

PROJECT NAME - _____

**BELMONT CONCRETE FINISHING CO.
LIMITED**

Purpose	3
Definitions	3
Scope	3
Procedure	4
<u>Communications</u>	4
<u>Project Planning</u>	5-26
Acknowledgement and Declaration Form	27

PROJECT NAME: _____
BELMONT CONCRETE FINISHING CO. LIMITED

PURPOSE The purpose of this Project Safety Plan is to define the specific health and safety requirements for all BELMONT CONCRETE FINISHING CO. LIMITED employees and subcontractors involved at all of our projects.

This plan will clarify the legislated as well as Our Clients standards as they pertain to our project. The subcontractor must, in turn, set procedures to ensure compliance with all applicable legislation, OUR CLIENTS standards and the following requirements to ensure that their work is conducted safely.

DEFINITIONS **Subcontractor** means the persons or a company holding a contract directly with BELMONT CONCRETE FINISHING CO. LIMITED The subcontractor is directly responsible for anyone visiting or working on the project on their behalf and includes but is not limited their workers, sub-subcontractors, consultants, engineers, architects, suppliers or other visitors.

Energy Control means to neutralize all potential sources of energy or power in the equipment/ machinery to be worked on. No part of the equipment should be capable of inadvertent activation or movement, which may lead to personal injury. Removing a fuse, closing a valve or turning a switch is not an acceptable isolation from the energy source.

Be Aware Of All Potential Energy Sources

Hydraulic	Pneumatic	Thermal
Electrical	Gravitational	Residual
Chemical	Radioactive	Refer to specs

Hot work means any work or process which produces higher temperature surfaces, flames, sparks, electrical discharges, flash or slag. Hot work is particularly hazardous when performed in locations where flammable or combustible materials are present and/or in confined spaces.

SCOPE This Plan applies to the entire project and will be carried out by BELMONT CONCRETE FINISHING CO. LIMITED. on behalf of the Our Clients.

The project is phased into ___#___ parts scheduled to be completed by the end of _____.

List of scope items:

Note: It is the responsibility of the subcontractor to ensure that all persons or sub-subcontractors working on behalf of the subcontractor are aware or the Project Safety Plan. Furthermore, all persons must adhere to the requirements of this plan, their company's safety program, applicable regulatory requirements, Our Clients requirements and Our Clients standards at all times.

PROJECT NAME: _____
BELMONT CONCRETE FINISHING CO. LIMITED

PROCEDURE

Communications

- 1) All subcontractors performing work for BELMONT CONCRETE FINISHING CO. LIMITED will receive a copy of this plan. The subcontractor will complete the Acknowledgment Sheet and return it to BELMONT CONCRETE FINISHING CO. LIMITED's Site Supervisor, prior to the commencement of work on the project.
- 2) Communication between subcontractors and Site Supervisor will be maintained via email, and periodically scheduled meetings throughout the duration of the project. Safety talks will also be conducted on a regular basis with subcontractors to create and maintain awareness regarding any all applicable issues, including but not limited to: safety, security, environmental and emergency response, etc. All communication activities will be documented and be readily available upon request. **Note:** the scheduling of safety talks and/or meetings will be based on BELMONT CONCRETE FINISHING CO. LIMITED company policies and/or client requirements, if applicable.
- 3) Communication between BELMONT CONCRETE FINISHING CO. LIMITED, Our Clients management and the Our Clients will be conducted on regular basis and as required. These communications will be used to facilitate the management of all issues that may pertain to the project. These issues include: planning and scheduling of work activities, obtaining security clearance, Our Clients safety requirements, etc.

Responsibilities of the Subcontractor

The Subcontractor shall ensure the following;

- 1) Appropriate insurance coverage has been obtained and maintained as outlined in the contract (i.e. liability insurance and current Workplace Safety and Insurance Board "Certificate of Clearance")
- 2) Registration Of Constructors and Employers Engaged in Construction form is provided to the Site Superintendent
- 3) Regular Safety meetings with their subcontractors and workers are conducted
- 4) Material Safety Data Sheets (MSDS) for WHMIS controlled products are provided to the Site Superintendent
- 5) Maintain all equipment and machinery in safe working order and have record of maintenance available for review. Ensure that the operators manuals are available on site for the workers to review when equipment has a 10 Horsepower or more motor.
- 6) Their Subcontractors and Workers;
 - have the appropriate training to perform their work safely (maintain documentation)
 - are equipped with the proper Personal Protective Equipment to conduct the work and use it as required
 - know the requirements for the use, limitations and maintenance of the Personal Protective Equipment

PROJECT NAME: _____

BELMONT CONCRETE FINISHING CO. LIMITED

- know how to report unsafe conditions, injuries and accidents to the site management team
 - know the location of emergency systems (i.e. phones, first-aid kits, emergency numbers, etc.)
 - are encouraged to participate in site safety
 - are instructed to cooperate with the site management team, the site safety consultant, governing authorities (e.g. Ministry Of Labour and the Construction Safety Association)
 - maintain a safe and clean work area at all times
 - as a minimum follow the Site Safety Requirements
- 7) In the event of a workplace accident, conduct an investigation, provide to governing authorities all notices in accordance with applicable legislation and provide copies to the constructor.
- 8) If a claim is made by a Subcontractor or its Subcontractors, workers, visitors or suppliers against another Subcontractor, the constructor or owner, the constructor must receive notice of such a claim in writing, within one (1) day of the alleged occurrence on which the claim is based.
- 9) The Subcontractor must establish an Early Safe Return to Work Program and take all necessary measures to accommodate injured workers on the project.

Non-Compliance Penalties

- 1) The Subcontractor shall hold harmless the owner, constructor and their respective officers, employees and agents for any failure by the Subcontractor to comply with the requirements of these guidelines or their statutory responsibilities. The Subcontractor shall be responsible, financially and otherwise for the non-compliance of his employees, Subcontractors, suppliers or visitor on the project.
- 2) The following penalties may be levied without recourse, at the discretion of the Constructor, against the Subcontractor, his employees, Subcontractors, suppliers or other person for non-compliance.
- a) termination of the contract where the Subcontractor refuses and/or fails to fulfill his duties and responsibilities
 - b) immediate ejection from the site of any offending employee, Subcontractor, supplier or other person, temporarily or permanently
- 3) The Subcontractor shall be responsible for and shall fully indemnify the owner, the constructor and their officers, employees and agents for:
- a) any and all costs incurred due to charges, fines and convictions resulting from the Subcontractor or their Subcontractor's, supplier's, worker's or visitor's failure to comply with these guidelines or their statutory responsibilities.
 - b) any and all costs incurred to defend any action resulting from the Subcontractor or their Subcontractor's, supplier's, worker's or visitor's failure to comply with these guidelines or their statutory responsibilities. Subcontractor's, supplier's, worker's or visitor's failure to comply with these guidelines or their statutory responsibilities resulting from the Subcontractor or their Subcontractor's, supplier's, worker's or visitor's failure to comply with these guidelines or their statutory responsibilities.

PROJECT NAME: _____

BELMONT CONCRETE FINISHING CO. LIMITED

- 4) Where the responsibilities of the Subcontractor or their Subcontractor or suppliers are not carried out in a timely manner, for any reason, others will perform the work and costs shall be back-charged to the Subcontractor.

Project Planning

Contents	page
1.0 General Requirements	6
1.01. Guardrails/ Handrails	7
1.02. Floor Coverings	8
1.03. Access/ Egress	8
1.04. Ladders/ Ramps	9
1.05. Scaffolds	9
1.05a No Stilts	10
1.06. Surface Penetrations/ Excavations (Locates, Trenches, Caissons)	10
1.07. General Cleanliness	11
1.08. Treatment of Ice and Snow	11
1.09. Bracing and Securing	12
1.10 Utilities	12
1.11 Electrical Safety	13
1.12 West Nile Virus	14
1.13 Heat Stress Plan	14
2.0 Material Storage	14
2.01. Compressed Gas Cylinders	15
2.02. Welding	15
2.03. Flammable/ Combustible Materials	15
2.04. Hazardous Materials	15
2.05. General Material Storage	16
2.06. Fire Protection	16
3.0 Personal Protective Equipment	17
3.01. Foot Protection	17
3.02. Head Protection	17
3.03. Skin Protection	17
3.04. Eye and Face Protection	17
3.05. Fall Protection	18
3.06. Hearing Protection	18
3.07. Respiratory Protection/ Air Quality	18
4.0 Equipment and Machinery	19
4.01. General Equipment	20
4.02. Hoisting Equipment	20
4.03. Log Books and Operators Manuals	21
4.04. Signal Persons	22
4.05. Equipment and Tool Use	22
4.06. Vehicle Operation	22
4.07. Equipment powered by internal combustion engines	23
5.0 Public and Occupant Safety	23
5.01. Signage	24
5.02. Fencing, Hoarding and Other Precautions	24
5.03. Construction Access and Parking	24
5.04. Traffic Control and Equipment on Public Ways	25
6.0 Personal Conduct	25

PROJECT NAME: _____

BELMONT CONCRETE FINISHING CO. LIMITED

6.01. General Conduct	25
6.02. Alcohol and Drug Procedure	26
6.03. Visitors	26

PROJECT NAME: _____
BELMONT CONCRETE FINISHING CO. LIMITED

1.0 General Requirements

Policy:

The safe physical condition of our project and its surroundings is of prime importance. All workers, Subcontractors, suppliers and any other visitors to our project must cooperate and make all reasonable efforts to ensure that;

- guardrails/ handrails
- floor openings
- access/ egress
- ladders/ ramps
- scaffold
- excavations, trenches and caissons
- general cleanliness
- treatment of ice and snow

These standards meet and/ or exceed the minimum requirements specified in the Occupational Health and Safety Act, pertinent regulations and the following site requirements. It is not the intent of these site safety requirements to exempt the workplace parties from any requirements, duties or responsibilities as they relate to the legislative health and safety requirements.

1.01 Guardrails and Floor Coverings

- guardrails should always be considered as the first line of defence in the prevention of falls from heights. When necessary and it's not practical to utilize guardrails, appropriate floor coverings are an acceptable substitute. Permission for the substitution of guardrails must be granted by the Site Superintendent.
- always ensure that guardrails or floor coverings are installed where required and in a manner as outlined in the current regulations.
- Subcontractor's, who through the nature of their work create fall hazards must take the necessary measures to progressively install guardrails (or floor coverings) as required. The subcontractor must ensure that floor openings, perimeter edges and/or pathways to which a worker has access are at all times adequately protected by guardrails.
- It's the responsibility of the subcontractor to utilize appropriate guardrails and/or floor coverings to protect workers from falls. During the performance of work and in situations where the use of guardrails is not practical, approved Travel Restraint, Travel Restrict and/or Fall Arrest systems must be utilized.
- where the absence of guardrails exists and or guardrails are found to be incomplete, unsafe or damaged, report this condition immediately to the site management team for rectification and don't attempt or continue to work in the area until the guardrails are installed, reinstalled or repaired
- guardrails or floor coverings may be removed temporarily to perform work in or around an opening, provided a worker is adequately protected and signs are posted in accordance with the legislative requirements. Where guardrails or floor coverings are removed, workers performing work must use other means of protection such as travel restraint, fall restrict or fall arrest system, "DANGER" signs must be posted and a means of preventing inadvertent access must be utilized.
- guardrails must be provided around the perimeter of all working and walking surfaces, platforms and roofs where a worker may fall 8 feet (2.4m) or more, or onto/into a hazardous object. Guardrails must consist of a top rail, intermediate rail and toe-board or be otherwise

PROJECT NAME: _____

BELMONT CONCRETE FINISHING CO. LIMITED

approved by the Ministry of Labour to meet the criteria for guardrails per the Regulations for Construction Projects. (i.e. safety fence, wire rope, etc.).

Handrails

- securely fastened handrails must be installed on the open sides of all stairs and guardrails must be installed on any open side of stair landings.
- handrails must be constructed of the same materials required for guardrails and secured in place.
- always ensure that handrails are free of protruding objects such as nails and that the wood does not pose sliver hazards, furthermore, wood handrails should not protrude into the aisle.

1.02 Floor Coverings

- Where it is not possible to provide guardrails around floor openings, they must be covered with securely fastened coverings capable of supporting all loads to which they may be subjected and identified (i.e. "DANGER, FLOOR OPENING").
- Floor coverings must have a professional engineer's opinion if provided in an area where mobile equipment may be used.
- All floor openings 3 inches or greater in diameter must be protected immediately.

1.03 Access/ Egress

- overhead protection or appropriate barricades and pedestrian traffic control measures must be provided where work is being carried out above a means of access/ egress or work area.
- access to and egress from work areas that are above or below ground must be appropriate for work being done and maintained in a safe condition. (i.e. ladders, scaffold stairs, ramps and runways, etc.). Temporary stairs must be used where regular access/ egress is required from one level to another and/ or tools and materials are being handled manually.
- no means of access or egress to units or to the site in general shall be blocked or restricted without prior notification to the site superintendent (due to emergency access/ egress). This condition will only be permitted under strict supervision by the Subcontractor only if permission has been granted by the site superintendent.
- access to unguarded work areas, roof areas or equipment is restricted to trained and authorized workers utilizing other appropriate means of Fall Prevention. Prior to working in such areas, the subcontractor supervisor must evaluate all hazards and ensure that an adequate means of fall protection is used.

1.04 Ladders/ Ramps

- ladders should be set up on a firm level surface. If the base is to rest on soft uncompacted or rough soil, a mudsill must be used.
- ensure ladders are of proper length (extended 3 feet (90 cm) beyond the landing). landing areas at both ends of the ladder must be clear of debris and materials.
- always visually inspect ladders prior to using them. Ladders with weakened, broken, bent or missing steps; broken or bent side rails; broken, damaged or missing non-slip bases; or otherwise defective must not be used and are to be removed from the site immediately.
- all access ladders must be tied off or otherwise secured to prevent movement.
- where a ladder is used to complete a task or for access and egress, a fall arrest system must be used where a worker may fall 10 feet (3m) or more.

PROJECT NAME: _____

BELMONT CONCRETE FINISHING CO. LIMITED

- depending on length, straight ladders should be set up on an angle such that the horizontal distance between the top support and the base is not less than one-quarter or greater than one-third the vertical distance between these points.
- always maintain three-point contact when climbing a ladder (e.g. two feet and one hand or one foot and two hands). When a short-term duration task must be performed while standing on a ladder, the length of the ladder should be such that the worker stands on a rung no higher than the second from the top, maintaining his/her body between the side rails.
- ladders should not be erected on boxes, carts, tables, scaffold platforms, elevated work platforms or on vehicles. Ladders should not be used horizontally as substitutes for scaffold planks, runways or other service for which they have not been designed.
- Metal ladders, or ladders with metal reinforcing must not be used near energized electrical equipment or conductors.

1.05 Scaffold

- the erection, inspection and dismantling of scaffold must be carried out by trained, knowledgeable and competent persons.
- scaffold planks must be of good quality; free of defects such as loose knots, splits or rot; rough sawn; measuring 2 inches x 10 inches (51mm x 25.4mm) in cross section; No.1 spruce.
- scaffolds must be erected with all braces, pins, screwjacks, baseplates, wheels and other fittings installed as required by the manufacturer.
- scaffold platforms and benches must be at least 18 inches (46 cm) wide and planked across their full width.
- scaffolds must be tied in to a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices.
- where scaffolds cannot be tied into a building, adequately secured guy lines must be used to provide stability.
- scaffold planks must be securely fastened to prevent them from sliding.
- scaffolds must be erected, used and maintained in a reasonably plumb condition.
- remove ice, snow, oil, grease and other slippery material from the platform and the surface shall be treated to prevent slip hazards (where required).
- a vertical access ladder must be used to access/ egress scaffold. Fall arrest equipment must be incorporated for heights of 10 feet (3m) or more.
- A competent person must inspect scaffold prior to each use.

Scaffold on Wheels or Castors

- all castors or wheels must be provided with a functioning braking device.
- brakes on the castors shall be engaged when working on the scaffold.
- ensure surface is firm and level prior to moving scaffold.
- no worker shall mount scaffold unless the brakes are applied.
- where a rolling scaffold is being moved, with a worker on a platform that is 8 feet (2.4m) high or more, the worker must wear fall arrest secured to the scaffold.

PROJECT NAME: _____

BELMONT CONCRETE FINISHING CO. LIMITED

- a scaffold mounted on castors or wheels shall be equipped with guy wires or outriggers to prevent its overturning if the height of the scaffold platform exceeds three times the least lateral dimension of the scaffold.
- measured at the base of the scaffold.
- if outriggers are used, measured between the outriggers.

1.05a No Stilts

- **the use of stilts is prohibited on this job.**

1.06 Surface Penetrations/ Excavations

- locates must be obtained prior to any surface penetration (walls, floors, etc) or soil disturbance (trenches, auguring, fence holes, etc.) of any kind. Locate must be current and are only **valid for 30 days**.
- locate drawings must be reviewed by the supervisor and be in the possession of the equipment operator.
- **All excavation activities, etc. require a 'valid locate'.** What's valid? Paint markings or stakes/flags in the ground where excavation will take place and appropriate paper work indicating the limits of a locate or the digging boundary (found on a locate sheet) are valid locates. **Markers only indicate the presence of a pipeline. They should not be used or relied upon to determine the exact location of a pipeline. With that in mind, you must carefully hand dig within three feet (or one metre) of those markings as required by law under TSSA's *Guidelines for Excavations*.**
Note: Locates are valid only for 30 days. If any excavation or soil disturbance activities are required after 30 days, new locates are required to be conducted.

Trenches and Excavations

- where workers are required to enter a trench or excavation, proper means of access/ egress must be provided.
- where personnel are required to enter a trench deeper than 1.2 metres (4 feet), the walls must be cut back on a one to one gradient. Where it is not possible to slope the walls adequately, they must be supported as prescribed in the Regulations for Construction Projects (i.e. shoring or a trench box designed by a professional engineer).
- when a worker is in a trench, a competent worker trained in first aid must be stationed on the surface to alert the workers in the trench if any unsafe conditions develop. Workers must stay within the protected area of the trench. No one may enter an unprotected trench, no matter how short the period.
- all loose material must be scaled or trimmed from the sides and surface of an excavation or trench. Materials, equipment or machinery may be stored or used no closer than 6 feet (1.8 m) from the surface of the caisson, trench or excavation.
- soil conditions and/ or the shoring systems must be inspected by a competent person (designated by the professional engineer) before a worker enters the trench or excavation and then on a regular basis.

Caissons

- confined space entry procedures/ permits must be followed for caisson entry.
- atmospheric testing must be performed to ensure that the work environment is safe.
- workers must be competent and trained before entering the caisson.
- caissons must have linings installed to within 1.2 metres (4 feet) of the bottom.

PROJECT NAME: _____

BELMONT CONCRETE FINISHING CO. LIMITED

- a fall arrest system/ retrieval system and a worker trained in its use and CPR must be stationed at the top of the caisson being entered.
- A professional engineer must design the bucket used to lower the worker into the caisson and the drawings must be available on the equipment.
- a fall prevention system must be used to protect workers from unprotected caissons and/ or drilling equipment.
- caissons must be securely covered and identified immediately following drilling.

1.07 General Cleanliness

- all major pathways shall be kept clean and free of obstructions at all times!
- scrap materials and general dunnage shall be placed in waste containers immediately and removed from the work area to the identified scrap containers on a daily basis. Each Subcontractor and all workers should reduce waste, reuse and recycle materials.
- each Subcontractor is responsible for maintaining and cleaning their work area and materials on a daily basis. Pop cans, coffee cups and other garbage are to be put in waste containers.
- pieces of lumber with protruding nails are to be promptly piled out of the way and the nails withdrawn or bent over.
- other protruding objects, such as reinforcing steel (rebar) must be protected by a suitable means (capped) to prevent injury/ impalement.

1.08 Treatment of Ice and Snow

- Accumulations of ice or snow which create slip hazards on access routes and/ or work areas will be cleared/ treated as soon as practical. Always exercise caution when walking during inclement weather conditions.
- should you discover that access to your work area or the work area itself is slippery due to inclement weather conditions, please see the site superintendent for Calcium Chloride and/or other materials (e.g. sand), which will be provided for the treatment of the work surface.
- if the conditions are such that the treatment of the surfaces would not be practical, therefore leaving the work area slippery, workers should refrain from working in such areas until they can be made safe.

1.09 Bracing and Securing

- during the course of work, all Subcontractors must ensure that they use appropriate wall/floor/structure/component bracing/securing techniques to prevent any part of the structure under construction, temporarily/permanently installed components (e.g. stairs or windows) or equipment in use, from toppling over or collapse. Braces or supports should only be removed progressively when components or structural members no longer pose the danger of collapse or toppling over.
- Materials that are not secured and are subject to windy conditions could pose a striking hazard to unsuspecting workers or others. Subcontractors must take the necessary precautions required to secure materials and provide protection from the dangers associated with effects of sudden windy conditions.

1.10 Utilities

- **underground utilities** – prior to excavating, locates must be performed and identified accordingly for all underground utilities. In the event that during the excavating of soil, the operator begins to encroach on an identified utility, the operator shall cease use of the

PROJECT NAME: _____

BELMONT CONCRETE FINISHING CO. LIMITED

powered equipment and digging shall only be performed by a worker using a hand held shovel (if safe to do so)

- **overhead utilities** - whenever there is a danger of equipment, persons and/or materials encroaching on the minimal allowable distances (O. Reg. 213/91) See chart below) or making contact with any energized electrical conductors, safety precautions (e.g. de-energizing of power source, insulating electrical conductors, use of spotters, having power lines moved, utilization of warning signs for operators of equipment, written and communicated procedures, etc.) must be taken in accordance with Sections 188 to 191 Reg. 213/91.

Minimal distances

Column 1	Column 2
Nominal phase-to-phase voltage rating	Minimum distance
750 to 150,000 volts	3 metres
150,000 to 250,000 volts	4.5 metres
more than 250,000 volts	6 metres

- When unsure, always treat electrical conductors as if they are energized (verify with site management) and take precautions accordingly. Should any utility appear to be damaged, immediately notify the Site Superintendent.
- energized overhead conductors must be identified with the appropriate signage and/or warning devices in the vicinity of the conductor and visible to the operator a crane vehicle or any equipment that may be operated near an energized overhead conductor and it is possible for the part of the vehicle/equipment or its load to encroach on the minimum distances. Operators of equipment/machinery required to work in the vicinity of energized overhead conductors must be provided with written notification of the hazard prior to beginning work. Furthermore a legible sign visible to the operator and warning of the potential electrical hazard must be posted at the operator's station.

1.11 Electrical Safety

Notes:

1. No worker shall connect, maintain or modify electrical equipment or installations unless the worker is a certified electrician under the Trades Qualification and Apprenticeship Act or the worker is otherwise permitted to connect maintain or modify electrical equipment or installations under the Trades Qualifications and Apprenticeship Act.

Lockout/Tagout Requirements

- working on energized electrical systems, installations and or equipment must only be conducted by certified electricians
- furthermore the subcontractor performing work must have a written lockout/tagout procedure in place that has been communicated to his/her workers/subcontractors.
- prior to performing any tie-ins, installation, maintenance or repairs on electrical equipment, energized conductors, power sources must be de-energized, locked out/tagged out and tested.
- **NO LIVY WORK on or near electrical equipment installations or conductors** (Work may only be acceptable in **extreme cases** if written procedures are in place for the protection of the workers and the conditions of the all safety regulations pertaining to Ilvy work have been met and furthermore, permission has been granted by the Site Superintendent).

PROJECT NAME: _____

BELMONT CONCRETE FINISHING CO. LIMITED

- devices used in the lockout/tagout process must meet or exceed the health and safety legislative requirements and be used in accordance with the requirements.
- **No worker** (other than the worker who installed the lock or tag) shall tamper with or remove a lock (lockout device) or tag.
- When repairs, testing, installation or decommissioning of machinery or equipment must take place, all energy sources (electrical, gravity, pneumatics, hydraulics and stored energy) must be de-energized for the protection of a worker.

General Site Electrical Safety

- Tools, ladders, scaffolding and other equipment or materials capable of conducting electricity must not be used in close proximity to energized electrical equipment installations or conductors that they make electrical contact.
- report defective electrical equipment to your supervisor immediately. Defective electrical equipment must be tagged and taken out of service.
- electrical panels and disconnects must not be covered or hidden by articles of clothing, materials or machinery.
- Only authorized personnel are allowed to access electrical rooms
- All energized electrical panels must be adequately covered
- all electrical extension cords must have a grounding conductors and at least two other conductors
- all cords and equipment must be effectively grounded.
- extension cords must be inspected and maintained in proper working order.
- Ground Fault Circuit Interrupters (GFCI) must be used outdoors or in damp locations. Tripping of GFCI's shall be reported and investigated immediately
- report any loose, unprotected electrical wires/ cables or other damaged electrical equipment to your supervisor and the Site Superintendent immediately.

1.12 West Nile Virus

- a West Nile Virus prevention plan will be implemented, communicated and posted at each project. Subcontractors will be required to actively participate in the plan and help prevent creating potential breeding grounds for mosquitoes.

1.13 Heat Stress Plan

- a Heat Stress prevention plan will be implemented, communicated and posted at each project. Subcontractors will be required to active participate in the plan and ensure that they have implemented measures to protect workers from the potentially harmful effects of heat stress.
- The project specific plan will warn workers when heat levels are excessive, subsequently the subcontractor must take the necessary precautions to protect the workers from the potential harmful effect heat stress. Each subcontractor is required to know the expected weather conditions forecasted for the day and subsequently plan the work accordingly.

2.0 Material Storage

Policy:

To ensure both the appropriate flow of material and the safe storage of materials on site, Subcontractors and suppliers must coordinate the shipment, handling and storage of materials. This policy is meant to address the areas of;

- compressed gas cylinders
- welding

PROJECT NAME: _____

BELMONT CONCRETE FINISHING CO. LIMITED

- flammable/combustible materials
- general material storage
- hazardous materials
- fire protection

and achieve awareness and compliance with the Occupational Health and Safety Act, Regulations for Construction Projects, WHMIS Regulations, the Fire Code and Energy Act as minimum standards. This policy is not all inclusive of the legislative requirements and should be used as a guide only. The Subcontractor must be aware of and work in compliance with all legislation that governs their work.

2.01 Compressed Gas Cylinders:

- handle compressed gases with extreme caution. Compressed gas cylinders may only be transported or hoisted on site where a suitable crib, secured from movement, is used.
- only competent authorized workers are to handle compressed gas cylinders
- use/ store and transport all compressed gas cylinders adequately secured in an upright position. Storage cages or racks must be made available in a safe location away from work areas and other areas where damage may occur (e.g. roadways)
- after using a compressed gas cylinder, ensure the valve has been closed. Cylinder valves must also be covered (where applicable) with their appropriate screw on caps.
- upon discovery of a compressed gas leak from a cylinder, hose, valve or other connection, discontinue use, remove from work area (if safe to do so) and report it immediately. Under no circumstances, is a leaking compressed gas cylinder to be used! Cylinders should be tested with soapy water.
- empty containers of compressed gases should be stored separately from full or partial containers. Flammable materials should be stored separately from oxygen. Only one day's supply or less of compressed gas is to be stored indoors, at any time
- store cylinders in cages identified with the company name when not in use.
- welding/ cutting torches, hoses, regulators and flashback arrestors must be inspected prior to each use.

Propane

The use of propane is common in construction. When working with any equipment that is fueled by propane, the following safety precautions must be observed:

- keep sources of ignition a minimum of 3 metres (10 feet) from a propane cylinder.
- an approved and charged fire extinguisher must be readily available.
- only competent, authorized personnel with a record of training (ROT) may handle/ connect compressed gas cylinders.
- always handle compressed gas cylinders and their contents with extreme caution.
- after using a compressed gas cylinder, ensure the valve has been closed.
- Unless designed for horizontal use, store all propane cylinders in an upright position, adequately secured in an approved, identified storage crib
- empty propane cylinders should be stored separately from full or partially full containers and identified accordingly.
- upon discovery of a propane leak from a cylinder, hose, valve or other connection, close valve if possible and safe to do so, warn others, leave the area and notify your supervisor immediately.

PROJECT NAME: _____
BELMONT CONCRETE FINISHING CO. LIMITED

2.02 Welding/Cutting/Soldering or other operations creating sparks

- where cutting, welding, soldering or other spark producing work is performed the Subcontractor shall assess the areas of work and subsequently take the necessary precautions to prevent the outbreak of fire.
- unless suitable precautions have been taken, no cutting welding, soldering or other spark producing work is allow above or in an area where workers or the general public have access and/or combustible or flammable materials are used or stored.
- the Subcontractor shall utilize a fire-watch and/or provide fireproof tarpaulins where it is necessary to cover equipment, materials, part of the structure or combustible materials.
- performing operations that generate sparks or open flames in the vicinity of flammable liquids, compressed gasses or refueling areas is not permitted.

2.03 Flammable/ Combustible Materials

- flammable liquids must be stored in approved containers with flash arresting caps in place. Containers must be grounded and bonded during decanting.
- flammable or combustible materials must not be stored or situated in areas where welding, cutting or open flames are produced.
- flammable materials must be stored outside in isolated or fenced areas outside of units (see the Site Superintendent for appropriate storage areas). Such areas shall be appropriately marked with “NO SMOKING and/or Sources Of Ignition allowed in this area”.
- all flammable or combustible materials must be clearly labeled as to their contents, hazards (i.e. WHMIS Regulations) and have company identification.
- draining of gasoline, fuel oil, motor oil or other flammable liquids onto the ground or into an open sewer is strictly prohibited. Disposal must be done in accordance with the Material Safety Data Sheets and the local Ministry of Environment requirements.

2.04 Hazardous Materials

- hazardous materials must be stored in areas designated by the site superintendent. The Subcontractor must notify the site superintendent of special storage requirements for particularly hazardous or designated substances.
- all hazardous materials brought on site must have appropriate labeling and have up to date Material Safety Data Sheets (maximum 3 years old). MSDS must be provided to the site superintendent and be available on site.
- all workers must have received WHMIS training or the appropriate upgrading within the last year. This should include specific training to ensure they are fully aware of use, storage, emergency and disposal requirements for the hazardous materials they may use. Proof of training must be available on the worker.
- improper use, handling, storage and disposal of hazardous materials may create imminent hazards, which could result in a serious accident. To ensure proper storage of hazardous materials, refer to Material Safety Data Sheets.
- spills or discharges of any hazardous material must be safely contained and reported to the site superintendent immediately.
- disposal must be done in accordance with the Material Safety Data Sheets and the local Ministry of Environment requirements.

PROJECT NAME: _____
BELMONT CONCRETE FINISHING CO. LIMITED

2.05 General Material Storage

- large shipments must be pre-arranged with the Site Superintendent.
- all materials are to be stored in an organized manner in the designated storage areas outside the building.
- materials must be stored in such a manner that they will not tip, collapse, and fall or protrude from a load in a dangerous manner. Care must be taken while unloading/ unpacking trucks and crates.
- doorways, aisles, roadways and work areas are to remain unobstructed, by materials and other objects.
- materials must not be stored within 6 feet (1.8 m) from the edge of a roof, floor, excavation or other openings.
- materials must be adequately secured in place to prevent movement in strong winds or other inclement weather conditions.
- approval must be obtained from the Site Superintendent for receiving of materials from the roadway. Appropriate signaling, traffic control and electrical conductor precautions must be taken.

2.06 Fire Protection

- subcontractors must assess work areas prior to commencing work activities that could potentially lead to the outbreak of fire. All precautions necessary must be taken to prevent the outbreak of fire during or after work activities.
- where sparks or open flames may be present, fire extinguishers must be; readily accessible in adequately marked locations, properly maintained, regularly inspected and promptly refilled after use.
- subcontractors must ensure that workers who may be required to use fire extinguishers in emergency situations, are trained in their safe use
- portable extinguishers must be safely secured to all moving vehicles and machines (i.e. backhoes, crane cabins, etc.).
- portable extinguishers are classified according to their capacity for handling specific types of fires. Underwriters Laboratories of Canada 4A40BC rating meets the minimum legislative requirements for construction projects.

CLASS "A" EXTINGUISHERS

For fires of ordinary combustion materials such as wood, paper textiles where a quenching, cooling effect is required.

Class "B" Extinguishers

For flammable liquid and gas lines, such as oil, gasoline, paint and grease where oxygen exclusion or flame-interruption is essential.

Class "C" Extinguishers

For fires involving electrical wiring and equipment where the non-conductivity of the extinguishing agent is crucial.

PROJECT NAME: _____
BELMONT CONCRETE FINISHING CO. LIMITED

3.0 Personal Protective Equipment

Policy:

Appropriate personal protective equipment must be supplied, used and maintained according to the manufacturer and/ or CSA standards. This policy is not all inclusive of the legislative requirements and should be used as a guide only. The Subcontractor must be aware of and work in compliance with all legislation that governs their work.

Subcontractors must ensure their workers, Subcontractors, suppliers and visitors are familiar with all safety equipment required on the project and have been instructed how to use and maintain the equipment, according to good safety and hygiene practices.

The following is a list of the personal protective equipment to be used in accordance with the Occupational Health and Safety Act and Regulations for Construction Projects. This list and the requirements of legislation must be treated as a minimum standard and expanded on by each Subcontractor to meet the needs of their work environment:

3.01 Foot Protection

- CSA certified Grade 1 boots (Green Triangular Patch) must be worn at all times by construction workers.

Note: Work boots should be fully laced and tied.

3.02 Head Protection

- Site Approved Hard Hats must be worn at all times by construction workers.

Note: Hard hats must be replaced when the interior (suspension system) or exterior is damaged.

3.03 Skin Protection/ Protective Clothing

- Proper protective clothing must be worn at all times, i.e. full length pants and at least, short sleeve shirts (no cut-off). Sun block is recommended for outdoor work.
- Other protective clothing must be worn, when required, to prevent exposure to a noxious gas, liquid, dust, fume, or objects which may cut, puncture, abrade or burn skin, or as required by Material Safety Data Sheets.
- Tear-away fluorescent vests must be worn by all workers working around heavy machinery, while backing up vehicles and signaling cranes or traffic.

3.04 Eye and Face Protection

- CSA approved glasses with side shields must be worn where the hazard of eye injuries may exist.
- Suitable CSA approved goggles and/or welding shields with the appropriate shading shall be worn when welding or cutting.
- Face shields in combination with safety glasses must be used where there is a possibility of injury to eyes or face. (grinding, chipping, handling hazardous substances, etc...)

PROJECT NAME: _____
BELMONT CONCRETE FINISHING CO. LIMITED

3.05 Fall Prevention

- Every Subcontractor must develop a fall prevention plan to assess, eliminate and/ or control falls from heights.
- The fall prevention plan must address the prevention of falls through the use of guardrails, travel restraint or fall restrict systems. If the hazard of falling may not be eliminated then a fall arrest plan must be implemented. The fall arrest plan must include procedures to inspect equipment and to rescue a worker that has fallen.
- Workers must receive training in the fall prevention, fall arrest, inspection and rescue plan and procedures. Documentation must be provided to the site superintendent.
- A worker must be protected against falls from heights whenever a worker is exposed to any of the following hazards;
 - Falling more than 3 metres.
 - Falling more than 1.2 metres, if the work area is used as a path for wheelbarrow or similar equipment.
 - Falling into operating machinery.
 - Falling into water or another liquid.
 - Falling into or onto a hazardous substance or object.
 - Falling through an opening on a work surface
- When guardrails, floor coverings, travel restraint or fall restrict systems are not feasible the workers must be equipped with Fall Arrest systems. A fall arrest system may consist of any of the following components so long as it will not cause the wearer to be subjected to an arrest force of greater than 1800 lbs. (8kN), all CSA standards are met and the worker is not able to ground-out.
 - CSA approved full body safety harness
 - CSA approved shock absorbing lanyards (where appropriate) (to achieve 100% tie-off a “Y” lanyard may be required) equipped with double locking anti roll-out clips
 - CSA approved connecting devices (i.e. chokers, rope grabs, etc.)
 - approved anchorage points
 - CSA approved vertical or retractable lifeline
 - horizontal lifeline (where designed by a professional engineer and drawings are submitted to site superintendent)
 - safety nets
- These components or others, submitted as part of a fall prevention plan must be used in accordance with the OHS Act and Regulations for Construction Projects as a minimum. Procedures must be submitted to the site superintendent.
- All components of a fall prevention system must be inspected by a competent person prior to its first use on site and by the worker daily thereafter. Mechanical components should be inspected and labeled by the manufacturer according to the manufacturer and CSA standards.

PROJECT NAME: _____
BELMONT CONCRETE FINISHING CO. LIMITED

3.06 Hearing Protection

- Each worker should have hearing protection available for use at their work area (to be worn at all times in designated areas where noise levels exceed 85 dB. (i.e. chipping, using exploslyvly actuated tools, grinding, etc.).

3.07 Respiratory Protection/ Air Quality

- The Subcontractor must take all actions necessary to ensure the quality of air on the project and in their work areas is not affected by fugitive emissions caused by their work processes or by materials used. Equipment must be maintained in optimal working condition, so as not to add excessive fugitive emissions into the workplace.
- Where the quality of air is or may be affected through work activities or by pre-existing conditions the Subcontractor must take measures to ensure the hazards that may be present are identified and controlled. (i.e. air quality tests, ventilation, etc.)
- All air quality tests must be conducted in the presence of a worker safety representative, appointed by the JHSC, and reports must be copied to the site superintendent and the JHSC.
- Where required, NIOSH approved respiratory protection must be used to ensure workers do not exceed legislated or recommended exposure criteria as identified by the appropriate air quality tests, on the Material Safety Data Sheet or Regulations for Exposure due to Biological or Chemical Agents or Occupational Exposure Limits.
- Workers must be trained regarding the fit testing requirements, maintenance and limitations of respirators.
- Work areas or processes (i.e. Cement finishing in basements) should be ventilated to decrease the potential for worker over exposure to harmful emissions.
- Confined Space Entry procedures with criteria for testing, entry, ventilation, rescue, etc. must be provided to the site superintendent and are required prior to entering a confined space.

4.0 Equipment and Machinery

Policy

Equipment and machinery are the direct responsibility of the Subcontractor and/ or supplier, however, as constructor, we must ensure compliance with legislation and ensure the protection of workers on the project. It is, therefore, our policy to identify equipment and machinery requirements so that Subcontractors may ensure their safe use, maintenance and the appropriate supporting documentation.

This policy will cover the areas of ;

- general and hoisting equipment,
- log books and operators manuals
- signal persons
- equipment and tool use
- vehicle operation on site (speed, parking)
- electrical equipment,

for the purpose of education and awareness. This policy is not all inclusive of the legislative requirements and should be used as a guide only. The Subcontractor must be aware of and work in compliance with all legislation that governs their work.

PROJECT NAME: _____
BELMONT CONCRETE FINISHING CO. LIMITED

4.01 General Equipment/ Elevated Workplatforms

- equipment is to be operated and maintained by competent trained and authorized personnel. Proof of training must be kept in the operator's possession and provided to the site superintendent, upon request. Preoperation checks must be made daily.
- equipment must arrive on the project and be maintain in good repair on the project at all times
- operators must not leave vehicles or equipment running while unattended, nor shall the keys remain in unattended vehicles or equipment.
- Hoisting equipment must not be left unattended while any part is in a raised position.
- in the event that the view of an operator is obstructed or where working near a roadway, electrical conductor or public/ pedestrian way, the operator shall be assisted by a competent, trained signalperson.
- excavating equipment shall be equipped with roll-over protection as required by the Regulations for Roll Over Protective Structures.
- prior to use on site all equipment over 10 horsepower must have;
 - ✚ a pre-job inspection certificate and sticker signed by a competent maintenance person.
 - ✚ have a letter bearing the seal of a professional engineer stating the equipment is in compliance with applicable legislation and CSA/ CAN standards.
 - ✚ the operators manual

This information must be readily available for review on the equipment.

Elevated Work Platforms

- only personnel trained and authorized by the supplier for that specific equipment are allowed to operate self-propelled elevating work platforms. Workers on this type of equipment must use appropriate fall protection at all times.
- pump-jacks may be used on the job-site provided the equipment is in good repair, the manufacturer's engineer's drawings are available on site and the workers have erected the equipment in accordance with the specifications. Proper mudsills must be used and the support legs (at the base) must be secured to prevent them from slipping. Guardrails must be installed to prevent the workers from falling and an access ladder must be used as required.

4.02 Hoisting Equipment/ Lift-Trucks

- loads being hoisted must not pass over workers, or be handled in a manner, which might endanger a worker. Hoisting equipment is to be operated by certified or trained personnel only, as required for the capacity and type of equipment.
- The operator of the hoisting equipment at all times must obtain full visibility. In the event that his view is obstructed or work is conducted near equipment, machinery, electrical conductors or other hazards, a competent trained signalperson shall be used.
- at no time shall the operator of the hoisting equipment attempt to lift an object or load, which is in excess of the maximum load, rated capacity. The capacity of the equipment and any attachments must be readily available.
- the operator must always ensure that full control of the load is maintained.
- loads must not be left suspended, unless an operator is at the controls of the equipment

PROJECT NAME: _____
BELMONT CONCRETE FINISHING CO. LIMITED

Lift Trucks

- Lift trucks must be in good condition and equipped with an overhead guard and all necessary safety devices.
- The Lift - truck shall be suitable for the work involved.
- Persons operating lift trucks must be qualified and the Subcontractor must have documented proof of recent training.
- Operators must know the weights of the loads to be carried or lifted and must know the lifting capacities of the Lift-Truck. Loads that exceed the load rating of the lift-truck must not be lifted.
- Subcontractors shall check load capacities of any floor or roof with the Site Superintendent before loading with any material or equipment.
- When traveling without a load, the forks of a lift truck must be tilted back and raised at least 4 inches off the floor to avoid any obstructions. When not in use, the forks of a lift truck must be rested on the ground. Powered equipment shall not be left unattended unless forks, buckets, blades and similar parts are in the lowered position or solidly supported.
- The raising of personnel on the forks or a platform of a lift truck is prohibited.
- No person other than the operator shall ride on the lift truck or its load.
- Lift trucks, are required to stop and sound their horn at all intersections and when backing up
- The operator must always maintain a clear view and/or use trained signal persons to assist during travel.
- Where it is required to control vehicle traffic, required provisions must be in place including barriers, signs, properly instructed flag people and reflective fluorescent vests for the flag people.
- Any large, heavy, round objects with a tendency to roll must be blocked on the equipment or when stored to prevent any movement.

4.03 Log Books and Operators Manuals

- must be maintained by Subcontractors for all incoming mechanical /electrical machinery or equipment to be used on the project rated at 10 horse power or greater. The logbook will identify previous inspections performed and contain details of the inspection (e.g. frequency of inspections, maintenance and repairs). All Log books must be maintained as prescribed in the Construction Regulations and be available for review at any time by the site superintendent. Operators Manuals must be supplied by the equipment manufacturer, supplier or an equivalent and maintained on the project, readily available to equipment operators or the site superintendent.

4.04 Signal Persons

- Subcontractors must provide signalpersons who are "Competent Workers" and therefore have received the appropriate training to meet the criteria defined in the Occupational Health and Safety Act and Regulations for Construction Projects. Every vehicle backing up must have a signal person present. Proof of training must be provided to the Site Superintendent.

4.05 Equipment and Tool Use

- All equipment/ tools must be inspected for defects prior to each use. Tools must be effectively guarded and used in a safe manner.
- Chain saws are only to be used by those who have received adequate instruction and can produce a valid Record Of Training (ROT).
- Ensure electrical tools are grounded. If the cord is cut/frayed, or the motor casing is defective, they must be tagged out of commission, repaired and/ or removed from the site.

PROJECT NAME: _____

BELMONT CONCRETE FINISHING CO. LIMITED

- Do not operate electrical power tools or run electrical cords in damp or wet areas. Ground Fault Circuit Interrupters (GFCI) must be used for all electrical tools used outdoors.
- Do not leave power tools/ equipment turned on when unattended.
- All tools and equipment must be stored so they do not create a hazard for other workers on the project.

Explosive Actuated Fastening Tools

- workers using these tools must have a current record of training (ROT), supplied by the manufacturer, with them and available for review.
- eye protection, hard hats and hearing protection must be worn.
- the tool must be inspected prior to use to ensure it is clean, operating freely, the barrel is obstruction free and there are no defects.
- this tool must always be stored in a locked container when not in use and must never be left unattended when out of its case.
- this tool shall never be pointed at anyone, whether it is loaded or not.
- only shells/loads suitable for the application and as specified by the manufacturer of the tool, shall be used.
- misfired loads shall be placed in a water filled container and removed daily from site.

4.06 Vehicle Operation

- The Subcontractor shall see to it that their employees park in the designated areas, in a manner which will not impede access of emergency apparatus/equipment.
- only competent, trained and authorized persons are to use vehicles, hoists, cranes, elevated work platforms, lift-trucks, excavating equipment, elevated work platforms or other motor powered equipment or machinery, while on site. Proof of training must be maintained on the operator and a copy provide to the Site Superintendent.
- operators must always work cautiously and ensure that at no time is the operation of their vehicle/ machine/ equipment placing themselves or others in danger and/ or likely to cause damage to the structure, equipment or machinery.
- Posted "speed limits" must be observed at all times on the site. Where there are no limits posted, the maximum speed is walking speed.
- Parking on-site must be in designated areas only. Vehicles parked on-site obstructing traffic or materials flow will be removed at the owner's expense.

4:07 Temporary Heat

- when propane or natural gas are used to fuel heaters, the following precautions must be followed by the subcontractor;
 - ensure circulation of fresh air in the unit (open windows while working in the unit)
 - ensure a fire extinguisher (4A40BC) is readily available for use

PROJECT NAME: _____

BELMONT CONCRETE FINISHING CO. LIMITED

- never store or use flammable or combustible materials on or near the heater
- should you detect a gas leak, advise anyone in the unit to leave and do so yourself (leave the door to the unit open). After exiting the unit, proceed to the propane cylinder and shut the cylinder valve off and then report the condition to the site management team immediately.

Note: when electrical means are used to heat units, always ensure that flammable and/or combustible materials are not stored and or used in close proximity to the heater.

4:08 Equipment Powered By Internal Combustion Engines

- when using internal combustion powered equipment such as cement finishing equipment, salamander heaters, chain saws, quick-cut saws, etc., ensure the area of use is well ventilated to prevent worker over exposure to potentially lethal toxins such as carbon monoxide
- to maintain the lowest levels of harmful exhaust emissions, all equipment should be serviced regularly and if work areas cannot be ventilated, other precautions must be taken to prevent worker over exposure to carbon monoxide (e.g. the use of electrical equipment, proper respiratory equipment for workers, etc.)

5.0 Public and Occupant Safety

Policy

The safety of the general public and occupants of existing buildings on our project and its surroundings are of prime importance. All workers, Subcontractors, suppliers and any other visitors to our project must cooperate and make all reasonable efforts to ensure the maximum protection and minimum inconvenience to the general public or occupants, through;

- appropriate signage
- installation and maintenance of fencing, hoarding and other precautions
- designation and use of construction access and parking
- reporting incidents involving occupants or general public
- appropriate traffic control and equipment on public/private ways

that meet and are used according to all requirements of applicable legislation/ statutes and the following site policies. This policy is to be posted in the Subcontractor's site office, made available and explained to workers and Subcontractors on the project prior to performing work;

5.01 Signage

- appropriate signage will be provided by the Subcontractor, as required, to ensure the appropriate identification of construction areas, access routes, overhead dangers, electrical conductors and the boundaries of the project. Please note, that in the absence of signage, the "ORANGE" snow fence or hoarding signifies the project boundaries and should not be crossed by unauthorized non-construction personnel or the general public.
- signage must also be supplied by the Subcontractor to identify hazards to other workers, the general public or occupants of existing buildings. In addition to signage, hazardous areas or operations must be restricted from access by unauthorized persons.

PROJECT NAME: _____
BELMONT CONCRETE FINISHING CO. LIMITED

5.02 Fencing, Hoarding and Other Precautions

- appropriate fencing, hoarding, covered ways and other precautions (i.e. fire routes/ escapes, dust barriers, etc.) must be provided, as required, to ensure the appropriate restriction of work areas and safe access to existing buildings or through the project (if necessary) for the general public or occupants.
- fencing, hoarding, covered ways and other precautions (i.e. fire routes/escapes) may only be altered or removed with the expressed authorization of the company. and/or governing authorities (i.e. Ministry of Labour, Fire Marshall, etc.)
- additional precautions must be taken by the Subcontractor to ensure appropriate protection of occupants or the general public where work conducted creates unsafe conditions or exceeds safety factor provided by existing precautions. (i.e. removal of windows, work performed outside project boundaries, ,etc.)

5.03 Construction Access and Parking

- all construction personnel must use "designated" construction access routes and parking areas.
- driveways, laneways, walkways or emergency vehicle routes must not be blocked or restricted at any time by construction vehicles, machinery, equipment or materials.
- overnight parking of equipment or vehicles must be done with the permission of the site superintendent. The Subcontractor must ensure the security of equipment or vehicles. No vehicle is to be left without appropriate brakes/ blocking, unlocked or with keys in place.
- construction equipment such as zoom booms, scissor lifts, bulldozers, forklifts, etc. must have all moveable parts kept in their lowered positions when left unattended.
- The Subcontractor must make the site superintendent aware of any change in process, which may cause unforeseen hazards or concern to occupants. Where required, information will be supplied to occupants regarding hazards.

5.04 Traffic Control and Equipment on Public Ways

- Subcontractors must ensure that appropriate flag persons, signalpersons, barricades or signage is installed on public or private ways on the project to protect workers, the general public, occupants and vehicles on that way. Flag persons or signalpersons must be provided with written instructions by their supervisor.
- priority must be given to ensuring that public or private ways are accessible to emergency service vehicles at all times. Where the public or private way is to be blocked, an alternative route must be provided and clearly marked.
- Equipment to be used on public or private ways must be barricaded where practical and equipped with a working flashing amber light .
- where roadwork has been performed the appropriate barricades and flashing light standards must be installed to prevent hazards to traffic or pedestrians.
- good housekeeping practices must be followed, at all times, to prevent, general public or occupant contact with waste, scrap or other unsafe conditions on public or private ways.

PROJECT NAME: _____
BELMONT CONCRETE FINISHING CO. LIMITED

6.0 Personal Conduct

Policy:

The safe and proper conduct of all employees, Subcontractors, suppliers and any other visitors to our project is of prime importance. All requirements of the Regulations for Construction Projects identified by the Occupational Health and Safety Act, Employment Standards Act and the following site policies;

6.01 General Conduct

The following is a guideline to be followed by all workers or Subcontractors employed on the project;

- ensure that you are familiar with and abide by these guidelines, your Company Policy and these Safety Guidelines;
- always work in compliance with the Occupational Health and Safety Act and pertinent Regulations.
- co-operate with Ministry of Labour Inspectors, site safety personnel, worker health and safety representatives, supervisors and others who are attempting to achieve and maintain a healthy and safe workplace;
- **minimum age** of any personnel on site is 16 (sixteen).
- **Immediately** report unsafe conditions, near misses and accidents to the Site Management Team
- always wear the personal protective equipment required for the site;
- do not engage in horseplay or fighting;
- use discretion, if it does not look or feel safe, ask for your supervisors assistance;
- read and follow all posted notices and warnings;
- portable/ personal radios (i.e. walkmans) are not permitted on the project;
- rings, jewelry and loose clothing must not be worn during work activities;
- if you are not familiar with the use of any equipment, machinery, or tools, ask your supervisor for assistance;
- do not disturb fellow workers while they are setting up or operating any equipment or machinery;
- a clean work area is also a safe work area. Always keep work areas and access ways clean and free of spills, scrap, debris, and congestion.

Incidents Involving Occupants or General Public

- communications by construction workers with the general public and/ or occupants of existing homes must be limited and must not be confrontational. Report any adverse encounters with general public or occupants to your supervisor and the site management team.

6.02 Alcohol and Drug Procedure

- the Subcontractor shall ensure that all workers must be fit for the duties they have been hired to perform.
- Intoxication due to or possession of alcohol or illicit drugs will not be permitted on the project whatsoever.
- The use of prescription drugs is permitted as prescribed by a physician, provided it does not affect the workers fitness to perform job duties safely. The Subcontractor must ensure that the site superintendent is notified of these requirements.

PROJECT NAME: _____

BELMONT CONCRETE FINISHING CO. LIMITED

- where a worker is suspected of being intoxicated, the following procedures must be followed;
- the worker will be escorted and requested to remain in a safe location away from the work area.
- the worker's supervisor and safety representative, if available, will be requested to attend.
- the group present will determine the appropriate course of action and a means of transport to a suitable safe location.
- where a dispute exists regarding the worker's fitness for duty, the appropriate health care practitioner or authorities will be summoned to make a further assessment. The employer and supervisor must act on this assessment and advise the site superintendent regarding the outcome.

6.03 Visitors

- The Subcontractor must ensure the health and safety of visitors to the project.
- Upon arrival to the site, visitors must report to the Site Office. They will only be allowed on site if granted permission from the Site Management Team. Visitors must always be accompanied by a competent supervisor and must wear the required personal protective equipment.
- Visitors must be aware of these guidelines (available on site). Visitors must not perform work.
- Visitors must report any hazards observed on the project to the site superintendent.
- Visitors must wear the protective equipment required for the work area and as a minimum CSA approved hard hats and safety boots. Fall arrest, eye protection, respiratory protection, hearing or other protection may be necessary.

PROJECT NAME: _____
BELMONT CONCRETE FINISHING CO. LIMITED

Acknowledgement and Declaration

Please read this page carefully, sign and tear out of the booklet and then forward to your Supervisor or Site Foreman.

I, _____, acknowledge I have read and received a copy of the BELMONT CONCRETE FINISHING CO. LIMITED "Project Safety Plan" provided and explained to me. I understand that I must work in a safe manner and I will comply with the Health and Safety Act and Regulations and BELMONT CONCRETE FINISHING CO. LIMITED Project safety policies.

I further understand that the BELMONT CONCRETE FINISHING CO. LIMITED "Project Safety Plan" has been provided in order to create an awareness of the types of conditions or situations, which could pose a potential health or safety hazard.

I will not hesitate to ask my Supervisor/Site Superintendent for assistance if I do not understand any of the contents of these guidelines or safe operating principles presented.

I acknowledge that willful or persistent violations of this policy will be considered cause for discipline and/or dismissal.

Signed: _____ Dated: _____

Supervisor: _____