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Appendix A – Safe Work Practices
Introduction

Workplace safety is everyone’s responsibility. Each employee has a role in this Occupational Health & Safety (Safety) Program Manual. You must know and comply with the policies and procedures set out in this document. We encourage you to be a proactive participant to help ensure that you and your fellow workers remain safe.

Management is committed to ensuring that this Safety Program Manual is implemented in all areas of our operations and then constantly monitored to ensure compliance.

**SAFETY IS AN ATTITUDE**

Safety is not something you can take or leave.

It is not an activity in which one participates only when one is being watched or supervised.

Safety is not posters, slogans or rules, nor is it movies, meetings, investigations or inspections.

Safety is an attitude, a frame of mind.

It is the awareness of one’s environment and actions all day, every day.

Safety is knowing what is going on; knowing what can injure anyone or anything; knowing how to prevent injury; and acting to prevent it.

**THINK SAFETY AND BE SAFE**

We provide training and education to develop your skills and talents to ensure that you work safely and effectively. If you need more information on any safety issue, discuss it with your supervisor or foreman.
Safety Program

A health and safety program is a systematic, organized approach to reducing the human and financial costs of accidents. Three main reasons why we developed and implemented this Safety Program are:

- Moral obligations
- Financial benefits
- Legal requirements.

We have a moral obligation to protect our employees from harm. Owners and managers have a moral responsibility to take appropriate measures to protect our workers from injury and illness. Employees are responsible for cooperating and taking measures to safeguard themselves and their fellow workers.

An effective Safety Program provides financial benefits by reducing costs related to injuries and property damage. These costs can include workers’ compensation assessments, job interruption, retraining, replacing equipment, etc.

Mandatory legal requirements are set out in each province. Our objective is to meet or exceed all of these obligations. To ensure that our Safety Program remains current, we will continually update this document as legal requirements and good industry practices change.

BC Certificate of Recognition Program

We are participating in the BC Certificate of Recognition (COR) program. This program is managed by the BC Road Construction and Maintenance Safety Network.

It was established in 2001 in partnership with the BC Workers’ Compensation Board. The Safety Network promotes a positive occupational health and safety culture for the Road Construction and Maintenance industry by providing programs where employers work together to reduce the human and financial impacts associated with accidents and injuries.

As a participant in the COR program, we will be taking training courses, updating policies and procedures, surveying employees, and auditing our Safety Program.
Section 1 – Health and Safety Policy

This section contains our Health and Safety Policy Statement and a list of responsibilities for each person in the organization.

Leadership and safety start at the top of our organizational chart. Management's commitment, leadership, and involvement help to improve safety attitudes throughout the organization. The management group is committed to acting as exemplary examples of safety. By signing the safety policy, management has demonstrated that they are prepared to do all that is necessary to ensure the success of the Safety Program.

Our Health and Safety Policy Statement is laid out on the following page so that it can be copied and posted where appropriate.

The Policy must be communicated to all current and new workers at safety training and orientation sessions.
Health and Safety Policy Statement

The personal health and safety of each of our employees is of primary importance. The prevention of injuries and illnesses will be given priority over operating productivity where necessary.

We will maintain an Occupational Health and Safety Program that starts with proper attitudes toward injury and illness prevention on the part of both supervisors and workers.

Employees at every level, including management, are responsible and accountable for our overall safety initiatives. Complete and active participation by everyone, every day, in every job is necessary for the safety excellence we expect.

Our objective is a Safety and Health Program that will reduce the number of injuries and illnesses to an absolute minimum. Our goal is zero accidents and injuries. In the event of injury or illness, we are committed to working with the employee to ensure his/her return to work as soon as it is safely possible.

We recognize that the responsibilities for safety and health are shared.

We are committed to providing active leadership and complete support for the Health and Safety Program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.

Supervisors are responsible for developing the proper attitudes toward health and safety both in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the health and safety of all personnel involved.

Workers are responsible for genuine cooperation with all aspects of the Health and Safety Program including compliance with all rules and requirements, and for continually practicing safety while performing their duties.

Everyone is expected to report all hazardous conditions and ensure that they are corrected.

We will all work together to prevent accidents.

Mark DuMerton
President
January, 2010
Assignment of Responsibilities

Responsibility can be defined as an individual's obligation to carry out assigned duties. For a safety program to achieve its desired results, all employees must know their responsibilities. The Health and Safety Policy contains general responsibilities. This section contains specific responsibilities.

Management are responsible to:

- Provide a safe workplace
- Establish a Health and Safety Policy
- Develop, implement and maintain a Health and Safety Program that includes a Health and Safety Manual
- Establish health and safety goals
- Ensure all established safety policies and procedures are administered and enforced
- Ensure that all employees and contractors are aware of and effectively practice the policies and procedures set out in the safety program
- Provide information, instructions, and assistance to all supervisory staff
- Provide ongoing safety education and training programs and approved first aid training courses as required
- Monitor supervisors and hold them accountable for their individual safety performance
- Ensure that personal protective equipment is available
- Ensure that regular inspections are conducted
- Eliminate hazards and correct unsafe working conditions
- Ensure that all accidents are investigated
- Report injuries to the Workers’ Compensation Board
- Ensure that workers return to work as soon as possible after injury/illness
- Evaluate safety performance
- Set a good example.
Supervisors are responsible to:

- Promote safety awareness
- Ensure that the highest standards of safety performance are maintained
- Know the Safety Policy, Health and Safety Program, and legislative requirements
- Provide safe working conditions for all workers under their supervision
- Make daily observations of safety activities
- Ensure that new workers receive detailed safety instructions before they start work
- Instruct all workers in safe work procedures
- Require workers to use personal protective equipment, as appropriate
- Conduct regular worksite and work practice inspections
- Correct hazards, worksite conditions, and unsafe practices that are liable to cause or have caused accidents
- Report and investigate accidents, incidents, and near misses to determine the underlying causes
- Ensure that equipment and machinery is properly maintained
- Ensure that only authorized and adequately trained workers operate machinery and equipment
- Detect, interview, and if necessary, refer troubled workers
- Follow up on safety recommendations
- Enforce all established safety requirements and work methods
- Take disciplinary action when necessary to ensure compliance with the rules
- Set a good example.
Workers are responsible to:

- Follow the safe work procedures and safety rules described in the Health and Safety Program Manual
- Know and comply with safety and WHMIS legislation
- Carry out their work in a manner that will not create a hazard to their own safety and health or the safety and health of other workers
- Wear protective clothing as required
- Report accidents, injuries, and near misses immediately to their supervisor
- Report hazards, unsafe conditions, and unsafe actions to their supervisor
- Take action where possible to immediately correct hazards
- Report any anticipated loss of work time to their supervisor as soon as possible after being treated by a physician following injury
- Take every reasonable precaution to protect the safety of other workers and themselves
- Make safety suggestions
- Set a good example.
Section 2 – Hazard Assessment and Control

Policy

This section contains procedures for identifying hazards in the workplace and for implementing controls to eliminate or minimize these hazards.

Identifying and controlling hazards is a high priority and everyone’s responsibility. It must be an on-going process of continual improvement.

Hazard recognition and control involves:

- determining what hazards are present in the workplace
- assessing the level of risk for the hazards identified
- implementing strategies to eliminate or reduce the risk involved
- monitoring and following up to ensure the control strategies chosen are implemented and effective.

It is very important to recognize that a hazard assessment does not deal strictly with things that are wrong at the present time. This assessment must also address what could go wrong.

Every employee and sub-contractor must identify hazards, correct the hazard if possible, and report the hazards they encounter. When hazards are identified, steps can be taken to reduce the risk of injury through hazard control. Each person needs to conscientiously take part in this process.

Hazard Assessments

A hazard assessment is a thorough examination of an operation (job site, shop, etc.) for the purpose of identifying the actual and potential hazards that exist. A hazard assessment is conducted prior to setting up on a new job site.

Hazards exist in many forms – visible or hidden, conditions or activities. Recognition and Control of hazards are necessary to ensure that corrective actions are completed on a timely basis. This is a critical step because the remainder of the Safety Program deals primarily with controlling these hazards.

Types of hazards that may be present include:

- Chemical — chemical agents in the form of vapours, gases, fumes, and mists
- Physical — noise, vibration, hot or cold extremes
Ergonomic — awkward posture, poor tool design, manual materials handling

Biological — bacteria, viruses, fungi.

To conduct a hazard assessment, follow these steps:

- Assemble the people that will be involved (usually a supervisor and/or a worker)
- Discuss possible hazards
- Tour the entire operation or site
- Look for possible hazards originating from environment, material, equipment, and people – ask "what if?" as you tour
- Record all items that need attention on the **Hazard Assessment & Control Worksheet** (included at the end of this section)
- Review the findings with supervisors and workers and solicit their input for control measures
- Prioritize the identified hazards.

It is critical to prioritize the hazards because we need to know which issues to address first. Some hazards may be very minor so we only need to caution everyone about them. More serious hazards may need to be addressed before we can begin work.

The checklist uses the following ranking system:

1. **Imminent Danger** (may cause deaths, widespread occupational illness, loss of facilities)
2. **Serious** (may cause severe injury, serious illness, property and equipment damage)
3. **Minor** (may cause non-serious injury, illness, or damage)
4. **O.K.** (may cause minor injury, requiring first aid or less)
5. **Not Applicable** (N/A).

**Hazard Control**

Once we have identified the hazards present on the job site, we must take corrective action and make recommendations for controlling the hazards.
There are a number of options available to control hazards and risk including:

- Elimination
- Substitution
- Administrative controls
- Engineering controls
- Personal protective equipment.

The five options above are listed in priority order. For example, it is critical to always attempt to eliminate the hazard first. Personal protective equipment must always be the final option and only if the other four cannot be used. Often, a combination of several control methods is required to eliminate or sufficiently reduce the risk of hazards to an acceptable level.

**Elimination**

The ultimate control measure is to eliminate the workplace condition or activity that presents the hazard. For example:

- Remove a fire hazard by using non-combustible materials instead of combustible
- Eliminate a manual handling task by using a mechanical lifting device
- Eliminate protruding objects
- Repair a leak and eliminate toxic vapours
- Remove and dispose of defective ladders.

Eliminating a hazard is obviously the best method of control; however, not all hazards can be totally eliminated. The next best option is substitution. Substituting one chemical or piece of equipment with a less hazardous one, or a particular work activity with a safer method, can be very effective.

**Substitution**

Substitution may include:

- Implementing purchasing controls (e.g., purchasing less toxic materials, or tools and equipment with improved safety features)
- Replacing the need for electrical cords running across walkways by installing more outlets
- Replacing ineffective personal protective equipment with more effective equipment.
Since engineering controls are not always practical, administrative controls are often used. These options are more desirable than personal protective equipment; however, administrative controls involve directing people and may therefore be difficult to administer and monitor.

**Administrative Controls**

Administrative controls include:

- Establishing procedures for the ongoing maintenance of tools, equipment and facilities
- Establishing good housekeeping practices
- Developing and implementing safe work practices, procedures, and work permits
- Hiring practices
- Scheduling hazardous activities when there are fewer workers on the site
- Rotating workers to reduce exposure to a particular hazard
- Training and educating workers
- Establishing regular formal safety inspections and safety tours.

**Engineering Controls**

Engineering designs and control measures should be made at the conceptual stage of a project.

Examples include:

- Installing security fences to control access/egress
- Installing additional lighting
- Limiting workers’ exposure to a hazard by using automated (remote) or mechanical devices
- Designing process or procedural changes
- Installing noise control barriers or suppressors
- Pre-designing scaffolding systems to ensure proper erection, maintenance, and dismantling
- Installing machine guards around moving gears/pulleys, sharp edges, electrical devices, and hot surfaces
Installing monitoring and warning devices
Installing ventilation systems to remove toxic fumes/vapours
Designing and laying out work areas to reduce risk.

**Personal Protective Equipment (PPE)**

When elimination, substitution, engineering, and administrative controls fail to provide the required protection, PPE should be considered only as a last line of defence or as back-up protection. PPE may be used as a supplement to these other controls, but not as a substitute for them.

In using PPE as a control method, we must address the following:

- Determine where/when PPE is required
- Determine which type of PPE is suitable
- Train workers on the proper care and use of PPE
- Inspect all PPE regularly for defects and replace equipment when necessary (and document).

**Implementing Control Strategies**

Once a control method has been identified, it must be implemented. There must also be follow-up to confirm that the control method or corrective action was implemented and that it is effective in eliminating or reducing the potential hazard. The entire process needs to be documented.
## Hazard Assessment & Control Worksheet

<table>
<thead>
<tr>
<th>Item #</th>
<th>Hazard &amp; Location</th>
<th>Priority</th>
<th>Control</th>
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<td>12</td>
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</tbody>
</table>

Hazard Priority Options: #1 Imminent Danger, #2 Serious, #3 Minor, #4 OK, #5 Not Applicable (N/A)
Section 3 – Safe Work Practices

Policy

This section explains why we need safe work practices. Examples can be found in Appendix A.

We will develop written safe work practices that address the major hazards and safety concerns that we face. As a minimum, safe work practices must meet applicable legislation and industry standards.

These documents will evolve as variables such as site conditions, hazards, and equipment, change over time. Each practice document will be reviewed annually and revised if needed.

Application

Safe work practices are sets of guidelines and educational information on how to perform specific tasks that vary from job to job. They describe in a general way how to control hazards and complete tasks with minimal risk to people and property. By contrast, a safe job procedure (Section 4) is a written, specific step-by-step description of how to complete a job safely and efficiently from start to finish.

To be effective, safe work practices need to be:

- In writing
- Related to the scope of work
- Understood by all workers
- Monitored and enforced to ensure that they are followed
- Reviewed and updated regularly.
Section 4 – Safe Job Procedures

Policy

This section describes how and why we develop safe job procedures and job hazard analyses.

A safe job procedure is a written, specific step-by-step description of how to complete a job safely and efficiently from start to finish. To develop the procedure we first conduct a job hazard analysis on each individual job or task.

Similar to safe work practices, these procedures will be reviewed and revised regularly.

The completed safe job procedure forms the basis for regular contact between supervisors and workers regarding safety. It serves as a teaching aid for initial job training and as a briefing guide for infrequently performed jobs. It is also used as a standard for safety inspections or observations and it may assist us in completing comprehensive accident investigations.

Job Hazard Analysis (JHA)

A JHA is a process that analyzes jobs to identify potential hazards and to determine the safest way to do the job. This information is then compiled and recorded in a safe job procedure.

The analysis process may identify previously undetected hazards and increase the job knowledge of those participating. Safety awareness is raised, communication between workers and supervisors is improved, and acceptance of safe job procedures is promoted.

The JHA should always be a team effort. By involving a team of workers in the process, we reduce the possibility of overlooking an individual job step or a potential hazard. We also increase the likelihood of identifying the most appropriate measures for eliminating or controlling hazards.

Once the JHA team has been selected, you need to make sure everyone involved is familiar with what a Job Hazard Analysis is and how it is performed.

The terms ‘job’ and ‘task’ are commonly used interchangeably to mean a specific work assignment, such as operating a grinder, setting up a scaffold, or changing a flat tire. A JHA is not suitable for jobs defined too broadly, such as painting a building or jobs defined too narrowly such as positioning a car jack.
The final safe job procedure usually includes:

- Regulatory requirements
- Personal Protective Equipment requirements
- Training requirements
- Responsibilities of each person involved in the job
- A specific sequence of steps to follow to complete the work safely
- Permits requirements
- Emergency procedures.

The best approach for conducting the JHA is to observe a worker completing the task. The observer is normally the immediate supervisor. The worker being observed should be experienced and capable in all facets of the job. Clearly explain the process and the reasons why it is being done.

Try to observe each task under normal conditions and with all of the appropriate tools and supplies. The job, not the individual, is being studied in an effort to make it safe by identifying hazards and making modifications to eliminate or reduce them. The worker’s experience is important in making improvements.

The basic stages in developing a safe job procedure are:

- Selecting the job to be analyzed
- Breaking the job down into a sequence of basic steps
- Identifying potential hazards in each step
- Determining preventative measures to overcome these hazards.

**Selecting the Job to be Analyzed**

Ideally, all jobs should be subjected to a JHA. However, there are practical constraints posed by the amount of time and effort required to do a JHA. Another consideration is that each JHA will require amendments whenever equipment, raw materials, processes or the environment change. For these reasons, it is best to ensure that the most critical jobs are examined first.

Legislation requires that a written safe job procedure be developed for certain tasks such as confined space work, equipment lockout / tagout, working alone, trenching, and working near overhead power lines. If these high-risk activities are required for a particular job, then they must be analyzed first and written procedures must be developed.
Other factors to be considered in assigning a priority for analysis include jobs:

- with a high frequency of accidents or near misses that pose a significant threat to health and safety
- that have already produced fatalities, disabling injuries, illnesses or environmental harm
- that have the potential to cause serious injury, harm, or damage, even if they have never produced an injury or illness
- involving two or more workers who must perform specific tasks simultaneously
- that are newly established whose hazards may not be evident because of lack of experience
- that have undergone a change in procedure, equipment or materials
- whose operation may have been affected by new requirements or standards
- performed infrequently where workers may be at greater risk due to their non-routine nature.

**Breaking the Job Down into a Sequence of Basic Steps**

After a job has been chosen for analysis, the next stage is to break the job into small steps. A job step is defined as a segment of the operation necessary to advance the work.

Complete the **Job Hazard Analysis** form (included at the end of this section) one column at a time. List all of the basic job steps before moving to the second column. Then, identify all of the existing and potential hazards for each job step before listing the recommended solutions in the third column. Concentrating on one column at a time helps ensure that the information in each column is accurate and complete.

Do not make the steps too general as you may miss hazards. On the other hand, too much detail will make the final procedure too long. Most jobs can be described in five to ten steps. Record each step in sequence, noting what is done, rather than how it is done. Begin each step with an action verb.

When completed, discuss the steps with all participants to ensure that they are complete and in the correct sequence.

**Identifying Potential Hazards in each Step**

Once the basic steps have been recorded, identify potential hazards for each step and record them on the form. Use observations of the job, knowledge of accident causes, personal experience and imagination. Always ask, “What’s the worst that could happen here?”
It may be useful to observe the job a second time to focus on potential hazards. At this stage, do not attempt to solve any problems which may have been discovered.

For each step, ask yourself:

- Can any body part get caught in or between objects?
- Do tools, machines, or equipment present any hazards?
- Can the worker make harmful contact with objects?
- Can the worker be struck by objects falling from above?
- Can the worker slip, trip, or fall?
- Can the worker suffer strain from lifting, pushing, or pulling?
- Is the worker exposed to extreme heat or cold?
- Is excessive noise or vibration a problem?
- Is lighting a problem?
- Can weather conditions affect safety?
- Can contact be made with hot, toxic, or caustic substances?
- Are there fumes, dust, mist, or vapours in the air?

**Determining Preventative Measures to Overcome these Hazards**

The final stage in a JHA is to determine measures to eliminate or control the hazards identified. This is the main objective of the exercise so it’s important to invest significant effort into this step.
## Sample Job Hazard Analysis (JHA)

**Job: Extinguishing a fire – using a dry chemical fire extinguisher**

<table>
<thead>
<tr>
<th>Step</th>
<th>Sequence of Steps</th>
<th>Tools/Equipment Required</th>
<th>Material Required</th>
<th>Potential Accidents or Hazards</th>
<th>Recommended Safe Job Procedure</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Remove extinguisher from hanger</td>
<td>Dry Chem Fire Extinguisher</td>
<td>Extinguisher may fall</td>
<td>Grasp extinguisher securely</td>
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<td>2.</td>
<td>Carry extinguisher in upright position to fire</td>
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<td>Fall by tripping or slipping</td>
<td>Observe walking areas, obstacles, slippery surfaces</td>
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<td>3.</td>
<td>Pull pin of extinguisher, hold hose or horn in one hand</td>
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<td>Contact with contents</td>
<td>Maintain control of extinguisher, avoid exposing individuals to contents</td>
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<tr>
<td>4.</td>
<td>Use the extinguisher</td>
<td></td>
<td>Caught in spread of fire Clothing catches on fire Resurgence of fire</td>
<td>Use contents with rapid sweeping motion at base of flame Keep proper distance Move away when extinguisher empties - never turn your back to fire - renew attack when indicated</td>
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<td>5.</td>
<td>Promptly report use of extinguisher</td>
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<td>If not re-charged, potential for serious fire</td>
<td>Always check extinguisher after use and have it re-charged and returned to service immediately</td>
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<td>6.</td>
<td>Take extinguisher out of service and have it re-charged</td>
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**Developed by:**

**Reviewed by:**

**Approved by:**

**Revised by:**

**Date:**
## Job Hazard Analysis (JHA)

### Job:

<table>
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<th>Step</th>
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<th>Recommended Safe Job Procedure</th>
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Developed by:

Reviewed by: Approved by:

Revised by: Date:
Fall Protection Plan

Site: ________________________________________________________________

Foreman: ____________________________

Workers receiving training:

______________________  __________________________  ______________________

______________________  __________________________  ______________________

Description of Area:

Fall Hazards:

Fall Protection Systems:

☐ Guardrails

☐ Safety belt or full body harness with lanyard/lifeline/anchor

☐ Safety net

☐ Control zone

☐ Safety monitor with control zone

☐ Other (provide details)

Special Assembly/Disassembly Procedures:

Rescue Procedures:

The content of this work plan have been conveyed to all company workers exposed to fall hazards where the use of a fall arrest system is required.

__________________________  __________________________  ______________________

Name  Signature  Date

I have reviewed this fall protection plan and find it to be adequate in the circumstances.

__________________________  __________________________  ______________________

Name  Signature  Date
Section 5 – Company Rules

Policy

This section contains a list of company rules. Many of these rules are legislated; others are good industry practices.

All employees will be instructed in, and provided with, written rules and supplementary instructions as necessary to minimize accidents. Supervisors are responsible for ensuring that workers understand and comply with general safety rules and instructions.

If any employee has any concerns regarding the health or safety of a work process, they are encouraged and directed to consult with their immediate supervisor for additional instructions.

Failure to comply with these company rules could result in:

1. Verbal warning
2. Written warning
3. Suspension of employment
4. Termination of employment.

Rules

To ensure that rules have the desired effect of controlling actions and conduct, we need to ensure that all managers and supervisors lead by example.

All violations will be dealt with promptly and consistently. All supervisory personnel must fully understand the disciplinary guidelines and must apply them consistently. Do not play favourites or ignore the rules in the face of tight deadlines or other circumstances.

Remember to:

- Distribute copies of the rules to all workers
- Distribute and explain the rules to new workers during orientation
- Post the rules in appropriate locations
- Set an example by ensuring that you and all other management/supervisors follow the rules
- Deal with violations of the rules promptly and consistently.
The following actions are strictly forbidden on all jobsites.

- Entering a jobsite while impaired in any way – workers found to be unfit for their duties as determined by the foreman will be removed from the site.
- Consuming alcoholic beverages.
- Running, horseplay, or fooling around.
- Distracting the attention of fellow workers while they are working.
- Playing music or other audio that inhibits communication between workers.
- Smoking in a “NO SMOKING” area, including the paint shop/lock-up.

The following actions are required on all jobsites.

- Wear personal protective equipment as directed by your supervisor.
- Report to your supervisor all hazards, unsafe activities, unsafe conditions and near miss incidents.
- Report all accidents involving injury or damage immediately.
- Perform all work using safe work practices and job procedures as directed by your supervisor.
- Maintain good housekeeping in your work area.
- Operate all vehicles and mobile equipment in accordance with site rules and highway regulatory requirements.

Tools and Safety Items

Tools will be picked up at the end of the workday and returned to the paint shop/lock-up. The company will supply all power tools but expects each craftsman to acquire the following before entering a worksite:

- Hard hat
- Steel toed boots
- Respirator
- Extension poles
- Brushes – oil and latex
- Hand masker
- Sanding head.

Employees have 2 weeks to acquire all tools necessary but safety items are required immediately. Personal protective equipment must always be worn where it is required.
Equipment Safety

- No worker shall operate or use any equipment in a manner that endangers himself/herself or any other worker.
- Only authorized personnel may operate spray machines, man hoists, scissor lifts or other specialized equipment.
- It is strictly forbidden to ride a load, crane hook, or material hoist.
- Do not clean or adjust equipment or machinery while it is running or in motion when there is a danger of contact with moving parts. Lock out is required.
- Do not remove guards, except for repair or adjustments, and replace them before operating equipment.
- Never leave a machine running while it is unattended.
- Always stop gasoline powered motors before refueling and observe the “NO SMOKING” rule.

Site Safety

- Keep floors clear of oils, grease, refuse and other types of materials that may create a slipping hazard.
- Regularly clean up the work area.
- Store hoses, cables, ropes, wires, etc. when not in use to prevent tripping hazard.
- Identify, store and handle hazardous materials in accordance with the Workplace Hazardous Material Information System (WHMIS) regulations; the foreman must have MSDS files for products on site and must keep them accessible to all employees.
- Only authorized personnel may do electrical work of any kind.
- Do not use a portable electric hand tool unless it is effectively grounded.
- Examine all scaffolding material before using – scaffold planks and beams must be of sound material and clear of defects – do not use poorly constructed scaffolds – see that scaffolding is provided with guardrails.
- Never jump from or onto staging or scaffolding.
- Never lean against guardrails or handrails.
Never leave loose tools or materials where there is a danger of them falling.

Do not leave any opening uncovered or unguarded.

Make sure all ladders are adequately secured, top and bottom, and have feet pads – do not use poorly constructed or defective ladders.

Always face a ladder when ascending or descending it.

Do not allow combustible materials to accumulate on the job site – good housekeeping is the best method for preventing fires.

Keep lids on all pails at all times, including cleaning/spinning ones.

Always store gasoline, oil, grease and other flammable liquids clear of the work area. Prominently display the “NO SMOKING” signs in the storage area.

Always turn in fire extinguishers to the foreman immediately after use for recharging. Keep an extinguisher on site in the paint room if required.

Be sure you know what is behind your vehicle before backing up. Get out and look if necessary.

Never stand or walk under a suspended load.

Keep clear of moving cranes and large equipment.

Pile and unpile materials carefully. Keep storage area neat and ensure that other trades move their products or equipment if they impede your work or access to painting.

Do not throw anything from a height.

Do not remove guardrails or handrails unless required by necessity for the work in the immediate area. These railings must be replaced before you leave the area.
Section 6 – Personal Protective Equipment

Policy

This section discusses the main personal protective equipment (PPE) required on our jobsites and includes some instructions for the use, care, and limitations of the equipment.

PPE is the final line of defence in protecting workers from injury. PPE is only employed when administrative and engineering controls are ineffective or insufficient. Hazards should be minimized by ensuring that all jobs are well planned, that workers are properly trained, and that all safe work practices and safe job procedures are followed. PPE then provides an additional degree of protection from injury.

Employees are expected to supply their own basic PPE such as safety footwear and appropriate clothing. The company provides specialized PPE such as respirators and fall protection.

All employees are required to wear and maintain their PPE as directed by their supervisor.

Requirements

Employees may be required to wear the following protective equipment:

- Safety footwear
- Hardhat
- Hand, eye and skin protection
- Protective goggles or face shields during all operations where the eyes or face are exposed to flying objects, injurious light or intense heat
- Gloves when handling material with sharp edges or rough surfaces
- Harnesses and lanyards when working at elevations greater than 3 metres above grade where guardrails are not present
- Weather-proof footwear and outerwear for inclement weather conditions.

Employees are required to follow proper procedures to ensure that respirators provide effective protection against airborne contaminants to which they may be exposed. This includes:

- Checking that respirator is clean and well-maintained
• Performing a positive/negative test before use every time

• Changing filters regularly (use of epoxies and lacquers will require more frequent filter changes)

• Ensuring that employee is clean-shaven and that no objects or material interfere with the seal of the respirator (i.e. spray hoods)

• Referring to the MSDS Sheets if in doubt of correct procedures or when respirator is required

Review the PPE Information Sheets on the following pages.
Personal Protective Equipment Information Sheet
Eye and Face Protection

This PPE is designed to protect workers from hazards such as:

- Flying objects and particles
- Molten metals
- Splashing liquids
- Ultraviolet, infrared and visible radiation (welding).

Basic eye protection includes eye cup goggles and mono-frame goggles and spectacles with or without side shields.

Face protection includes:

- Metal mesh face shields for radiant heat or hot and humid conditions
- Chemical and impact resistant (plastic) face shields
- Welders’ shields or helmets with specified cover
- Filter plates and lenses.

Hardened glass prescription lenses and sport glasses are not an acceptable substitute for proper, required industrial safety eye protection.

Comfort and fit are very important in the selection of safety eyewear. Lens coatings, venting or fittings may be needed to prevent fogging.

Contact lenses should NOT be worn at the work site. Contact lenses may trap or absorb particles or gases causing eye irritation or blindness. Hard contact lenses may injure the eye when hit.

Basic eye protection should be worn with face shields. Face shields alone often are not enough to fully protect the eyes from work hazards. When eye and face protection is required, advice from specialists, information on an MSDS for various chemicals, or your supplier may help you select appropriate protection.

For more information, refer to Standards for “Industrial Eye and Face Protectors” CAN/CSA-Z94.3-92.

Do:

- Ensure your eye protection fits properly (close to the face)
- Clean safety glasses daily, more often if needed
- Store safety glasses in a safe, clean, dry place when not in use
- Replace pitted, scratched, bent and poorly fitted PPE.

Do not:

- Modify eye/face protection; or
- Use eye/face protection which does not have a proper certification. (Various markings or the safety stamp for safety glasses are usually on the frame inside the temple near the hinges of the glasses.)
Personal Protective Equipment Information Sheet
Foot Protection

Safety footwear is designed to protect against foot hazards in the workplace including compression, puncture injuries, and impact.

Safety footwear is divided into three grades, which are indicated by coloured tags and symbols:

- The tag color indicates the amount of resistance the toe will provide to different weights dropped from different heights.
- The symbol indicates the strength of the sole. For example, a triangle means a puncture resistant sole able to withstand 135 kg (300 ft. lbs) of pressure without being punctured by a 5 cm (2 inch) nail.

Your choice of protective footwear should always overprotect, not under protect.

Do:

- Choose footwear according to the job hazard and approved standards
- Lace up boots and tie laces securely (boots do not protect if they are a tripping hazard or fall off)
- Use a protective boot dressing to help the boot last longer and provide greater water resistance (wet boots conduct current)
- Choose a high-cut boot to provide ankle support (fewer injuries).

Do Not:

- Wear defective safety footwear (e.g., exposed steel toe caps)
- Under protect your feet
- Modify safety footwear.

For more information, refer to CSA Standard "Protective Footwear" CAN/CSA-Z195-M.92.
Personal Protective Equipment Information Sheet
Head Protection

Safety headwear is designed to protect the head from impact from falling objects, bumps, splashes from chemicals or harmful substances, and contact with energized objects and equipment.

Most head protection is made up of two parts:
- The shell (light and rigid to deflect blows)
- The suspension (to absorb and distribute the energy of the blow).

Both parts of the headwear must be compatible and maintained according to the manufacturer’s instructions. If attachments are used with headwear, they must be designed specifically for use with the specific headwear.

Proper care is required for headgear to perform efficiently. Its service life is affected by many factors including temperature, chemicals, sunlight and ultraviolet radiation (welding). The usual maintenance for headgear is simply washing with a mild detergent and rinsing thoroughly.

Do:
- Replace headgear that is pitted, holed, cracked or brittle
- Replace headgear that has been subjected to a blow even though damage cannot be seen
- Remove from service any headgear if its serviceability is in doubt
- Replace headgear and components according to manufacturer's instructions
- Consult requirements or your supplier for information on headgear.

Do Not:
- Drill, remove peaks, or alter the shell or suspension in any way
- Use solvents or paints on the shell (breaks down shell material)
- Put chin straps over the brims of certain classes of headgear
- Use any liner that contains metal or conductive material
- Carry anything in the hard hat while wearing the hard hat.

Section 7 – Maintenance Program

Policy

This section contains information on the importance of proper maintenance and the components of a Preventative Maintenance (PM) Program.

It is vital that tools and equipment be properly inspected, maintained, and kept in good repair. We must ensure that all equipment used on a work site is maintained in a condition that does not compromise the health and safety of workers.

All tools, vehicles, and equipment will be properly maintained to reduce the risk of injuries to workers or damage to property.

Supervisors will ensure that all preventative maintenance is carried out by qualified personnel according to established schedules and that records are maintained.

All workers will regularly check tools, vehicles, and equipment that they are working with, and must take out of service any tools, vehicles, or equipment that pose a hazard.

An important aspect to a PM Program is recordkeeping. We need to document our inventories, maintenance schedules, work completed, and details on when and who completed the work.

Preventative Maintenance

The first step in setting up a PM Program is to develop a complete inventory of equipment and tools that require monitoring, periodic checks, and maintenance. The list must include items such as:

- vehicles and mobile equipment
- hoisting equipment
- power and hand tools
- air compressors
- ladders
- scaffolding
- power cords
- temporary lighting equipment
- temporary heating equipment
- personal protective equipment
- ropes, slings, hoses
- clamps, hitches
- fall protection equipment
- fire protection equipment.
Once the equipment and tools list is complete, and all applicable standards and specifications have been assembled or developed, a PM schedule can be established.

In addition to regulatory requirements, manufacturers also have specifications for maintenance. Where applicable, we must incorporate these specifications into our maintenance program.
# Sample Maintenance Schedule

<table>
<thead>
<tr>
<th>Type of Equipment</th>
<th>Type of Inspection</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cranes-Crawler, Truck, Hydraulic, etc.</td>
<td>Complete inspection and certification Critical items, controls, overall functioning Safety devices, hooks, reeving, electrical Complete inspection Repair Preventative Maintenance</td>
<td>Before first time use or repeated use Daily Monthly Every 3 months When failure occurs Manufacturer’s recommendation</td>
</tr>
<tr>
<td>Fall Protection</td>
<td>Complete inspection</td>
<td>Before first time use and prior to each use</td>
</tr>
<tr>
<td>Scaffolding</td>
<td>Complete inspection</td>
<td>Before first time use and prior to each use</td>
</tr>
<tr>
<td>Compactors, Trucks</td>
<td>Repair Preventative maintenance Operator’s Checklist</td>
<td>When failure occurs Manufacturer’s recommendation Daily</td>
</tr>
<tr>
<td>Compressors, Welding Machines, Generators</td>
<td>Complete Inspection Repair Preventative Maintenance</td>
<td>Every 3 months When failure occurs Manufacturer’s recommendation</td>
</tr>
<tr>
<td>Slings, Shackles, Chokers, Lifting Devices</td>
<td>Deformation, Cracks, Corrosion, etc. Regular inspections of all devices</td>
<td>Daily or before each use Every 3 months</td>
</tr>
</tbody>
</table>
Section 8 – Training and Communication

Policy

This section contains guidelines for training and communicating at all levels of the organization.

We recognize that training and education of workers is a vital part of our health and safety program. Our employees must have the knowledge and skills to do their work in a safe manner. Safety instructions will be provided to all workers, and workers are required to comply with these instructions. Our program of worker education and training consists of:

- Conducting worker safety orientation sessions for newly hired workers and site specific orientations
- Conducting Toolbox Talks on a regular basis
- Developing safe job procedures and instructing workers in these procedures
- Monitoring ongoing requirements for health and safety instruction
- Delivering specialized training for employees as required.

Additional specialized safety training may also be required such as WHMIS, first aid, Transportation of Dangerous Goods, confined space entry, scaffold erection / dismantling, H₂S (Hydrogen Sulphide).

Safety Orientation

A comprehensive safety orientation is one of the most important processes that we have to introduce new workers to our Safety Program.

The safety orientation should always be conducted by a supervisor or manager. It should be done in a timely fashion and in a location where there will be no interruptions.

The person conducting the orientation should help the worker complete the Employee Orientation Record at the end of this section. Keep a copy of this checklist in the worker's file.
Job-Specific Training

Job-specific training ensures that each worker can do the job and knows how to do it right. This type of training should be conducted:

- At time of hire
- When a worker is assigned new or different work
- When a worker is moved to a new site or location
- Whenever new tools or equipment or processes are introduced on the job.

Job-specific training is best conducted by the worker's immediate supervisor. The supervisor should:

- Review with the workers the company's Safe Work Practices and any Safe Job Procedures that may apply to the specific job
- Advise the workers of all known safety hazards that may affect their work
- Determine exactly what the workers can do and how they do it by both discussion and observation
- Provide the workers with all information necessary to do the job safely and correctly.

Depending on the complexity of the job and the worker's skill and experience, job-specific training may take anywhere from a few minutes to several months.

Keep records for all training and place a copy in each worker's file. See Employee Training Record at the end of this section.

In addition to formal training, the ongoing monitoring and coaching of the worker is a major duty and responsibility of a good supervisor.

Workplace Hazardous Materials Information System (WHMIS) training is required on all worksites where controlled products are used. Every worker who works with or in proximity to any hazardous substances must be trained. This means that virtually all of our worksites require WHMIS training.
Employee Orientation Record

This record, completed by all employees, helps ensure you have been informed about your job, safety procedures and responsibilities and helps us maintain our health and safety program. Please complete this record by placing a check in the appropriate column, answering the questions, signing it and returning it to your supervisor today.

<table>
<thead>
<tr>
<th>WERE YOU TOLD</th>
<th>EXPLANATIONS WERE CLEARLY UNDERSTOOD</th>
<th>I WOULD LIKE MORE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to report injuries, damage and near misses?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How to report hazards?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What hazards exist on the site (if applicable)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What the site emergency signals are (if applicable)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What protective equipment you are required to use?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where other protective equipment is required and how to obtain it?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The proper use of extension and step ladders?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>That fall protection is needed when working at heights over 10 feet?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where the MSDSs are kept?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where first aid services are located?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where the Occupational Health and Safety Program Manual is kept?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>That you have right to refuse unsafe work?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>That you have the responsibility to report unsafe conditions, near misses, injuries and damage to property?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>About the company Return to Work program if you are injured or ill?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>About the company’s policies about prime contractor safety?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The importance of attending tool box meetings?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>About the company’s training policy?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>That your training tickets must be on your person at all times?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company rules including zero tolerance for drugs or alcohol, horseplay and sexual harassment on the jobsite?</td>
<td></td>
<td></td>
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<tr>
<td>About disciplinary action for breaches of company rules?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>HAVE YOU BEEN GIVEN</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>An employee handbook?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction on site specific safety rules and procedures, if applicable?</td>
<td></td>
<td></td>
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<tr>
<td>An emergency contact card?</td>
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<td></td>
</tr>
</tbody>
</table>

I have read, understood and agree to comply with the requirements of the RDA Painting Ltd. Safety Program and the legal requirements applicable to my assignment as outlined in this orientation.

__________________________  __________________________  __________
WORKER NAME                   WORKER SIGNATURE          DATE

ORIENTATION DIRECTED BY:

__________________________  __________________________
NAME                   SIGNATURE

Page 36
## Employee Training Record

<table>
<thead>
<tr>
<th>Employee:</th>
<th>Date of Hire:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td>Project Hire:</td>
</tr>
<tr>
<td>City:</td>
<td>Employee Number/SIN:</td>
</tr>
<tr>
<td>Province:</td>
<td>Trade:</td>
</tr>
<tr>
<td>Postal Code:</td>
<td>Supervisor:</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Date of General Orientation:</td>
</tr>
</tbody>
</table>

### Description of Training Received

<table>
<thead>
<tr>
<th>Description of Training Received</th>
<th>Date(s)</th>
<th>Trainer</th>
<th>Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Course name, delivered by, location, etc.)</td>
<td></td>
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</tr>
</tbody>
</table>
Section 9 – Inspections

Policy

This section discusses the need for inspections, the types of inspections we conduct, and how to conduct them.

We maintain a comprehensive program of safety inspections at all job sites. We support the implementation of regular and comprehensive inspections for identification and correction of hazards. As required by legislation, inspections will consider work areas under our control as well as buildings, tools, equipment, machinery, work methods and practices.

Daily informal inspections will be supplemented by planned inspections on projects with an anticipated duration of greater than one week. Planned inspections will be conducted by the supervisor (unless otherwise delegated) weekly. Special inspections will occur as needed. Where practicable, a worker representative will participate in the planned inspections.

If, during an inspection, unsafe conditions, practices or procedures (hazards) that require immediate attention are discovered, they will be remedied immediately and recorded on the Inspection Report Form. Supervisory personnel will be responsible and accountable for ensuring corrective action is taken to eliminate or control any unsafe conditions or behaviour found. Personnel involved in inspections will receive training in responsibilities, recognition of hazards, and use of checklists and reports. Completed inspection reports will be evaluated and monitored.

Informal (Daily) Inspections

Safety inspections are used to identify and control hazards in the workplace before accidents or incidents occur. During an inspection, both activities and conditions in the workplace are carefully examined. Situations that have the potential to cause injury or damage (sometimes referred to as unsafe acts and unsafe conditions) are identified, and corrective action is initiated.

Informal, ongoing inspections are conducted by supervisory personnel. They should constantly watch for hazards, unsafe activities and unsafe conditions. In many cases, a supervisor can correct a problem by discussing an unsafe action with a worker or by issuing instructions to have a hazardous condition corrected. Situations that require additional corrective action must be recorded by the supervisor for follow-up.
Planned (Formal) Inspections

As the name suggests, planned inspections are structured events. They are conducted by the manager, supervisors, and workers, or by an inspection team. Planned inspections are conducted on a regularly scheduled basis, typically weekly.

The basic procedure for conducting a planned inspection is:

1. Identify the inspector or inspection team.
2. Locate and review reports of previous inspections.
3. Obtain an inspection report form.
4. Proceed with the inspection tour.
5. During the tour, get off the "beaten path" and look over, under, around, behind, inside, etc.
6. Take the time to observe the activities of all personnel.
7. Take immediate corrective action where there is imminent danger.
8. Record all unsafe activities and hazardous conditions.
9. Rank the activities and conditions after completing the tour.
10. Identify corrective action required for each concern.
11. Assign someone to be responsible for each corrective action and assign a date/time for completion.
12. Follow up to ensure corrective action is completed.
13. Distribute copies of the inspection report to all workers at safety meetings and to the manager.

Good supervisors should encourage workers to bring forward their observations of unsafe activities and hazardous conditions on an ongoing basis. This is a worker right and responsibility under legislation.

Housekeeping

General housekeeping should receive considerable attention during inspections. Good housekeeping, demonstrated by the orderliness and cleanliness of the job site, usually suggests a safe, well-managed job and pride in the way work is being done. Poor housekeeping could ultimately lead to injuries and damage.

Inspectors can learn what to look for by studying the Hazard Assessment & Control checklists, by being familiar with Safe Work Practices and Safe Job Procedures, and by drawing on their own knowledge and experience.
## Site Safety Checklist

<table>
<thead>
<tr>
<th>Inspectors:</th>
<th>Date/Time:</th>
<th>Reviewed with:</th>
<th>Project Location:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Standard</th>
<th>Compliance?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Safety activities coordinated. Subs have qualified person to address</td>
<td></td>
</tr>
<tr>
<td>health and safety.</td>
<td></td>
</tr>
<tr>
<td>2. Safety meetings held to discuss and plan worksite safety, e.g., Toolbox</td>
<td></td>
</tr>
<tr>
<td>Talks.</td>
<td></td>
</tr>
<tr>
<td>3. Personnel trained to a level where they are competent for the tasks</td>
<td></td>
</tr>
<tr>
<td>they perform.</td>
<td></td>
</tr>
<tr>
<td>4. Refusals to perform unsafe work are dealt with quickly and fairly.</td>
<td></td>
</tr>
<tr>
<td>5. The use of alcohol or drugs is not permitted.</td>
<td></td>
</tr>
<tr>
<td>6. Appropriate personal protective equipment and clothing for site</td>
<td></td>
</tr>
<tr>
<td>identified and used.</td>
<td></td>
</tr>
<tr>
<td>7. Hazardous materials requirements met: use, storage, training, no</td>
<td></td>
</tr>
<tr>
<td>worker exposures.</td>
<td></td>
</tr>
<tr>
<td>8. Aisles and walkways kept clear, and good housekeeping maintained.</td>
<td></td>
</tr>
<tr>
<td>9. Fall protection plan in place for work over 8 m and fall protection</td>
<td></td>
</tr>
<tr>
<td>is used as required.</td>
<td></td>
</tr>
<tr>
<td>10. Mobile equipment equipped with back-up warning devices.</td>
<td></td>
</tr>
<tr>
<td>11. Evaluation conducted for cold &amp; heat exposure, and appropriate actions</td>
<td></td>
</tr>
<tr>
<td>taken.</td>
<td></td>
</tr>
<tr>
<td>12. Confined space entry done only in accordance with legislation.</td>
<td></td>
</tr>
<tr>
<td>13. Proper lockout procedures used in accordance with legislation.</td>
<td></td>
</tr>
<tr>
<td>14. Tools &amp; equipment in good condition. Operators conduct pre-use</td>
<td></td>
</tr>
<tr>
<td>inspection to confirm condition, including maintaining equipment log</td>
<td></td>
</tr>
<tr>
<td>books.</td>
<td></td>
</tr>
<tr>
<td>15. Ladder, scaffolds, temporary work platforms, and elevating platforms</td>
<td></td>
</tr>
<tr>
<td>of the right type, installed/used correctly, and maximum loads not</td>
<td></td>
</tr>
<tr>
<td>exceeded.</td>
<td></td>
</tr>
<tr>
<td>16. Appropriate steps taken to protect personnel from contact with</td>
<td></td>
</tr>
<tr>
<td>powerlines.</td>
<td></td>
</tr>
<tr>
<td>17. Emergency procedures in place and known by personnel.</td>
<td></td>
</tr>
</tbody>
</table>

* Items Requiring Follow-up:
## Inspection Report Form

<table>
<thead>
<tr>
<th>Project:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspectors:</td>
<td>Inspection Type:</td>
</tr>
<tr>
<td>Description of Hazard &amp; Location</td>
<td>ABC Person Responsible &amp; Completion Date</td>
</tr>
</tbody>
</table>

### HAZARD PRIORITY CLASSIFICATION SYSTEM

**CLASS "A" HAZARD:** A condition or practice with the potential for permanent disability, loss of life or body part, and/or extensive loss of structure, equipment or material. **Correct immediately.**

**CLASS "B" HAZARD:** A condition or practice with the potential of serious injury or illness (resulting in temporary disability) or property damage that is disruptive, but less severe than CLASS "A." **Correct at the earliest practical opportunity.**

**CLASS "C" HAZARD:** A condition or practice with potential for minor (non-disabling) injury or illness or non-disruptive property damage. **Correct within 2 days.**

*Attach Additional Pages As Necessary*
### Scaffold Inspection Check List

<table>
<thead>
<tr>
<th>Project:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>1. Scaffold erection coordinated by a competent worker.</td>
</tr>
<tr>
<td>2. Scaffold square, straight, and plumb in all directions.</td>
</tr>
<tr>
<td>3. All scaffold components present, tight and secure.</td>
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<tr>
<td>4. No tubes or members over-extended and hazardous.</td>
</tr>
<tr>
<td>5. Base plates and screws firmly supported on all legs. -mudsills-</td>
</tr>
<tr>
<td>6. Levelling adjustment screws extended less than 0.3 metres and lock nuts tightened.</td>
</tr>
<tr>
<td>7. Tower tied to rigid support horizontally and vertically according to regulatory requirements.</td>
</tr>
<tr>
<td>8. Free-standing tower scaffold steadied with guy wire according to requirements for its height.</td>
</tr>
<tr>
<td>9. Platform planking cleated on underside at each end with wood or angle iron.</td>
</tr>
<tr>
<td>11. Platform planking maximum span 2.3 metres for heavy duty and 3.1 meters for light duty.</td>
</tr>
<tr>
<td>12. Vertical ladder securely fastened in place.</td>
</tr>
<tr>
<td>13. Safety cage needed around vertical ladder based on height according to regulatory requirements.</td>
</tr>
<tr>
<td>14. Perimeter placed on work surfaces — toe board permanent, and Temporary height according to regulatory requirements.</td>
</tr>
<tr>
<td>15. Perimeter handrail height with a mid-rail around all work platforms according to regulatory requirements.</td>
</tr>
<tr>
<td>16. Separate rope or hand line in place at all platforms to raise and lower tools or material.</td>
</tr>
<tr>
<td>17. Warning devices/signs provided if erected over walkways or roadways (flashing lights, reflective tape streamers, or area is roped off).</td>
</tr>
<tr>
<td>18. Minimum clearance from overhead power lines maintained as per Occupational Health and Safety requirements.</td>
</tr>
<tr>
<td>19. Rolling scaffold wheel brakes locked and outriggers extended to maintain maximum height of 3 times the smallest base dimension.</td>
</tr>
<tr>
<td>20. Separate ladders being used for scaffold access.</td>
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<tr>
<td>21. Scaffold constructed &amp; maintained according to certified engineered specifications and drawings.</td>
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</table>
Section 10 – Investigations

Policy

This section contains describes the procedures for reporting and investigating accidents, incidents, and close calls.

All employees must immediately report to their supervisor all incidents that result in injury or property damage and all incidents (close calls) that had the potential for serious injury or property damage.

We will ensure that a thorough incident investigation is conducted of each incident to identify the causes and contributing factors. Investigations will begin at the earliest practical opportunity and will generally be conducted by a supervisor or manager along with, where practicable, a worker representative.

We will maintain copies of all investigation reports for a minimum of ten years.

Incident Reporting

If you are involved in any type of occupational injury of illness, you must immediately report the situation to your supervisor. Also, let your supervisor know as soon as possible if the injury or illness requires medical attention or will prevent you from performing your work. This is to ensure that arrangements will be made for an accident investigation and so that appropriate corrective action can be taken to avoid any recurrence.

Employees who are prevented from performing their work will receive benefits during this period off work providing the incident is accepted by WCB. We will endeavour to arrange for modified work to assist injured employees, where practical, to return to work as quickly and safely as possible. (See Section 12 – Return to Work)

Once an incident has been reported to a supervisor, the supervisor will, as required by regulation, immediately report to the WCB all incidents that:

- result in serious injury to a worker or a death
- involve a structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation
- involve the major release of toxic or hazardous substances
- involve blasting or underwater diving.

These incidents must be reported by telephone without delay. The 24 hour emergency reporting number in BC is: 604-273-7711.
Investigations

An investigation will be initiated and the completed investigation report will be forwarded to the WCB for all:

- incidents required to be immediately reported to the WCB (as above)
- incidents that result in injury requiring medical treatment by a medical practitioner
- close call incidents that had the potential for causing serious injury.

In addition, the following occurrences will be investigated and a record of the investigation will be maintained for all:

- incident trends indicated by accident and incident statistics
- incidents involving property damage that result in a loss greater than $1000
- close call incidents that had the potential for causing property damage in excess of $1000
- occupational illness reports.

The purpose of investigations is to:

- identify the root cause(s) of the incident
- identify the corrective action(s) required to eliminate the cause(s)
- establish when corrective action(s) will be taken and by whom.

Almost every incident is the result of a combination of causes. The primary purpose of investigation is to identify these causes so that corrective action can be taken to prevent a recurrence of the incident. Additionally, information collected will be valuable in meeting reporting requirements.

Investigations should be conducted by the supervisor in charge of the area and/or personnel involved. The investigator must review every incident report to ensure that appropriate corrective actions take place.

Investigation Procedure

The person or team conducting an incident investigation should use follow this procedure:

1. Take control of the scene.
2. Ensure that injured persons are cared for.
3. Ensure that no further injury or damage occurs.

4. Get the "big picture" of what happened.

5. Examine equipment/materials involved.

6. Preserve the evidence - collect and safeguard any physical evidence. Where practicable, the scene of any accident should be left untouched, except for activity necessitated by rescue work or to prevent further failures or injuries, until the accident has been investigated.

7. Take photographs of the scene.

8. Interview witnesses and obtain written statements where appropriate.

9. Analyze all the available information to determine the causes.

10. Look for causes where "the system failed the worker," not only for those where "the worker failed the system."

11. Determine what corrective action will prevent recurrence.

12. Complete the report.

13. Follow-up to ensure corrective action is completed.
## Incident Investigation Report

<table>
<thead>
<tr>
<th>Investigation date:</th>
<th>Investigators:</th>
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</table>

Who was involved?

What happened?

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<tr>
<th>When? Date:</th>
<th>Time:</th>
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</table>

Where? Reported to the WCB? Yes ☐ No ☐

What were the immediate causes?

What were the underlying causes?

What training, instruction, orientations, and cautions were given before the incident?

How can similar incidents be prevented in the future?

Recommendation for further action:

Recommendations completed by whom: Date/Time:

Person in charge:

Reviewed by Sr. Management: Date:

Comments/Recommendations:
Section 11 – Emergency Preparedness

Policy

This section contains basic information about preparing for emergency situations. Fire and evacuation procedures are discussed.

On each worksite the supervisor will gather and communicate emergency information such as the location of the nearest hospital, fire station, and first aid station to help minimize travel time to treatment for all workers. This information will prevent confusion during an emergency situation.

All workers need to be aware of the procedures and they should follow all directions given by their supervisor during an emergency situation.

Emergency Procedures

No matter how complete our procedures are, or how careful we are, there is always a risk of an emergency. Emergency preparedness means having plans in place that we hope we will never have to use. Emergency preparedness ensures that we have the resources to deal with emergency situations at the workplace. At a minimum, we must be capable of:

- providing first aid to the injured
- providing transportation to a medical facility
- conducting initial fire-fighting
- promptly contacting outside agencies for assistance.

There may be a need for external resources to deal with additional contingencies. This could include situations such as specialized rescue, hazardous atmospheres, or radiation accidents. In these or similar circumstances, internal or external professional assistance should be sought to develop the necessary plans to ensure that:

- workers are instructed in the procedure for summoning first aid
- workers promptly report all injuries to the first aid attendant
- a treatment record book is maintained on site
- a written procedure specific to each worksite is developed for evacuation of injured workers.
Site emergency procedures will address at least the following items:

1. Identification of the locations for all applicable emergency equipment, such as telephones, first aid station, alarm pulls, Material Safety Data Sheet files, fire extinguishers, etc.

2. The method for reporting an emergency and sounding the alarm.

3. A list of personnel responsible in emergency situations and how to contact them.

4. Procedures and equipment for treating and transporting injured workers.

5. A list of phone numbers for support services (also posted at telephones).

6. Persons responsible for external communication (e.g., press releases).

7. An evacuation and head-count plan.

8. A procedure for notifying next of kin.

The Jobsite Emergency Preparedness Information form at the end of this section can be used for developing emergency procedures.

Fire and Evacuation Procedures

Follow these emergency procedures in case of an uncontrollable fire.

1. Sound the alarm.

2. Notify the Fire Department. The phone number is 9-1-1.

3. Upon hearing the fire alarm, evacuate the building by the nearest exit.

4. Leave the site area and assemble on the nearest safe sidewalk in preparation for a roll call. The foreman or supervisor will ensure that everyone is accounted for.

5. If at all possible, keep the street clear for fire response access.

6. The foreman is to notify head office.

7. The foreman is to set a meeting place outside the building for the crew to meet.
These are emergency procedures in case of a **small, controllable fire**.

1. Request assistance from nearest worker.
2. Have the assistant evacuate the immediate area and maintain a watch on the fire.
3. Retrieve the nearest portable fire extinguisher.
4. Extinguish the flames and all smoke.
5. Notify the foreman.
6. Clean up all debris that could cause a further hazard and dispose of safely.
7. The foreman is to set a meeting place outside the building for the crew to meet.
## Jobsite Emergency Preparedness Information

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<thead>
<tr>
<th>Department</th>
<th>Local Representative</th>
<th>Telephone Number</th>
<th>Location</th>
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<tbody>
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<td>Fire</td>
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<td>Hospital</td>
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<td>WCB</td>
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<td>Municipal city/region</td>
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<td>Hazardous waste</td>
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<td>Disaster services</td>
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<td>Public safety</td>
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<td>Weather</td>
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<td>Spill clean-up</td>
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<td>Disposal</td>
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<td>Consulting Engineers</td>
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<td><strong>INTERNAL</strong></td>
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<td>Manager</td>
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<td>Administration Manager</td>
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</table>
Section 12 – Return to Work

Policy

The Company is committed to providing a safe workplace for our employees.

Preventing work related illness and injury is our primary goal.

Our early return to work program provides opportunities for an employee who is injured on the job to return to work at full duty. If the injured worker is not capable of returning quickly to full duty, the program provides opportunities to perform his or her regular job with modifications or, when available, to perform meaningful alternate temporary work that meets the injured worker’s capabilities.

A Job Task Analysis will be performed for each injured worker by the Safety Officer and, in concert with the Occupational Fitness Assessment completed by the worker’s physician, a Return to Work plan will be developed with the full participation of the worker.

Return to Work Procedures

1. **First Response to Injury** – Worker to contact Site Safety/First Aid for care and documentation of injury

2. **Responsibility of Worker**
   - report injury immediately to supervisor/foreman and Safety Coordinator and advise Safety Coordinator of availability to work
   - complete WorkSafe BC Form 6A – Worker’s Report of Injury or Occupational Disease to Employer and give to Safety Coordinator within 24 hours of injury or onset of illness
   - keep in contact with the company’s Safety Coordinator throughout the recovery period
   - participate in the return to work plan.
   - Inform physician of modified/transitional work opportunities at the worksite
   - Inform management if return to work plan is not suitable, if return to work plan is not being followed or if any dispute regarding Return to Work plan with Foreman/Safety Coordinator is not satisfactorily resolved

3. **Responsibility of Supervisor/Foreman** –
   - Accompany worker or arrange for worker to be accompanied to hospital/clinic/doctor
   - Report injury to Safety Coordinator
   - In consultation with the Safety Coordinator, determine tasks that the injured worker can perform without aggravating their injuries.
4. **Responsibility of Safety Coordinator**
   - Investigate incident and complete WCB forms
   - inquire about worker’s health and work readiness
   - report to employer immediately after learning of the incident
   - maintain regular contact with injured worker to monitor progress of worker’s capacity to work
   - inform worker of the possibility of returning to work with transitional, modified or alternative duties
   - liaise with any parties involved in the occupational rehabilitation of worker
   - complete job task analysis and develop and supervise return to work plan
   - report incident to OHS Committee at next meeting together with risk management assessment
   - report return to work progress to OHS Committee and management

5. **Responsibility of Management** – Review injury report, risk management assessment and return to work plan; ensure that worker is reintegrated into the workforce as soon as possible

**Modified/Transitional Duties**

As part of the worker’s Return to Work plan, modified or transitional duties will be offered. These include, but are not limited to:

- Holding spray hoses for other workers
- Sweeping floors
- Safety spotting
- Filing
- Organizing spare paint in warehouse

Rev.1/10
Section 13 – Statistics and Records

Policy

This section outlines the statistics and records that we maintain.

We develop and maintain records to:

- monitor and evaluate the health and safety performance of the company, specific job sites, supervisory personnel and workers
- identify common factors or trends in accidents and incidents
- monitor and evaluate the effectiveness of corrective actions.
- assist in setting priorities for future safety program measures

Records Retention

<table>
<thead>
<tr>
<th>Report:</th>
<th>Retention period</th>
</tr>
</thead>
<tbody>
<tr>
<td>accident and near miss reports</td>
<td>10 years from date of incident</td>
</tr>
<tr>
<td>incident investigation reports</td>
<td>10 years</td>
</tr>
<tr>
<td>Internal inspection records (hazards etc.)</td>
<td>10 years</td>
</tr>
<tr>
<td>WCB inspection reports</td>
<td>10 years</td>
</tr>
<tr>
<td>disciplinary action records</td>
<td>2 years from date of employee’s termination</td>
</tr>
<tr>
<td>first aid treatment record books</td>
<td>10 years</td>
</tr>
<tr>
<td>copies of WCB forms &amp; correspondence</td>
<td>10 years</td>
</tr>
<tr>
<td>right to refuse unsafe work occurrence records</td>
<td>10 years</td>
</tr>
<tr>
<td>orientation and training records</td>
<td>2 years from date of employee’s termination</td>
</tr>
<tr>
<td>records of OHS Committee meetings</td>
<td>10 years</td>
</tr>
</tbody>
</table>
First Aid Reports Procedure
1. When report arrives, scan to President and Safety coordinator
2. Safety coordinator to review and initial First Aid file copy
3. Scan report and save to Worker Safety Folder
4. Copy initialed report and give to payroll for filing in worker’s file
5. Record First Aid incident on Injury Statistics form
6. File original report in First Aid file
7. Safety Coordinator to commence Investigation
8. Report monthly First Aid incidents to JOHSC

Accident/Near Miss Reports Procedure
1. When report arrives, scan to President and Safety Coordinator
2. Safety coordinator to review and initial file copy
3. Scan report and save to Worker Safety Folder, if applicable, and to Safety Folder
4. Copy initialed report and give to payroll for filing in worker’s file if applicable
5. Record incident on Accident/Near Miss form
6. File original report in Accident/Near Miss file
7. Safety Coordinator to commence Investigation
8. Report monthly incidents to JOHSC

Hazard Reports Procedure
1. When report arrives, scan to Safety Coordinator
2. Safety coordinator to review and initial file copy
3. Scan report and save to Job Folder and Safety Folder
4. Record receipt of report on master list
5. File original report in Hazard Report file

Investigation Reports Procedure
1. When report arrives, scan to President and Safety Coordinator
2. Safety coordinator to initial file copy
3. Scan report and save to Worker Safety Folder, if application
4. Copy initialed report and give to payroll for filing in worker’s file if applicable
5. Report investigation conclusions to JOHSC

Orientation Confirmation Report Procedure
1. When report arrives, scan to Safety coordinator
2. Safety coordinator to initial file copy and follow up on any additional information requested by Worker
3. Scan report and save to Worker Safety Folder
4. Copy initialed report and give to payroll for filing in worker’s file if applicable
5. Record orientation on master Orientation list in electronic Safety Folder
6. Report orientations monthly to JOHSC

ToolBox Meeting Reports Procedure
1. When report arrives, scan to President and Safety Coordinator
2. Safety coordinator to review and initial
3. Scan report and save to Safety Folder
4. Record on master list
5. Safety Coordinator to follow up on non-compliance
### Injury Statistics

<table>
<thead>
<tr>
<th>Nature of Injury</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
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<th>Sep</th>
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<th>Yearly Total</th>
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</table>
Section 14 – Legislation

Policy

This section briefly discusses the applicable health and safety legislation and due diligence requirements for British Columbia and Alberta.

We will keep current copies of legislation accessible for workers. The most up-to-date version of the legislation is available online so it is best to always check the website version before making any legal decisions.

Due Diligence

Implementing due diligence in the workplace has dual purposes. First, the requirements of due diligence provide a standard against which we can judge the success of our health and safety programs. Second, if we experience a serious incident, due diligence will act as a defence against any potential charges.

The legislation is fairly straightforward. If we failed to meet a key legal requirement, we would be guilty of an offence.

It is extremely important that we document all of our due diligence efforts. We must ensure that training activities, safety audits, discipline, health and safety meetings, and all other safety-related documentation is maintained.

Medical Examinations and Health Monitoring

The purpose of a medical examinations and health monitoring program is to determine the medical fitness of workers who:

- have a disease or disability that may be worsened by their occupation
- are likely to be unusually susceptible to an occupational disease
- have already developed early signs or symptoms of an occupational disease.

The program also:

- assists in maintaining the medical fitness of such workers
- assists in identifying working conditions likely to cause occupational disease.
We must establish a medical examinations and health monitoring program for workers who are:

- exposed to conditions of heat and humidity which are likely to, or have, caused any heat stress reaction on more than one occasion per year
- exposed to noise which is equal to or exceeds the equivalent of an 8 hour exposure at 85 dBA
- likely to have close and frequent contact with patients or biological specimens known to be infected with tubercle bacilli (T.B.).

The medical examinations and health monitoring program should be:

- under control of an Occupational Health Physician or designate
- on site or readily accessible to workers.
Section 15 – Safety Meetings and Planning

Policy

This section explains the different types of safety and planning meetings that we hold and their objectives. Safety meetings and planning serve to communicate safety information and concerns throughout the organization.

We include health and safety discussions in our management meetings. Also, health and safety are big components of our overall company planning and review process. These discussions need to be documented and kept on file.

We recognize the need for and value of health and safety meetings. They include:

- job start-up meetings
- employee orientations
- tool box talks
- Joint Occupational Health and Safety (OHS) Committee meetings for projects where there are 20 or more workers on site
- management meetings, which include a health and safety component.

We are committed to reviewing and evaluating employee suggestions and recommendations that originate from health and safety meetings. Each suggestion and recommendation will receive careful consideration on how it can be implemented.

We support health and safety meetings by providing:

- company representatives (workers and/or management) where required
- access to relevant and non-confidential records and statistics
- facilities for meetings (where required)
- the time required for representatives to attend meetings
- a location to post minutes
- supplies and equipment that promote record keeping and the timely transfer of information (e.g., record forms, photocopiers, fax machines).
Job Start-up Meetings

In general, where it is a requirement of an owner or prime contractor to hold a meeting, this meeting will be attended by our representatives to establish the following as may be applicable for the project:

- first aid requirements
- emergency planning and procedure requirements
- implementation of a coordinated site health and safety program
- procedures for ensuring contractors comply with program requirements
- identification of subcontractor personnel who will act as contacts regarding health and safety matters at the project
- identification of any processes or equipment which may be required on projects where specialized training or instruction may be needed.

Pre-Job Meetings

We include health and safety issues in the planning stage for all projects. In many cases, we need to organize and conduct a Pre-Job Meeting with other contractors to discuss health and safety issues. The Pre-Job Meeting requirement may be met through the Job Start-up Meeting as described above when conducted by the owner or prime contractor.

Pre-Job Meetings at this stage of the planning process will include the following items as may be applicable for the project:

- Review items listed above as may be appropriate for the project.
- Clarify and communicate the responsibilities of prime and sub-contractors, and expectations for project health and safety.
- Meet the contractors’ qualified health and safety coordinator, or qualified person, and discuss coordination issues. If a health and safety coordinator or qualified person is not identified at the meeting, discuss safety staffing (coordinator/qualified person) requirements.
- Review any known or suspected site hazards that workers need to be made aware of, in particular, any high hazard activities that require additional safety plans, e.g., fall protection, confined spaces, etc.
A **Pre-Job Safety Checklist** is included at the end of this section. This checklist needs to be completed prior to commencing each project. It must be completed and kept on file to show that compliance issues have been addressed at this phase of the project. This is part of our due diligence requirements. More importantly, we are able to identify and correct deficiencies noted prior to starting work.

**Site Safety Meetings**

Meetings are held either bi-weekly or weekly, depending on the requirements of the General Contractor. All employees are required to attend these meetings.

The Foreman is responsible to lead the meetings and have proper forms available at all times. These can be obtained at the office or from the Safety Coordinator.

The Foreman should review the Safety Program Manual prior to the meeting to find topics for discussion. Also review notes from previous meetings to ensure that the same subjects are not repeated.

The **Site Safety Meeting** form must be fully completed by the Foreman. Provide a copy to the Site Superintendent or the First Aid Officer after each meeting and fax or bring a copy to the office for the Safety Coordinator. All meeting forms are to be returned to the office by the Foreman or lead hand by the Wednesday prior to payday.

If the Foreman is unavailable, then it is the Lead hand’s responsibility to hold the meeting and ensure that copies of the Site Safety Meeting form go to the appropriate persons.

Safety meetings can be attended by as few as two people (Foreman and one employee) or by as many of our employees as are on site. Meetings can be held at anytime of the weekly or bi-weekly period prior to the Wednesday before the pay period.

It is imperative that every employee attend the Site Safety Meetings. They are the primary vehicle ongoing safety awareness and for communicating:

- site safety requirements
- company safety requirements
- equipment safety use
- requirements listed on the paint material safety data sheets.
Agenda

Everyone needs to be prepared for safety meetings. A typical agenda includes the following:

- Review of minutes of the previous meeting, including status on any concerns raised
- Review of accidents or incidents reported since the last meeting, including status of corrective action recommended and/or taken
- Review of planned inspections conducted since the last meeting, including status of corrective actions
- Comments and concerns of workers
- A presentation of the weekly safety topic.

The meeting should only be about 10-15 minutes long, but must:

- Start on time and end on time
- Stay strictly on safety topics (a list of suggested topics is included at the end of this section)
- Be conducted in an orderly manner following a prepared agenda
- Allow for worker contributions and participation
- Have minutes recorded.
## Sample Pre-Job Safety Checklist

<table>
<thead>
<tr>
<th>Contractor:</th>
<th>Date/Time:</th>
<th>Reviewed with:</th>
<th>Project Location:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Standard</th>
<th>Reviewed?</th>
<th>Yes</th>
<th>No*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice of Project (NOP) sent to the WCB at least 24 hours before project startup.</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>Copy of the NOP posted at the work site.</td>
<td>☐</td>
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<td>☒</td>
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<tr>
<td>Special issues addressed, such as:</td>
<td>☐</td>
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</tr>
<tr>
<td>a) Drawings for temporary &amp; permanent supports for shafts, tunnels, cofferdams, etc.</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>b) written assurances for working in close proximity to power lines – copies kept on site</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>c) drawings &amp; support documents for location of underground services (power/gas)</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Actions to coordinate activities to avoid creating hazards for other contractors.</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Qualified person appointed by the Prime Contractor to coordinate site safety.</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>The qualified person appointed by the Prime Contractor:</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>a) Informs subs about site hazards &amp; safe procedures – Pre-Job Meeting record kept</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>b) ensures hazards addressed through inspections – inspection records kept on site</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>c) posts name &amp; means for contact on site, e.g., cell phone number posted</td>
<td>☐</td>
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</tr>
<tr>
<td>d) posts site drawing showing site layout, first aid location, emergency transportation, &amp; evacuation marshalling point(s) on site</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>e) conducts periodic meetings with the contractor’s qualified person to discuss safety issues &amp; coordinate activities (weekly preferred) – records kept of these meetings</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
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<tr>
<td>f) ensures sub-contractor conducts worker orientation, holds safety meetings &amp; conducts site inspections – sub-contractor records are kept on site</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
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<tr>
<td>g) provides construction procedures as required by Regulation to protect health &amp; safety</td>
<td>☐</td>
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<tr>
<td>Sub-Contractors have appointed qualified persons with responsibility for health and safety, and the Prime Contractor’s health and safety coordinator has met with them. The sub-contractor’s qualified person, in addition to coordination duties, ensures:</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>a) Sources of ignition are controlled when flammables &amp; combustibles are used</td>
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<tr>
<td>b) Measures are taken to control dust when traffic control is used</td>
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<tr>
<td>c) there is proper ventilation if construction involves underground workings</td>
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<tr>
<td>First aid services provided by Prime and meet or exceed the OHSR requirements.</td>
<td>☐</td>
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</table>

* Items Requiring Follow-up:
Site Safety Meeting Record

Foreman/Supervisor Name: ____________________ Date: ____________________

Project/Location: __________________________________________________________________

**Topic(s) Presented** (include a brief description of major points covered): _________________
_________________________________________________________________________________
_________________________________________________________________________________

____________________________
Foreman/Supervisor Signature

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
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</table>

**Worker Concerns and Corrective Actions to Address Concerns:**

**How will worker knowledge of discussion topic be confirmed?**

**Who is responsible for follow-up?**

**When will follow-up occur?**

Foreman/Supervisor Signature

Safety Coordinator Signature

*Attach additional pages if necessary.*
## Safety Meeting Topics

<table>
<thead>
<tr>
<th>Return to Work</th>
<th>Personal protective equipment</th>
<th>Lifelines &amp; harnesses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exo-skeletal injuries</td>
<td>Training &amp; documents</td>
<td>Company rules &amp; discipline</td>
</tr>
<tr>
<td>Near misses &amp; accidents</td>
<td>WHMIS</td>
<td>Swing stages</td>
</tr>
<tr>
<td>Spray machines</td>
<td>MSDS</td>
<td>Ventilation</td>
</tr>
<tr>
<td>Respirators</td>
<td>Lockout faulty equipment</td>
<td>Boom/scissor lifts</td>
</tr>
<tr>
<td>Site cleanliness</td>
<td>Paint spills</td>
<td>Right to refuse unsafe work</td>
</tr>
<tr>
<td>Scaffolds</td>
<td>Signage &amp; warnings</td>
<td>First Aid</td>
</tr>
<tr>
<td>Safety eyewear</td>
<td>Labels</td>
<td>Ladder safety</td>
</tr>
<tr>
<td>Site inspections</td>
<td></td>
<td>Working at heights</td>
</tr>
</tbody>
</table>

Rev. 1/10
Section 16 – Joint Occupational Health and Safety Committee

Policy

This section includes a discussion on health and safety committees and health and safety representatives.

In most cases, we participate in site safety meetings rather than forming our own joint Occupational Health and Safety (OHS) Committee.

An OHS Committee is a group of worker and employer representatives working together to identify and solve health and safety problems at the work site.

We recognize the importance of having an effective OHS Committees. Establishment of an OHS Committee is also a legal requirement that must be met if the workforce at a worksite is 20 or more. In almost all situations, our crew size will be less than 20, and therefore an OHS Committee will not be required.

Safety Committee Required on Site

We may work on projects where the total workforce on site is more than 20. In these situations, we will designate the crew Health and Safety Representative to attend the site OHS Committee meetings if the scope and duration of the project coincide with the monthly meetings.

No Committee Required on Site

At worksites where an OHS Committee is not required (i.e., less than 20 workers on site), the Prime Contractor will hold monthly safety meetings (or more frequently if desired, i.e., weekly) with all personnel at the worksite in attendance. These meetings will be less formal than OHS Committee meetings. The meeting will be used to discuss and resolve any health and safety concerns. The concerns raised will have corrective actions and the person responsible for the corrections will be assigned during the meeting. All personnel will attend these meetings.

The chair of the meeting will keep minutes that include the concerns raised, recommended corrective actions, persons assigned responsibility for corrections, and a record of all persons in attendance. These meeting minutes will be posted on site.
Health and Safety Representative

At each project, a crew Health and Safety Representative will be appointed. When an OHS Committee is required on site, our Health and Safety Representative will represent the company at the site OHS Committee meetings.

Our Health and Safety Representative will provide assistance in ensuring all health and safety requirements are met, and site safety coordination issues with the Prime and other subs are dealt with in a timely and effective manner.

The Health and Safety Representative will assist with communicating site safety and health issues. The Representative will fulfil the role of qualified person to assist in the coordination of health and safety issues on multi-employer worksites. The duties of the Health and Safety Representative include:

- Coordinating health and safety issues between the company and the Prime Contractor on multi-employer worksites.
- Checking to ensure that regular inspections have been made of the work area.
- Ensuring that prompt action has been taken by the Supervisor to correct any hazardous conditions found.
- Checking to ensure that incident investigations are conducted for any work-related accidents or near misses.
- Participating in worksite inspections and incident investigations.
- Considering input from site personnel on safety and health matters.
- Recommending to the Supervisor any measures needed to attain compliance with health and safety requirements.
- Participating in site safety meetings.
- Assessing requisite job tasks and the Occupational Fitness Assessment for any employee who is off work due to illness or injury and developing an appropriate Return to Work program.
- Attending site OHS Committee meetings if there is a Committee, communicating our concerns to the Committee, making recommendations, and informing our personnel on the disposition of the recommendations.
- Promoting safety awareness by distributing safety literature and information.
Guidelines for Operating an OHS Committee

The OHS Committee is a medium for workers and management to communicate and exchange information on health and safety matters. The Committee’s purpose is to assist in creating and maintaining a safe place of work. This is accomplished through recommending actions for improving the effectiveness of the health and safety program, and promoting compliance with the program and regulatory requirements.

The OHS Committee consists of management and worker representatives who are directly involved in site operations. The Committee acts primarily in an advisory capacity and has the ability to make recommendations to management. Management is required to respond to written recommendations if the Committee asks for a response.

Specifically, the OHS Committee is responsible to:

- identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations
- consider and expeditiously deal with health and safety complaints
- consult with workers and the employer on issues related to occupational health and safety and the occupational environment
- make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers
- make recommendations to the employer on educational programs promoting the health and safety of workers and to monitor their effectiveness
- make recommendations to the employer on compliance with legislation and monitor this compliance
- make recommendations to the employer concerning Return to Work programs for workers off work due to illness or injury
- advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers
- ensure that incident investigations and regular inspections are carried out as required by legislation
- participate in inspections and investigations
- hold monthly (or more frequent) meetings to review:
  - reports of current incidents or occupational diseases, their causes and means of prevention
  - action taken or required by reports of investigations and inspections
  - any other health and safety matters
- record proceedings of meetings.
APPENDIX A – SAFE WORK PRACTICES

A.1 Cleaning up paint spills
A.2 Policy for worker protection when working alone
A.3 Setting up a paint shop/lock-up
A.4 Fire and use of fire extinguishers
A.5 Use of Cleaning Solvents and Flammable Materials
A.6 Defective Tools
A.7 Fall protection – working at heights over 10 feet
Safe Work Practice A.1

Cleaning Up Paint Spills

Paint spills can cause damage to property and people if not cleaned up correctly and promptly.

All job sites must have some kind of material available for spill cleanup purposes, including but not limited to:

- Spill kit
- Rags
- Kitty litter
- Pink insulation

Steps for cleaning paint spills:

- Stop paint flow from spreading
- Use absorbent material to soak up paint (kitty litter, pink insulation)
- Pick up absorbed paint with cardboard or shovel
- Dispose of absorbed paint properly
- Clean and dry spill area carefully to remove all traces of paint

In the event of a spill on customer furnishings or finished surfaces, contact your supervisor or foreman to determine appropriate method of cleanup.
Safe Work Practice A.2

Policy for Worker Protection when Working Alone

It is not advisable for workers to work on jobsites where there are no other workers or security personnel. Jobsites should have a minimum of two workers, one of whom has a valid First Aid ticket, and a Level 1 First Aid Kit should be available.

However, at times it is unavoidable that a worker is alone on a jobsite. In that case, the supervisor/foreman will assign a contact person whom the worker must contact when the worker arrives at the jobsite and when he/she leaves for any reason. Contact may be by telephone, email or text message.

If a co-worker does not report for work and a worker is alone as a result the worker must immediately contact his/her supervisor/foreman or the Safety Coordinator to set up a check-in procedure.

Workers have the right to refuse to work on a jobsite where there are no other workers or security personnel.
Safe Work Practice A.3
Setting up a Paint Shop/Lock-Up

- Ensure that the paint shop/lock-up is in a separate area away from other trades with easy access for receiving and storing pails of paint.
- Ensure that the paint shop/lock-up has its own lock, with keys for the foreman, leadhand and supervisor only.
- Divide the area into separate sections for latex paints, oil paints, a cleaning area, and equipment storage.
- Protect floors and any walls that could be damaged by paints or the cleaning process.
- Store a copy of the Safety Manual in the paint shop/lock-up and ensure that it is accessible.
- Store equipment properly to ensure its longevity and safety.
- Keep instructions for use and storage of equipment in the paint shop/lock-up and ensure that it is accessible.
- Ensure that foremen keep a copy of applicable material safety data sheets (MSDS) accessible and to workers and keep another copy in the first aid office.
- Keep the paint shop/lock-up clean at all times.
- Clean, dry, and remove daily all dirty rags and empty cans or pails.
- Keep lids on thinners and paints at all times.
Safe Work Practice A.4

Fire and Use of Fire Extinguishers

Good housekeeping is essential to prevent fires. Fires can start anywhere and at any time. Therefore it is important to know which fire extinguisher to use and how to use it.

Always keep fire extinguishers visible, easy to access, and properly maintained.

Main Types of Fires

Class ‘A’ fires involve wood, paper, rags, rubbish, and other ordinary combustible materials.

   The recommended extinguishers are water from a hose, pump-type water can, pressurized extinguisher, or soda acid extinguishers.

   To fight the fire, soak it completely — even the smoking embers.

Class ‘B’ fires involve flammable liquids, oil and grease.

   The recommended extinguishers are ABC units, dry chemical, foam, and carbon dioxide extinguishers.

   To fight the fire, start at the base of the fire and use a swinging motion from left to right, always keeping the fire in front of you.

Class ‘C’ fires involve electrical equipment.

The recommended extinguishers are carbon dioxide (CO₂) and dry chemical (ABC) extinguishers.

To fight the fire, use short bursts. When the electrical current is shut off on a Class ‘C’ fire, it can become a Class ‘A’ fire if the materials around the electrical fire are ignited.
Safe Work Practice A.5
Use of Cleaning Solvents and Flammable Materials

Cleaning solvents are used in a variety of ways. Special care must be taken to protect everyone from the unique hazards presented by cleaning solvents. Wherever possible, it is best to use non-flammable, non-toxic solvents.

All workers on site must be aware of the potential hazards and must be instructed in the proper use and storage of cleaning solvents. Where solvents are controlled products, all workers using, or in the vicinity of use or storage, must be trained in WHMIS (Workplace Hazardous Materials Information System).

Guidelines

- Use non-flammable solvents for general cleaning.
- When flammable liquids are used, ensure that no hot work is permitted in the area.
- Store flammables and solvents in special storage areas.
- Check the toxicity of all solvents before use. Refer to Material Safety Data Sheets (MSDS).
- Provide adequate ventilation where all solvents and flammables are being used.
- Use goggles or face shields to protect the face and eyes from splashes or sprays.
- Use rubber gloves to protect hands.
- Wear protective clothing to prevent contamination of clothes and skin.
- When breathing hazards exist, use the appropriate respiratory protection.
- Never leave solvents in open tubs or pails – use lids where applicable return them to storage as soon as possible.
- Ensure that proper containers are used for transportation, storage, and daily use of solvents and flammables.
Safe Work Practice A.6
Defective Tools

Defective tools can cause serious and painful injuries. If a tool is defective in any way, immediately remove it from service.

Be aware of problems such as:
- Chisels and wedges with mushroomed heads
- Split or cracked handles
- Chipped or broken drill bits
- Wrenches with worn-out jaws
- Tools which are not complete, such as files without handles
- Broken or inoperative guards
- Insufficient or improper grounding due to damage on double-insulated tools
- No ground wire on the plugs or cords of standard tools
- An on/off switch not in good working order
- A cracked tool blade.

To ensure the safe use of tools:
- Never use a defective tool.
- Double check all tools prior to use.
- Ensure that defective tools are repaired.
Safe Work Practice A.7

Fall Protection – working at heights over 10 feet

Written, site-specific fall protection procedures must be created at each job site to ensure the safety of workers who are working at heights greater than 10 feet before work begins. This written procedure must be submitted to the Safety Coordinator for review.

Measures taken to minimize risk to workers will vary, depending upon the risk. The following is a hierarchy of safeguards, beginning with the minimum requirement and building according to the circumstances:

1. Guardrails
2. Safety belt or full body harness with a lanyard and/or lifeline and an anchor and their related equipment
3. Safety net
4. Control zone
5. Safety monitor with a control zone
6. Other procedures