist your employer in identifying suitable modified work during and after your recovery. The Functional Abilities form will help identify task limitations.
- Provide the WSIB or the provincial Workers' Compensation Board with any information requested.
- Cooperate with **CANEX CONTRACTING INC.** management and the WSIB or the provincial Workers' Compensation Board in your early and safe return to work.
- Report material change in your status within 10 days. This includes any significant change in your medical condition or income.

CANEX CONTRACTING INC. Responsibilities:

- Contact the worker as soon as possible after the injury.
- Maintain communication throughout their recovery and return to work program
- Re-employ the worker.
- Provide if available suitable work that is: safe for the worker, restores the worker to his/her previous earnings as closely as possible, what the worker's abilities will allow, and the skills that he/she has to do.
- Provide the WSIB with any information requested about the workers return to work.
- Cooperate with the worker and the WSIB in the Early Safe Return to Work Process

EARLY AND SAFE RETURN TO WORK POLICY

It is the policy of **CANEX CONTRACTING INC.** to accommodate a worker that is temporarily disabled as a result of an accident that arose in and out of the course of employment. Our objective is to return and rehabilitate the worker to his/her maximum level of ability enabling them to be capable of effectively and efficiently performing the assigned job tasks.

CANEX CONTRACTING INC. will uphold its responsibility for keeping the Workplace Safety and Insurance Board (WSIB) informed of the availability of modified work and of the worker's progress during the return to work and the rehabilitation process.

The worker is responsible for fully co-operating with the return to work process and for ensuring that the employer is provided with such medical information and /or functional abilities information that will assist in a successful and safe return to work.

This modified plan may include:

- Altered or reduced work hours
- Changes to the worker's shift
- Modifications to the regular job duties
- Alterations to rest period(s) or exercise break(s)
- Temporary re-assignment to a different job
- Matching the worker's functional abilities to a totally different job.

Responsibility Roles:

Both the Worker and the Employer have a responsibility to co-operate in an ESRTW (Early and Safe Return to Work) Plan.

These responsibilities are: care and rehabilitation of workers

The Worker shall:

1. Contact the accident employer during the recovery period. Contact must occur weekly or as soon as the worker is fit to return to work.
2. Assist in the collection of job descriptions, task analysis, etc.
3. Provide such medical information, as the employer requires, for an early and safe return to work.
4. Participate in the ESRTW Plan and immediately report any task difficulties.
5. Ensure that ongoing treatment does not interfere with the ESRTW Plan.
6. Work within the established company rules, procedures and the ESRTW Plan.

The Supervisor shall:

1. Promote and participate in the objectives of the program and discuss objectives with the employee(s).
2. Provide ESRTW Plans to workers in their assigned areas.
3. Assist in the collection of medical information, job description(s) for job task analysis, and the development and implementation of workplace modifications.
4. Monitor the progress of all workers participating in an ESRTW plan and maintain records of the worker's progress and up -to-date restrictions.

Management shall:

1. Promote and implement an ESRTW Plan and ensure the policy is up-dated, as required.
2. Discuss the plan with the worker's supervisor(s) and ensure that the objective of The ESRTW plan is understood.
3. Determine the frequency of conducting evaluations of the ESRTW and the worker's progress in the Plan.
4. Ensure the worker signs all formal ESRTW plan(s).

PROCEDURES TO IMPLEMENT AN ESRTW PLAN

1. When medically supported information comes forward that the employee is able to commence with an ESRTW plan, a personalized plan shall be developed.
2. A suitable modified position will be identified by the employer to ensure that the position is within the worker's functional abilities so as to prevent re-injury or aggravation to the worker's condition.
3. The worker must provide the employer with a "Health Professional/Health Care Practitioner's" letter of clearance to return to modified work, by providing an up to date "Functional Abilities Form: (FA) on a timely basis, as prescribed in the Workplace Safety and Insurance Act, 1997. Employees may be required to attend an independent medical review to determine their physical capabilities in order to perform the required duties.
4. When medical clarification is required, various specialists may be consulted to ensure that the worker is able to perform the assigned task(s).
5. Employees may be required to return to work on a graduated basis, (for example commencing at four hours per day until eventually reaching the regular work hours per day, on a gradual basis). Overtime hours are not available to workers on a modified work plan.
6. An ESRTW plan shall be closely monitored to ensure no further disability is developing and to ensure that the worker's physical restrictions are being fully respected.
7. Supervisory personnel may provide modified work for a duration agreed to by management. The company physician may be consulted for advice regarding modification of restrictions and duration of the ESRTW plan.

TRAINING, SAFETY ORIENTATION OF WORKERS/SUB-CONTRACTORS

The training that new workers and subcontractors will receive is based on legislation and job site specific requirements. Prior to performing specific task, the workers and subcontractors involved must have the appropriate training and undergo our company safety orientation. **CANEX CONTRACTING INC.** shall inform subcontractors of their requirement to ensure that training obligations are met as required; such as:

1. First Aid – A foreman/supervisor in charge of workers on the project must be trained and hold a current certificate and card in first aid
2. Equipment - All equipment operators must be adequately trained in type of the equipment that they are operating such as: suspended access equipment, power elevating work platforms, climbers, aerial lifts, fork lift, bob cat, kettles, etc.
3. WHMIS (Workplace Hazardous Information System) – All workers and supervisors must be trained, and hold current certificate and card reviewed annually. – must transition to new WHMIS - GHS (global harmonized system)
4. Respiratory Protection
5. Traffic Control
6. Fire extinguishing equipment
7. Workplace Safety and Insurance Board Forms – All foreman/Supervisors are to be trained to fill out the WSIB forms.
8. Working at Heights (Fall Protection)
9. Electrical Hazards etc.
10. Compressed Gas Safety (Propane)
11. Hoisting and Rigging
12. Designated Substances Awareness
13. Confined Space Awareness
14. Scaffolding
15. Workers Health and Safety Awareness in 4 Steps
16. Supervisor Health and Safety Awareness in 5 Steps.
17. Propane (REO and CH-02)
18. Swingstage

If the need arises for any other type of training company will assist with any requests.

ANNUAL TRAINING REVIEW–ALL EMPLOYEES/SUPERVISORS/FOREMAN

Management is responsible to conduct annual review of all employees and sub-contractors with regards to safety training. Where refresher training is required on annual basis such as W.H.M.I.S. all workers must be notified by their supervisors and course scheduled for attendance.

NEW EMPLOYEE SAFETY POLICY

CANEX CONTRACTING INC. should provide safety training to all newly hired employees. Each new employee will be given a copy of the safety manual.

General safety orientation containing information common to all employees should be reviewed, ***before beginning their regular job duties.*** Recommendations include (at a minimum):

- Review the Safety Manual, with extra time spent on: Accident & hazard reporting procedures, emergency procedures, first aid, personal protective equipment, and special emphasis programs (Drug-Free Workplace Policy, Return-to-Work Policy, Incentive Programs, etc.)
- Encourage & motivate employee involvement in safety. Make each accountable for their safety and the safety of their coworkers.
- Explain the workers' compensation system and fraud prevention
- Review any known workplace hazards.
- Conduct training on any topics that are not scheduled to be addressed within a reasonable timeframe and are relevant to the employee's job.

Continual training should be provided to new hires. Each new hire should be assigned to work with an experienced worker for at least 6 months. The senior employee should act as a mentor and ensure that the employee is working safely and exhibits a positive safe attitude.

Such training shall include but not limited to:

- WHMIS – [Workplace Hazardous materials Information System Training]/GHS 2015
- Work place Safety Orientation & Hazard Recognition
- Working at Heights Certification Training
- Violence and Harassment (Bill 168)
- Workers' Health & Safety Awareness in 4 Basic Steps
- Supervisors Health & Safety Awareness in 5 Basic Steps

Additional training will be provided as needed (hazard or legislation specific).

YOUNG WORKERS (LESS THAN 25 YEARS OF AGE) – STUDENTS

Minimum allowable working age in construction in Ontario is 16 years of age. Where young worker or student is assigned to the crew, Supervisor/Foreman is responsible to in addition to "Company Safety Orientation Session" to closely supervise the worker either personally or by assigning young worker to experienced and competent worker for instructions, monitoring and guidance. Do not permit inexperienced worker, under training to carry out difficult tasks or tasks involving various power tools and equipment until satisfied that worker is adequately trained and capable of carrying those tasks in safe manner.

Young workers and new workers are the most vulnerable to workplace injury. A combination of inexperience, reluctance to ask questions and lack of maturity can lead young workers into lethal situations.

CANEX CONTRACTING INC. is committed to educate young workers on job specific hazards and controls by assigning full-time competent supervision during work place activities. Young and inexperienced workers will not be permitted to work alone or handle the task that they have not received training or instructions for.

NEW EMPLOYEE TRAINING (LESS THAN SIX MONTHS WITH THE COMPANY)

One of the most effective methods in determining worker's education and training needs is "Company Safety Orientation Session" Such session must be carried out on the first morning of the employment or day prior in order to determine worker's levels of competency and related knowledge. In addition, session gives the worker opportunity to learn about the company, type of activities and Injury & Illness Prevention Program requirements. Immediate Supervisors/Foreman are responsible for ensuring this process and informing upper management if any training is required and need to be scheduled prior to worker being assigned with task.

Upon discovery of lack of training immediate measures must be taken to arrange for adequate training and prevent worker from further carrying out the tasks where specific instructions or training is required or close and competent supervision not available.

YOUNG WORKERS – APPRENTICE (ANYONE UNDER 25 YEARS OF AGE)

Where young worker or apprentice is assigned to the crew Supervisor/Foreman is responsible to in addition to "Company Safety Orientation Session" to closely supervise the worker either personally or by assigning young worker to experienced and competent worker for instructions, monitoring and guidance. Do not permit inexperienced worker, under training to carry out difficult tasks or tasks involving various power tools until satisfied that worker is adequately trained and capable of carrying those tasks in safe manner.

ANNUAL TRAINING REVIEW – ALL EMPLOYEES/SUPERVISORS/FOREMAN

Management is responsible to conduct annual review of all employees in regard to safety training. Where refresher training is required on annual basis such as W.H.M.I.S./GHS all workers must be notified by their supervisors and course scheduled for attendance. Individual employees may schedule their W.H.M.I.S. training at different times throughout the year at the worker's expense. It is also responsibility of individual employees to inform their supervisor of required training refresher dates.

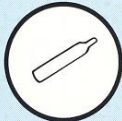







WHMIS COMPLIANCE PLAN

[WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM]

- All workers shall be trained in WHMIS on an annual basis.
- **CANEX CONTRACTING INC.** *shall provide* un-expired Material Safety Data Sheets for all WHMIS controlled products to be used at the workplace, *before* these controlled products are stored or used at the workplace
- Shall ensure WHMIS controlled products have their required supplier and workplace labels affixed to the outer containers.
- All supervisors are to provide work place-specific instruction to their workers on the storage, handling, use and disposal of any WHMIS controlled products brought to the workplace.
- **CANEX CONTRACTING INC.** will post all M.S.D.S. documents in a conspicuous area to allow unrestricted access and review to all workers at the workplace.
- Supervisors/foremen are to use the designated storage areas provided to them. Any WHMIS controlled products *not in use* shall be kept under storage. Appropriate fire extinguisher equipment shall be provided near these storage areas.
- Supervisors/foremen in consultation with the Joint Health and Safety Committee for the work place, shall periodically review the suitability of the WHMIS training and practices in place by the workers, keeping in mind that the results of such training and instruction provided, must enable the workers to *use* the information in a performance-based manner to protect their health and safety.
- All foremen/supervisors shall have written procedures to be followed by their workers, where *fugitive emissions* from a controlled product, poses a risk to the workers' health and safety.
- All workers shall also have written procedures to be followed by their workers in case of an *emergency involving a controlled product*.
- Failure to follow safe work procedures in the use, storage, handling or disposal of a controlled product by an employee will cause disciplinary measures to be taken against the worker and the supervisor/foreman.
- All sub-contractors shall provide **CANEX CONTRACTING INC.** un-expired Material Safety Data Sheets (SDS) for all WHMIS controlled products to be used at the workplace, *before* these controlled products are stored or used at the workplace

W.H.M.I.S. HAZARD CLASSIFICATION - CHART

All suppliers of W.H.M.I.S. controlled materials must classify their hazardous products into one of the following hazard classification symbols:

CLASS	SYMBOL	EXAMPLE
Class A: Compressed Gas		oxygen
Class B: Flammable and Combustible Material		solvents
Class C: Oxidizing material		epoxy hardeners
Class D: Poisonous and Infectious Material		
1. Materials causing immediate and serious toxic effects		ammonia
2. Materials causing other toxic effects		asbestos
3. Biohazardous Infectious Material		contaminated blood products
Class E: Corrosive Material		hydrochloric acid sodium hydroxide
Class F: Dangerously Reactive Material		acetylene

One or more of these hazard classification symbols will appear on the W.H.M.I.S. supplier label of a W.H.M.I.S. controlled product.

W.H.M.I.S. IS CHANGING

NOTE: 1988 W.H.M.I.S. is transitioning into 2015 W.H.M.I.S. requirements.

On February 11, 2015, the Government of Canada published in the *Canada Gazette*, Part II the *Hazardous Products Regulations* (HPR), which, in addition to the amendments made to the *Hazardous Products Act* under the *Economic Action Plan 2014 Act, No.1*, modified the Workplace Hazardous Materials Information System (WHMIS) 1988 to incorporate the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) for workplace chemicals. This modified WHMIS is referred to as WHMIS 2015. The *Controlled Products Regulations* (CPR) and the Ingredient Disclosure List have been repealed. – see next page.

How will the transition from WHMIS 1988 to WHMIS 2015 take place?

The transition to WHMIS 2015 will take place in three phases. The first phase began on February 11, 2015 when the amended federal Hazardous Products Act and new Hazardous Products Regulations came into force. The final phase will end on December 1, 2018. During this period, WHMIS 1988 will be slowly phased out as outlined below.

Phase 1 began on February 11, 2015 and will end on May 31, 2017. During Phase 1:

- suppliers who are chemical manufacturers or importers may sell hazardous products with either the old WHMIS labels and safety data sheets or the new ones;
- employers may receive and use hazardous products with either the old WHMIS labels and safety data sheets or the new ones.

As of June 1, 2017, chemical manufacturers and importers must sell hazardous products with labels and safety data sheets that comply with only the new WHMIS 2015 requirements.

Phase 2 begins on June 1, 2017 and ends on May 31, 2018. During Phase 2:

- suppliers who are chemical distributors may continue to sell hazardous products with either the old WHMIS labels and safety data sheets or the new ones; and,
- employers may continue to receive and use hazardous products with either the old WHMIS labels and safety data sheets or the new ones.

As of June 1, 2018, distributors must sell hazardous products that comply with WHMIS 2015 requirements only. The transition to WHMIS 2015 will be complete for all suppliers.

Phase 3 begins on June 1, 2018 and ends on November 30, 2018. Employers will have these final six months of the transition to bring their existing inventories of hazardous products into compliance with WHMIS 2015. By December 1, 2018, the transition to WHMIS 2015 must be complete for all parties. There should be no hazardous products in the workplace with old WHMIS labels and safety data sheets.

During the transition, workers are required to be trained on both WHMIS 1988 and WHMIS 2015

Employers must ensure that workers are trained on:

- products with WHMIS 1998 labels and material safety data sheets for as long as they are still used in the workplace; **and**,
- products with WHMIS 2015 labels and safety data sheets, as soon as practicable after these products enter the workplace and, in some cases, before they are used.

The type and amount of training will depend on whether a product is new to the workplace and/or newly classified as a hazardous product.

- If the product is a controlled product under WHMIS and is already used in the workplace, workers should already be trained to work with it safely.
- If the same product enters the workplace with WHMIS 2015 labels and safety data sheets, and workers know how to work with it safely, workers may continue to use the product but must be trained as soon as practicable on the content and format of the new supplier labels and safety data sheets.
- If a hazardous product enters the workplace with WHMIS 2015 labels and safety data sheets, and it was not previously used at the workplace, the product may be stored but not used until workers are trained on the new supplier labels and safety data sheets as well as procedures for the safe use, storage, handling and disposal of the product, including in an emergency. The same applies if a product is a hazardous product under the new system but was not classified as a controlled product under the old system.

NEW GHS 2015 SYMBOLS



INFORMING SUB-CONTRACTORS

It is the responsibility of **CANEX CONTRACTING INC.** to provide sub - contractor employees exposed to our chemicals with the following information:

1. Hazardous chemicals with which they may come in contact.
2. Measures the employees should take to lessen the risks.
3. Where to get MSDS's for all hazardous chemicals.

It is the responsibility of **CANEX CONTRACTING INC.** to obtain chemical information from sub-contractors and the responsibility of subcontractors to provide chemical information when they will expose our employees to hazardous chemicals which they may bring into our workplace

PERSONAL PROTECTIVE EQUIPMENT

FOOT PROTECTION

Grade 1 Protective Footwear under CAN/CSA-Z195-M92, approved high cut (6 to 8 inches, equipped with an electric shock resistant sole) green patch safety boots that are fully laced must be worn at all times.

HEAD PROTECTION

It is our policy that every worker shall wear CSA approved protective headwear at all times when on a project. The protective headwear shall comply with the following:

- Hardhats may be used up to five (5) years after being manufactured
- Hardhats must be replaced after being subjected to impact
- Hardhats must be replaced if deep cuts or scratches are present
- Hardhats must not be painted, as paint can weaken the plastic
- Never remove the Styrofoam liner, as this will reduce the side impact protection
- Use chin straps when high winds are encountered or as the situation dictates.

SKIN PROTECTION

- Appropriate work clothing must be worn when handling and using tools and materials which may cause injuries to your skin.
- Adequate clothing must be considered for each work season
- During the summer months long pants and t- shirt are minimum requirements
- Apply sun screen and cover exposed skin when working outdoors in summer time

EYE PROTECTION

- Eye protection **must** be worn when potential of eye injury exists. This will provide protection when there is a danger from chipping, drilling, grinding, cutting, flying particles of dust, acid or toxic fluids, work overhead and in any other situations where there is a risk of an eye injury.
- Workers should keep in mind that depending on the hazard, a combination of face and eye protection may be necessary.
- Eye injuries rank as one of the main caused for WSIB claims. The eye hazards at some projects are such that we must take particular care in choosing the correct standard eye protection. All protection must meet the CSA Z94.3 standards – Industrial Eye and Face Protectors. Besides frontal impact, the eyes are at risk from materials entering from the sides.

RESPIRATORY PROTECTION

- Where it is impractical to eliminate harmful dust, fumes, vapours or gases, every employee in the zone of contamination shall be protected in a manner that will ensure a supply of clean air.
- Wear the proper respiratory device when exposed to harmful gas vapors and dust.
- Consult the material safety data sheet (MSDS) for the proper respiratory filter, or mask to wear. If you are not able to find the information, contact your supervisor.
- Because of the vast number of respiratory protection types, sizes and configurations, a worker must be trained in the proper use, care and maintenance of the respirator equipment for the hazard(s) you are working with.
- The respirator must fit tightly and comfortably against the skin so there is no leakage into the face piece. For proper fit, the face must be cleanly shaven to ensure a close, protective and secure fit to the face.

HEARING PROTECTION

- Hearing protection will be provided and shall be worn by workers in areas where **the Noise levels exceed 85 dBa's for longer than 15 minutes.**
- Hearing protection must be worn in any area where air hammers, impact tools and rotary drills are in operation.
- It is also strongly recommended that hearing protection always be worn when continuous exposure to excessive noise levels is experienced.
- Your foreman/supervisor will have a supply of most types of hearing protection suitable for your project.
- Hearing protection is available in 3 general types and must be CSA approved. These include:
- Earmuffs – when properly fitted and worn, these generally provide more protection than earplugs, especially when worn in conjunction with earplugs
- Disposable earplugs – made of pliable material, one size fits all, and some can be used only once, others can have multiple uses. (cotton is NOT acceptable)
- Permanent plugs – these must be fitted to provide a good seal but can be washed and reused
- Because hearing protection is in contact with a very sensitive and vulnerable part of the body, good hygiene must be stressed.
- Wash your hands ensuring there is no trace of a chemical or bacteria that can contaminate the earplug while being inserted into the ear.

FALL PROTECTION-PREVENTION EQUIPMENT

Such as safety belts and full-body harnesses must be worn where worker exposed to hazard of falling 3 m or more and when required by the Occupational Health and Safety Act or its regulations and your foreman.

REFLECTIVE TRAFFIC VESTS

Traffic control workers, signalers, and workers working in the close proximity to mobile and heavy equipment must be wearing reflective traffic vests.

RESPIRATORY PROTECTION PROGRAM

Purpose

To establish a procedure that ensures the protection of all employees from respiratory hazards through the proper use of respirators and engineering control.

Responsibility

Management is responsible for installing and operating any necessary pollution control or ventilation systems and operating procedures required to ensure the safety of employees and exposure levels remain below government established threshold limit values (TLV). However, when these engineering controls are not feasible or during emergencies, employees, contractors, and supervisors must adhere to the procedures outlined in this Respiratory Protection Program. The Safety Manager is responsible for respiratory protection program compliance and the purchase of proper equipment to ensure respiratory safety. The Safety Manager will train employees and supervisors on the proper use and limitations of respirators.

Procedures

1. Respirators will be selected based on hazards to which the employee is exposed. Selection will be made by the Manager. The respirators must meet all government standards and requirements and be approved by the Manager.
2. Employees will be trained in the proper use of respirators and their limitations.

Hands-on training will also include:

- instructions on how to fit, inspect, adjust, clean, and care for the respirators;
 - directions on selecting the proper respirator based on present conditions; and
 - wearing of the respirator in a test atmosphere under observation by the Supervisor
3. Respirators should not be worn when conditions prevent a good face seal. These conditions include: growth of beard, sideburns, a skull cap that projects under the face piece etc. To comply with these regulations, no employee required to wear respiratory equipment may wear a beard or goatee. Mustaches and sideburns must be trimmed in such a manner as not to touch the internal or external sealing edges of the respirator. Furthermore, the absence of one or more dentures can affect the fit of a face piece. The face piece should be checked by the wearer with each use to ensure proper fit.
 4. Where practical, respirators will be assigned to individual workers for their exclusive use.
 5. Respirators shall be kept clean and maintained by the person to whom they are assigned. The respirator must be clean after each day's use, or more often if necessary.
 6. The employee is responsible for the proper working order of his respirator. The employee should inform the Shop Supervisor of any missing, defective, or worn part so that the parts can be replaced.
 7. Employees will not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment. The Physician of worker's choice shall determine what health and physical conditions are pertinent. The employee's medical status will be reviewed annually.

8. The supervisor will make frequent inspections of all areas where respirators are used to ensure compliance with this program.

The company is required to provide respirators that are applicable and suitable for the intended purpose.

Respirators must be used under the following circumstances:

- Where exposure levels exceed the PEL, during the time period necessary to install or implement feasible engineering and work practice controls;
- In maintenance and repair activities, and during brief or intermittent operations where exposures exceed the PEL and engineering controls are not regulated;
- In areas where the company has implemented feasible engineering and work practice controls and such controls are not sufficient to reduce exposures to or below the PEL;

NOISE

What is noise?

Noise is unwanted sound. It is measured on a decibel scale. Noise levels for some familiar sounds are shown at left.

What if you are exposed to too much noise?

Noise exposures that are loud enough and last long enough can damage nerves in your inner ear. This causes *permanent and irreversible* hearing loss.

Hearing loss makes it hard to:

- talk with family, friends, and coworkers.
- hear warning signals
- enjoy music, nature, voices, and other good sounds.

Safe noise levels

The legal limit for construction workers in Ontario is an 8-hour (full-shift) average noise exposure of 85 decibels.

If you must raise your voice to talk to someone an arm's length away, the noise level is probably over 85 decibels. Workers with an average noise exposure above 85 decibels need to wear hearing protectors, either earplugs or earmuffs, and be in a hearing loss prevention program. You should wear hearing protectors any time noise levels are over 85 decibels.

HIGH HAZARD - Potentially harmful after short-term exposure (95 decibels and above)

CAUTION ZONE - Harmful after long-term exposure (85-95 decibels)

LOW HAZARD - Noise below 85 decibels

Noise levels of tools

Most tools used by concrete restoration exceed 85 decibels. The highest average noise levels came from roto-hammers, screw guns, and drills

Hearing protection use

Protective hearing devices must be worn where noise is exceeding 85 decibels.

The basics of hearing protection

- Consider noise sources around you— not just your own tasks—when deciding when to wear hearing protectors.
- If your noise exposure is intermittent, try banded earplugs or earmuffs. They are easy to put on and take off.
- All hearing protectors are labeled with a Noise Reduction Rating (NRR) in decibels. The NRR is usually about twice as high as the protection you will actually get.
- Keep your protectors with you so you have them when you need them.

How much hearing protection is needed?

Most workers will get enough protection if they wear a hearing protector with an NRR of 14 decibels. For most activities, an NRR higher than 14 decibels will block too much sound and may interfere with communication, including warning signals. Workers with very high noise exposures need an NRR between 14 and 33 decibels.

Finding a hearing protector that works for you

Hearing protectors are like shoes: one style will not work for all workers and all exposure levels. You may have to try several styles before you find one that is comfortable and works for you. It may take several weeks before you get used to wearing hearing protectors. Your union training establishment or your supervisor/foreman should train you on how to wear hearing protectors properly.

Also keep in mind

Your exposure to noise may be reduced by using quieter equipment, blocking noise with shields, or moving noisy equipment away from you. All carpenters should be enrolled in a hearing loss program.

ONTARIO REGULATION 381/15

New Noise Regulation:

- prescribing, for workers exposed to noise, a maximum time-weighted exposure limit of 85 decibels over an eight-hour work shift
- requiring employers to put in place measures to reduce workers' exposure based on a "hierarchy of controls", which could include engineering controls, work practices, and the use of personal protective equipment in the form of hearing protection devices and
- requiring employers who provide a worker with a hearing protection device to provide adequate training and instruction on that device

Duty to protect workers

2. (1) Every employer shall take all measures reasonably necessary in the circumstances to protect workers from exposure to hazardous sound levels.

(2) The protective measures shall include the provision and use of engineering controls, work practices and, subject to subsection (5), hearing protection devices.

(3) Any measurement of sound levels in the workplace that is done in order to determine what protective measures are appropriate shall be done without regard to the use of hearing protection devices.

(4) Without limiting the generality of subsections (1) and (2), every employer shall ensure that no worker is exposed to a sound level greater than an equivalent sound exposure level of 85 dBA, Lex,8.

(5) Except in the circumstances set out in subsection (6), the employer shall protect workers from exposure to a sound level greater than the limit described in subsection (4) without requiring them to use and wear hearing protection devices.

(6) Workers shall wear and use hearing protection devices appropriate in the circumstances to protect them from exposure to a sound level greater than the limit described in subsection (4) if engineering controls are required by subsections (1) and (2) and,

- a. are not in existence or are not obtainable;
- b. are not reasonable or not practical to adopt, install or provide because of the duration or frequency of the exposures or because of the nature of the process, operation or work;
- c. are rendered ineffective because of a temporary breakdown of such controls; or
- d. are ineffective to prevent, control or limit exposure because of an emergency.

(7) Where practicable, a clearly visible warning sign shall be posted at every approach to an area in the workplace where the sound level, measured as described in subsection (3), regularly exceeds 85 dBA.

Training and Instruction

3. An employer who provides a worker with a hearing protection device shall also provide adequate training and instruction to the worker in the care and use of the device, including its limitations, proper fitting, inspection and maintenance and, if applicable, the cleaning and disinfection of the device.

Hearing protection devices

4. (1) A hearing protection device shall be selected having regard to,

- (a) sound levels to which a worker is exposed;
- (b) the attenuation provided by the device; and
- (c) the manufacturer's information about the use and limitations of the device.

(2) A hearing protection device shall be used and maintained in accordance with the manufacturer's instructions.

Hearing Protection

- Hearing protection will be provided and shall be worn by workers in areas where **the Noise levels exceed 85 dBa's for longer than 15 minutes.**
- It is also strongly recommended that hearing protection always be worn when continuous exposure to excessive noise levels is experienced.
- Your foreman/supervisor will have a supply of most types of hearing protection suitable for your project.
- Hearing protection is available in 3 general types and must be CSA approved.

These include:

- Earmuffs – when properly fitted and worn, these generally provide more protection than earplugs, especially when worn in conjunction with earplugs.
 - Disposable earplugs – made of pliable material, one size fits all, and some can be used only once, others can have multiple uses. (cotton is NOT acceptable)
 - Permanent plugs – these must be fitted to provide a good seal but can be washed and reused
- Because hearing protection is in contact with a very sensitive and vulnerable part of the body, good hygiene must be stressed.
 - Wash your hands ensuring there is no trace of a chemical or bacteria that can contaminate the earplug while being inserted into the ear.

VIBRATION

Hand-arm vibration may result in:

- nerve and blood vessel degeneration leading to vibration white finger syndrome
- pain and cold sensation between attacks of vibration white finger
- loss of grip strength
- damage to joints and muscles in wrists and/or elbows
- carpal tunnel syndrome
- bone –cysts in fingers and wrists.

Possible control measures whole-body and hand-arm vibration

Engineering control measures are the most effective form of controls because once in place they operate all of the time. The use of personal protective equipment is considered a less effective form of control as its effectiveness is heavily dependent on the wearer. Reduction of vibration in many instances also leads to reduction in noise emissions and the control of vibrations in work processes therefore serves an important dual purpose.

The risk of injury to workers can be prevented or minimized by:

- assessing the risks, including conducting vibration exposure surveys in accordance with AS 2670.1 *Evaluation of human exposure to whole body vibration* or AS 2763 *Vibration and shock – hand transmitted vibration – guidelines for measurement and assessment of human exposure* as appropriate, to identify risk processes and/or activities
- developing a vibration policy and vibration management program
- implementing a program for conducting vibration surveys on a regular basis and corrective actions
- implementing vibration control measures in consultation with workers and the engineering/maintenance section of sugar mills and cane rail operations and in accordance with the hierarchy of controls
- providing management and workers with education, training and information on vibration exposure, its effects and the need for its control
- providing regular medical check-ups to exposed workers.

Control measures to minimize exposure to vibration include:

- treating the vibration source (i.e. isolate vibrating plant from its foundation through dampers and springs, redesign or modify)
- treating the vibration transmission path (i.e. isolate ducts etc. from stationary plant, vibration dampened seating in locomotive cabins)
- treating the receiver (i.e. isolate control rooms/enclosures/locomotive cabins, etc. from vibrating plant and surfaces)
- using tools with anti-vibration handles
- maintaining properly sharpened cutting tools

- job rotation, to limit exposure to hand arm vibration exposure to no more than four hours per shift and of whole body vibration to no more than eight hours per shift
- an adequate plant and equipment maintenance program
- personal protective equipment (e.g. anti-vibration gloves)
- using minimum hand grip on tools consistent with safe work practices
- avoid smoking as this restricts the blood vessels.

Generally administrative controls are not as effective in the long term as engineering control measures. Workers provided with personal protective equipment need proper training and instruction on their correct use, care and maintenance.

Selection of personal protective equipment must be on the basis of individual fit, comfort, work tasks and work environment with respect to the equipment being worn and in order to achieve a reduction in vibration exposure.

In each sugar milling and cane rail operation, a program should be developed for the regular monitoring of vibration exposure levels and checking the effectiveness of vibration control measures. Maintenance schedules should be put in place to ensure vibration insulators on plant are maintained in good condition to achieve maximum vibration reduction.

Medical surveillance

If medical surveillance is required it should be conducted by a medical practitioner or a trained qualified nurse, and include:

- pre-employment history, including the taking of medication for migraine, hypertension or heart disease
- examination within six months after commencing employment
- examination taken before a shift and after at least 12 hours away from exposure;
- no smoking for four hours prior to test
- challenge tests
- provision of information for workers on vibration white finger and other symptoms of vibration exposure.

Monitoring

- A monitoring program should include:
- regular vibration exposure surveys of workers
- identification of sources of hazardous vibration
- assessment of vibration control measures
- suitability of any personal protective equipment provided
- regular medical checks at the discretion of the medical practitioner
- periodic review of the effectiveness of the vibration management program.

SLIPS, TRIPS AND FALLS

Slips

Slips happen where there is too little friction or traction between the footwear and the walking surface.

Common causes of slips are:

- wet or oily surfaces,
- occasional spills,
- weather hazards,
- loose, unanchored rugs or mats, and
- flooring or other walking surfaces that do not have same degree of traction in all areas.

Trips

Trips happen when your foot collides (strikes, hits) an object causing you to lose the balance and, eventually fall. Common causes of tripping are:

- obstructed view,
- poor lighting,
- clutter in your way,
- wrinkled carpeting,
- uncovered cables,
- uneven (steps, thresholds) walking surfaces.
- POOR HOUSEKEEPING

How to prevent falls due to slips and trips?

Both slips and trips result from some a kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. This shows that good housekeeping, quality of walking surfaces (flooring), selection of proper footwear, and appropriate pace of walking are critical for preventing fall accidents.

HYGIENE

Drinking Water

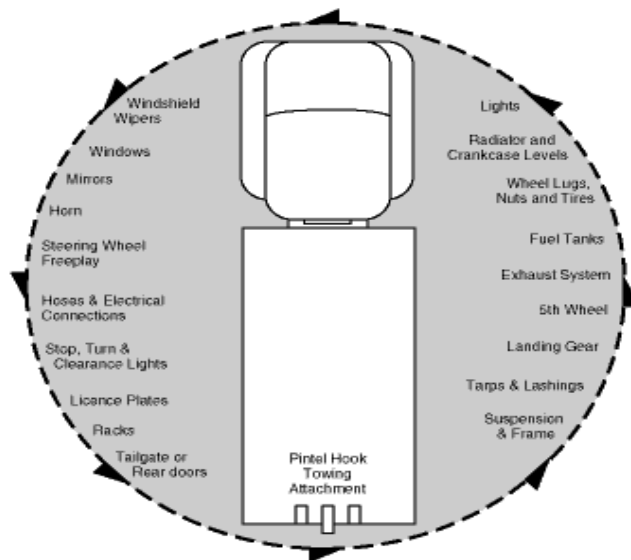
Supervisor/Foreman shall ensure that adequate amount of portable drinking water is available for use of workers. Clearly mark containers used for drinking water and do not use them for other purposes.

VEHICLE START UP – THE CIRCLE CHECK

What should I do before starting a vehicle?

DO

- Read, understand, and follow manufacturer's operating manual.
- Know how to operate the vehicle and use any related equipment or attachments safety. Be familiar with the location and function of all the controls.
- Inspect your vehicle daily.
- Develop a routine method of inspecting vehicle (e.g. start at the front on the driver's side and walk towards the back, and around past the passenger side, checking the items listed below).



What should I check before operating a vehicle?

- Adjust seat and controls.
- Make sure you have your driver's license on you.
- Fasten seat belt.

Check for correct operation of the following:

- Parking Brake—holds against slight acceleration.
- Foot Brake—holds, stops vehicle smoothly.
- Clutch and Gearshift—shifts smoothly without jumping or jerking.
- Steering—moves smoothly; no “play”.
- Lights—headlights, warning lights, and turn signals operational.
- Dash Control Panel—all lights and gauges operational.
- All Moving Parts—no strange noises.
- Horn—operational.
- Visibility—mirrors properly adjusted; windows clean and intact.
- Wipers/washer—functioning and intact.
- Tires—pressure, tread depth or damage.
- Wheels and fasteners—no defects in rim, loose or missing fasteners.
- Seat belts—in good condition and being used.
- Vehicle back-up alarm—operational, where required.
- Fluid levels – oil, gas, brakes, washer fluid. Check for leaks.
- Load—secure and complying with regulations; hitch in good condition.
- Emergency equipment—installed and inspected as required by law or company policy.
- Record and report any defects to your supervisor immediately.
- Obey all rules while on public streets and job sites
- Obey speed limit at all times
- Travel at a safe distance behind other vehicles
- Ensure the area behind your vehicle is clear when backing up. Sound horn twice
- When your view is obstructed or limited, obtain assistance of a competent signal person
- Do not allow passengers in company vehicle that are not company employees unless permission obtained from the president of **CANEX CONTRACTING INC.** Observe vehicle load rating capacities
- Turn off the motor, and set the brake, when the vehicle is unattended
- Park vehicle only in client permitted parking
- Do not operate vehicle under influence of any prescription drugs, illegal drugs or alcohol – report to your supervisor or the president of **CANEX CONTRACTING INC.**
- Do not smoke inside vehicle
- Do not leave vehicle unlocked
- Safely secure all loads inside and outside/top of the vehicle
- Do not operate under extreme weather conditions call office for instructions
- Must inform the president of **CANEX CONTRACTING INC.** of any detours from their predetermined route set for the day before varying off course for any reason
- Any changes to driver license status (demerit points etc.) Must be reported to senior management within 24 hours
- Wear your seatbelts
- Must report any traffic tickets including parking violation tickets or police pull over to the president of **CANEX CONTRACTING INC. immediately at the time of infraction**

PERSONAL USE OF COMPANY VEHICLES, TOOLS OR EQUIPMENT

Tools and Equipment are not to be used outside of a company construction project or premise WITHOUT PRE-APPROVAL BY THE PRESIDENT.

SAFE LOADING & UNLOADING OF VEHICLES AND EQUIPMENT

Loading and unloading can be dangerous. Machinery can seriously hurt people. Heavy loads, moving or overturning vehicles and working at height can all lead to injuries or death.

This guidance should be followed to help avoid problems.

Loading and unloading areas should be:

- Clear of other traffic, pedestrians and people not involved in loading or unloading.
- Clear of overhead electric cables so there is no chance touching them, or of electricity jumping to 'earth' through machinery, loads or people.
- Level. To maintain stability, trailers should be parked on firm level ground,
- Loads should be spread as evenly as possible, during both loading and unloading. Uneven loads can make the vehicle or trailer unstable.
- Loads should be secured, or arranged so that they do not slide around. Racking may help stability.
- Safety equipment must be considered. Mechanical equipment and heavy moving loads are dangerous.
- Guards or skirting plates may be necessary if there is a risk of anything being caught in machinery.
- There may be other mechanical dangers and safety procedures to be considered.
- Ensure the vehicle or trailer has its brakes applied and all stabilizers are used. The vehicle should be as stable as possible.
- Drivers should not remain in their cabs if this can be avoided. No-one should be in the loading/unloading area if they are not needed.
- Vehicles must never be overloaded. Overloaded vehicles can become unstable, difficult to steer or be less able to brake.
- Always check the floor or deck of the loading area before loading to make sure it is safe. Look out for debris, broken boarding, etc.
- Loading should allow for safe unloading.
- Loads must be suitably packaged. When pallets are used, the driver needs to check that:
 - a) They are in good condition
 - b) Loads are properly secured to them.
- Loads are safe on the vehicle. They may need to be securely attached to make sure they cannot fall off.
- Tailgates and sideboards must be closed when possible. If over-hang cannot be avoided, it must be kept to a minimum. The over-hanging part of the load must be clearly marked.
- If more than one company is involved, they should agree in advance how loading and unloading will happen.

- For example, if visiting drivers unload their vehicles themselves, they must receive the necessary instructions, equipment and co-operation for safe unloading. Arrangements will need to be agreed in advance between the hauler and the recipient.
- Some goods are difficult to secure during transport. Haulers and recipients will need to exchange information about loads in advance so that they can agree safe unloading procedures.
- Checks must be made before unloading to make sure loads have not shifted during transit and are not likely to move or fall when restraints are removed.
- There must be safeguards against drivers accidentally driving away too early. This does happen and is extremely dangerous.

Measures could include:

- Traffic Control Person or Signaler.
- The use of vehicle or trailer restraints.
- The person in charge of loading or unloading could keep hold of the vehicle keys or paperwork until it is safe for the vehicle to be moved.
- These safeguards would be especially effective where there could be communication problems, for example where foreign drivers are involved.
- Protect the public way as per TCP training.

TRUCKS AND HEAVY EQUIPMENT BACKING UP

All vehicles shall be equipped with back-up beepers and in situations where workers or public are nearby and possibly in danger, a traffic control person will position himself or herself in view of the vehicle operator and his intended path and direct the operator. The traffic control person and workers in the area should be made aware of the vehicle's blind spots, by the operator.

SMALL TOOLS

General Information

Tools have potential to cause serious harm if not used in safe manner. Review provided procedures as general guidelines on safe use of tools.

Improper tool storage is responsible for many shop accidents. Follow these guidelines to ensure proper tool storage:

1. Have a specific place for each tool.
2. Do not place unguarded cutting tools in a drawer. Many hand injuries are caused by rummaging through drawers that contain a jumbled assortment of sharp-edged tools.
3. Provide sturdy hooks to hang tools on.
4. Store heavy tools with the heavy end down.

Power tools can be extremely dangerous if they are used improperly. Each year, thousands of workers are injured or killed by power tool accidents. Common accidents associated with power tools include abrasions, cuts, lacerations, amputations, burns, electrocution, and broken bones.

These accidents are often caused by the following:

- Touching the cutting, drilling, sending or grinding components
- Getting caught in moving parts
- Suffering electrical shock due to improper grounding, equipment defects, or operator misuse
- Being struck by particles that normally eject during operation
- Touching hot tools or work pieces
- Falling in the work area
- Being struck by falling tools

When working around power tools, you must wear personal protective equipment and avoid wearing loose clothing or jewelry that could catch in moving machinery. In addition to general shop guidelines, follow these guidelines for working with power tools:

- Use the correct tool for the job. Do not use a tool or an attachment for something it was not designed to do.
- Select the correct bit, blade, cutter, or grinder wheel for the material at hand. This precaution will reduce the chance for an accident and improve the quality of your work.
- Keep all guards in place. Cover exposed blades, belts, pulleys, gears, and shafts that could cause injury.
- Always operate tools at the correct speed for the job at hand. Working too slowly can cause an accident just as easily as working too fast.
- Watch your work when operating power tools. Stop working if something distracts you.

- Do not rely on strength to perform an operation. The correct tool, blade, and method should not require excessive force. If undue force is necessary, you may be using the wrong tool or have a dull blade.
- Before clearing jams or blockages on power tools, disconnect from power source. Do not use your hand to clear jams or blockages, use an appropriate tool.
- Never reach over equipment while it is running.
- Never disable or tamper with safety releases or other automatic switches.
- Disconnect power tools before performing maintenance or changing components.
- Keep a firm grip on portable power tools. These tools tend to "get away" from operators and can be difficult to control.
- Never leave chuck key in chuck.
- Keep bystanders away from moving machinery.
- Do not operate power tools when you are sick, fatigued, or taking strong medication.
- When possible, secure work pieces with a clamp or vise to free the hands and minimize the chance of injury. Use a jig for pieces that are unstable or do not lie flat.

POWER, AIR, AND HAND TOOLS

- Power, air, and hand tools must be operated in accordance with the manufacturer's recommendations.
- Keep hand tools in good condition, inspected, cleaned, sharpened, oiled, and not abused. Replace worn tools immediately.
- Inspect tools for damage and worn parts before use. Remove damaged or frayed cords from service. Do not hoist or lower tools by the cord or hose; use handlines.
- A qualified person must inspect power tools before use and at least once per month.
- Do not force tools beyond their capacity or other shortcuts.
- Do not use power tools if safety equipment such as shields, tool rests, hoods, and guards have been removed or rendered inoperative.
- Employees must wear the required personal protective equipment when using tools under conditions that expose them to flying objects or harmful dust.
- Do not use gasoline-powered tools in unventilated areas, enclosed spaces, or outside of enclosed spaces. Dispense gasoline and other flammable liquids only from UL approved safety cans or equivalent.
- Inspect grinding wheels regularly for signs of fracture.
- Equip bench grinders with deflector shields and side-cover guards. Tool rests must have a maximum clearance of 1/8 inch from the wheel.
- Secure couplings to hoses supplying pneumatic tools to prevent accidental disconnection.
- Protect air-supply lines, inspect lines regularly, and maintain lines in good condition. Provide excess flow valves on supplying hoses exceeding 1/2 inch in diameter.
- Any tools or equipment found to be defective shall be tagged and taken out of service until repaired.

POWDER-ACTUATED TOOLS

- Employees must not operate powder-actuated tools until they have satisfactorily completed the training for the tool and have evidence of this training readily available.
- Loads, studs, and nails used in powder-actuated tools must be specifically approved by the manufacturer for use in that tool.
- Do not use loads, studs, and nails in powder-actuated tools for any purpose other than recommended by the manufacturer.
- Do not use powder-actuated tools when adjacent areas are occupied by personnel.
- Powder-actuated tools must be designed so that discharging the powering load can only be accomplished when the barrel of the tool is firmly depressed against the work surface.
- Do not use powder-actuated tools in areas where hazardous accumulations of ignitable dust, gases, or liquids could be present or collect until the area has been proven free from such hazards with appropriate instrumentation.
- Goggles, face shields, or substantial eye protection must be worn by each person within 25 feet of the point of discharge.
- Personnel not directly involved with the operation of powder-actuated tools must stay clear of the operator.
- Do not leave powder-actuated tools or loads unattended at any time. Powder-actuated tools, loads, studs, and nails must be stored in a locked box or otherwise secured when not in use. Do not load the tool until ready for use.
- Handle misfires in accordance with manufacturer's training. Dispose of misfired loads safely in bucket filled with water **or follow manufacturer's instructions**
- Misfired loads are considered to be ammunition.
- Powder-actuated tools must be regularly inspected and maintained. Maintenance work must be performed by competent technicians as directed by the manufacturer's literature. Parts used in maintenance or repair of powder-actuated tools must be exact replacement parts.

HAND-HELD TORCHES

- Never leave torches ignited and unattended.
- Make sure the cylinder is securely braced or tied so that it can't fall or be knocked over.
- Use only approved high-pressure hoses to connect torches to regulators.
- Operate the torch at the manufacturer's recommended pressure.
- Never direct the flame at, near, or toward the cylinder.
- Never use hand-held torches inside a building unless all precautions to prevent fire or explosion are taken.

HANDLING AND STORAGE OF CYLINDERS

- A suitable cylinder truck with chain or other secure form of fastening must be used to keep cylinders from being knocked over while in use or in storage. An acceptable cylinder wrench must be installed on each cylinder truck.
- Cylinders must be legibly marked to identify content.
- Do not store cylinders of oxygen near cylinders of acetylene or other fuel gas. Separate cylinders by a minimum of 20 feet, or with a five-foot non-combustible barrier with at least a two-hour fire rating. Do not place cylinders where they can contact an electrical circuit.
- Keep oxygen cylinders, cylinder valves, couplings, regulators, hoses, and apparatus free from oil and grease. Do not handle oxygen cylinders or apparatus with oily hands or gloves.
- Keep cylinders in storage away from sources of heat, flame. Remove combustibles from the storage area.
- Close valves on empty cylinders. Keep valve protection caps in place except when cylinders are in use or connected for use.
- Provide a suitable platform when moving cylinders by crane or derrick. Do not use slings, hooks, or electric magnets. Cylinder caps should remain installed on the cylinder until connected to equipment. Keep the cylinder cap near the cylinder when in use.
- Secure compressed gas cylinders in an upright position at all times, except for short periods of time when cylinders are being hoisted or carried. Empty cylinders must be labelled "Empty." If a cylinder is not equipped with a valve wheel, keep a key or cylinder wrench on the valve stem while in use. Acetylene cylinders should be protected in a cradle while being transported by crane or derrick.
- Do not store or take compressed gas cylinders into closed or confined areas, or near elevators or stairs.
- Store compressed gas cylinders in well-ventilated, proper storage racks that are labelled for the type of gases to be stored. If a leak develops in a cylinder and it cannot be immediately corrected, move the cylinder to a safe location outside the building.
- Visually inspect cylinders to ensure they are safe before use.

CHIPPERS & DRILLING CONCRETE/HAMMER DRILLS

- ensure work area is clear of other workers
- user shall wear a hard hat, eye protection, heavy duty or anti-vibratory gloves, and ear protection
- use of dust-free power tools that are equipped with a vacuum; watering to keep down the dust; and have dust masks available for workers who might want to use one in addition to the other hazard controls
- inspect and test drill and cord prior to use
- make sure all manufacturer's protective devices (guards) are in place and operational
- drill should be approved, double-insulated. If not, it should be properly grounded
- plug into a GFCI-protected outlet
- make sure that cords are not lying in the water
- the drill operator should use any auxiliary handles that are on the drill to maintain control
- the drill operator should make sure that he sets his feet properly before beginning to drill or chip
- use anti-vibratory gloves to relieve the impact on hands, when drilling for a prolonged period of time

- take regular breaks from drilling or switch with another worker (if drilling for a prolonged period of time) to relieve vibratory fatigue

GUARDS

Moving machine parts must be safeguarded to protect operators from serious injury. Belts, gears, shafts, pulleys, fly wheels, chains, and other moving parts must be guarded if there is a chance they could contact an individual.

As mentioned before, the hazards associated with moving machinery can be deadly. Hazardous areas that must be guarded include the following:

- Point of operation. Area where the machine either cuts, bends, molds, or forms the material.
- Pinch/nip point. Area where moving machine parts can trap, pinch, or crush body parts (e.g., roller feeds, intermeshing gears, etc.)
- Sharp edges.

There are three types of barrier guards that protect people from moving machinery.

They consist of the following:

- Fixed guards
- Interlocked guards
- Adjustable guards

A **fixed guard** is a permanent machine part that completely encases potential hazards. Fixed guards provide maximum operator protection.

Interlock guards are connected to a machine's power source. If the guard is opened or removed, the machine automatically disengages. Interlocking guards are often preferable because they provide adequate protection to the operator, but they also allow easy machine maintenance. This is ideal for problems such as jams.

Self-adjusting guards change their position to allow materials to pass through the moving components of a power tool. These guards accommodate various types of materials, but they provide less protection to the operator.

IMPORTANT: Guards must be in place. If a guard is removed to perform maintenance or repairs, follow lockout/tagout procedures. Replace the guard after repairs are completed. Do not disable or move machine guards for any reason. If you notice that a guard is missing or damaged, contact your supervisor and have the guard replaced or repaired before beginning work.

NOTE: Hand-held power tools typically have less guarding in place than stationary power tools.

Use extreme caution when working with hand-held power tools and always wear a face shield.

In addition to the safety suggestions for general power tool usage, there are specific safety requirements for each type of tool. The following sections cover safety guidelines for these types of tools:

GRINDER SAFETY

Follow these safety guidelines when working with grinders:

- Ensure that no combustible or flammable materials are nearby that could be ignited by sparks from the grinder wheel.
- Ensure that a guard covers at least 270 degrees of the grinding wheel on bench-mounted machines.
- Periodically check grinder wheels for soundness. Suspend the wheel on a string and tap it. If the wheel rings, it is probably sound. A dull sound indicates cracks in the wheel.
- Place the grinder tool rest 1/8 inch from the wheel and slightly above the center line.
- Allow the grinder to reach full speed before feeding material into the grinding position. Faulty wheels usually break at the start of an operation.
- Unless otherwise designed, grind on the face of the wheel.
- Use locking pliers or clamps to hold small pieces.
- Slowly move work pieces across the face of a wheel in a uniform manner. This will keep the wheel sound, and maintain a flat cutting surface.
- Do not grind non-ferrous materials.
- Replace wheels that are badly worn or cracked.
- Never use a wheel that has been dropped or received a heavy blow, even if there is no apparent damage.
- Before using a new wheel, let it run a few seconds at full speed to make sure it is balanced securely.

SAW SAFETY

Follow these safety guidelines for working with band saws:

1. Keep your hands on either side of the cut line. Never reach across the cut line for any reason.
2. Do not stand to the side of the band saw.
3. Be sure the radius of your cutting area is not too small for the saw blade.
4. If you hear a rhythmic click, check the saw blade for cracks.

POWDER ACTUATED TOOLS

1. Only workers who have furnished evidence of training by the manufacturer shall be allowed to operate a powder-actuated tool.
2. Eye and head protection shall be worn by all personnel exposed to the use of this type of tool.
3. Tools shall not be loaded until just prior to use and loaded tools shall not be left unattended unless they are locked in a container.
4. These type of tools are not to be used in or near an explosive or flammable atmosphere and cartridges (power source) shall be kept separated from all other material.
5. Hearing protection shall be worn by the operator and any workers within the confines of an enclosed area up to 50 feet from the point of discharge and 25 feet in open outdoor locations.
6. These tools should never be pointed at anyone, whether loaded or unloaded. Hands should be kept clear of the muzzle at all times.
7. Keep cartridges stored in a suitable container. Un-discharged (misfired) cartridges should be kept in a water filled container until they can be safely disposed of.

USE OF COMPRESSED AIR TOOLS/EQUIPMENT

- All hose connection shall be safety wired.
- Wear personal protective equipment recommended by manufacturer.
- Check hoses on regular basis for cuts, bulges, or other damage – ensure damaged hoses are immediately replaced or repaired by competent person.
- Check pressure regulator and relief device to ensure that correct, desired pressure is maintained.
- The correct air supply hoses must be used for the tool/equipment being used.
- The equipment must be properly maintained according to the manufacturer's requirements.
- Follow manufacturer's general instructions and comply with legislated safety requirements.
- Where harmful vapors or dusts are created approved respiratory protection must be used.

COMPRESSED GAS CYLINDERS:

Use compressed gas cylinders with extreme caution. Some basic safety rules are:

- Only competent and trained workers are to handle compressed gas cylinders.
- All compressed gas cylinders should be stored in a secured and upright position.
- After using a compressed gas cylinder, always ensure that the valve has been closed and that the protective valve cap is in place.
- Upon discovery of a compressed gas leak from a cylinder, hose, valve or other connection, discontinue use until the problem has been rectified. Under no circumstances is a leaking compressed gas cylinder is to be used.
- No empty cylinders shall be left inside enclosed buildings. Take them to an outdoor compound.
- When storing compressed gas cylinders, always store empty ones separately from full or partially filled cylinders.
- Compressed gas cylinders should be stored in a designated outdoor compound, affording adequate ventilation and explosion proof characteristics.

- Always keep compressed gas cylinders at least 15 feet away from any heat generating sources.
- Overhead protection should be provided to the valves and connections to compressed gas cylinders when there is a risk of materials falling from above.

GRINDERS AND CUT - OFF SAWS

- Familiarize yourself with the tool's operation before commencing work
- Ensure protective guard are in place and wear personal protective equipment recommended by manufacturer
- Never exceed maximum wheel speed (every wheel is marked – compare it to the speed of the grinder)
- When mounting the wheels, check for cracks and defects, ensure that the mounting flanges are clean and the mounting blotters are used. **Do not over tighten the mounting nut.**
- Before grinding, run newly mounted wheels at operating speed to check for vibrations.
- Do not use grinders near flammable materials.
- Never use grinders for jobs for which it is not designed.
- Where harmful vapors or dusts are created approved respiratory protection must be used.

WELDING, TORCH CUTTING OR BURNING

Work involving welding, torch cutting or burning can increase the fire and breathing hazards on any job.

Follow these guidelines prior to the start of work.

- Always ensure that there is adequate ventilation, natural or mechanical since hazardous fumes can be created causing respiratory harm.
- Always use the necessary personal protective equipment of your protection such as respirators, cutting goggles and protective clothing.
- Ensure there is fire extinguishing equipment nearby of immediate use.
- Check cables and hoses to protect them from slag and sparks.
- Check the work area of combustible material and possible flammable vapors before starting work. If combustible materials or sensitive equipment cannot be removed, fire blanket protection or a fire watch must be maintained.
- Never remove existing railings prior to ensuring fall protection requirements.
- When working overhead, cordon off your work zone below and post signs warning other workers to stay clear. Use fire resistant materials (fire blankets, tarps, etc.) to control or contain slag or sparks.
- Contact lenses should never be worn by anyone working near welding operations.

CONCRETE/MORTAR MIXER

- Read all operating and maintenance instructions before operating or servicing the mixer. You should test run it empty prior to actual use.
- Give complete and undivided attention to the operation of the mixer.
- Know how to stop the mixer and the motor/engine instantly.
- Always have all guards and safety devices attached and in place before operating the mixer.
- Keep inexperienced and unauthorized people away from the mixer at all times.
- Never leave the mixer unattended when it is running.
- Shut off the engine or disconnect the electric motor before making any adjustments or putting hands or tools in the drum. **NEVER REACH INTO THE DRUM WHILE THE MIXER IS RUNNING.**
- Do not over-fill. Avoid exceeding the mixer's capacity.
- Do not refuel the engine when it is hot or running, or while you are smoking. Avoid spilling fuel.
- Block the mixer wheels or legs when operating on a slope so that the mixer is level and will not move.
- Use safety chains when towing on the highway.
- Lower the frame stabilizers if the mixer is equipped and lock them in place before operating the mixer. If the ground is soft, place boards under the stabilizers and wheels.
- Keep the mixer clean and in good operating condition. Loose or damaged parts are dangerous.
- Do not wear loose clothing that could get caught in the moving parts or on control levers. **KEEP HANDS AND FEET AWAY FROM MOVING PARTS.**
- Never charge or fill the unit prior to starting, as the overload initially encountered could damage the motor/engine.

FIRE PRECAUTIONS

- Place fire extinguisher in the area where internal combustion engine is being used (concrete quick saws, portable generators, air compressors etc.)
- Place at least one fire extinguisher in the area where hot work is carried on (generating sparks, heat, open flames etc.)

Fire extinguishers must be readily accessible at adequately marked locations, properly maintained and promptly refilled after use. Also, they must be inspected of defects or deterioration at least once a month by a competent worker who shall record the date of the inspection on a tag attached to it. At least one fire extinguisher must be provided where flammable liquids are stored, handled or used, where temporary oil-fired or gas fired equipment is used, where welding or open-flame or gas fired operations exist and on each storey of an enclosed building being constructed or altered and of each workshop with 300 or fewer square meters of floor area. Every fire extinguisher must be of a type whose contents are discharged under pressure and shall have an Underwriter's Laboratories of Canada 4A40BC rating.

CEMENT/CONCRETE DUST

Hazard: Exposure to cement dust can irritate eyes, nose, throat and the upper respiratory system. Skin contact may result in moderate irritation to thickening/cracking of skin to severe skin damage from chemical burns. Silica exposure can lead to lung injuries including silicosis and lung cancer.

Solutions:

Rinse eyes with water if they come into contact with cement dust and consult a physician.

Use soap and water to wash off dust to avoid skin damage.

Wear a P-, N- or R-95 respirator to minimize inhalation of cement dust.

Eat and drink only in dust-free areas to avoid ingesting cement dust.

WET CONCRETE

Hazard: Exposure to wet concrete can result in skin irritation or even first-, second- or third-degree chemical burns. Compounds such as hexavalent chromium may also be harmful.

Solutions:

- Wear alkali-resistant gloves, coveralls with long sleeves and full-length pants, waterproof boots and eye protection.
- Wash contaminated skin areas with cold, running water as soon as possible.
- Rinse eyes splashed with wet concrete with water for at least 15 minutes and then go to the hospital for further treatment.

SILICA DUST

Exposure to dust containing silica can cause silicosis, a progressive, irreversible, and sometimes fatal lung disease. Every year more and more Canadian workers are exposed to silica dust at their jobs. Deaths from silicosis may number a few hundred cases per year. Hundreds more are being permanently disabled by this disease. Every one of these cases is an unnecessary tragedy.

Silicosis is preventable.

If you work or are an employer in one of the many occupations where dust containing silica is present, you need to know how to prevent this disease and save your life or other workers' lives.

Employers, safety supervisors, and foremen should work together to develop a silica exposure control program to protect their workers.

- Explain what silica is
- Identify occupations that can be exposed
- Describe silicosis and other health effects of silica
- List permissible exposure levels of silica

- Discuss recommended control procedures
- List guidelines for developing a silica exposure control program

What is Silica?

Crystalline silica, also called alpha silica or free silica, is silicon dioxide (SiO₂). In pure, natural form, SiO₂ crystals are tiny, very hard, translucent, and colorless. Silica is the second most common mineral in the earth's crust and is a major component of sand, quartz, granite, and mineral ores.

The three most common types of crystalline silica encountered in industry are quartz, tridymite, and cristobalite. Silicates, composed of SiO₂/ are also a source of silica (usually less than 1%).

Silicates include mica, soapstone, talc, tremolite, and Portland cement.

Quartz content can vary greatly among different rock types. Granite can contain anywhere from 10 to 40% quartz; shales have been found to average 22%, and sandstone averages almost 70 % quartz.

What occupations are at risk to silica exposure?

Any occupation where workers are handling rock, brick, sand, or drilling, quarrying, or tunneling through the earth's crust may expose workers to silica. Silica is present in almost every process where natural minerals are handled.

Occupations exposed to silica dust in various levels:

- Construction: sandblasting, rock drilling, masonry work, jack hammering, tunneling
- Mining: cutting or drilling through sandstone and granite
- Foundry work: grinding, moldings, shakeout, core room
- Ceramics, clay, and pottery
- Stone cutting: sawing, abrasive blasting, chipping, grinding
- Glass manufacturing
- Agriculture
- Railroads: setting and laying track
- Manufacturing and use of abrasives
- Manufacturing of soaps and detergents
- Shipyards: abrasive blasting
- Rock crushing and transport: sand and gravel operations
- Demolition of concrete and masonry structures
- Dry sweeping or pressurized air blowing of concrete or sand dust
- Cement and asphalt pavement manufacturing: concrete mixing, tunneling, and cutting
- Paper and pulp mills: repair or replacement of linings of rotary kilns
- Food processing operations: preparing crops for market, sorting, grading, and washing
- Workers encounter high-risk silica exposures through sandblasting, rock drilling, and mining. Workers who remove paint and rust from buildings, bridges, tanks, and other surfaces; clean

founding castings; work with stone or clay; etch or frost glass; and work in construction are at risk of overexposure to crystalline silica.

Health effects:

Silicosis: Silicosis has taken a serious toll, attacking workers in many settings.

Silicosis is lung damage caused by breathing dust containing fine particles of crystalline silica. If silica particles are inhaled, they become embedded in the lungs, the lung tissues react by developing fibrotic nodules and scarring around the trapped particles. The scar tissue makes the lungs hard and stiff. The scarring can greatly reduce the function of the lungs making it difficult and sometimes painful to breathe.

Not only does silica tear up the lungs but it also reduces the body's ability to fight off infections making workers more susceptible for developing other lung illnesses and infections. If workers smoke, silica exposure may greatly increase the risk of developing lung cancer. The incidence of tuberculosis is high among silicosis victims.

Symptoms of silicosis: Early stages of the disease may go unnoticed.

Early symptoms can include:

- Shortness of breath during physical exertion
 - Fever
 - Occasionally bluish skin at the ear lobes or lips
- Progression of silicosis can lead to:
- Fatigue
 - Laboured breathing
 - Loss of appetite
 - Pain in the chest
 - Respiratory failure, which may cause death

In severe cases, fibrous tissue can hinder the flow of blood in vessels of the lung and the heart can enlarge in an effort to pump more blood. Death can result from cardiopulmonary effects of chronic silicosis.

Chronic silicosis: The most common form of the disease; may go undetected for years in the early stages. Chest x-rays may not reveal an abnormality until after 15 or 20 years of exposure.

If you believe you are overexposed to silica dust, visit a doctor who knows about lung diseases. The progress of silicosis can only be stopped; but cannot be cured.

Accelerated silicosis: A form of silicosis that shows symptoms within five to 10 years.

Acute silicosis: A form of silicosis that develops in workers exposed to very high levels of crystalline silica. Symptoms may appear within only a few weeks of an initial exposure.

Silica dust can also irritate worker's eyes. Goggles or safety glasses should be worn if eye irritation is a problem.

Permissible Exposure Levels

Current Occupational Exposure Limits for Ontario Workplaces Required under Regulation 833

Employers are required under section 4 of Regulation 833, Control of Exposure to Biological or Chemical Agents (the “Regulation”), to limit the exposure of workers to specified hazardous biological or chemical agents in accordance with the values set out in the “Ontario Table” (which is Table 1 in the Regulation) or, if the agent is not listed in the Ontario Table, the **2015 ACGIH** Table that is incorporated by reference in the Regulation.

An employer has a duty and shall take all measures reasonably necessary in the circumstances to protect workers from exposure to a hazardous biological or chemical agent.

Silica, Crystalline	Agent	Time-Weighted Average Limit (TWA)	Short-Term Exposure Limit (STEL) or Ceiling Limit (C)
	Quartz/Tripoli [14808-60-7; 1317-95-9]	0.10 mg/m ³ (R)	
	Cristobalite [14464-46-1]	0.05 mg/m ³ (R)	

Occupational Health and Safety Act R.R.O. 1990, REGULATION 833, CONTROL OF EXPOSURE TO BIOLOGICAL OR CHEMICAL AGENTS *Taken from Table 1 - ONTARIO TABLE OF OCCUPATIONAL EXPOSURE LIMITS

(R) Respirable fraction: means that size fraction of the airborne particulate deposited in the gas-exchange region of the respiratory tract and collected during air sampling with a particle size-selective device that, (a) meets the ACGIH particle size-selective sampling criteria for airborne particulate matter; and (b) has the cut point of 4 µm at 50 per cent collection efficiency.

Engineering Controls

To achieve compliance with the established OEL, the employer must first implement engineering controls or administrative controls whenever feasible.

Wet work: Airborne silica dust can be minimized or reduced by applying water to the process or clean up. When sawing or drilling concrete or masonry use saws/drills that provide water to the blade.

Isolation: Use containment methods such as blast-cleaning cabinets when sandblasting. Cabs of vehicles or machinery cutting or drilling through rock that might contain silica should be enclosed and sealed.

Ventilation: Use local exhaust systems to remove silica dust from industrial processes. Dilution ventilation may be used to reduce the silica dust concentration to below the OELs in large areas.

Adequate measures should be taken to ensure that any discharge would not produce health hazards to the outside environment. A dust collector should be set up so that accumulated dust can be removed without contaminating work areas.

Routinely maintain ventilation systems to keep them in good working condition.

Dust Control: A vacuum with a high-efficiency particle air (HEPA) filter can be used to remove dust from work areas.

Substitute with less hazardous materials: Do not use silica sand or other substances containing more than 1% crystalline silica as abrasive blasting materials.

Administrative Controls

Air Monitoring: Air monitoring must be performed to determine exposures, evaluate engineering controls, selecting respiratory protection, evaluate work practices, and determine the need for medical surveillance.

Exposure measurements should be made in the employee's actual breathing zone.
Any appropriate combination of long-term or short-term respirable samples is acceptable.

Total sampling time must be at least 7 hours.

Monitoring should be repeated at least quarterly. Workers should be trained in the following:

- The health effects of silica dust exposure
- Operations and material that produce silica dust hazards
- Engineering controls and work practice controls that reduce dust
- The importance of maintenance and good housekeeping
- The proper use of respirators and personal protective equipment
- Personal hygiene practices to reduce exposure

Details of the employer's hazard communication and crystalline silica program

- Housekeeping: Remove dust on overhead ledges, on floors, and equipment before it becomes airborne due to traffic, vibration, and random air current.
- Never dry sweep or use compressed air for cleanup of dust that may contain silica.
- Use wet methods or vacuums with a HEPA filter for cleanup.
- Gentle wash down of surfaces is preferable if practical.
- Personal Hygiene: Practice good personal hygiene to avoid unnecessary exposure.
- Hand-washing facilities should be conveniently located throughout a worksite in order to minimize worker contact.
- Lockers should be provided for employees to store uncontaminated clothing.

- Workers should shower (if possible) and change out of work clothes contaminated with silica dust before they leave the jobsite. Wearing work clothes home covered in silica dust can expose the workers family to the hazard.
- Work clothes should not be cleaned by blowing or shaking. They should be vacuumed with a HEPA filter vacuum before removal.
- Locate eating/lunch areas away from exposed areas.
- Workers should park their cars where they will not be contaminated with silica.

*Only NIOSH-approved or CSA-approved equipment should be used

Housekeeping Procedures

- Dry sweeping and the use of compressed air are prohibited for removing dust in jobs/task identified in part one. Work areas and equipment covered by dust will be cleaned at the end of every shift by using a HEPA filter vacuum.
- Wet clean up may also be used to remove dust.
- Supervisors are responsible for ensuring that work areas are free from dust at the end of each shift.

Engineering Controls

- Our Company will use engineering controls whenever possible to control silica dust exposures.
- Ventilation systems will be inspected and maintained
- Ventilation systems will be checked at least weekly to determine if they are functioning properly.
- Our Company will not use abrasives that contain more than 1% crystalline silica during blasting operations.

Personal Hygiene

- Employees working at the jobs/tasks identified in part one will change out of contaminated clothing and work boots before leaving the jobsite. Contaminated clothing will be vacuumed with a HEPA filter vacuum to remove silica dust.
- Employees are required to wash their hands and shower (when feasible) before leaving the worksite.
- When worksites are located in the field away from normal operation Our Company will provide water in portable containers to hand washing.
- Employees will not eat, smoke, or use smokeless tobacco in areas identified in part one.

Personal Protective Equipment

When respirators are required to protect employees for silica dust exposure; Our Company's Respirator Program will be strictly followed.

Medical Surveillance

All workers working in jobs/tasks identified in part one will be given medical examinations to prevent the development of silicosis. Medical examination will be conducted once a year for employees working in jobs/tasks that expose them to silica dust.

Recordkeeping

Training, medical records, air monitoring, engineering control maintenance records, and injury records will be kept and located at the Corporate Head Office.

Emergency First Aid Procedures for Silica Dust Eye Exposure

- If crystalline silica dust gets into the eyes, wash immediately with large amounts of water, lifting the lower and upper lids occasionally.
- If irritation is present after washing, get medical attention.
- Portable eyewashes will be kept at jobsites in the field away from the company locations.

Breathing

- If a person breathes in large amounts of crystalline silica dust, move the exposed person to fresh air immediately.
- If breathing has stopped, perform chest compressions (if trained).
- Keep the affected person warm and at rest.
- Get medical attention as soon as possible.

Spill and Disposal Precautions

If crystalline silica is spilled or released in hazardous concentrations, the following steps will be taken:

- Ventilate the area of the spill or release.
- Persons doing the clean-up are required to wear appropriate respirators.
- Collect spilled material in the most convenient and safe manner for reclamation or disposal in a secured sanitary landfill.

WORK AREA LIGHTING

Stairs and work areas must be adequately lit at all times. An area in which a worker is present and the means of entering and exiting that area shall have lighting that is at least 55 lux (lumens per square metre). Dark areas should not be entered without the assistance of portable lighting or flashlights.

If at any time a worker finds the lighting inadequate in the work area they are about to enter, inform the foreman/supervisor who will supply task lighting as required. Missing or burnt out lamps shall be replaced before other work is performed in the area. All lamps in the area shall be shatterproof or be protected from damage.

SAFE LIFTING PRACTICES – HOISTING

Evaluation of the Load

Determine the weight of the object or load prior to a lift to make sure that the lifting equipment can operate within its limitations.

Balancing of the Loads

Estimate the centre of gravity or point of balance. The lifting device shall be positioned immediately above the estimated centre of gravity.

Hoisting Hook

Hoisting hooks must be equipped with safety catch unless design of the hooks are permitting safe levels of safety or better than those assured by safety catch and approved for that particular application.

Landing the Load

Prepare a place to land the load, lower the load gently and make sure it is stable and secured prior to releasing hoisting hooks or slings or chains.

REMEMBER

- Use only approved rigging and NEVER exceed the working load limits set out by manufacturer or professional engineer.
- Ensure the hoist or crane is positioned directly over the load.
- Use slings/chains of proper reach.
- NEVER shorten a line by twisting or knotting – with chain slings
- NEVER use bolts or nuts.
- NEVER permit anyone to ride the lifting hook or the load.
- Ensure all personnel stand clear from the load being lifted.
- NEVER work under suspended load.
- NEVER leave a load suspended when the hoist or crane is unattended
- ALWAYS place “Danger due to hoisting” sign adjacent to the hoisting area
- ALWAYS protect the public way by installing adequate barriers/fencing around hoisting area perimeters
- Use guide ropes to prevent unwanted/uncontrolled movement of the load as well as pinch points
- Operator to use assistance of signaler where view of the operator obstructed
- Do not release the load from hoisting hook unless load secured

WIND RELATED HAZARDS

Strong winds and gusts pose a real risk to workers. In these conditions refrain from handling materials at heights of risk of being blown over. Walls and structures of any type are vulnerable to collapse and special bracing precautions should be taken.

Secure all materials to prevent unwanted movement.

WEATHER CONDITIONS – LIGHTNING

Who should be concerned about lightning?

Lightning kills more Canadians than hail, wind, rain and tornadoes combined, making lightning an important safety consideration. This fact is especially true for people who make a living working outdoors. While the odds of getting struck by lightning are less than one in a million, Environment Canada says lightning kills six to twelve people every year in this country and seriously injures another sixty or seventy people.

Knowing what to do when lightning is close is especially important for people who work outdoors (for example, construction workers, road crews, landscapers and farm workers). Employers need to recognize the hazards associated with electrical storms and, where appropriate, have safe procedures and work systems in place, to minimize the risk of injury or harm to employees, and should review these policies seasonally.

Having a preparedness plan and taking some basic safety measures can prevent many lightning deaths and injuries.

What should I know about lightning?

- A lightning bolt is a million times more powerful than household current, carrying up to 100 million volts of electricity. When someone is struck by lightning, an electrical shock occurs that can cause burns and even stop the person's breathing.
- Although thunder and lightning can occur occasionally during a snowstorm, April to October are the prime thunderstorm months in Canada. Thunderstorms occur most often in late afternoon or evening, and around sunrise.
- Knowing how lightning behaves can help you plan for an approaching storm. It tends to strike higher ground and prominent objects, especially materials that are good conductors of electricity, such as metal. Thunder can be a good indicator of lightning – loud crackling means it's close, whereas rumbling means the storm is further away.
- Because light travels faster than sound, you will see lightning before you hear the thunder. Each second between the flash and the thunderclap represents about 300 metres. As a rule of thumb, if you can count less than 30 seconds between the lightning strike and the thunder, the storm is less than 10 km away.

There is an 80% chance that the next strike will happen within that 10 km, and if you can hear thunder, you are within striking distance. Immediately go to the nearest well-constructed building or a fully enclosed, metal-topped vehicle... there is NO safe place to be outside in a thunderstorm.

What steps should people take to protect themselves?

Protection from lightning begins before the storm. Paying attention to weather conditions and forecasts allows time to plan for threatening weather and to react appropriately. The safest place to be during a thunderstorm is in a well-constructed building. A well-constructed building is one that is fully enclosed with a roof, walls and floor with electrical wiring, plumbing, telephone line, or antennas to ground the lightning should the building be hit directly. Even when inside the building, there are safety precautions to take.

- Keep as many walls as possible between you and the outside. Stay away from doors, windows, and fireplaces.
- Stay away from anything that will conduct electricity such as radiators, stoves, sinks and metal pipes.
- Use battery operated appliances only. Avoid handling electrical appliances and regular telephones (cordless phones and cell phones do not increase the risk of a lightning strike).

The next best place for shelter is an enclosed metal car, truck or van but NOT a tractor, golf cart, topless or soft-top vehicle. Make sure the vehicle is not parked near trees or other tall objects that could fall over during a storm. When inside a vehicle during a lightning storm, roll up the windows and sit with your hands in your lap and wait out the storm. Don't touch any part of the metal frame or any wired device in the vehicle (including the steering wheel or plugged-in cell phone). A direct strike to your car will flow through the frame of the vehicle and usually jump over or through the tires to reach ground.

Be aware of downed power lines that may be touching your car. You are safe inside the car, but you may receive a shock if you step outside.

Unsafe shelters are buildings or structures without electricity or plumbing to ground the lightning, as they do not provide any lightning protection. Shelters that are unsafe include covered picnic shelters, carports, tents, baseball dugouts as well as other small non-metal buildings (sheds and greenhouses).

What should you do if you cannot find shelter?

There is no safe place to be outdoors during a thunderstorm. However, there are areas that might be less dangerous – and help reduce the risk of being struck by lightning when outside.

Stay away from things that are tall (trees, flagpoles or posts), water, and other objects that conduct electricity (tractors, metal fences, lawn mowers, golf clubs).

You do not want to become a prime target by being the highest object on the landscape. Take shelter in low-lying areas such as valleys or ditches but watch for flooding.

If you are with a group of people in the open, spread out several metres apart from one another.

If you get caught in a level field far from shelter and you feel your hair stand on end, lightning may be about to hit you. Crouch down on the balls of your feet immediately, with feet together, place your arms around your knees and bend forward. Be the smallest target possible, and at the same time, minimize your contact with the ground. Don't lie flat.

What should you do if someone has been hit by lightning?

Lightning victims are safe to touch. Bystanders shouldn't hesitate to save a life by calling for help. If breathing has stopped, administer mouth-to-mouth resuscitation. If the victim is not breathing or they do not have a pulse, a trained rescuer should administer cardio-pulmonary resuscitation (CPR).

What do they mean by the "30-30 Rule"?

Remember...

- When you can count 30 seconds or less between lightning and thunder, head for safe shelter.
- Remain sheltered for 30 minutes after the last thunder.

When Environment Canada issues a storm warning, or if you can already hear thunder, remember to take shelter from the storm and protect yourself. There are also commercially available personal lightning detection devices that can be carried on a person to help warn about how close a storm is.

Preparedness for a storm is essential. Listen to your local forecast for the possibility of thunderstorm activity. Keep an eye on the sky. If the sky suddenly darkens, be prepared to take shelter.

MATERIAL/EQUIPMENT/TOOLS – TRANSPORTATION & STORAGE

All materials/equipment/tools must be stored in the manner that:

- prevents tipping, rolling or collapsing
- at least 1,8 m away from any unguarded openings
- secure all materials from windy conditions during and prior to leaving the project at the end of the shift.
- Secure - tie down all materials and equipment in adequate and responsible manner prior to taking it on the road

MANUAL MATERIAL HANDLING

What are some general good habits?

- Assess the load to be lifted and the overall conditions. Get assistance with items that appear too heavy or awkward. Ensure that there is enough space for movement and that you can walk along the surface safely.
- Stay balanced – keep your feet shoulder-width apart, with one foot beside and the other behind the object to be lifted.
- Carry the object close to your body. To change direction, turn your whole body by shifting your foot position – don't twist your body!
- To lower object, bend your knees – not your back!

What are some guidelines for lifting?



Store bags at waist height



Do not bend over and try to lift the bag all at once

How do you lift heavy objects from ground level?



Raise bag upright



Put one knee against bag



Pull bag up the leg



Rest bag on edge of knee of the other leg



Stand upright



Carry the load with your back in upright position

What are some guidelines for transferring objects?

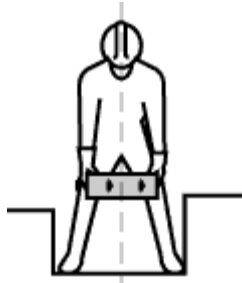
- Reduce the load on your back by transferring your body weight. Shift your body weight from one leg to the other. Avoid twisting your back. Momentum helps move the load.



Pull material towards you



Transfer your weight to the lift side



Lift only to level required



Shift weight to your other leg



Push material into position

SCAFFOLDING SAFETY

The following are some common rules designed to promote safety in the construction of scaffolding. These guidelines do not purport to be all-inclusive or replace other additional safety and precautionary measures. They are not intended to supersede the requirements of any provincial regulations, codes and manufacturing instructions/recommendations. The user shall be responsible to comply with all recognized provisions. Where possible, post the Code of Safe Practice in a conspicuous place and ensure that all persons who erect, dismantle or use scaffolding are aware of these. It is recommended that these instructions are the subject of tool box meetings.

GENERAL GUIDELINES FOR SCAFFOLDING

- Do not erect, dismantle or adapt a scaffold unless under the direct supervision of a competent person.
- In certain provinces, a scaffold must be engineered when the height exceeds a stipulated dimension. Check your local codes for compliance and height restriction.
- Never work under the influence of alcohol, illegal or medically required drugs.
- Never climb cross braces or diagonal bracing. Always use proper means of access to reach working platform – if using a ladder, maintain 3-point contact at all times while climbing.
- Prior to use, always inspect the scaffold to ensure that it has not been altered and is in safe working condition. Always report any unsafe condition(s) to your supervisor.
- Always exercise caution when entering or leaving a working platform.
- Never overload a scaffold. Be aware of the designed working load or consult the supplier/manufacturer.
- Never use a ladder or makeshift devices to increase the height of the scaffold.
- Do not jump onto planks or platform at any time.
- Never use scaffold material for purposes or in ways for which it was not intended.
- Follow all Occupational Health & Safety and provincial codes and ordinances pertaining to scaffolding.
- Always wear fall protection equipment, (safety harness, lanyard, scaffold choker) and ensure that workers are trained in the use of this equipment. If a full guardrail system is not in place, fall arrest/protection system must be used. Check local codes for specific requirements.
- Never extend adjustable bases beyond the manufactured limits.
- Never use substitute materials such as wire instead of proper locking devices in frames.
- Never take chances – if in doubt as to your safety or the use of the scaffold consult your supervisor on contact the scaffold supplier.
- Do not use wood planks that have been painted or have knots or cracks.
- If guardrails have to be temporarily removed for material hoisting, ensure that they are immediately replaced.
- Never place or rest material on the guardrails.
- Never undermine the base of a scaffold or the foundations near the base.
- Scaffold erectors shall be physically capable of performing required tasks when erecting/dismantling scaffolding without risk to the health or safety of others.
- It is dangerous to construct a scaffold close to power lines. Always consult the power company for specific guidelines and conform to all applicable codes.

Training

Workers must be properly trained or instructed before they use equipment. Only competent workers may construct scaffolds.

Inspection

Inspect all equipment before using. Never use any equipment that is damaged or defective in any way.

Site evaluation

- When possible, always survey the job site to identify any potential hazard condition.
- Complete job site hazard evaluation and amend your standard fall protection plan with site-specific requirements.

Foundations

- Never construct a scaffold on unprepared foundations.
- Where necessary, provide adequate continuous wood sills and ensure that they are not less than 50mm x 250mm (2" x 10") and cover two frame legs in length.
- Footings, sills or supports must be capable of supporting at least 2 times the maximum load to which they are subjected without settlement.
- Any part of a building or structure that is used to support the scaffold shall be capable of supporting the maximum intended load to be applied, and must be verified by a professional engineer.

Components

Never mix scaffold frames and accessories that have been manufactured by different companies, unless all parts fit perfectly together and have been designed to the same capacity, so that the integrity of the scaffold is never compromised.

Scaffold ties

- Where the scaffold height exceeds three times the smallest base dimension (3:1 ratio), scaffolds must be tied at least every 4.57m (15'-0") intervals vertically and 6.0m (20'-0") horizontally.
- Where possible, push/pull ties should be used, ensuring that the tie tube is connected to both frame legs with right angle clamps.
- If it is not possible to tie the scaffold to a structure, a professional engineer must provide special design considerations.

Work platforms

- The work platform provides the worker with a safe environment from which to work.
- The work platform must consist of a fully planked/decked surface and shall have guardrails consisting of top rails, midrails and toe boards installed on all open sides.

- Toe boards shall be installed at the edge of all work platforms and should be a minimum 100mm (4") high.

Guardrails, midrails

- Guardrails must be installed on all open sides of the scaffold where a person can fall a distance of 2.4m (8'-0") or more, and shall be not less than 0.92m (3'-0") nor more than 1.07m (3'-6") above the platform, and should be positively connected to the guardrail posts.
- Midrails shall be installed equal distant between the guardrail and the platform.

Planks –wood

- Always use select structural wood plank, LVL (laminated veneer lumber) or equivalent approved 50mm x 250mm (2"x10") lumber, of uniform thickness.
- Ensure that wood plank extends a minimum 150mm (6") and no more than 300mm (12") beyond the centre of supports and should be cleated at one end to prevent lateral movement.
- Wood planks should not span a length greater than 2.13m (7'-0") unless engineered otherwise.

Planks – steel

- Most steel planks have a supporting hook and wind lock to prevent uplift.
- Ensure that the steel plank has a non-skid surface and that the load capacity rated by the manufacturer is not exceeded. Always ensure that the wind lock is in the closed position

Manufactured decking

- These are normally constructed from aluminum side frames with a plywood or metal decking and are secured to the scaffold by supporting hooks with wind locks that prevent uplift.
- The load capacity of these decks is rated by the manufacturer and should be clearly identified on the deck and must not be exceeded. Always ensure that the wind lock is in the closed position.

Ladders

- Ladders are used to gain access to the working platforms.
- Ladders, ladder cages and rest platforms, when installed on scaffolds, must conform to all applicable codes, and must extend approximately 1m (3'-0") above the landing area and be secured. Always maintain 3- point contact at all times when climbing.

Stairways

Manufactured modular stairways are used to gain access to working platforms and must be installed in accordance with the manufacturer's instructions.

Side brackets

- Side brackets must be installed at right angles to the scaffold and should be installed in accordance with manufacturer's instructions.
- These are an extension of the working platform and must accommodate at least 2 planks and must not be used for storage of materials.
- Always check the maximum loading of side brackets.

Cantilevers

Cantilever platforms, except fabricated side brackets, must be designed by a professional engineer and shall be installed in accordance with suppliers/manufacturer's instructions.

Loading

- The load on any scaffold must never exceed the safe working load that it was designed for.
- Most scaffolds are required to support at least four times the intended load, however this varies in different jurisdictions and must be checked.
- When any unusual loading conditions apply, or when the load exceeds 3.6 kN/m (75psf) the scaffold must be designed by a professional engineer.

Enclosures

If the scaffold has tarpaulins or any enclosure system attached, this imposes additional wind loading and the scaffold must be designed by a professional engineer.

Power lines

It is dangerous to construct a scaffold close to power lines. Always consult the power company for specific guidelines and conform to all applicable codes.

Fall arrest

In certain jurisdictions, unless a safety net or travel restraint system is being used, workers shall wear fall arrest systems if the workers may fall a distance of more than 3 m (10'-0").

Bracing – Internal (a)

As bracing has a pre-determined length, select the correct size of bracing, and brace standards internally every 6m (20'-0") in length, and ensure that bracing extends to the full height of the scaffold.

Bracing – Sway (b)

Sway or façade bracing should be installed on the outside face of the scaffold to full height, and can be either in one single bay or extended across multiple bays. If single-bay bracing is selected it must be in both end bays and at least every 15m (50'-0") longitudinally. In the multiple-bay configuration, the

desired angle is 45° to the horizontal, close to the node point, and this should be continuous to full height, and in many cases, will be designed by an engineer.

Bracing – Plan (c)

Plan bracing (horizontal diagonal) is recommended and is often required. As a minimum, it should be installed at the base and on the same level as the scaffold ties.

SAFE PRACTICE - ROLLING SCAFFOLDS

- It is dangerous to ride a rolling scaffold. Never ride a rolling scaffold.
- Always consider the ground surface that the scaffold will be rolling on, and ensure that it is suitable.
- Working platform height is restricted by the 3:1 height-to-base ratio; platform height cannot exceed three times the smallest base dimension.
- Always remove material from the platform before moving the scaffold.
- Casters with plain stems must be secured to the scaffold or adjustable bases by pins or other acceptable means.
- Ensure that casters are the correct diameter and capable of withstanding the imposed load.
- Casters must be the same size and from the same manufacturer.
- Always lock the caster brake when the scaffold is stationary and in use.
- Ensure that the caster wheels rotate freely and that the brake mechanisms are in working order.
- No more than 300mm (12”) of the adjustable base shall extend between the top of the caster and the bottom of the collar/handle of the adjustable base.
- Plan (horizontal diagonal) bracing must be installed at the base of the rolling scaffold and every 4.57m (15’-0”) vertically.
- Do not use side brackets on rolling scaffolds without consideration for overturning.
- All planks/decking must be secured and prevented from lateral movement and uplift.
- When moving a rolling scaffold always have assistance to check for uneven surfaces and overhead obstructions.
- The components of a rolling scaffold must be positively connected (locked) to prevent separation in both the vertical and horizontal positions.

SAFE PRACTICE - FRAME SCAFFOLD

Bases

Always use adjustable bases and ensure that these are centered and spiked to the wood sill.

Frames

- The spacing of frames is dependent upon the loading to be imposed on the scaffold.
- Always check loading requirements and, if necessary, seek approved engineered drawings.
- Ensure that each frame is located securely on the adjustable base and that it is level and plumb.

- Joints in frames must be made with internal coupling pins, which must be secured with locking pins or lock arms.

Cross braces

Frames are connected by cross braces that have pre-determined lengths to coincide with the frame spacing. Each cross brace should be connected to the frame and must be secured to the frame by a positive connection.

Putlogs

Do not extend or cantilever putlogs beyond their last support to form a working platform without thorough consideration for loads to be applied. Putlogs should extend at least 150 mm (6") beyond the point of support and should be braced when the span exceeds 3.7m (12'0") or in accordance with the manufacturer's instructions.

SAFE PRACTICE - SYSTEM SCAFFOLDS

Foundations

- Never construct a scaffold on unprepared foundations.
- Where necessary, provide adequate continuous wood sills and ensure that they are not less than 50mm x 250mm (2" x 10") and cover two frame legs in length.
- Footings, sills or supports must be capable of supporting at least 2 times the maximum load to which they are subjected without settlement.
- Any part of a building or structure that is used to support the scaffold shall be capable of supporting the maximum intended load to be applied and must be verified by a professional engineer.

Bases

Always use adjustable bases with system scaffolds and other components that the manufacturer recommends. Level the base by starting at the highest point of ground level and ensure accuracy, as you do not have to level the scaffold after the base has been completed.

Ledgers

- Connect the ledgers to the standard at the desired lift height by positive connection.
- Ledgers are manufactured in pre-determined lengths and the bay size is normally determined by loading criteria.
- The vertical spacing or lift height between ledgers should not exceed 1.98m (6'-6").
- Any ledger that is longer than 1.52m (5'-0") and is supporting a load should be a double ledger or equivalent.

SAFE PRACTICE - TUBE-AND-CLAMP SCAFFOLD

Foundations

- Never construct a scaffold on unprepared foundations.
- Where necessary, provide adequate continuous wood sills and ensure that they are not less than 50mm x 250mm (2" x 10") and cover two frame legs in length.
- Footings, sills or supports must be capable of supporting at least 2 times the maximum load to which they are subjected without settlement.
- Any part of a building or structure that is used to support the scaffold shall be capable of supporting the maximum intended load to be applied, and must be verified by a professional engineer.

Bases

Always use base plates and ensure that these are cantered and spiked to the wood sill.

Ledgers

- Connect the ledgers to the standards with right angle clamps and ensure that they are level.
- Joints in ledgers should be made with End-to-End clamps only, and should occur as close to the standard as possible, and should be staggered in alternate bays.
- The vertical spacing or lift height between ledgers should not exceed 1.98metres (6'-6").

Transoms

The transoms should be connected across the ledgers with right angle clamps, preferably at the standards, or within 300mm (12") of the standards and should not extend more than 225mm (9") beyond each ledger. Special design consideration should be given to any transom that is longer than 1.52m (5'-0") and is supporting a load.

LADDER SAFETY - INSPECTION

When should you inspect ladders?

- Inspect new ladders promptly upon receipt.
- Inspect ladders before each use.
- Check the condition of ladders that have been dropped or have fallen before using them again.

What should you look for when inspecting any ladder?

- missing or loose steps or rungs (they are loose if you can move them by hand)
- damaged or worn non-slip feet
- loose nails, screws, bolts or nuts
- loose or faulty spreaders, locks, and other metal parts in poor repair
- rot, decay or warped rails in wooden ladders
- cracks and exposed fibreglass in fibreglass ladders
- cracked, split, worn or broken rails, braces, steps or rungs
- sharp edges on rails and rungs
- rough or splintered surfaces
- corrosion, rust, oxidization and excessive wear, especially on treads
- twisted or distorted rails. Check ladders for distortion by sighting along the rails. Using a twisted or bowed ladder is hazardous.
- missing identification labels

What other things should I look for when inspecting stepladders?

- wobble
- loose or bent hinges and hinge spreaders
- broken stop on a hinge spreader

What should you look for when inspecting extension ladders?

- loose, broken or missing extension locks
- defective locks that do not seat properly when ladder is extended
- sufficient lubrication of working parts
- defective cords, chains and ropes
- missing or defective pads or sleeves

What should you do after inspecting any ladder?

- Tag any defective ladders and take them out of service.
- Clean fibreglass ladders every three months. Spray lightly with a clear lacquer or paste wax.
- Protect wooden ladders with a clear sealer or wood preservative.
- Replace worn or frayed ropes on extension ladders.
- Lubricate pulleys on extension ladders regularly.

What are some things you should not do after inspecting ladders?

- Do not make temporary or makeshift repairs.
- Do not try to straighten or use bent or bowed ladders.

SAFE USE OF LADDERS

SECURING

How do you secure portable ladders?

- Rest the top of the ladder against a solid surface that can withstand the load.
- Attach a ladder stay across the back of a ladder where a surface cannot stand the load. Extend the stay across a window for firm support against the building walls or window frame.
- Guard or fence off the area around a ladder erected in an area where persons have access.
- Secure the ladder firmly at the top to prevent it from slipping sideways or the foot from slipping outwards.
- Station a person at the foot of a ladder when it is not possible to tie at the top or secure it at the foot. This is effective only for ladders up to 5 m (16 ft.) long.
- Ensure that the person at the foot of the ladder faces the ladder with a hand on each side rail and one foot resting on the bottom rung.
- Attach hooks on top of ladder rails where ladder is to be used at a constant height.
- Do not rest a ladder on any rung. Only the side rails are designed for this purpose.
- Secure the base of a ladder to prevent accidental movement. Securing a ladder at the foot does not prevent a side slip at the top.
- Use ladders equipped with non-slip feet. Otherwise nail a cleat to the floor or anchor the feet or bottom of the side rails.

EXTENSION

What should you do to secure safety when using extension ladders?

- Place ladders on a firm, level surface and ensure the footing is secure.
- Erect extension ladders so that the upper section rests on (e.g., in front of) the bottom section. This means the bottom section "faces" a wall or other supporting surface (see figures below).
- Place the ladder feet so that the horizontal distance between the feet and the top support is 1/4 of the working length of the ladder. The ladder will be leaning at a 75° angle from the ground.
- Raise and lower ladders from the ground. Ensure that locking ladder hooks are secure before climbing.
- Erect ladders so that a minimum of 1 m (3 ft) extends above a landing platform. Tie the top at support points.
- Where a ladder cannot be tied off at the top, station a person at the foot to prevent it from slipping. This method is only effective for ladders up to 5 m (16 ft) long. The person at the foot of the ladder should face the ladder with a hand on each side rail and with one foot resting on the bottom rung.
- Leave all tie-off devices in place until they must be removed before taking the ladder down.
- Maintain the minimum overlap of sections as shown on a ladder label. Refer to safety regulations.

What should you avoid when using extension ladders?

- Do not use ladders near electrical wire.
- Do not set up or take a ladder down when it is extended.
- Do not overextend. Maintain minimum overlap of sections.
- Do not climb higher than the fourth rung from the top of a ladder.
- Do not use ladders on ice, snow or other slippery surfaces without securing ladders' feet.
- Do not extend top section of a ladder from above or by "bouncing" on a ladder.
- Do not leave ladders unattended.

What should you do to avoid overexertion while setting up an extension ladder?

When setting up an extension ladder, use the following method to avoid straining muscles or losing control of a ladder. With ladders weighing more than 25 kg (55 lb), or where conditions complicate the task, have two persons set up a ladder, step by step, as follows:

- Lay a ladder on the ground close to intended location.
- Brace ladder base using helpers' feet.
- Grasp the top rung with both hands, raise the top end over your head and walk toward the base of a ladder. Grasp the centre of the rungs to maintain stability.
- Move the erect ladder to the desired location. Lean it forward against the resting point.

One person can erect a short ladder, step by step as follows:

- Place the bottom of a ladder firmly against the base of a building or stationary object.
- Lift the top of ladder, and pull upwards to raise a ladder to a vertical position.
- Transfer a ladder to its required position when it is erect.
- Keep a ladder upright and close to the body with a firm grip.

The method for lowering any ladder is the reverse procedure of erecting it.

PORTABLE

What should you know about portable ladders before using them?

Falls from portable ladders are a major source of serious injury. Be aware of the hazards and take proper precautions to prevent falling.

What should you do before using a portable ladder?

- Inspect the ladder before and after each use.
- Reject and tag any ladders that have defects. Have faulty ladders repaired or thrown out.
- Use a ladder designed for your task. Consider the strength, type, length and the Canadian Standards Association (CSA) approval.
- Get help when handling a heavy or long ladder.
- Keep ladders away from electrical wires.
- Tie off ladders at the top and secure bottom to prevent them from slipping.

- Set up barricades and warning signs when using a ladder in a doorway or passageway.
- Before mounting a ladder, clean the boot soles if they are muddy or slippery. Avoid climbing with wet soles. Ensure that footwear is in good condition.
- Face the ladder when going up or down and when working from it.
- Keep the centre of your body within the side rails.

Refer to safety regulations for specific measurement requirements.

What should you avoid when using a portable ladder?

- Do not use a ladder in a horizontal position as a scaffold plank or runway.
- Do not carry objects in your hands while on a ladder. Hoist materials or attach tools to a belt.
- Do not work from top three rungs. The higher a person goes on a ladder, the greater the possibility that the ladder will slip out at the base.
- Do not use items such as a chair, barrel or box as a makeshift ladder.
- Do not use a portable ladder when other equipment is available. Replace a ladder with a fixed stairway or scaffold.
- Do not join two short ladders to make a longer ladder. Side rails are not strong enough to support the extra load.
- Do not paint wooden ladders. Defects may be hidden by the paint. Wood preservatives or clear coatings may be used.

How should you set up the ladder?

- Place the ladder feet 1/4 of the ladder's working length (e.g., foot to top support point) away from the base of the structure (e.g., for every 4 feet high, the base of the ladder should be out 1 ft; that means one horizontal foot from the support point).
- Extend the ladder at least 1 m (3 ft) above the landing platform.
- Place the ladder on a firm, level footing. Use a ladder with slip-resistant feet or secure blocking, or have someone hold the ladder.
- Rest both side rails on the top support and secure ladder to prevent slipping.

What should you know about climbing portable ladders?

- Check for overhead electrical wires before setting up a ladder.
- Clear area around base and top of the ladder of debris, tools and other objects.
- Tie off yourself with a safety harness when working 3 m (10 ft) or more off the ground or when working with both hands.
- Ensure that only one person is on a single-width ladder. Only one person is allowed on each side of a double-width ladder.
- Maintain three-point contact by keeping two hands and one foot, or two feet and one hand on the ladder at all times.
- Grasp the rungs when climbing a ladder, not the side rails. If your foot slips on a ladder, holding onto rungs is easier than holding onto the side rails.
- Wear protective footwear with slip-resistant soles and heels.

- Ensure that all electrical equipment used during ladder work is in good condition and properly grounded.
- Rest frequently to avoid arm fatigue and disorientation when the work requires you to look up and reach above your head.
- Drape your arms over a rung and rest your head against another rung or side rail if you become dizzy or panicky. Climb down slowly.

What should you avoid when climbing portable ladders?

- Do not use a ladder in passageways, doorways, driveways or other locations where a person or vehicle can hit it. Set up suitable barricades or lock the doors shut.
- Do not place a ladder against flexible or moveable surfaces.
- Do not straddle the space between a ladder and another object.
- Do not erect ladders on boxes, carts, tables, scaffold or other unstable surfaces.
- Do not use ladders on ice.
- Do not stand a ladder on any of its rungs. Ladders must rest on both side rails.
- Do not allow anyone to stand under a ladder.
- Do not overreach from a ladder; move as required.
- Do not use any type of ladder near electrical wires.

STEP LADDERS

What should you do when using a stepladder?

- Use a stepladder that is about 1 m (3 ft) shorter than the highest point you have to reach. This gives a wider, more stable base and places shelf at a convenient working height.
- Open the stepladder spreaders and shelf fully.
- Check stability. Ensure that all ladder feet are on a firm, level and non-slippery surface.
- Place a stepladder at right angles to the work, with either the front or back of the steps facing the work.
- Keep the stepladder close to the work.
- Avoid pushing or pulling stepladders from the side. Repeated sideways movement can make ladders wobbly since they are weaker or less stable in those directions.
- Face the stepladder when climbing up or down. Keep your body centered between side rails. You have climbed too high if your knees are above top of the stepladder or if you cannot maintain a handhold on the ladder.
- Maintain a firm grip. Use both hands when climbing.

What should you avoid when using a stepladder?

- Do not overreach. Move a stepladder when needed.
- Do not "shift" or "walk" a stepladder when standing on it.
- Do not stand, climb, or sit on the stepladder top or pail shelf.
- Do not overload. Stepladders are meant for one person.
- Do not use a stepladder as a brace or as a support for a work platform or plank.
- Do not climb a stepladder that is leaning against a wall. Use a straight ladder instead.

- Do not use stepladders on slippery surfaces
- Do not use stepladders on soft ground where one leg may sink farther into the ground than others.
- Do not place stepladders on boxes, unstable bases or on scaffolds to gain additional height.
- Do not climb the back of a stepladder.
- Do not push or pull stepladders sideways.
- Do not use ladders in passageways, doorways, driveways or other locations where a person or vehicle can hit it. Set up suitable barriers or lock doors shut.

KLIMERS

All Klimer work platforms are supplied and erected by our suppliers. Suppliers must install Klimer platforms in accordance with approved engineering drawings. Copy of these specifications/drawings must be kept on the project and supplier shall provide letter to our supervisor on site confirming that installation has been completed in accordance with the drawings of professional engineer. No **CANEX CONTRACTING INC.** supervisor, employee or trade contractor or sub-contractor is permitted to work off such system until condition above is in compliance.

ELEVATED WORK PLATFORMS

Refer to – OHSA. Regulations for Construction Projects – Elevating Work Platforms

A worker who operates an elevated work platform shall, before using it for the first time, be given oral and written instruction on the operation and be trained to operate that class of elevated platform. Instruction must cover; manufacturer's requirements, load limitations, hands-on demonstration of all controls and limitations of surface for which platform is designed.

The Genie Lifts, Personnel Lifts (or other similar brand name personnel lifts) are designed to be narrow in length and width for the ease of transportation only. They become unstable if outriggers are not correctly installed when the basket is raised. Furthermore, outriggers must be set-up on a hard, stable surface and the base must be level before the basket is raised. If outriggers are not used correctly and/or the base is not level, the personnel lift may tip over when in the raised position. Workers using elevated lifts for any job **must** wear a safety harness and clip in the appropriate anchoring points on each lift before operating the lift at any time. Elevated work platforms are designed for different uses; ensure you have the right machine for the job.

Every elevating work platform must:

- Not be loaded in excess of its rated working load
- Be used on a firm level surface
- Be operated according to manufacturer's written instructions
- Not be loaded in ways that will affect stability or endanger a worker
- Not be moved unless each worker aboard is protected by a safety belt attached to the platform

Place "Danger due to overhead work" signs on the ground or install barriers/fencing around work area perimeter to protect public or other workers from entering the area of overhead work.

Operating manuals, log book of maintenance and inspections must be kept on the project during the use of the device.

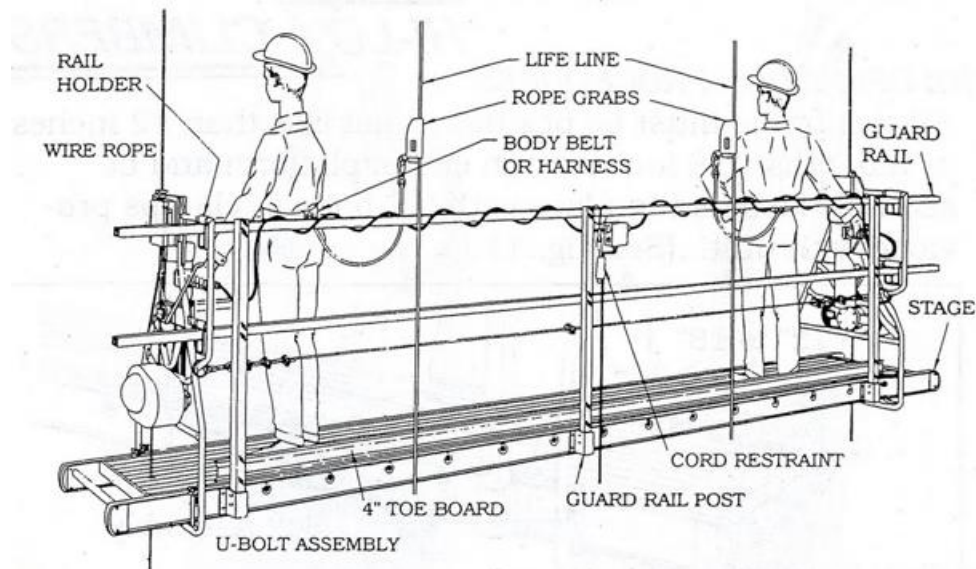
SUSPENDED ACCESS EQUIPMENT

Only qualified and trained personal is permitted to operate suspended access equipment.

Only qualified and trained workers are permitted to install, move or dismantle suspended access equipment –3 day course is a minimum qualification required for this tasks.

All operating manuals and log books of maintenance and inspections must be kept on the project.

WORK PLATFORM (STAGE)



The swing stage platform must be equipped with secure top rails, mid- rails, toe-boards, wire mesh, and properly sized stirrups. Swing stages have a specific capacity which is usually indicated on the stage itself. This capacity must not be exceeded. Should it be necessary to carry additional materials (besides personal tools), the user must be sure that the stage is rated to carry the additional load.

All structural components must be securely fastened together according to the manufacturer's specifications. Properly sized and graded bolts and pins must be used to secure components together.

The floorboards may be metal or wood, and must be securely attached to the stage.

Various platform accessories are available from suppliers to improve safety and operation. For example, guides or wire rope stabilizers attached to the stirrups will reduce platform sway. Ground castors on the bottom of the platform facilitate horizontal movement. Bumper or guide rollers attached to the front of the platform provide clearance around small obstacles and protect the building face from the platform.

SUSPENSION SYSTEM

Proper suspension of a swing stage is critical to the safe operation of the work platform.

Outrigger Beams

The use of portable Outrigger Beams is one method of swing stage suspension. Usually, Outrigger Beams are two hollow structural steel sections that slide into each other and are held together with a pin and keeper. There must be a means to ensure that the pin cannot become dislodged and fall out. The beam should be rated and rigged to withstand four times the maximum load applied. Beams are not indestructible and should be used only in accordance with the manufacturer's or supplier's table of counterweights and allowable projections beyond the fulcrum point for various loads.

The spacing of the Outrigger Beams must be equal to the spacing of the hookup points (stirrups) on the swing stage. If not, serious problems can arise due to movement of the outriggers.

Counterweight Determination

The formula for determining the required counterweight for each Outrigger Beam is as follows:

Required Safety Counterweight = Factor X Load X (O/B Distance)/(I/B Distance)

Example: A 3-foot (9.75 m) swing stage with a safe working load of 500 lbs. (230 kg) is suspended by two 16 foot (4.88 m) Outrigger Beams that are overhanging 18 inches (460 mm) from the fulcrum point.

Loads:

- Live Load: 2 men and equipment is 500 lbs. (230 kg). Assume worst condition; load supported at one end of stage.
 - Dead Load: 32 foot swing stage is 700 lbs. (318 kg) (includes motors, cables, etc.) supported equally by each Outrigger Beam
1. Counterweights are 50 lbs. (23 kg) each.
 2. I/B is 14.5 feet (4.42 m); O/B is 1.5 feet (460 mm).
 3. The safety factor used for a swing stage is 4 to 1.

Calculation

The maximum load per Outrigger Beam is $(500 + 700/2) = 850$ lbs (385 kg)

The maximum load that may be imposed on each Outrigger Beam is calculated by determining the weight of the workers' tools, materials, suspension lines, hoists, and the weight of the stage.

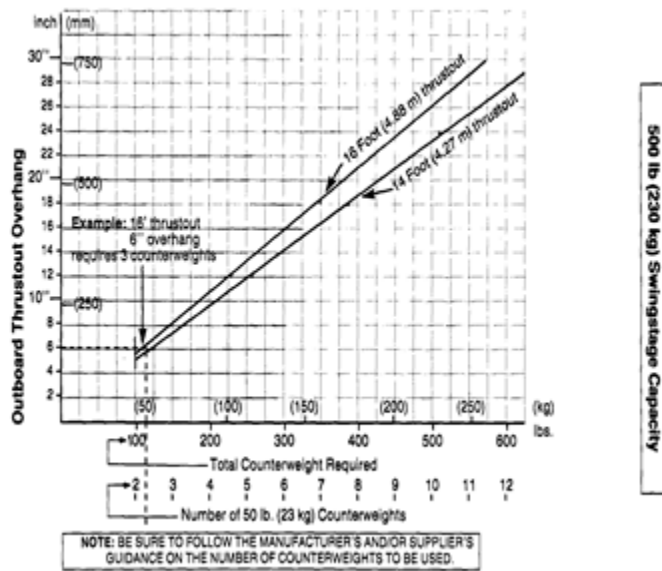
Using the formula:

$4 \times (500 + 700/2) \times 1.5/14.5 = 350$ lbs. (160 kg)

S.F. x Load per Outrigger Beam x O/B/I/B = Total Counterweight

If each counterweight is 50 lbs. (23 kg), then each Outrigger Beam needs:

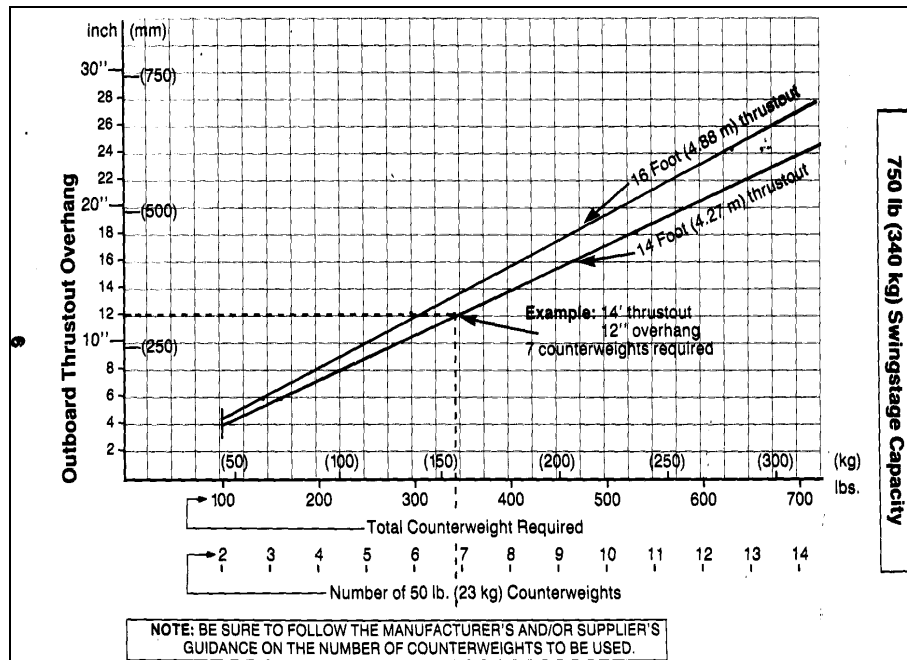
$(350 \text{ lbs.}(160 \text{ kg})) / (50 \text{ lbs.}(23 \text{ kg})) = 7$ Counterweights



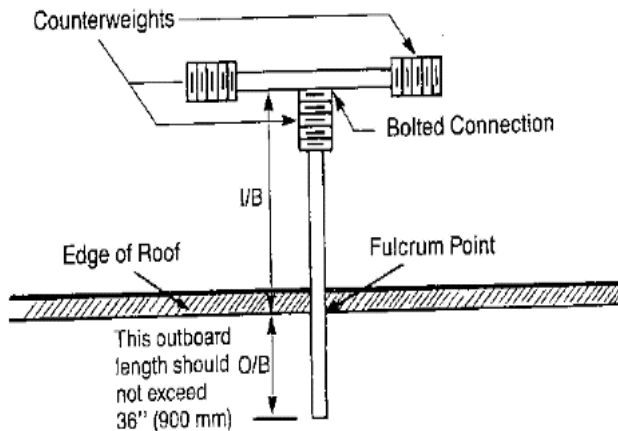
Securing of Counterweights

Counterweights range in weight from 50 to 75 lbs. (23 to 34 kg). The counterweights must be secured to the Outtrigger Beam by inserting a locking bolt, located on the counterweight, into a slot on the Outtrigger Beam.

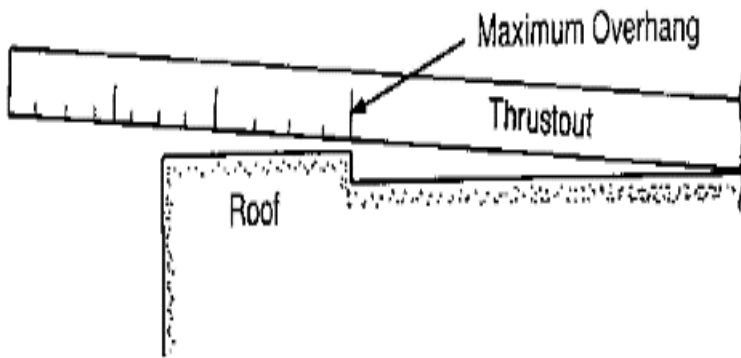
If there are more counterweights required than can be secured to the outrigger beam properly, then a T-beam Outtrigger Beam or other means of positive securement should be used. Piling the counterweights haphazardly on the beam is not acceptable.



Outrigger Beams Overhang



The outboard Outrigger Beam should not extend more than 3 feet (1 m). If the Outrigger Beam exceeds 36 inches (900 mm), the Outrigger Beam need to be reinforced according to engineer's specifications, (unless the manufacturer provides specifications allowing a longer outboard length).



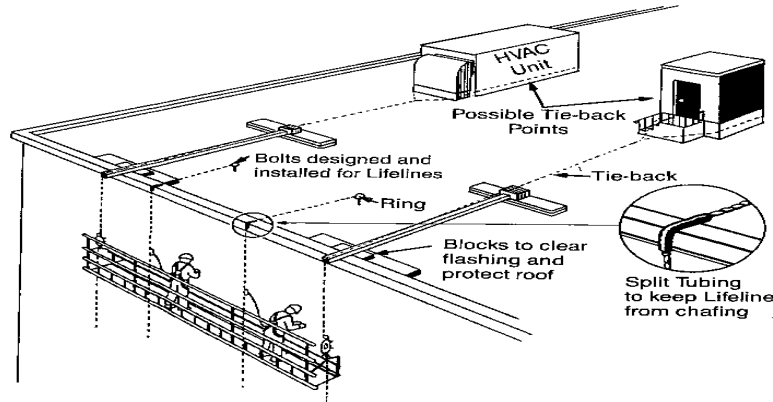
Outrigger Beam should be marked to the indicated length of outboard overhang. The maximum allowable length of overhang should be clearly indicated on the Outrigger Beams. Whenever possible, the Outrigger Beams should be placed at right angles to the edge of the roof. If a Outrigger Beam cannot be located perpendicular to the edge of the roof, due to limits on Outrigger Beams location, then the length of the outboard section must still be taken along the centerline of the beam. If an Outrigger Beam is "angled", the outboard length must be kept as short as possible.

Outrigger Beam Tie-Backs

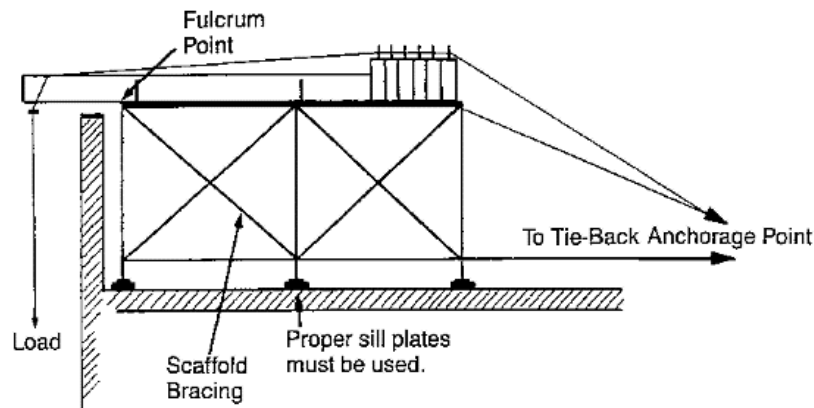
Tie-backs are used on outrigger beams to prevent movement of the beams and as a secondary means of support for the swing stage. Tie-backs should consist of wire rope equivalent in strength to the suspension rope for the swing stage. The tie-back should extend from the thimble of the suspension line, along the outrigger beam, through the counterweight handles, and back to the anchorage point. The anchorage point may consist of: - roof structures (i.e., mechanical rooms, large HVAC units, etc.); - properly designed roof anchorage systems (eyebolts and rings, piping systems, stub columns); - parapet clamps secured to sound parapet walls on the other side of the roof.

Items commonly found on roofs that should not be used to secure tie-backs include light sheet metal chimneys and roof vents, TV antennas, masonry chimneys, and similar "unsafe" supports. The tie-back securing point on the structure should be lower than or level with the securing point on the Outrigger Beams. This ensures that the Outrigger Beams will not tilt if there is an overloading condition.

Parapet

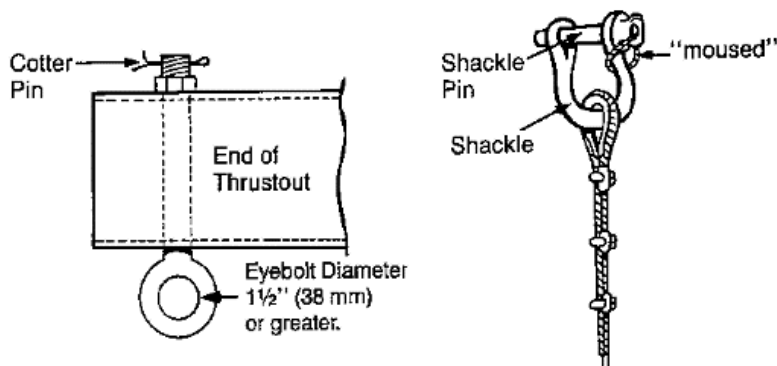


If the parapet edge is the fulcrum point for the outrigger beam, it is important that the parapet is stable and able to support the load of the swing stage. If in doubt, a professional engineer must be consulted. If the building has an unusually high parapet wall or a parapet that cannot support the Outrigger Beam, then scaffolding can be used. The outrigger beam should be secured to the scaffold, and the scaffold secured to the building (tied-back). The scaffold structure should be engineer approved or certified by the manufacturer to support the loading condition.



Suspension to Outrigger Beam

Outrigger Beams must have a suitable method for attaching suspension cables. A common method is the use of a proper eyebolt assembly secured to the outboard end of the Outrigger Beams. A shackle or positive locking safety hook should be attached to the eyebolt. The shackle pin must be secured so it cannot loosen.



Wire Rope

- Use only wire rope of the type, size, construction, and grade recommended by the manufacturer. The minimum size of steel wire rope used with suspension hoisting devices is normally 5/16 inches (8 mm) diameter.
- Wire ropes should be free of kinks, bird-caging, excessive wear, broken wires, flat spots, or any other defects.
- Wire ropes used as static lines or tie-backs for outrigger beams should be attached with cable clips of the appropriate size, torqued to specification, and correctly installed.
- All wire roped used with suspended access equipment should have a safety factor of 10 against failure (the manufacturer's catalogue breaking strength).
- All cables must extend to the ground or be looped back and clipped. This prevents the raising/lowering devices from coming off the end of the cable. Proper inspection, storage, and lubrication of these support cables will reduce the chance of accidents as well as increase the life of the cables.

Note: Swing stage operators must take care with the support cables. If there is any damage, the cables should be taken out of service. If the cable has undergone any unusual stresses or has been in contact with corrosive elements (such as the acid/water wash used on masonry), it should not be used.

Rigging Hardware

Rigging hardware should be capable of supporting at least 10 times the maximum load to which it may be subjected. This applies to all hooks, shackles, rings, bolts, slings, chains, wire ropes, and splices. Shackles, rope clips, and hooks shall be drop-forged alloy steel having a safety factor of 10 against failure.

Wire Rope Clips

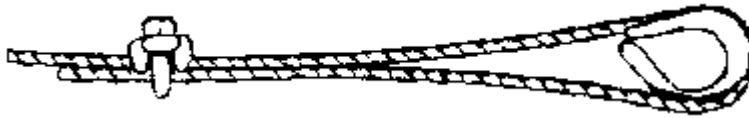
- The only correct method of attaching U-bolt wire rope clips to rope ends is shown in the illustration below. The base of the clip bears against the live end of the rope, while the "U" of the bolt presses against the dead end. The clips are usually spaced about six rope diameters apart to give adequate holding power.
- A wire rope thimble should be used in the loop eye to prevent kinking when wire rope clips are used.
- Before ropes are placed under tension, the nuts on the clips should be tightened. It is advisable to tighten them again after the load is on the rope to take care of any reduction in the rope's diameter caused by the weight or tension of the load.

Note: Malleable non-rated wire rope clips are never to be used for connecting wire ropes for swing stage operations.

Application of U-Bolt Type Wire Rope Clips:

Step 1

Always refer to the manufacturer's specifications for the clip size, correct number of clips, amount of rope turn-back, and correct torque application. Turn back specified amount of rope from thimble or loop.



Apply the first clip one base width from the dead end of the rope. Apply U-Bolt over dead end of wire rope-live end rests in saddle. Tighten nuts evenly, alternate from one nut to the other until reaching the recommended torque.



Step 2

When two clips are required, apply the second clip as near the loop or thimble as possible. Tighten nuts evenly, alternating until reaching the recommended torque. When more than two clips are required, apply the second clip as near the loop or thimble as possible, turn nuts on second clip firmly, but do not tighten. Proceed to step 3.



Step 3 When three or more clips are required, space additional clips equally between first two-take up rope slack - tighten nuts on each U-bolt evenly, alternating from one nut to the other until reaching recommended torque.

IMPORTANT: Apply a load to test the assembly. This load should be of equal or greater weight than loads expected in use. Next, check and retighten nuts to recommended torque.

Inspecting Wire Rope

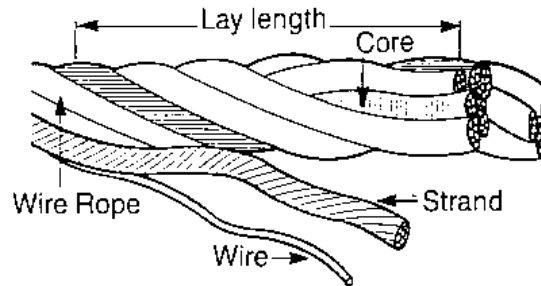
- Factors such as abrasion, wear, fatigue, corrosion, improper reeving, and kinking are often of greater significance in determining the usable life of wire rope than are strength factors based on new rope conditions.
- All wire rope in continuous service should be observed during normal operation and visually inspected on a weekly basis. A complete and thorough inspection of all ropes in use must be made at least once a month.
- All rope which has been idle for a period of a month or more should be given a thorough inspection before it is put back into service.
- Wire rope used for suspending swing stages should be discarded when 6 or more broken wires are found in one lay length or 3 or more broken wires are found in one strand in one lay length.
- The number of hours per day, week, month, or year during which the rope is in use is important. A record of each rope should be kept (include date of fitting, size, construction, length, defects found during inspection, and length of service).
- Where equipment is in constant use, it is a good practice to give wire rope a certain specific length of service (several hundred hours, several weeks or months) and then replace the rope regardless of its condition. This method eliminates the risk of fatigue causing rope failure.
- When inspecting the rope give every inch of its length equal care as serious deterioration frequently occurs in localized positions. The estimate of the rope's condition must be made at the section showing the maximum deterioration.
- For more information on fibre and wire rope inspection guidelines, refer to the latest edition of the Construction Safety Association of Ontario (CSAO) "Rigging Manual".
- Wire rope is made of steel wire strands with a fibre or wire core. Select wire rope according to manufacturer's recommendations.
- Wire rope breaks can cause serious injuries.

Breaks Can Be Caused by:

- **WEAR** mainly on areas in contact with hoist sheaves and drums.
- **CORROSION** from lack of lubrication and exposure to heat or moisture. Shown by pitting. A fibre core rope will dry out and break at temperatures above 120 degrees C (250 degrees F). Use wire core rope.
- **FATIGUE** from repeated bending even under normal operating conditions.
- **OVERLOADING** safe working load limit. Follow manufacturers' charts.
- **MECHANICAL ABUSE** crushing, cutting or dragging of rope.
- **KINKS** from improper installation of new rope, sudden release of a load or knots made to shorten a rope. A kink cannot be removed. Discard kinked rope.

Wire Rope Inspection

Check wire rope every working day. Ensure rope is well lubricated. All ropes must be inspected by trained personnel, with a written, dated, and signed report of rope condition.



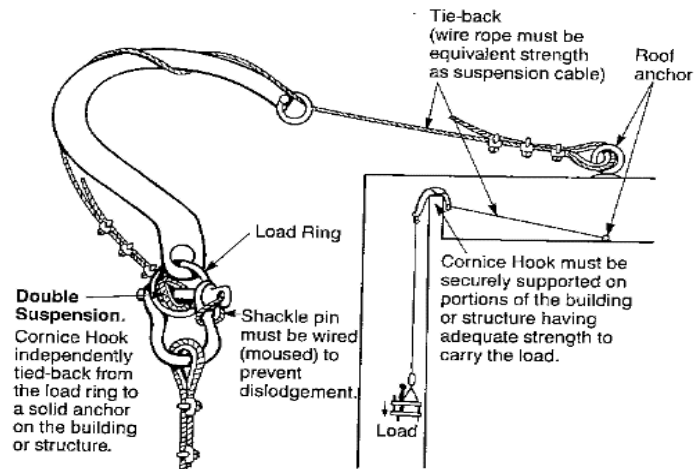
Estimate rope condition at section showing the most wear.

Discard wire rope when there is:

- In running rope (wind on drums or pass over sheaves), 6 or more broken wires in one lay length; 3 or more broken wires in one strand in one lay.
- In pendant standing ropes, 3 or more broken wires in one lay length.
- Wear of 1/3 of the original diameter of individual outside wires.
- Kinking, crushing, cutting or unstranding
- Heat damage.
- Excessive stretch or sharp reduction in diameter.

Cornice Hooks

- A steel cornice hook (sometimes called a parapet hook) is used to suspend a work platform when the roof configuration is such that outriggers cannot be utilized. They are primarily used to place over a parapet wall at the roof, although they could be placed over a beam or block wall assuming the support is structurally sound.
- Cornice hooks should be used only in locations where it is impossible to use thrustout beams. The load ring must be securely tied-back to the building structure as shown in the diagram.
- The cornice hook must be approved by a professional engineer and the rated hoisting capacity identified on the hook.
- Serious accidents have occurred when cornice hooks are used on old buildings and the parapet wall collapsed from the loading conditions imposed on the wall.



Note:

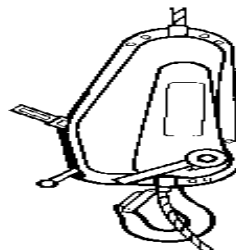
It is important that cornice hooks be securely supported on portions of the building or structure having adequate strength to carry the load. If there is doubt as to the strength of the support, a professional engineer should be consulted.

HOISTING APPARATUS

There are a number of different mechanisms used in hoisting the swing stage. These include manual winches and powered swing stage hoists.

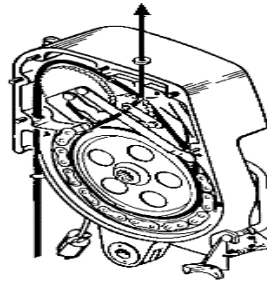
Manual Winches (Climbers)

- Their principle lies in the rectilinear pulling of a steel wire rope by closing two sets of jaws alternately. Each set consists of a pair of smooth parallel jaws of suitable length which grip the wire rope firmly by closing top and bottom without causing damage to the rope. These jaws work on the self-clamping principle (i.e., they are locked by the pulling force of the wire rope itself: the greater the force of pull, the tighter the grip). The jaw-blocks are enclosed in a casing and are connected by rods to forward (or up) and reverse (or down) mechanisms which are operated by a telescopic handle.
- Be sure to check that the capacity of the winch, as rated by the manufacturer, is adequate for the load to be suspended.
- The wire rope must be of the type, size and construction as specified by the manufacturer of the winch. The principles of wire rope inspection discussed earlier also apply with the use of manual winches.



Powered Hoists

- In general, powered hoists attach directly to steel or aluminum stirrups attached to the stage platform. The hoists are located at each end of the stage just outside the working deck. These units weigh between 80 and 120 lbs. (36 to 55 kgs) and care must be taken when handling and rigging the hoists.



- The electric units are designed to use either 110 volt or 22 volt power. Some are designed to run on both voltages by either internal wiring changes or a switch on the units themselves.
- It is preferable to 220 volts where possible due to the lower amperage draw. Some 110 volt machines have amperage draw problems on cables over 150 feet (46 m) and may need the addition of a step-up transformer.
- In general, the speed of travel on powered units is between 15 feet (4.5 m) and 30 feet (9) per minute.
- Electric or air-powered hoists either climb the steel wire rope or spool it. On the machines that climb, the cable hangs from its suspension point and the cable is reeved once or up to 5 times around an internal traction sheave or drum and the machine climbs the cable (see diagram).
- All power swing stage hoists should have a number of special built-in safety devices which must be maintained and work correctly at all times.

These include:

- a. A spring actuated control handle or switch (dead man switch). This handle must be held open for the machine to operate and automatically disengages when pressure is released.
 - b. An over-speed brake which automatically stops the hoist or locks the steel cable when the speed of descent increases to a set speed of 35 to 50 feet (10 to 15 m) per minute.
 - c. Hand cranks for emergency descent or ascent must be provided for all swing stage powered hoists.
- It is extremely important for the user of each powered hoist to be completely familiar with all the operating features of the unit. Each manufacturer will provide detailed instruction and maintenance manuals which can either be obtained from the equipment supplier or directly from the manufacturer.

WORKING AT HEIGHTS

Ministry of Labour has introduced new standards and requirements for working at heights training for workers on construction projects.

Falls from heights are a major hazard for workers and are one of the leading causes of critical injuries and fatalities in Ontario workplaces.

This change focuses on the construction sector because the number of fatalities due to falls from heights on construction projects is disproportionately large compared to other workplaces.

Employers, supervisors and workers will all benefit from the implementation of the working at heights training standards because they set a minimum standard for high quality, consistent training for the high-hazard activity of working at heights.

Ministry of Labour's new requirements for working at heights training

The Occupational Health and Safety Awareness and Training (O. Reg. 297/13) will require employers to ensure that workers on construction projects successfully complete a working at heights training program if they use specified fall protection systems.

The program must be approved by the Chief Prevention Officer (CPO) and must be delivered by a training provider approved by the CPO.

As of April 1, 2015, the new training requirements will be mandatory for workers on construction projects who use any of the following methods of fall protection:

- travel restraint system
- fall restricting system
- fall arrest system
- safety net
- work belt
- safety belt

The new requirements must be met in addition to existing training requirements for workers who use fall protection systems on construction projects, as set out in the Construction Projects Regulation (O. Reg. 213/91).

Subject to the transition provisions – see question below

When do the new mandatory working at heights training requirements come into force?

The new mandatory working at heights training regulatory requirements come into force on April 1, 2015.

However, a **two-year transition period** will apply to workers who received adequate training in the use of fall protection systems, as required by Section 26.2 of the Construction Projects Regulation, prior to April 1, 2015.

Who will need to complete the new mandatory working at heights training?

Workers on construction projects must successfully complete the training if they are required by the Construction Projects Regulation to use a:

- travel restraint system
- fall restricting system
- fall arrest system
- safety net
- work belt
- safety belt

Workers have an additional two years to complete the new working at heights training if they received training, prior to April 1, 2015, that meets the current training requirements, in Section 26.2 of the Construction Projects Regulation.

Employers would need to ensure workers who complete an approved working at heights training program also complete any training currently required by the Construction Projects Regulation.

The new working at heights training requirements applies only to workers who are required by the Construction Projects Regulation to use any of the following methods of fall protection:

- travel restraint system
- fall restricting system
- fall arrest system
- safety net
- work belt
- safety belt

Whether a particular activity is considered to be maintenance or construction will continue to be determined on a case-by-case basis, subject to specific workplace conditions and an initial assessment of the situation

The training is valid for three years from the date of successful completion of an approved program.

WORKING AT HEIGHTS COMPLIANCE REQUIREMENTS – GENERAL

WARNING! No worker shall be exposed to heights greater than three meters when near an unguarded edge of a floor, roof, platform, opening or on a ladder without first providing guardrail protection, travel restraint or fall arrest. Any person found doing so shall be subjected to disciplinary action. Working at Heights protection is also required if a worker may fall into opening in the work surface, operating machinery, into water or other liquids, into or onto hazardous substances or objects regardless of height.

EQUIPMENT STANDARDS AND SET-UP:

All fall protection system components used must carry a C.S.A. label and meet the C.S.A. National Standards of Canada standards as stated in Section 26.1 (3) of the Ontario Regulations for Construction Projects – current edition.

LIFELINES AND THEIR SET-UP:

All lifelines shall be:

- CSA standard Z259.2.5-12 – non-polypropylene rope
- used only by one worker at a time.
- free of any cuts, abrasions, other defects and protected against chaffing.
- long enough to reach the ground or be knotted at the end.
- connected at right angles to the worker's position.
- provided with a rope grab (cam lever) device of lanyard attachment.
- secured to adequate anchor/fixed point

TRAVEL RESTRAINT PROTECTION:

This is the second preferred method of fall prevention, as this setup prevents a worker to reaching an unguarded edge, such as a typical floor slab exposure. Although the applicable legislation allows for waist type belts it is the policy of **CANEX CONTRACTING INC.** to require all workers to wear and use - **FULL BODY HARNESSSES ONLY!** This system must be adjusted so the worker cannot reach an exposed edge, therefore if he or she should trip or lose their balance they will fall on the work surface.

***Note:** All workers should set up for travel restraint protection if at all possible. Fall arrest setups should only be used as a last resort.*

FALL ARREST PROTECTION:

In the normal course of setting up for Fall Arrest protection where a worker is not at risk of “Bottoming Out” - that is hitting an object, level or ground below the work, it is expected that a Shock Absorber Device will be part of the worker's fall arrest equipment setup. Shock absorber devices assist in limiting the peak arrest forces applied the wearer in a fall. However, if a risk of “Bottoming out” exists, the following applies:

EXCEPTION RULING - REMOVAL OF SHOCK ABSORBER DEVICE!

Section 26.6 (4) of OH & S Regulations states that the fall arrest system shall not include a shock absorber device, if wearing or using one could cause a worker to hit the ground, an object or level below the work. Without the use of a shock absorber device, we expect the wearer to shorten up on his or her system components in order to minimize the amount of free fall.

FALL RESTRICTION PROTECTION:

This consists of an assembly of components that is attached to an adequate fixed support on the project and is designed and arranged in accordance with the manufacturer's instructions, so that a worker's fall distance does not exceed 0.6 meters [2 feet].

TEMPORARY OR PERMANENT ANCHORS:

All designated anchor points must be predetermined by Project Superintendent, Project Supervisor, Crew Foreman and Competent Person for each specific area or level of work.

Temporary and permanent anchor systems must meet requirements of OH & S Act and Regulations for Construction Projects, Ontario Building Code or Professional Engineer.

Note: Section 26.1(3) requires that each component of a fall protection system meet the requirements of the CSA Standards listed in the regulation. Therefore, lifelines used in vertical and sloped (roofing) applications need to meet and bear the updated CSA Standard Z259.2.5 marking on the label. This is also a requirement of section 7.2(h) of the CSA Standard.

Synthetic rope fall arresters shall have a connector not longer than 30 inches attached to the D-ring on the harness. Workers are not to use a 6ft. energy absorber attached to a rope grab on the lifeline. – this is not acceptable.

REQUIREMENTS OF THE HORIZONTAL LIFE LINE SYSTEMS

The following requirements apply to a horizontal lifeline system:

1. It shall be designed by a professional engineer in accordance with good engineering practice.
2. The design may be a standard design or a custom design.

3. The design shall:

- i. show the arrangement of the system including the anchorage or fixed support system,
 - ii. indicate the components used,
 - iii. state the number of workers that can safely be attached to it,
 - iv. set out instructions for installation or erection, and
 - v. show the design loads for the system.
4. The system shall be installed or erected, and maintained, in accordance with the professional engineer's design.
5. Before each use, the system shall be inspected by a professional engineer or a competent worker designated by a supervisor.
6. The constructor/Employer shall keep the design at the project while the system is in use.

GUARDRAIL PROTECTION

Guardrails consisting of a top rail, middle rail and toe board must be provided around work platforms, ramps, and open areas where a worker can fall from one level to another. Temporary removal of a guardrail by workers in order to perform work, will require the worker(s) to protect themselves by use of either travel restraint or fall arrest protection methods and take appropriate measures to cordon off the work area and post signs warn others to stay clear. The guard railing must be re-installed once the work is completed. Temporary guard rail system must be installed in accordance with s. 26.3 of OH & S Act and Regulations.

COVERINGS OVER OPENINGS

It is generally expected that openings are to be guardrailed if at all possible. When coverings are required however, planking laid tightly side by side shall be the material of choice, or such material suitable to support and resist all anticipated loads with a minimum live load resistance of 50 lbs per square foot. Treat all coverings to openings as flooring and set your supports on edge (treated like a joist). This adds strength to the covering. All coverings must be securely fastened, fully cover the openings and marked [IDENTIFIED AS A COVERING], to prevent accidental removal. All coverings should be marked "DANGER-OPENING – DO NOT REMOVE COVER".

WARNING BARRIERS AND BUMP LINES

Warning barriers and bump lines prevent falls by alerting workers to fall hazards. Warning barriers and bump lines should be set up around the work area at least 2 metres (6 feet 6 inches) from unprotected edges. When a work area is enclosed by properly installed and maintained warning barriers or bump lines, work inside the area can be done without additional fall protection measures. But anyone outside the area who is working less than 2 metres from the edge must use approved fall protection. Lines or barriers should be 1.07 metres (42 inches) high and consist of weighted posts, fibre rope, and warning flags or signs along their entire length, as per the regulations.

EMERGENCY RETRIEVAL PROCEDURES FOR RESCUE OF A WORKER SUSPENDED ON A FALL ARREST SYSTEM

Generic Retrieval Plan only – must be customized to each project!

In the event a worker falls and is arrested by fall arrest system, it is imperative that the following rescue procedures be taken to retrieve this worker **within fifteen minutes** from the time of suspension. Being suspended for prolonged durations beyond fifteen minutes could cause serious internal injury to the worker.

Communications

All workers will be informed of these procedures and the crew foreman will organize the rescue process. Hand held radios or telephones should always be available by crew supervisors to notify the constructor of a fall arrest event.

Retrieval Procedures

Emergency facilities, including site safety personnel shall be immediately notified when a worker has fallen and is suspended by his/her fall arrest system. All work is to be suspended in the area near the fallen worker, until such time as the worker has been rescued and the fall event has been fully investigated. Where possible, the suspended worker is to be secured by secondary means of support (another lifeline, rope, etc.). One person is to be designated to remain in constant contact with the fallen worker and shall continuously monitor the fallen worker's condition and maintain contact with the rescue team. This designated person shall be tied off through the use of appropriate fall protection equipment and shall at no time exposed herself/himself to the hazard of falling.

The fallen worker shall NOT attempt to release, or disable the descent control device, or shall he/she attempt self-rescue.

Power Elevating Work Platforms

In the event there is a power elevating platform available on the project, (of sufficient capacity and reach) the operator will be summoned to position the power lift device directly underneath the suspended worker and raise the platform slowly so as to land the suspended worker onto the platform.

Crane with Approved "Man Basket"

A crane equipped with an approved "man basket" may be utilized to rescue the fallen worker, provided that the rescuer is properly secured utilizing double lanyards connected to the platform of the basket.

THE RESCUER should be equipped with a First Aid Kit and be a qualified first aider who can render treatment if necessary to a suspended worker.

1. The worker, once he/she has been recovered, shall be immediately removed to the nearest health care facility or medical attention.
2. No work may commence until all investigations have been completed, and where required, recommendations implemented to prevent a recurrence.
3. All components of the fall arrest system involved in arresting the worker in the fall shall be gathered and taken out of service. This equipment (used in the fall arrest event), shall only be reused once it has passed the manufacturer's tests and approvals for reuse.

LADDERS

In the event there is no power elevating work platform or crane equipped with a retrieval "man basket" available on the project, an extension ladder, suitable to reach the necessary height, will always be made available at the workplace. At least two workers will be summoned by the crew foreman to assist in securely setting up a ladder beside the worker suspended on his/her lifeline. The suspended worker will be asked to mount this ladder from his suspended position and fellow workers will hold the ladder stable for this purpose.

EXTREME HEIGHTS

In this situation, only a crane of sufficient capacity and reach, equipped with an approved man basket or other retrieval device, or a properly equipped fire rescue vehicle equipped with an extension ladder of sufficient reach (outside of fire rescue service authorities), is to be used. Should the heights involved cannot be reached by the equipment on site, the local Fire Department should be called in to assist in the rescue.

RESCUE TEAM CO-ORDINATION

One person must be designated as the team co-coordinator ("person in charge") and should have a thorough understanding of the retrieval procedures to follow. All persons assisting in the rescue shall co-ordinate their efforts through the direction given by the Team Co-coordinator. There must be verification of the crane operator's knowledge and understanding of the rescue requirements, and this should apply to all crane operators working on the construction project. Meetings should be held to convey these rescue and retrieval procedures to all persons who may possibly be involved in the rescue.

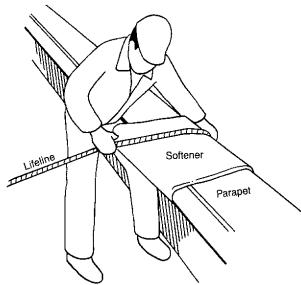
***Note:** This emergency retrieval procedure above is generic and should be customized to the specific needs of each project.*

PERSONAL PROTECTIVE EQUIPMENT (FALL PROTECTION)

On a swing stage, a worker must wear a "parachute type" safety harness and lanyard, secured by a mechanical "rope grab" to an independent lifeline that is attached to a proper anchorage on the structure.

Lifeline

1. A lifeline must be minimum CSA standard Z259.2.5-12 – non-polypropylene rope or equivalent strength material.
2. There must be a separate lifeline for each worker on the stage. Whenever possible, each lifeline should have a separate anchor as well. Lifelines should not be attached to the same anchor as outrigger beam tie-backs. Each lifeline should be long enough to reach the ground or a working level where workers can safely exit from their equipment.
3. Before each use, lifelines should be inspected for damage due to abrasion and chafing. When in use they should be protected from such damage. Protection is necessary where lifelines are tied or anchored and where they extend over a wall, roof, or structural framing.
4. When lifelines or cable pass over sharp edges, softeners must be used to protect the wire cables.



Safety Harness

Research and field study of actual accidents have shown that safety belts do not provide adequate protection in the event that a worker has to be supported in the air due to failure of the suspension of a swing stage. A proper "parachute type" safety harness should be worn by all workers on a swing stage. In the event of a fall, this type of harness will provide much better protection and eliminate the possibility of "rolling out" of a safety belt or other physical injuries associated with safety belts.

Life-Line Rope "Grab"



- Mechanical rope "grab" devices are intended to stop a worker falling along the lifeline in the shortest distance possible.
- Most of these devices operate on a "cam" action or roller principle, where the device "grabs" securely onto the lifeline at a predefined speed of movement.
- Mechanical rope-grabs are alternative to the traditional triple sliding hitch knot (painter's hitch), which is not acceptable.

Care of Safety Belts, Harnesses and Lanyards

- Inspect your equipment daily.
- Replace defective equipment.
- Replace any equipment involved in a fall. Refer any questionable defects to a trained inspector.

Webbing (body of Belt, Harness or Lanyard)

- Inspect entire surface of webbing for damage. Beginning at one end, bend the webbing in an inverted "U". Holding the body side of the belt toward you, grasp the belt with your hands six to eight inches apart.
- Watch for frayed edges, broken fibres, pulled stitches, cuts or chemical damage. Broken webbing strand generally appear as tufts on the webbing surface.
- Replace according to manufacturer's guidelines.

Buckle

- Inspect for loose, distorted or broken grommets. Do not cut or punch additional holes in waist strap or strength members.
- Check belt without grommets for torn or elongated holes which could cause the buckle tongue to slip.
- Inspect the buckle for distortion and sharp edges. The outer and center bars must be straight. Carefully check corners and attachment points of the centre bar. They should overlap the buckle frame and move freely back and forth in their sockets. The roller should turn freely on the frame.
- Check that rivets are tight and cannot be moved. The body side of the rivet base and outside rivet burr should be flat against the material.
- Inspect for pitted or cracked rivets which indicate chemical corrosion.

Rope

- Rotate the rope lanyard and inspect from end to end for fuzzy, worn, broken or cut fibres. Weakened areas have noticeable changes in the original rope diameter.
- Replace when rope diameter is not uniform throughout, following a short break-in period.

Hardware (Forged Steel Snaps, "D" Rings)

- Inspect hardware for cracks or other defects. Replace the belt if the "D" ring is not at a 90 degree angle and does not move vertically independent of the body pad or "D" saddle.
- Inspect tool loops and belt sewing for broken or stretched loops.
- Check bag rings and knife snaps to see that they are secure and working properly. Check tool loop rivets. Check for thread separation or rotting, both inside and outside the body pad belt.
- Inspect snaps for hook and eye distortions, cracks, corrosion, or pitted surfaces. The keeper (latch) should be seated into the snap nose without binding and should not be distorted or obstructed. The keeper spring should exert sufficient force to close the keeper firmly.

Safety Strap Inspection

- Inspect for cut fibres or damaged stitches inch by inch by flexing the strap in an inverted "U". Note cuts, frayed areas or corrosion damage.
- Check friction buckle for slippage and sharp buckle edges.
- Replace when tongue buckle holes are excessively worn or elongated.

Cleaning

- Basic care prolongs the life of the unit and contributes to its performance.
- Dry belt and other equipment away from heat, steam, and out of long periods of sunlight.
- Store in a clean, dry area, free of fumes, sunlight or corrosive materials.

Nylon and Polyester

- Wipe off all surface dirt with a sponge dampened in plain water. Rinse sponge and squeeze it dry. Dip the sponge in a mild solution of water and commercial soap or detergent. Work up a thick lather with a vigorous back and forth motion.
- Rinse webbing in clean water.
- Wipe the belt dry with a clean cloth. Hang freely to dry, but away from excessive heat.

Cotton

- Clean like nylon. For heavy dirt or grease, soak belts in a solution of one tablespoon of grease cutter to one gallon of water. Consult supplier.
- After soaking, rinse again; then hang to dry.

ELECTRICAL (POWERLINE CONTACT)

- Stay in the machine/equipment.
- Generally, the safest course is to stay in the cab and remain calm. Don't touch the equipment and the ground at the same time. If you do, the current will make YOU its path to the ground. The results can be fatal. If possible, try to move the machine and break contact. If an emergency such as fire forces you to leave the machine
- Jump clear
- Keep both feet together
- Shuffle away.

Keep people away. Delayed relays may re-energize the line. Stay in the machine until the utility confirms that power is off.

WORKING IN PROXIMITY TO LIVE ELECTRICAL INSTALLATIONS

Without adequate protective equipment and procedures, work carried out in proximity to electrical transmission or outdoor distribution lines may endanger workers.

A major cause of accidents of this type is failure to identify the extreme hazards associated with live electrical installations.

Employers and supervisors have a responsibility to identify any hazard that is likely to endanger a worker. They must also ensure that the worker, while working in proximity to electrical transmission or outdoor distribution lines, maintains the minimum distances set out in the table under section 186 of the

Regulations for Construction Projects:

Nominal phase-to-phase voltage rating	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	6 metres

The minimum distances apply to all objects, including scaffolds, hand tools, ladders, heavy equipment, etc.

Where the voltage is unknown, contact Ontario Hydro or the local power utility. **If in doubt, assume it is 750 volts or greater.**

Sections 181 through 195 of the Regulations for Construction Projects set out the provisions applying to construction work in proximity to live electrical installations.

SAFETY RULES

All of our safety rules **must** be obeyed. Failure to do so will result in strict disciplinary action.

- Keep your mind on your work at all times. No horseplay on the job. Injury or termination or both can be the result.
- Personal safety equipment must be worn as prescribed for each job, such as: safety glasses for eye protection, hard hats at all times within the confines of the construction area where there is a potential for falling materials or tools, gloves when handling materials, respiratory protection from dusts and fumes and safety shoes are necessary for protection against foot injuries.
- Precautions are necessary to prevent sunburn.
- If any part of your body should come in contact with an acid or caustic substance, rush to the nearest water available and flush the affected part. Secure medical aid immediately.
- Watch where you are walking. Don't run.
- The use of illegal drugs or alcohol or being under the influence of the same on the project shall be cause for termination. Inform your supervisor if taking strong prescription drugs that warn against driving or using machinery
- Do not distract the attention of fellow workers. Do not engage in any act which would endanger another employee.
- Sanitation facilities have been or will be provided for your use. Defacing or damaging these facilities is forbidden.
- A good job is a clean job, and a clean job is the start of a safe job. Keep your working area free from rubbish and debris.
- Do not use a compressor to blow dust or dirt from your clothes, hair, or hands.
- Never work alone; if you are subject to dizzy spells, or if you are apt to be nervous or sick.
- Never move an injured person unless it is absolutely necessary. Further injury may result. Keep the injured as comfortable as possible and utilize job site first-aid equipment until an ambulance arrives.
- Know where firefighting equipment is located and be trained on how to use it.
- Lift correctly - with legs, not the back. If the load is too heavy - GET HELP! Stay fit. Control your weight. Do stretching exercises. Approximately twenty percent of all construction related injuries result from lifting materials.
- Nobody but a qualified operator shall be allowed to ride on equipment
- Do not use power tools and equipment until you have been properly instructed in the safe work methods and become authorized to use them.
- Be sure that all guards are in place. Do not remove, displace, damage, or destroy any safety device or safeguard furnished or provided for use on the job, nor interfere with the use thereof.
- Do not enter an area which has been barricaded.
- If you must work around power shovels, trucks, and dozers, make sure operators can always see you. Barricades are required for cranes.
- Never oil, lubricate, or fuel equipment while it is running or in motion.
- Before servicing, repairing, or adjusting any powered tool or piece of equipment, disconnect it from the power source
- Barricade danger areas. Guard rails or perimeter cables may be required.
- Use the "four and one" rule when using a ladder. One foot of base for every four feet of height.

- Portable ladders in use shall be equipped with safety feet unless ladder is tied, blocked or otherwise secured. Step ladders shall not be used as a straight ladder.
- Ladders must extend three feet above landing on roof for proper use.
- Defective ladders must be properly tagged and removed from service.
- Keep ladder bases free of debris, hoses, wires, materials, etc.
- Build scaffolds according to manufacturers' recommendations and the Occupational Health and Safety Act and its Regulations for Construction Projects
- Scaffold planks shall be properly lapped, cleated or otherwise secured to prevent shifting.
- Use only extension cords of the three-prong type. Use ground fault circuit interrupters at all times and when using tools in wet atmosphere (e.g. outdoors) or with any temporary power supply. Check the electrical grounding system daily.
- The use of harnesses with safety lines when working from unprotected high places is mandatory as per the Occupational Health and Safety Act and its Regulations for Construction Projects. Always keep your line as tight as possible.
- Never throw anything "overboard." Someone passing below may be seriously injured.
- Open fires are prohibited.
- Know what emergency procedures have been established for your job site. (location of emergency phone, first aid kit, stretcher location, fire extinguisher locations, evacuation plan, etc.)

HOUSEKEEPING

Keep your project clean. All scraps and waste must be disposed of in properly marked containers or disposal areas. In some cases, we may be required to separate the waste into wood, cardboard, paper, plastics and metals. Failure to do so may not only make for an unsafe project but may cost the company money due to clean-up charges.

All materials, goods and things shall be stored and placed in such a manner that the maximum safe load-carrying capacity of the floor or other supporting structures is not exceeded.

Keep aisles and walkways clear of tools, equipment, cables and other materials. Remove any nails, rebar, or other protruding objects that may be a tripping hazard to others. Use signs and barricades (including barricade tape) to warn others of any tripping or falling hazards.

Ensure that no loose material is left on the upper levels or levels above ground. All waste materials must be removed to waste containers throughout the day and frequently if windy conditions.

All sub-contractors are responsible for cleanup of waste materials generated by their tasks.

SIGNS & TAGS

SIGNAGE

WARNING SIGNS

Warning signs containing word “**DANGER**” must be placed:

- adjacent to hoisting area
- where hazardous vapours, fumes or dusts present
- below overhead work
- at confined space entrance
- on top of protective covering
- where covering is missing

O. Reg. 213/91 s. 44

44. (1) Signs meeting the requirements of subsection (2) shall be posted in prominent locations and in sufficient numbers to warn workers of a hazard on a project. O. Reg. 213/91, s. 44 (1).

(2) A sign shall contain the word “**DANGER**” written in legible letters that are at least 150 millimetres in height and shall state that entry by any unauthorized person to the area where the hazard exists is forbidden. O. Reg. 213/91, s. 44 (2).

(3) Without limiting the generality of subsection (1), a sign shall be posted,

- (a) adjacent to a hoisting area;
- (b) under a boatswain’s chair, a suspended scaffold or a suspended platform;
- (c) at the outlet from a chute;
- (d) at a means of access to a place where there may be a noxious gas, vapour dust or fume, noxious substance or a lack of oxygen; and
- (e) where there is a potential hazard from an energized overhead electrical conductor at more than 750 volts. O. Reg. 213/91, s. 44 (3).

(4) No person shall enter an area in which a sign is posted other than a worker authorized to work in the area. O. Reg. 213/91, s. 44 (4).

- **CANEX CONTRACTING INC.** will provide supply of adequate signs
- Supervisors are to ensure that signs are posted as prescribed
- Workers must adhere to the warning provided by signs

In the outdoor working conditions signs shall be waterproofed

Specific warning signs locations

On the occupied structure signs must be placed on any doorway (both sides) that leads to or from construction area/activity. In coordination with building manager where possible occupants shall be prohibited from using access egress in general construction area.

SUBSTANCE ABUSE POLICY

It has long been recognized that the use or abuse of drugs, alcohol, medications and other substances can significantly impair a person's ability to work in a safe manner. It is therefore the intent of this policy to identify acceptable safe job performance and outline our position of the use and/or possession of illegal drugs, alcohol, medications and other substances that impairs ones' performance while at work. We will not randomly test for drugs and/or alcohol but advise you that the use and/or possession of these substances while at work or prior to your reporting for work or being unfit for work due to the use of these substances, are a major breach of company policy and are grounds for immediate dismissal.

The Company will not condone the following behaviour by its employees:

- use or consumption of any form of alcohol at work at any time
- sale, purchase, transfers, offering a drug on Company property or at a site where the Company is engaged
- arrive at or being at work under the influence of alcohol/drugs or medicinal marijuana

This policy is designed to ensure the safety of you and your fellow workers. Although this may seem intrusive to some, it is our moral and legislated responsibility to ensure your safety and we take this responsibility very seriously when dealing with bona fide safety concerns involving substance abuse.

All crew foremen and work site superintendents are to keep a watchful eye of any signs or symptoms associated with possible substance abuse by workers on our work sites.

We, as your **employer**, have legal duties and responsibilities to; take every precaution reasonable in the circumstances for the protection of a worker. We are obligated to ensure that alcohol abuse in any way connected with work does not occur. The employer will review this policy on a regular basis and implement changes as necessary.

The **supervisor** shall; 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 and take every precaution reasonable in the circumstances for the protection of a worker.

The **foreman/supervisor** is required to take immediate action if he/she believes that the employee is under the influence of a substance.

Prescription drugs are those prescribed by a doctor. The misuse of these drugs can involve taking:

1. amounts that exceed the prescribed amount
2. the medication improperly (i.e. with alcohol)
3. other person(s) medication
4. medication for reason other than for the intended purpose
5. non-prescription drugs and other substance items such as: intentional inhalation of gasoline, solvents, paint thinners, adhesives, aerosols, etc. for the purpose of creating a psychoactive effect (to get high).

Any of the above misuse will be grounds for immediate dismissal. If taking prescription medication, it may be in your best interest to inform your foreman/supervisor. This way, we can provide your doctor with Material Safety Data Sheets for the substances you use, or if an injury occurs, inform the medical treatment facility of what you are using.

SMOKING POLICY

The purpose of this policy is to restrict smoking in the workplace. The “Smoking in the Workplace Act” (R.S.O. 1990, cS.13) sets out clear restrictions on smoking in the workplace. “**Smoking**” – includes carrying a lighted cigar, cigarette or pipe and “smoke” has a corresponding meaning. “**Enclosed Workplace**” – means an enclosed building or structure in which an employee works and includes a shaft, tunnel, caisson or similar enclosed spaces.

Although smoking will not be totally prohibited, it will be restricted to certain areas a outlined below.

Smoking MAY BE permitted:

1. only in the areas designated by constructor

WORKPLACE VIOLENCE AND HARASSMENT PROGRAM

This Workplace Violence and Harassment Program is intended to supplement **CANEX CONTRACTING INC.** Workplace Violence and Harassment Policy. The two documents should be read and interpreted together.

Table of Contents

- 1 Workplace Violence and Harassment
 - 1.1 Application
 - 1.2 Workplace Harassment
 - 1.3 Sexual Harassment
 - 1.4 Workplace Violence
- 2 Domestic Violence
- 3 Workplace Risk Assessment
 - 3.1 Conducting a Workplace Risk Assessment
 - 3.2 Workplace Audit
 - 3.3 Frequency
 - 3.4 Communication of Results
- 4 Training
- 5 Controlling Risks
 - 5.1 Direct Contact with Clients/Customers
 - 5.2 Handling Cash
 - 5.3 Working Alone
 - 5.4 Working Outside of the Workplace Premises
 - 5.5 Traveling
- 6 Collective Efforts and Responsibilities
 - 6.1 Employer
 - 6.2 Supervisors
 - 6.3 Workers
 - 6.4 Joint Health and Safety Committee
- 7 Summoning Assistance
- 8 Responding to Workplace Violence and Harassment
 - 8.1 Workplace Violence
 - 8.2 Workplace Harassment
- 9 Incident Reporting
 - 9.1 Workplace Violence
 - 9.2 Workplace Harassment

10 Investigation

10.1 Workplace Violence and Harassment

10.2 Domestic Violence

10.2.1 Creating a Safety Plan

10.2.2 If the Abuser is also a Worker

11 Response and Continuous Improvement

12 **CANEX CONTRACTING INC.** Workplace Violence and Harassment Program

1.0 Workplace Violence and Harassment

CANEX CONTRACTING INC. recognizes that everyone has the right to work in an environment that is free from workplace violence, harassment and unlawful discrimination. Any behaviour of that nature has a disruptive effect on our ability to perform our jobs and undermines the integrity of the employment relationship. The Company prohibits workplace violence, discrimination and harassment in any form.

1.1 Application

The Workplace Violence and Harassment Policy and this Workplace Violence and Harassment Program apply to all Company workers, contractors and other individuals engaged in business on behalf of the Company; and to all behaviour and conduct to which those individuals may be subjected in the course of the business that they conduct on behalf of the Company (including behaviour or conduct which is engaged in by third parties, such as Company clients/customers, contractors, consultants, suppliers or visitors). This Program extends to each and every level within the Company.

CANEX CONTRACTING INC. also recognizes that prohibited violence, harassment and discrimination can occur at places other than the usual workplace setting. Therefore, this Program applies to behaviour and conduct which occurs outside of our premises if such behaviour or conduct (i) occurs in a location where the affected individual is present for a work-related purpose, (ii) occurs in any location where the affected individual is engaging in business on behalf of the Company, or (iii) would have adverse negative repercussions in the workplace.

1.2 Workplace Harassment

“Workplace Harassment” means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. Harassment can include verbal or physical behavior which:

- a) relates to the grounds of discrimination prohibited by human rights legislation, such as those relating to an individual’s race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability (the “Prohibited Grounds”);
- b) has the purpose or effect of unreasonably interfering with an individual’s work performance, adversely affecting a person’s dignity or self-worth, or creating an intimidating, hostile or offensive work environment; or
- c) otherwise negatively or improperly affects an individual’s employment opportunities.

Some examples of workplace harassment include (but are not limited to) the following:

- communicating racist, offensive or off-colour slurs, jokes, cartoons or email messages;
- making someone feel uncomfortable because of a physical characteristic;
- participating in practical jokes which cause awkwardness or embarrassment; or
- engaging in bullying, threatening or intimidating behaviour.

The following are *not* considered to be “workplace harassment” pursuant to this Program:

- legitimate performance management;
- probation, a performance improvement plan (“PIP”) or other form of recognized discipline;
- constructive criticism; or
- a respectful disagreement.

1.3 Workplace Violence

“Workplace Violence” is defined as a threat (by way of a statement and/or behaviour), an attempt, or the actual exercise of physical force by a person against a worker in the workplace that causes or could cause physical injury to the worker. Workplace violence may include but is not limited to:

- Verbal, written or e-mail threats;
- Making violent gestures (including shaking a fist or gesturing the cutting of a throat);
- Throwing an object;
- Hitting or attempting to hit a worker; and
- Shoving.

2.0 Domestic Violence

Any worker who believes that domestic violence may occur in the workplace, and that s/he or another worker may thereby be exposed to physical injury, should report the matter to the Company Management. The Company recognizes and respects the sensitivity and confidential nature of such information.

The Company is committed to reducing the risk of domestic violence occurring in the workplace, but we need the help of all workers. Workers who believe that they are at risk of being subjected to domestic violence will be supported by the Company; and will be directed to confidential third-party support, as appropriate. It is in the best interests of all workers to be able to recognize the signs of domestic violence. In that regard, an employee who is being subjected to domestic violence may:

- Try to cover bruises;
- Act sad, lonely, withdrawn, and afraid;
- Have trouble concentrating on a task;
- Apologize for the abuser’s behaviour;
- Be nervous when the abuser is in the workplace;
- Make last-minute excuses or cancellations;
- Use drugs or alcohol to cope; or
- Miss work more often than usual.

The abuser may interfere with the affected employee while at work by:

- Repeatedly phoning or emailing him/her;
- Watching and/or stalking him/her;

- Showing up at the workplace and pestering co-workers with questions about the affected employee (e.g. Where is s/he? Who is s/he with? When will s/he be back? etc.);
- Displaying jealous and controlling behaviors;
- Lying to co-workers (e.g. S/he's sick today, S/he's out of town, S/he's home with a sick child, etc.);
- Threatening co-workers (e.g. If you don't tell me, I'll...);
- Verbally abusing the affected employee or co-workers;
- Destroying or vandalizing property belonging to the affected employee and/or the organization; or Physically harming the affected employee and/or co-workers.

3.0 Workplace Risk Assessment

CANEX CONTRACTING INC. is committed to the proactive identification, control, and (where possible) elimination of risks in the workplace.

3.1 Conducting a Workplace Risk Assessment

In accordance with section 32.0.3 of the *Occupational Health and Safety Act*, RSO 1990, c. O.1, the Company will conduct a Workplace Risk Assessment to gauge the risks of workplace violence that may arise from the nature of the workplace, the type of work, and the conditions of work. The assessment will take into account circumstances that would be common to similar workplaces, as well as circumstances specific to our workplace. The initial Workplace Risk Assessment will involve a physical audit of the premises by the Joint Health and Safety Committee ("JHSC") or a third-party consultant; and we will also seek feedback from all workers by way of an anonymous Workplace Violence Risk Assessment Questionnaire.

3.2 Workplace Audit

The workplace audit involves a physical inspection of all areas of the workplace, as well as consideration of any other places that a Company worker may attend in performing their workplace duties and responsibilities. This audit shall be conducted by the JHSC or a third-party consultant. Areas that will be assessed as part of the physical inspection include:

- Outside building and parking lot;
- Entry control and security system;
- Reception and waiting areas;
- Interior design features, such as hidden areas (utility rooms, etc.) and lighting;
- Stairwells and exits;
- Elevators and washrooms; and
- Meeting rooms.

3.3 Frequency

Subsequent workplace audits shall be conducted by the JHSC or a third-party consultant at least once in every twenty-four (24) month period, or on such earlier date(s) as the JHSC or the Company Management deem **CANEX CONTRACTING INC.** Workplace Violence and Harassment Program

appropriate in their sole discretion, having regard to the Company's mandate to protect workers from workplace violence and harassment.

3.4 Communication of Results

The results of the Workplace Risk Assessment shall be communicated, in writing, to the JHSC. The Company shall then develop an action plan, in consultation with the JHSC, to address each of the concerns identified in the Workplace Risk Assessment, with a view to controlling or eliminating hazards of workplace violence or harassment.

4.0 Training

CANEX CONTRACTING INC. shall provide all personnel with training, information and instruction on the contents of the Workplace Violence and Harassment Policy and Program.

5.0 Controlling Risks

5.1 Direct Contact with Clients/Customers

CANEX CONTRACTING INC. recognizes that its personnel will frequently come into direct contact with clients/customers and potential clients/customers of the Company. Although we endeavor to minimize exposure to unstable or volatile clients/customers, this cannot always be predicted or avoided. In all interactions with clients/customers, the Company requires personnel to observe the appropriate safety measures, which – depending upon the circumstances – may include some or all of the following:

- Advise another member of the Company of any planned client contact, together with the anticipated duration;
- If you are aware that clients/customers are planning to attend at the workplace premises, notify reception in advance of their arrival;
- Whenever possible, meet with clients/customers in the presence or close vicinity of a co-worker who could provide assistance if needed;
- If you believe that the client may be unstable or volatile, store away any objects or equipment that could be used to hurt others, and take other appropriate precautions, including: positioning yourself near an escape route from the room (i.e. closer to the door than the client), and ensuring that you have a mobile communication device within reach;
- Know how to summon immediate assistance if an emergency occurs or is likely to occur;
- Be familiar with warning signs of potentially violent behaviour; and
- Notify another member of the Company once the meeting has concluded.

In the event that a client is unstable, volatile, or becomes irate, or if any other client behaviour presents a safety concern, do not hesitate to exit the situation and/or call for assistance.

5.2 Handling Cash

Whenever possible, **CANEX CONTRACTING INC.** encourages clients/customers and other individuals providing payment to the Company to pay by cheque, credit card, or electronic fund transfer.

In the event that personnel are required to handle cash, the Company requires appropriate safety measures to be observed, which – depending upon the circumstances – may include some or all of the following:

- Receipt of money on behalf of the Company should be done discreetly and, whenever possible, at the workplace premises;
- If money is received on behalf of the Company outside of the workplace premises, it should be placed in an unmarked bag or container, and the recipient of the funds should return to the workplace premises as soon as possible to secure the funds;
- All funds should be stored in a secure, locked, inconspicuous location within the workplace premises;
- Deposit money into the bank on a frequent basis;
- Use an unmarked bag or container to carry cash and/or securities;
- Vary the route taken to the bank or financial institution;
- Vary the timing of the deposits;
- Avoid making night deposits;
- Observe your surroundings before making your transaction;
- If possible, rotate the task so that it is not always the same person making the deposit; and
- Avoid making deposits alone. If you know that bank workers will not be present when you will be making a deposit, arrange to make the deposit at another time, or arrange for another Company worker to accompany you when making the deposit. In the latter case, have one person face the other way to act as a lookout while the other person makes the deposit.

5.3 Working Alone

CANEX CONTRACTING INC. requires all workers who work alone outside of regular business hours to observe appropriate safety measures, which – depending upon the circumstances – may include some or all of the following:

- Before arriving at the workplace premises, notify a co-worker, friend or family member that you will be at the workplace premises, and give them an estimate of when you plan to leave;
- Bring your cellular phone or other portable communication device with you to the workplace premises, and carry it with you at all times;
- If possible, approach the workplace premises using a well-lit path. This includes choosing a well-lit parking spot;
- Upon entering the workplace premises, ensure that the door is closed and locked behind you;
- Immediately turn on the workplace premises lights;
- Survey the workplace premises to see if any other workers are present and, if so, alert them to your presence;
- Advise a co-worker, friend or family member that you have arrived safely;
- If you have not done so in the past, familiarize yourself with the locations of emergency exits, etc.;
- If you have to leave the workplace premises briefly for any reason, such as to visit washrooms outside of the workplace premises or to use a vending machine, ensure that you bring your cellular phone or other portable communication device with you;

- Do not use any devices that may impair your hearing, such as music-playing devices; and
- **Workers are not permitted, under any circumstances, to meet clients/customers, suppliers, or individuals that are unfamiliar to you in the workplace premises alone.** Please make arrangements to meet with these individuals during regular business hours. If you must meet after hours, do so in a public place, or at a time when another Company worker will be present at the workplace premises.

5.4 Working Outside of the Workplace Premises

CANEX CONTRACTING INC. recognizes that our business will inevitably require workers to conduct Company business at locations other than at the workplace premises. These locations might include customer offices, job-sites and other public areas. In situations where Company personnel are required to work outside of the workplace premises, appropriate safety measures must be observed, which – depending upon the circumstances – may include some or all of the following:

- Notify a co-worker, friend or family member of your intention to work outside of the workplace premises, and advise them of the location of your work, the anticipated duration and a method of contact;
- Carry a cellular phone or other portable communication device at all times;
- Upon arrival, familiarize yourself with your surroundings, taking note of emergency exits, potential hazards, and resources that may provide you with assistance in the event of an emergency;
- Notify the designated individual referred to above of your arrival;
- If you are meeting with others, identify all present in the meeting immediately; and
- At the conclusion of your meeting, notify the designated individual referred to above of your departure.

5.5 Traveling

In performing Company business, workers may sometimes be required to travel. In such circumstances, appropriate safety measures must be observed, which – depending upon the situation – may include some or all of the following:

- Notify a co-worker, friend or family member of your intention to travel, including the itinerary, a time of return, and a method of contact;
- Carry a cellular phone or other portable communication device at all times;
- Remain observant, looking and listening to your surroundings to identify potential hazards;
- Do not sling purses or bags over the shoulder or around the neck;
- Carry keys in hand when approaching doors and vehicles;
- Before unlocking and entering a vehicle, walk around the vehicle and check the back seat;
- Do not read, write or nap in parked vehicles;
- Maintain at least a half-full gas tank. If a worker needs to refuel, s/he should seek out a well-lit, busy gas station;
- Choose a safe parking spot with adequate lighting;

- Advise a co-worker, friend or family member of your arrival at and departure from your destination; and
- If possible, avoid travelling in the same vehicle with individuals who are unfamiliar to you.

6.0 Collective Efforts and Responsibilities

The success of this Program is dependent upon the collective efforts of all workplace parties in working to identify, control (or eliminate), and respond to risks and incidents of violence and harassment in the workplace.

6.1 Employer

As the employer, **CANEX CONTRACTING INC.** is responsible for:

- Ensuring that all workers have reviewed the Policy and Program;
- Fostering an environment where workers feel comfortable bringing forward complaints of violence, harassment and discrimination;
- Taking seriously and responding appropriately to any incidents of harassment or discrimination of which the Company becomes aware, no matter how these matters are brought to the Company's attention;
- Not engaging in reprisal against any individual who exercises his/her rights under the Policy or Program, or who in good-faith participates in any process or investigation conducted in accordance with the Policy or Program; and
- Providing necessary resources and information to workers and, in particular, to the JHSC.

As appropriate, **CANEX CONTRACTING INC.** will provide personnel with necessary information and direction (including, as applicable, personal information) in relation to any person with a known history of violent behaviour IF: (a) the worker is expected to encounter that person in the course of his/her work, (b) that individual presents a risk of workplace violence, and (c) if the risk of workplace violence is likely to expose the worker to physical injury.

6.2 Supervisors

All supervisors are responsible for:

- Ensuring that all workers follow the Policy and Program;
- Ensuring that workers feel comfortable in raising complaints of violence, harassment and discrimination;
- If necessary, raising and pursuing such complaints on behalf of workers; and
- Informing workers of hazards and providing workers with direction on how hazards can be avoided.

A supervisor's failure to observe the requirements prescribed by the Policy and Program may result in disciplinary action, up to and including termination of employment.

6.3 Workers

Every worker is responsible for:

- Refraining from any behaviour or conduct that would constitute violence, discrimination or harassment in violation of the Policy and/or Program.
- Promptly reporting to a member of Company Management any incidents or situations of which s/he becomes aware which could constitute a violation of the Policy and/or Program. All personnel are entitled to be free from reprisal for fulfilling their responsibility to report.
- Participating and cooperating fully in any investigation conducted pursuant to the Policy and Program and maintaining the confidentiality of all information obtained as a result of involvement in any such investigation.

Failure to observe the requirements prescribed by the Policy and/or Program may result in disciplinary action, up to and including termination of employment.

6.4 Joint Health and Safety Committee

Outside of disclosure to management and other members of the JHSC, all members of the Company's Joint Health and Safety Committee ("JHSC") must keep all information obtained from any worker in the course of such member discharging his/her JHSC-related duties under the Program private and confidential, unless disclosure is explicitly permitted by operation of the Program or the *Occupational Health and Safety Act*, RSO 1990, c. O.1, as amended, or is otherwise required by law. Failure to observe these privacy and confidentiality requirements may result in disciplinary action by the Company, including but not limited to, removal from the JHSC or termination of employment.

7.0 Summoning Assistance

Company management or, where appropriate, a management designate, may be contacted by telephone any time by any member of the Company who has an immediate concern for his/her health or safety as a result of actual or threatened workplace violence or workplace harassment. This contact information shall be posted in a conspicuous location at the workplace, where it will be easily accessible to all personnel. As appropriate, workers may also choose to contact 911 in such situations.

In the event of an incident of workplace violence, **911 should be called immediately** if anyone has been harmed or personal safety has been put at risk.

8.0 Responding to Workplace Violence and Harassment

8.1 Workplace Violence

In the event of an incident of workplace violence, the following procedures should be followed:

1. If someone has been harmed or their personal safety is at risk, 911 should be called immediately;
2. First Aid should promptly be administered, where necessary; and
3. Workers should be mindful of their personal safety and should not attempt to intervene in any act of violence, other than to call 911, if doing so would put them or others at risk.

8.2 Workplace Harassment

There are two “early resolution” steps that a worker can take (but is NOT required to take) independently of the Company if s/he feels s/he is being subjected to harassment. These optional steps are intended to respect the rights of the worker who feels harassed and the person accused of the harassment, and to permit the mending of the relationship, if possible.

If possible, immediately tell the person who is engaging in the behaviour that their conduct or behaviour is unwelcome and that you wish it to be stopped; and make detailed notes about what happened (what was said or done), when it happened (date, time and place), who was involved, and who may have witnessed the incident. You will want these details to refresh your memory in the event that the problem is not corrected and you need to pursue the matter further.

If you have been subjected to harassment in the workplace, you should:

- Take the “early resolution” steps described above, if you wish; or
- Immediately report the harassment to the Company as per the reporting mechanism described below.

9.0 Incident Reporting

Barring “early resolution” of a harassment situation as described above, all incidents of workplace violence and harassment should be reported to Company Management and/or the JHSC. Similarly, any risk or perceived risk of workplace violence must be reported to the Company Management and/or the JHSC. Additional considerations with respect to reporting are discussed in sections 9.1 and 9.2, below.

It is the responsibility of the individual to whom a worker directs his/her complaint to initiate appropriate action. If no action is initiated within one week, the worker should follow up in writing with both the Company Management and the JHSC.

9.1 Workplace Violence

If an incident of workplace violence occurs, the affected worker(s) and/or witnesses should immediately report the incident to Company Management and/or the JHSC.

9.2 Workplace Harassment

If the harassment persists despite a worker’s request that it be discontinued, or if the worker feels uncomfortable approaching the harasser directly about the problem, the incident should be reported directly to Company Management and/or the JHSC. As part of such reporting, the worker should outline what has happened and what, if any, “early resolution” steps have already been taken. Workers are encouraged to submit such complaints in writing.

10.0 Investigation

10.1 Workplace Violence and Harassment

Except in cases of successful “early resolution” of harassment issues, the Company will investigate all

complaints of workplace violence, harassment or discrimination that are brought to its attention. The Company also reserves the right to initiate an investigation if it becomes aware of a situation involving a possible violation of the Policy and/or Program, irrespective of whether a complaint has been filed.

Although the nature of the investigation may vary depending upon the complaint, the investigation process will typically involve interviews with the complainant(s) and respondent(s), conducted by an internal or external investigator. Where appropriate, interviews may also be conducted with appropriate witnesses. The Company reserves the right to establish the appropriate investigation procedure on a case-by-case basis, in conjunction with any external investigator engaged in relation to the matter.

Following the conclusion of the investigation, the investigator will make findings of fact, where possible; and the outcome of the investigation will be reported back to the complainant(s) and respondent(s). If the complaint is found to have been substantiated, disciplinary action may be taken against the respondent(s), up to and including termination of employment.

If a complaint of workplace violence, harassment or discrimination is brought in good faith but is not subsequently substantiated via the investigation process, there will be no negative consequences for the complainant(s). However, where a claim of workplace violence, harassment or discrimination is found to have been made in bad faith or with an ulterior motive, or where a false claim is lodged, appropriate disciplinary action may be taken against the complainant(s), up to and including termination of employment.

Investigations will be thorough and objective and shall not be based on presumptions about the guilt or innocence of any party. The Company's objective is to solve such problems fairly, with a view to achieving and maintaining sound, mature working relationships among workers at all levels.

CANEX CONTRACTING INC. will take reasonable and appropriate steps to maintain the confidentiality of all notes and statements made during an investigation into a complaint, and such documents will not be kept in the parties' personnel files. The only information relating to such an investigation that will remain in the parties' personnel files will be confirmation that an investigation was conducted, the nature of its disposition, and a record of any disciplinary action taken. The Company cannot give a blanket assurance of confidentiality relating to the conduct of an investigation; however, the Company is committed to keeping such matters confidential to the extent possible, and we have the same expectation of all individuals who participate in an investigation.

Notwithstanding the confidentiality obligations described above, the Company may, at the sole discretion of Company Management, report any or all information obtained during an investigation to the appropriate authorities.

10.2 Domestic Violence

10.2.1 Creating a Safety Plan

Where **CANEX CONTRACTING INC.** has determined that a worker is at a risk of domestic violence in the workplace, Company Management and the JHSC will engage appropriate community services to assist in the development of a safety plan to minimize the risk of violence and increase safety for the

affected worker and others in the workplace.

A safety plan:

- Identifies measures to increase worker safety;
- Is prepared in advance, based on the possibility of further violence;
- Needs to be created with the affected worker's participation, as s/he knows the abuser's patterns of behaviour, and other information relevant to risk management;
- Recognizes that the abuser's behaviour cannot necessarily be controlled, but that the plan may increase the worker's safety, his/her co-workers' safety, and the safety of others affected by the relationship; and
- Is fluid – it will be reviewed regularly and revised as needed.

A workplace safety plan will generally address:

- Increased security measures for the affected worker while at work or travelling to and from work (e.g. panic buttons, caller ID, door security, code words, photo of the abuser supplied to security, escorts to car or public transportation);
- Record-keeping options for the possible collection of police evidence (e.g. threatening voicemails or emails);
- The identification of an emergency contact person if the employer is unable to reach the worker; and
- Alternative work arrangements, if necessary, to adjust the worker's schedule or location in order to increase the worker's safety.

Services that provide safety planning include: **CANEX CONTRACTING INC.**

- The Assaulted Women's Helpline at 1-866-863-0511 and TTY 1-866-863-7868
- Sheltersnet at www.sheltersnet.ca or 416-642-5463

Other measures that may be used to reduce the risk of domestic violence in the workplace include:

- Calling the police to investigate, and requesting restraining orders that keep the abuser away from the workplace and the victim; and
- Ensuring that co-workers do not put themselves at unnecessary risk by physically engaging an abuser.

10.2.2 If the Abuser is also a Worker

If a worker is at risk of domestic violence from an alleged abuser who also works for **CANEX CONTRACTING INC.**, the Company may take all precautions necessary to ensure the safety of its workers, including the removal of one or both parties from the workplace. If the Company determines, after appropriate investigation, that it is unable to accommodate both workers in the workplace without risking the health and/or safety of Company personnel, the Company may terminate the alleged abuser's employment with the Company.

11.0 CANEX CONTRACTING INC. Response and Continuous Improvement

CANEX CONTRACTING INC. is committed to promptly responding to all situations of workplace violence and harassment, and to working with personnel to continuously improve the Policy and Program.

At the conclusion of each investigation, the Company and the JHSC will jointly develop recommendations as to how a similar incident might be better addressed and/or avoided in the future.

The Policy and Program will be reviewed at least once every twelve months and will be updated periodically as appropriate. All workers will receive training and supplementary information on any amendments.

Workers should feel free to approach Company management with questions regarding the Policy and Program at any time.

PERSONAL DEVICES

Personal radios, tape or CD players may appear to cause no form of a safety hazard on a project. However, the sound levels these devices produce can exceed 90 dBa's, given the levels of background noise the sound levels (volume) may be increased to dangerously high levels resulting in hearing loss. Furthermore, the earphones don't provide any form of hearing protection from background noise, thus only adding to the risk of noise induced hearing loss. Perhaps the most significant hazard is the masking of warning sounds from fellow workers. Thus, these types of personal devices are not permitted in the construction area.

CELL PHONE POLICY

Use of cell phones during work hours is limited to the following circumstances:

- Emergency calls (911, Head Office, MOL, Supervisor etc.)
- Calls of any other nature outgoing or incoming must be handled during breaks or lunch time in designated areas where the caller/recipient is not distracted or distracting others causing unsafe circumstances to arise.

Exception to the rule is only possible upon permission of immediate supervisor or management.

HEAT STRESS/COLD STRESS

Heat stress is caused by a combination of factors (affected by environmental, work and clothing factors) and tends to increase body temperature, heart rate and sweating. These physiological adaptations are collectively known as heat strain. Heat stress in the workplace can be recognized by noting workplace risk factors and by the effects it has on workers. If conditions of climate and work are such that there is any possibility of heat stroke, then medical opinion should obviously be sought immediately.

It is critical to replace water lost through sweating. Amounts ranging from 1 cup every half-hour to 1 liter per hour are recommended. Thirst is not a good indicator of dehydration.

The salt content of a well-balanced diet is usually adequate to prevent dehydration through excessive sweating providing that frequent fluid is consumed.

Clothing should be lightweight and loose fitting preferable a breathable fabric such as cotton.

Eat light, preferably cold meals. Fatty foods are harder to digest in hot weather.

Cold stress is a different kind of problem than heat stress. The adaptations to cold stress have less dramatic effects. The first response to cold stress is to conserve body heat by reducing blood circulation through the skin. The second response is shivering, which increases the rate of metabolism. Shivering is a good sign that cold stress is significant, and that hypothermia may be present.

Insulation is a critical characteristic of clothing worn during cold stress exposures. Clothing materials used for their insulation include cotton, wool, and silk, nylon, down and polyester. Generally, better insulation is achieved by layering clothes rather than having one garment. The further advantage of layers is that a person can add or remove layers to adjust for differing insulation needs during the work period.

Personal protection included the following:

- Properly selected insulated clothing
- Wind barriers
- Special attention to feet fingers, ears, nose and face
- Gloves when air temperature is less than 61° F (16° C) for light work, 39° F (4° C) for moderate work and 19° F (-7° C) for heavy work
- Appropriate active warming systems such as circulating air or liquids, or electric heaters
- Appropriate eye protection for snow – or ice-covered terrain

Recommended administrative controls:

- Set up work-rest cycles
- Schedule work at warmest times
- Move work to warmer areas
- Assign additional workers

- Encourage self-pacing and extra breaks if required
- Establish a buddy system, emphasizing mutual observation
- Avoid long periods of sedentary effort
- Allow for productivity reductions and extra effort required when wearing protective clothing
- Provide an adjustment or conditioning period for new employees
- Monitor weight changes for dehydration

SUMMARY OF PERSONAL CONDUCT

Personal Protective Equipment

Always wear personal protective equipment required for the task.

Non –Prescription Drugs & Alcohol

Non-prescription drugs or alcohol will not be allowed on the job and any employee found to be in possession of, or under the influence of, drugs or alcohol, will be refused from working and is liable to be severely disciplined or terminated from employment.

Reporting Injuries &Accidents/Incidents

All injuries and accidents/incidents, no matter how minor, must be reported immediately to your supervisor. The supervisor will conduct his investigation and report to management.

Reporting Unsafe Practices & Conditions

If you should notice any unsafe practice or condition on the job, you are obligated by law and by this company to report the situation immediately to your supervisor, so corrective action can be taken.

No Jumping

No person shall jump from one level to another and anyone discovered jumping will be reprimanded and subject to immediate termination from employment. Use proper means of egress and access.

Never place tools or materials near edges to openings or levels, as these items may fall onto someone below. Keep all tools and materials at least six feet back from edges and openings.

Seek Assistance When Lifting Heavy Items

Always seek assistance or use mechanical lifting devices when attempting to lift heavy material. Avoid awkward positions and always lift with the legs, not your back. Your back is very susceptible to injury in a bent position.

No Horseplay

Do not engage in any prank, contest, and feat of strength, unnecessary running or boisterous conduct.

Do not remove Guardrails, Coverings, and Protective Guard/Shields Etc.

Do not remove or make ineffective, any protective device, equipment or thing, required by your employer or the Occupational Health and Safety Act and its regulations, If your work requires the removal of such a protective device as a guardrail or covering, use the appropriate safety measures to protect yourself and other workers and when your work is finished or you leave the area, replace the protective device immediately. Report any the presence of any missing or defective, protection device, immediately to your supervisor.

Obey “No Smoking” Rules

Smoking is strictly prohibited near flammable or combustible gases and materials, and all indoor construction areas. Obey all signage in areas forbidding smoking.

Know your Limitations

Never work at heights if you are afraid to do so or if you are ill or subject to dizzy spells. Tell your foreman. He will respect you of being honest and as sign you to other suitable work. Always work within your limitations.

Harassment

Any form of harassment is strongly prohibited and subject to immediate dismissal. No worker shall engage in inappropriate conversations or make inappropriate comments to our client female staff or building occupants. All correspondence is to be carried out through project superintendent. Violators will be permanently terminated.

Work in Well – Lit Conditions

Always work in adequately lighted conditions. Use task lighting stations in un-serviced areas. No one is allowed to work in the dark.

Avoid Working Alone

Always use the “buddy system” to avoid working alone. If it is necessary to do so, arrangements should be made to check on the worker at fifteen-minute intervals, by the worker’s foreman. Confined space work however, requires constant tending of the isolated worker(s) and there are strictly regulated procedures to follow in this kind of situation. Check with your foreman for instructions before entering any confined space.

Equipment – Machinery

Only operate equipment/machinery in which you are trained and approved by supervisor to do so.

PUBLIC WAY PROTECTION

64. (1) No work shall be carried out on a building or structure located within 4.5 metres of a public way unless a covered way is constructed over the part of the public way that is adjacent to the project. O. Reg. 213/91, s. 64 (1).

(2) Subsection (1) does not apply with respect to a building or structure if the work being done is enclosed. O. Reg. 213/91, s. 64 (2).

(3) **A covered way,**

- (a) shall have an unobstructed height of not less than 2.4 metres;
- (b) shall have an unobstructed width of not less than 1.1 metres or, if it is over a sidewalk that is less than 1.1 metres wide, have a width equal to the width of the sidewalk;
- (c) shall be capable of supporting any load likely to be applied to it and capable of supporting a load of at least 2.4 kilonewtons per square metre;
- (d) shall have a weather-tight roof;
- (e) shall have the side adjacent to the project covered with a partition that has a smooth surface on the public way side;
- (f) shall have a railing one metre high from ground level on the street side; and
- (g) shall have adequate lighting within the public way. O. Reg. 213/91, s. 64 (3).

65. If work on a project may endanger a person using a public way, a sturdy fence at least 1.8 metres in height shall be constructed between the public way and the project. O. Reg. 213/91, s. 65.

66. Machinery, equipment and material that is being used, left or stored where it may be a hazard to traffic on a public way shall be marked by flashing devices. O. Reg. 213/91, s. 66; O. Reg. 145/00, s. 20.

ACCESS TO AND EGRESS FROM WORK AREAS

70. (1) Access to and egress from a work area located above or below ground level shall be by stairs, runway, ramp or ladder. O. Reg. 213/91, s. 70 (1).

(2) Subsection (1) does not apply to a work area that is a suspended scaffold able to be moved to give access to a floor, roof or platform or to ground level. O. Reg. 213/91, s. 70 (2).

71. Adequate means of egress shall be provided from a work area to permit the evacuation of workers during an emergency. O. Reg. 213/91, s. 71.

72. A work area, a route to and from a work area and a scaffold platform on which work is being performed shall be maintained at all times in a condition that does not endanger workers and, without limiting the generality of the foregoing,

- (a) shall be kept clear of obstructions;
- (b) shall be kept clear of snow, ice or other slippery material; and
- (c) shall be treated with sand or similar material when necessary to ensure a firm footing. O. Reg. 213/91, s. 72.

Specific requirements for access/egress:

It is responsibility of the building owner/manager. Superintendent to ensure that:

- all occupants are notified of construction activity
- warning signs are posted in sufficient numbers and locations identifying specific hazard and control such as prohibiting access to balconies under construction. Where balcony railing and floor are under repair physical means of preventing occupants, access must be established in addition to signage.
- discuss and determine hours of operations

TRAFFIC CONTROL PLAN

CANEX CONTRACTING INC. shall develop in writing and implement a traffic protection plan for the workers at a project if any of them or public may be exposed to a hazard from vehicular traffic.

The traffic protection plan,

- (a) shall specify the vehicular traffic hazards and the control measures
- (b) shall be kept at the project and made available to an inspector or a worker on request.

Traffic control workers must be given adequate oral and written instructions and wear required PPE such as fluorescent traffic vests and be equipped with traffic stop/slow signs.

WORKER/SUPERVISOR/SUB-CONTRACTOR ACKNOWLEDGMENT

I state that I have attended the safety orientation and have read and received a copy of the **CANEX CONTRACTING INC.** safety rules and regulations including and understanding of the new Workplace Violence, Discrimination and Harassment Policy.

I further state that I understand these rules and acknowledge that compliance with the safety rules and regulations is a condition of employment. If I violate the safety rules or fail to report an injury to my supervisor immediately, I understand that I am subject to termination, in accordance with this company's policy.

RECIPIANT'S SIGNATURE

EMPLOYER

DATE