

# **BELMONT CONCRETE FINISHING CO. LIMITED**

## *Employee Health and Safety Guidelines*

Orientation Document  
Safe Work Practices

## 1.4A - Health & Safety Guidelines

# HEALTH, SAFETY AND ENVIRONMENTAL POLICY STATEMENT

At **BELMONT CONCRETE FINISHING CO. LIMITED**, we place the utmost importance on the health, safety, the environment and the well-being of our workforce who may be affected by our work. It is senior management's responsibility to achieve and maintain a safe and healthy working environment as a right for all workers. We have developed a Health & Safety Program to promote workplace safety and mitigate unsafe working conditions. The Health & Safety Program promotes specific health and safety training for all employees, and is designed to monitor the workplace for compliance with legislative requirements and attain best operating practices at all times.

### **BELMONT CONCRETE FINISHING CO. LIMITED:**

- believes that it is responsible to incorporate proven health, safety and environmental principles into all phases of our operations and emphasize these as integral components of prudent business practice
- understands that the responsibilities for workplace health and safety must extend to all workplace parties (senior management, front line management and workers) on or off the job
- recognizes that accident prevention and quality of working life must continue to be an essential part of our business operations and as such, will empower each individual to actively participate in their Health & Safety Program
- accepts the concept that the causes of accidents and illnesses can be controlled and the occurrence of personal injuries can be further reduced and is therefore committed to the prevention of occupational illness and injury in the workplace
- will continue to support the efforts of the Worker Health and Safety Representative
- while complying with Ontario's Occupational Health and Safety Act and Environmental Protection Act and all applicable Regulations, accepts these statutes as minimum standards
- recognizes that it is the responsibility of all workers to work in accordance with the practices and procedures set forth in the Health and Safety Program, in addition to the applicable legislative requirements
- recognizes that it is the responsibility of all workers to report all hazards and unsafe acts/ conditions
- recognizes the responsibility of all supervisors to ensure that safe and healthy work conditions are maintained
- as outlined in our Early Safe Return to Work Program, will endeavor to offer modified work to those employees who have sustained injury or illness with a view to facilitate their rehabilitation and to safely return them to their pre-injury job function as soon as they are capable

The success of our organization depends on our reputation to provide a quality product and service in a safe and timely manner. Health and safety must be incorporated into all facets of our operations.

Through open lines of communication, objective discussions and cooperation between workers, site superintendents, management, the Worker Health and Safety Representative and other outside parties, our objectives of a workplace free of hazards, injury and illness can and will be achieved.

## **1.4A - Health & Safety Guidelines**

### **BELMONT CONCRETE FINISHING CO. LIMITED Workplace Violence Prevention Policy Statement**

For the purpose of this Policy, the term workplace violence as defined in the Occupational Health and Safety Act is as follows:

#### **Workplace Violence**

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker;
- (c) a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

BELMONT CONCRETE FINISHING CO. LIMITED strives to provide all employees, suppliers, contractors and visitors with an environment free of workplace violence. Mutual respect must be the basis of interaction, co-operation and understanding among all staff and/or contractors. BELMONT CONCRETE FINISHING CO. LIMITED will not tolerate or condone behaviour that is likely to threaten the health and safety of any of our workers or contractors. This policy applies to all business operations and personnel as well as social events that are organized by or on behalf of the company.

Acts of workplace violence can take the form of either physical contact or threat of physical contact. They may occur as a single incident or may involve a continuing series of incidents. Abuse in any form destroys worker confidence and lowers workplace morale. This in turn reduces productivity and can impact quality of life.

Any potential situation of violence that can affect the workplace or another worker shall be immediately reported to their supervisor or directly to Senior Management. All of these incidents shall be investigated and based on the findings appropriate measures will be taken, including disciplinary action and contacting of local authorities.

Successful implementation of this policy will be ensured through effective planning, implementation, open communications and monitoring of procedures regarding the prevention of workplace violence. All workplace parties will receive training regarding standards of workplace behaviour, their roles and obligations, and procedures for dealing with their concerns and issues.

Retaliation against persons who bring a complaint of actual or perceived violence is strictly prohibited and will be dealt with accordingly.

A complaint of workplace violence that is intentionally fraudulent, frivolous or malicious may be subject to disciplinary action.

## **1.4A - Health & Safety Guidelines**

# **BELMONT CONCRETE FINISHING CO. LIMITED**

## **Workplace Harassment Prevention Policy Statement**

### **Workplace Harassment**

Workplace harassment is defined in the Occupational Health and Safety Act, as “engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment”. The following examples as cited from the Canadian Human Rights Commission are what we consider to be different forms of harassment. It can include comments or actions related to race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, pardoned conviction, or sexual orientation.

### **Sexual Harassment**

Sexual harassment is defined in the Occupational Health and Safety Act as engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome. In addition, making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. A reasonable action taken by an employer or supervisor relating to the management and direction of its workplace is not considered workplace harassment.

We are committed to a workplace that values people and is free from workplace harassment. Every employee, contractor, and/or visitor in our workplace will be treated fairly and with respect. It is the responsibility of senior management, managers, supervisors, workers, contractors and visitors to ensure that a harassment free workplace is fostered and maintained.

Successful implementation of this policy will be ensured through effective planning, implementation, open communications and monitoring of procedures regarding the prevention of workplace harassment. All workplace parties will receive training regarding standards of workplace behaviour, their roles and obligations, and procedures for dealing with their concerns and issues.

Any incidents or alleged incidents of workplace harassment must be immediately reported to the respective supervisor or directly to Senior Management. All reported harassment incidents will be investigated and where appropriate corrective measures will be taken. Where required, the services of an impartial third party will be engaged to conduct an investigation.

Retaliation against persons who bring a complaint of harassment is strictly prohibited and will be dealt with accordingly.

A complaint of workplace harassment that is intentionally fraudulent, frivolous or malicious may be subject to disciplinary action.

## 1.4A - Health & Safety Guidelines

# BELMONT CONCRETE FINISHING CO. LIMITED

## Visitors Policy Statement

At **BELMONT CONCRETE FINISHING CO. LIMITED** we believe that occupational health and safety should always be an integral aspect of our business and everyday lives. We sincerely hope and expect that all visitors will join us in our efforts to make each and every day a safe one and announce your arrival to our staff and sign-in/out upon each arrival. We define visitors under 2 definitions.

### **Competent Visitor**

A competent visitor is someone who have minimum training (Working at Heights and WHMIS) and received a site specific orientation. In these situations, the following must be maintained;

- Competent visitor is deemed competent to access the identified site areas without a host in accompaniment.
- Competent visitors are required to report concerns, unsafe conditions or situations to their host.

### Casual Visitor

The casual visitor is defined where the visitor might not have all required training to function independently and/ or does not receive a site specific orientation. In these situations, the following must be maintained;

- Casual visitors are required to accompany their host at all times.
- Casual visitors are asked to report concerns, unsafe conditions or situations to their host.
- The host will inform each visitor of their safety responsibilities and ensure that the personal protective equipment appropriate for their location and activities is worn or used.

To ensure that our employees and visitor are working in a safe environment we kindly insist that these minimum standards be strictly observed for all workplace parties.

- Always wear required personal protective equipment
- obey all posted signs and warnings
- only smoke in designated smoking areas
- be alert and yield to vehicular traffic
- not touch or interfere with work activities, materials or equipment
- stay with their host and keep out of restricted areas
- never enter unguarded areas or areas that have been barricaded

### In case of emergency

- Call 911 and state the nature of the emergency, location and the person making the call. Stay on the line until information is confirmed.
- If you hear an emergency alarm, walk to the nearest safe exit and proceed to the grouping area. Do not leave the site. (Everyone must be accounted for.)

## 1.4A - Health & Safety Guidelines

### Table of Contents

<b>INTRODUCTION</b> .....	7
<b>1.0 WORKPLACE RESPONSIBILITIES</b> .....	9
1.1 Employer Responsibilities.....	9
1.2 Supervisor Responsibilities.....	9
1.3 Responsibilities of the Joint Health and Safety Committee Members.....	10
1.4 Worker's Rights and Responsibilities.....	11
<b>2.0 WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)</b> .....	10
2.1 The Right to Know.....	10
2.2 WHMIS Classes.....	13
2.3 Supplier WHMIS Label/ Workplace WHMIS Label.....	15
<b>3.0 INSPECTION, INVESTIGATION AND REPORTING REQUIREMENTS</b> .....	16
3.1 Unsafe Acts/Hazards and Conditions.....	16
3.2 Workplace Inspections.....	17
3.3 Investigations.....	17
3.4 Daily Hazard Assessment .....	18
3.5 First Aid .....	18
<b>4.0 WHEN OUTSIDE MEDICAL TREATMENT IS REQUIRED</b> .....	19
4.1 The Supervisor will.....	19
4.2 The Worker will.....	19
<b>5.0 EARLY AND SAFE RETURN TO WORK (ESRTW)</b> .....	20
<b>6.0 EMERGENCY PROCEDURES</b> .....	21
6.1 Evacuation Plan.....	21
6.2 In Case of a Medical Emergency.....	22
6.3 In Case of Fire.....	23
6.4 In Case of a Hazardous Spill/ Release.....	24
<b>7.0 GENERAL WORKPLACE SAFETY RULES AND CONDUCT</b> .....	25
7.1 Personal Protective Equipment (PPE).....	26
7.1.1 Hearing Protection Protective .....	26
7.1.2 Safety Eyewear .....	26
7.1.3 Respiratory Protection .....	27
7.1.4 Clothing .....	27
7.1.5 Hand Protection .....	27
7.1.6 Safety Footwear .....	27
7.1.7 Safety Headwear .....	28
7.1.8 Traffic Vests.....	28
7.1.7 Fall Protection.....	28
7.2 General Equipment and Machinery Operations.....	30
7.3 Operating Vehicles and Equipment.....	31
7.4 Stopping and Parking Mobile Equipment.....	31
7.5 Cellular Telephone Use.....	31

## 1.4A - Health & Safety Guidelines

7.6	Reporting Traffic Accidents.....	32
7.7	Compressed Air.....	33
7.8	Compressed Gas Cylinders.....	33
7.9	Welding and Cutting.....	34
7.10	Power and Hand Tools.....	35
7.11	Ergonomics - Safe Lifting Principles and Back .....	36
	7.11.1 Safe Lifting Techniques.....	36
7.12	Traffic Control.....	37
7.13	Fuel and Mobile Powered Equipment.....	38
7.14	Powered Elevating Work Platforms.....	39
7.15	Hoist and Rigging .....	40
7.16	Cranes and Hoisting Equipment.....	41
7.17	Material Storage, Transfer and Disposal.....	42
7.18	Ladders.....	43
7.19	Scaffolding and Work Platforms.....	44
7.20	Site Access Safety.....	45
7.21	Housekeeping.....	46
7.22	Fire Prevention and Protection.....	47
7.23	Electrical Safety.....	48
7.24	Confined Space.....	49
	7.24.1 Definition.....	49
	7.24.2 Recognize all Confined Spaces.....	49
	7.24.3 Supervisors.....	49
7.26	Lock-out/ Zero Energy Requirements.....	50
	7.26.1 Definition.....	50
	7.26.2 Beware of all Potential Energy Sources.....	50
7.27	Biological And Chemical Hazards .....	51
7.28	Working Alone – Buddy System .....	52
7.29	Designated Substance .....	53
7.30	Dust, Debris and Mould Control .....	55
7.31	Trenching and Excavations.....	56
7.32	Carbon Monoxide.....	56
7.33	Noise.....	56
7.34	Office Safety .....	56
7.35	General Manual Material Handling .....	57
7.36	Prescription Drugs and Non-Prescription Substances.....	58
7.37	Progressive Discipline.....	59
7.38	Contractors/ Suppliers/ Inspectors.....	59
7.39	Visitor’s Policy.....	59
7.40	Privacy Policy .....	60
8.0	<b>ACKNOWLEDGEMENT SHEET.....</b>	<b>61</b>

## **1.4A - Health & Safety Guidelines**

### **INTRODUCTION**

These Employee Handbook are one component of our Health and Safety Program. These principles and guidelines apply to all employees who perform work on behalf of BELMONT CONCRETE FINISHING CO. LIMITED

These guidelines have been developed to help employees understand the duties and responsibilities of the employer, supervisors, workers and the Joint Health and Safety Committee in maintaining a proactive, dynamic Health and Safety Program.

The Employee Handbook also outline the general safe operating principles, which are a major component of our accident/incident prevention mandate. These guidelines are a vehicle for creating health and safety awareness and for assisting in recognizing potential dangers and evaluating their risk.

Once we are aware of a dangerous condition we can then implement the proper control strategies to prevent contact or exposure to the given hazard or situation. These control principles will be reinforced through general and specific training and education sessions.

As stated in our Health and Safety Policy, we believe that sound health and safety principles, built into all aspects of our operations, will enhance the effectiveness and efficiency of BELMONT CONCRETE FINISHING CO. LIMITED Using the concept of the Internal Responsibility System (IRS), through open lines of communication, objective discussions and cooperation between workers, supervisors, management, and the Joint Health and Safety Committee, the organization's objective of a workplace free of hazards and illnesses can be achieved. As a team, we must work towards controlling and eliminating hazardous situations. This is sound business practice and it will benefit everyone in the company.

We expect all employees, contractors and subcontractors performing work on behalf of our company to work in compliance with the Occupational Safety and Health Act (the Act) and pertinent Regulations and follow these safe operating guidelines and procedures so that a workplace free of hazardous conditions or situations will ensure a safe and healthy working environment.

**If you do not understand an issue or topic presented in these guidelines or if you have a health and safety concern, do not hesitate to ask your supervisor for assistance and clarification.**



# Health & Safety at Work

## ➤ Prevention Starts Here

*Ontario's Occupational Health and Safety Act gives workers rights. It sets out roles for employers, supervisors and workers so they can work together to make workplaces safer.*

### ➤ Improve Health and Safety:

- **Find out** about your Joint Health and Safety Committee or Health and Safety Representative.
- **Talk to** your employer, supervisor, workers, joint health and safety committee or health and safety representative about health and safety concerns.

### Call the Ministry of Labour at 1-877-202-0008

Report critical injuries, fatalities, work refusals anytime.

Workplace health and safety information, weekdays 8:30am – 5:00pm.

Emergency? Always call 911 immediately.

### Find out more:

[ontario.ca/healthandsafetyatwork](http://ontario.ca/healthandsafetyatwork)



© Queen's Printer for Ontario  
Ministry of Labour  
ISBN 978-1-4435-8295-7 (PRINT)  
ISBN 978-1-4435-8296-4 (HTML)  
ISBN 978-1-4435-8297-1 (PDF)  
June 2012

### ➤ Workers have the right to:

- **Know** about workplace hazards and what to do about them.
- **Participate** in solving workplace health and safety problems.
- **Refuse** work they believe is unsafe.

### ➤ Workers must:

- **Follow** the law and workplace health and safety policies and procedures.
- **Wear and use** the protective equipment required by their employer.
- **Work and act** in a way that won't hurt themselves or anyone else.
- **Report** any hazards or injuries to their supervisor.

*Employers must NOT take action against workers for following the law and raising health and safety concerns.*

### ➤ Employers must:

- **Make sure** workers know about hazards and dangers by providing information, instruction and supervision on how to work safely.
- **Make sure** supervisors know what is required to protect workers' health and safety on the job.
- **Create** workplace health and safety policies and procedures.
- **Make sure** everyone follows the law and the workplace health and safety policies and procedures.
- **Make sure** workers wear and use the right protective equipment.
- **Do everything** reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.

### ➤ Supervisors must:

- **Tell** workers about hazards and dangers, and respond to their concerns.
- **Show** workers how to work safely, and make sure they follow the law and workplace health and safety policies and procedures.
- **Make sure** workers wear and use the right protective equipment.
- **Do everything** reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.



## 1.4A - Health & Safety Guidelines

### WORKPLACE RESPONSIBILITIES

Occupational health and safety is everyone's responsibility.

Under the Occupational Safety and Health Act, everyone in the workplace has specific duties to follow to ensure the workplace is healthy and safe.

The duties and procedures outlined herein are not to be considered all-inclusive, these roles and responsibilities may change with the evolution of the Health and Safety Program.

#### Employer Responsibilities

- Ensure that the Occupational Health and Safety Policy, Program, and safe operating principles are in place and adhered to.
- Provide appropriate equipment, materials and protective devices, and training in their safe use, limitations and care.
- Inform a worker or a person in authority over a worker, about any hazards in the workplace and outline the control strategies which must be implemented to prevent exposure to that danger.
- Acquaint supervisors and workers of the potential hazards associated with physical agents and with the safe storage, transport, use and disposal of physical or chemical agents.
- Ensure that written safe operating procedures outlining measures and practices to be taken or followed for worker protection are available, understood and carried out.
- Schedule training programs for workers, managers, supervisors and Joint Health and Safety Committee members as required.
- Post in the workplace a copy of the Occupational Safety and Health Act and pertinent Regulations and/ or information.
- Comply with the standards eliminating or reducing employee exposure to hazardous chemical, physical or biological agents.
- Ensure that emergency response procedures are developed, understood by all staff and training drills are carried out.
- Comply with any orders and requirements of inspectors, directors and other agents from the Workplace Safety & Health Division.



#### 1.2 Supervisor Responsibilities

- Advise workers of the existence of any actual or potential dangers in the workplace.
- Respond to any health and safety concern raised by a worker.

## 1.4A - Health & Safety Guidelines

- Investigate all incidents/ accidents, and initiate corrective actions to correct the situation or prevent a recurrence.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Ensure that all workers work in compliance with the Occupational Safety and Health Act and Regulations and the Company Health and Safety Program.
- Ensure that work is performed in a safe manner and all required Personal Protective Equipment, devices or clothing, are properly used and maintained.
- Initiate progressive disciplinary action, according to policy.

### 1.3 Responsibilities of the Joint Health and Safety Committee Members

The Joint Health and Safety Committee will be actively involved in the following activities:

- Promoting workplace health and safety.
- Conducting workplace inspections and investigations when required.
- Identifying unsafe acts, situations and conditions.
- Making recommendations to management and workers for the improvement of workplace health and safety.
- Assisting in the development, implementation and maintenance of the Health and Safety Program.
- Participating in regular committee meetings.
- Assisting supervisors and/or the Health & Safety Coordinator in delivering safety awareness training sessions.

**Make sure you know your safety representative. Remember that health and safety concerns should first be addressed with your supervisor.**

### 1.4 Worker's Rights and Responsibilities

You should never have to be worried that you will get in trouble for asking questions or reporting a problem. It's against the law for your employer or your supervisor to punish you in any way for doing what the Appropriate Provincial Health and Safety Legislation says or for asking your employer or supervisor to do what that Legislation expects them to do. This is called a "reprisal." It's even against the law for your supervisor or employer to threaten to punish or fire you for doing these things. If there is a concern, complaints can be made to union officials; or if not a union member, then to the Appropriate Provincial Health and Safety Authorities.

Worker's Rights:

- **Right to know** - of the potential or actual hazards
- **Right to participate** - in workplace health and safety

## 1.4A - Health & Safety Guidelines

- **Right to refuse unsafe work** - which could adversely affect their health and safety
- **Right to refuse work** – workplace violence is likely to put your physical well being at risk.

### Worker's Responsibilities:

- Work in compliance with the Appropriate Provincial Health and Safety Legislation and the Company Health and Safety Program.
- Report unsafe acts and conditions to supervisors.
- Immediately report to your supervisor all work related incidents, accidents or illnesses and any medical attention sought for a work related injury.
- Conduct work in a safe manner, using and maintaining all required Personal Protective Equipment, devices or clothing.
- Shall not remove, modify, or make ineffective any guard or protective device or control system.
- Shall not operate any equipment, vehicle or device that they have not been trained and authorized to use.
- Shall work in a manner that will not endanger themselves or any other employee. *This includes engaging in pranks, contests, feats of strength, unnecessary running or rough and boisterous conduct.*

## 1.4A - Health & Safety Guidelines

### 2.0 WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)



#### 2.1 The Right to Know

The purpose of WHMIS is to reduce workplace illness and injury by increasing worker awareness and understanding of the hazards associated with chemical or physical agent exposure.

Each employee who handles, works with, or works in proximity to a hazardous material (controlled product) or has a potential for exposure will receive training regarding the potential hazards of exposure. The worker must also be made aware of the control methods, which are to be used when there is potential for exposure to dangerous chemicals, materials or agents.

We will provide WHMIS training for all of our workers handling or using hazardous workplace chemical and physical agents. This training will enable everyone to work safely and prevent possible injuries.

All Safety Data Sheets (SDS) for products being used by our workers will be maintained at head office provided to the contractors (for whom we are performing work) and all supervisors will maintain copies of SDSs on site. These information sheets will available upon request.

If you are uncertain how to work safely with a hazardous chemical (acids, retardants, epoxies) or physical agent (noise), ask your supervisor for assistance. WHMIS symbols are found on Supplier Labels. Read the label before using the material. Workplace Labels must be applied when materials are put into a secondary container.









Note:

- When dispensing hazardous materials follow safe operating procedures and use the controls (ventilation, PPE, etc.) required for the task.
- When dispensing flammable liquids, ground and bond all containers, drums, etc. with approved ground straps.
- Use “approved” containers, with proper labels, for storing, transporting or disposing of hazardous materials.
- Dispose of hazardous materials in the prescribed manner.

The WHMIS hazard symbols identify the hazards according to the criteria for 6 classes (Class A to F). One or more hazard symbols may appear on the supplier label depending upon the classes of hazard into which the controlled product falls.

## 1.4A - Health & Safety Guidelines

### WHMIS Classes

Class/Division/Subdivision	Description	Description
	<p>Class A</p>	<p>Compressed Gas</p>
	<p>Class B            Division 1            Division 2            Division 3            Division 4            Division 5            Division 6</p>	<p><b>Flammable and Combustible Material</b>            Flammable Gases            Flammable Liquids            Combustible Liquids            Flammable Solids            Flammable Aerosols            Reactive Flammable Materials</p>
	<p>Class C</p>	<p>Oxidizing Material</p>
    	<p>Class D</p> <p>Division 1</p> <ul style="list-style-type: none"> <li>▪ Subdivision A</li> <li>▪ Subdivision B</li> </ul> <p>Division 2</p> <ul style="list-style-type: none"> <li>▪ Subdivision A</li> <li>▪ Subdivision B</li> </ul> <p>Division 3</p>	<p><b>Poisonous and Infectious Material</b></p> <p><b>Materials Causing Immediate and Serious Toxic Effects</b></p> <ul style="list-style-type: none"> <li>▪ Very Toxic Material</li> <li>▪ Toxic Material</li> </ul> <p><b>Materials Causing Other Toxic Effects</b></p> <ul style="list-style-type: none"> <li>▪ Very Toxic Material</li> <li>▪ Toxic Material</li> </ul> <p><b>Biohazardous Infectious Materials</b></p>
	<p>Class E</p>	<p>Corrosive Material</p>
	<p>Class F</p>	<p>Dangerously Reactive Material</p>

## 1.4A - Health & Safety Guidelines

G l o b a l l y   H a r m o n i z e d   S y s t e m

# GHS Pictograms and Hazards

Flame	Exclamation Mark	Health Hazard
 <ul style="list-style-type: none"><li>Flammable</li><li>Self-Reactive</li><li>Pyrophoric</li><li>Self-Heating</li><li>In Contact with Water, Emits Flammable Gases</li><li>Organic Peroxide</li></ul>	 <ul style="list-style-type: none"><li>Irritation (skin or eyes)</li><li>Skin Sensitization</li><li>Acute Toxicity (harmful)</li><li>Specific Target Organ Toxicity – Single Exposure (drowsiness or dizziness, or respiratory irritation)</li><li>Hazardous to the Ozone Layer</li></ul>	 <ul style="list-style-type: none"><li>Carcinogenicity</li><li>Respiratory Sensitization</li><li>Reproductive Toxicity</li><li>Specific Target Organ Toxicity – Single or Repeated Exposure</li><li>Germ Cell Mutagenicity</li><li>Aspiration Hazard</li></ul>
Skull & Crossbones	Exploding Bomb	Flame Over Circle
 <ul style="list-style-type: none"><li>Acute Toxicity (fatal or toxic)</li></ul>	 <ul style="list-style-type: none"><li>Explosive</li><li>Self-Reactive (severe)</li><li>Organic Peroxide (severe)</li></ul>	 <ul style="list-style-type: none"><li>Oxidizer</li></ul>
Corrosion	Gas Cylinder	Environment
 <ul style="list-style-type: none"><li>Corrosive (skin, eyes, or metals)</li></ul>	 <ul style="list-style-type: none"><li>Gas Under Pressure</li></ul>	 <ul style="list-style-type: none"><li>Hazardous to the Aquatic Environment (acute or long-term)</li></ul>

## 1.4A - Health & Safety Guidelines

### Workplace WHMIS Label

### Workplace Labeling

Required when:

- Product produced in the workplace
- Product is decanted from a supplier container
- Supplier label is lost or becomes illegible

Exceptions when:

- Product will be used immediately
- **Used only by that person**

### Workplace Label?

---

WHMIS workplace labels must have:

- ▶ product identifier (product name)
- ▶ information for the safe handling of the product
- ▶ statement that the MSDS is available
- ▶ ..and may contain the pictograms.

Requirements after GHS may be the same

 Canadian Centre for Occupational Health and Safety [www.ccohs.ca](http://www.ccohs.ca)

### Sample Workplace Label

## Acetone

Keep away from heat, sparks, and flames.  
Wear safety goggles and butyl rubber gloves.  
Use with local exhaust ventilation.

**MSDS available**



## **1.4A - Health & Safety Guidelines**

### **3.0 REPORTING REQUIREMENTS**

In the event of any Hazardous Acts/ Conditions, Incidents/ Accidents, and Injuries/ Illnesses, prompt reporting of the situation is essential. Workers must follow facility and/or site-specific reporting requirements to ensure that appropriate emergency services can be notified immediately.

In the event of a medical injury, assist as you are able. In the event of a fire or spill, leave the hazard area. In any case - contacting the trained responding parties is paramount to employee health and safety.

### **3.1 Unsafe Acts/Hazards and Conditions**

Report immediately any unsafe acts or conditions (i.e. defective equipment, unsafe practices or hazardous situations, etc.) that may have the potential to cause injury or damage.

A hazard, unsafe acts or conditions is anything in the workplace that could hurt you or the people you work with. A hazard can take many forms. Sometimes more than one hazard can combine create an even bigger hazard. You must know about the hazards in your workplace before you start working, as a hazard is the root of every work-related death, injury or sickness.

Some common workplace hazards include:

- Repeating the same movements over and over, especially if you are in an awkward position or you use a lot of force.
- Slipping, tripping or falling.
- Working near motorized equipment,
- Using or working near machinery,
- Workplace violence.

You also need to think about less visible hazards related to your work – such as chemicals, fumes, and toxic dust or germs and viruses in labs and healthcare workplaces. Some of these hazards can make you very sick.

It is the employer's duty to ensure that supervisors know enough and have enough experience and training to keep workers safe and healthy while working.

Employers and Supervisors have a duty to inform workers of health and safety hazards. Workers have a duty to report any hazard as soon as possible, so it can be corrected.

The best way to control a hazard is to eliminate it. If this is not possible the hazard will be attempted to be controlled or reduced (depending on how long and often exposed) through the use of one of the following practices:

- Engineering controls
- Administrative or work practice controls
- PPE

All employees must review the site safety plan and JHA before starting work on a job site.

## 1.4A - Health & Safety Guidelines

### 3.2 Workplace Inspections

**Weekly Workplace Inspection Reports from Supervisors** – Ensure that ALL Supervisors are conducting weekly documented workplace inspections. Each inspection must identify, rate the hazard observed and describe corrective action to be taken to prevent reoccurrence.

Additionally, inspection can identify worker communications / observations on the inspection report for compliance to established Safe Work Practices. Each inspection must ensure that “Follow-up” actions are completed and communicated to all required workplace parties.

**Monthly Worker Representative Inspections** – Ensure that Monthly Inspections are conducted in the workplace by the worker health and safety representative.

Each inspection must identify, rate the hazard observed and describe corrective action to be taken to prevent reoccurrence. Additionally, inspection can identify employee communication / observations on the inspection report for compliance to established Safe Work Practices. Each inspection must ensure that “Follow-up” actions are completed and communicated to all required workplace parties.

### 3.3 Investigations

All employees or event that occur with a subcontractor must be reported immediately. A formal investigation will be conducted regarding incidents as following;

- Outside Medical Aid Required,
- Critical Injuries
- Property Damage
- Work Refusals
- Notices Required by Governing Authorities
- Fires
- Violence and/or Harassment

The Supervisor will conduct the investigations with the assistance of the Health and Safety Coordinator and where required the Project Manager. Members of the investigation team will be provided training in the appropriate investigation techniques through their Supervisory Awareness Training.

The investigation team will complete the investigation using the Supervisor Investigation Kit which outlines all company specific investigation techniques and detail all related information required to complete the forms within this kit. It is the responsibility of the Supervisor to make conclusions, identify contributing factors and conduct follow up actions to prevent reoccurrence.

## 1.4A - Health & Safety Guidelines

### 3.4 Daily Hazard Assessment “Job Work Order” Card

Our Job Work Order is a key component of the Health & Safety Manual and organizing health, safety, and production activities. This analysis is undertaken to determine potential hazards and the control strategies, which must be employed to perform our daily work activities safely.

The Job Work Order will be completed pre-job by the Supervisor and reviewed on site to “break down” the job into individual components (tasks) and identify all requirements necessary to perform these tasks.

The Supervisors completing and reviewing the daily Hazard Assessment as part of the Job Work Order must assess all aspects of the scheduled work activities.

### 3.5 First Aid

A listing of all First Aid Trained personnel can be found on the Health and Safety Board, along with locations of all first aid kits. ***Know who your First Aiders are!***

First aid kits have been made readily available for all sites and are identified on BELMONT CONCRETE FINISHING CO. LIMITED’s site safety plan for location (please refer to BELMONT CONCRETE FINISHING CO. LIMITED’s first aid checklist to ensure that the proper size of kit is available).

When a worker is exposed to a potential hazard of injury to the eye due to contact with flying physical material and/or biological or chemical substance, an eyewash station will be provided.

Through prompt treatment by First-Aid Trained personnel, pain and suffering endured by injured workers may be minimized and where required, injured workers will be provided appropriate and timely care.

All workplace parties will be instructed to report injuries to the Supervisor and seek the assistance of a First-Aid Trained person when they are injured in the workplace. The First-Aiders will document the treatment provided.



## 1.4A - Health & Safety Guidelines

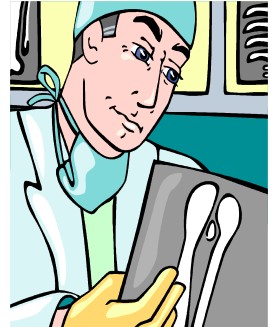
### 4.0 WHEN OUTSIDE MEDICAL TREATMENT IS REQUIRED

#### The Supervisor/Manager will:

- Ensure that the workers are transported promptly to the appropriate medical facility (i.e. hospital, clinic or doctor's office)
- If the situation permits, complete and give to the injured worker an "Injured Worker Treatment Package"

#### The Worker will:

- Take this package to the health care professional and report the outcome to their supervisor immediately following treatment or as soon as possible thereafter.
- When seeking medical attention outside of normal working hours, follow the above procedure if possible and report to your supervisor as soon as possible (at the start of your next shift).



## 1.4A - Health & Safety Guidelines

### 5.0 EARLY AND SAFE RETURN TO WORK (ESRTW)

**BELMONT CONCRETE FINISHING CO. LIMITED will make every reasonable effort to accommodate injured workers**

When a workplace injury or illness prevents an employee from performing his/her regular job, BELMONT CONCRETE FINISHING CO. LIMITED will work closely with the employee, health care professionals and the W.S.I.B. to ensure modified work is available which matches the worker's functional abilities in order to allow for a return to their pre-injury job.



#### **The worker's co-operation is required**

You can assist in the Early and Safe Return to Work Program by:

- Discussing the Company's program with the Health Care Professional.
- Ensuring that the Health Care Professional understands the modified jobs available and your willingness to participate
- Maintaining contact with the Company
- Assisting the Company in identifying appropriate modified work
- Extending your best effort in performing the modified work

## 1.4A - Health & Safety Guidelines

### 6.0 EMERGENCY PROCEDURES

#### 6.1 EVACUATION PLAN

##### WHEN YOU HEAR AN ALARM

1. REMAIN CALM
2. SHUT DOWN AND MAKE SAFE ALL EQUIPMENT
3. LEAVE THE BUILDING BY THE NEAREST SAFE EXIT, CLOSING DOORS BEHIND YOU
4. REPORT TO THE DESIGNATED THE MUSTER POINT.
5. REPORT YOUR OBSERVATIONS TO YOUR SUPERVISOR
6. REMAIN AT THE DESIGNATED MUSTER POINT AND WAIT FOR INSTRUCTIONS.

##### NEVER:

- RE-ENTER THE AREA OR THE BUILDING UNTIL GIVEN AUTHORIZATION

##### MUSTER POINT:

- KNOW THE LOCATION OF THE DESIGNATED MUSTER POINT



## 1.4A - Health & Safety Guidelines

### 6.2 IN CASE OF A MEDICAL EMERGENCY

#### IF YOU OBSERVE A MEDICAL EMERGENCY:

1. ASSESS THE SITUATION - ENSURE YOUR SAFETY
2. GET ASSISTANCE - ALERT NEAREST TRAINED FIRST AIDER OR THE SUPERVISOR (IDENTIFY THE EXACT LOCATION AND NATURE OF THE EMERGENCY)
3. IF TRAINED, ADMINISTER NECESSARY FIRST AID
4. IF NOT TRAINED, ASSIST AS POSSIBLE - DO NOT LEAVE THE VICTIM

**FIRST AID WILL BE PROVIDED**

**EMERGENCY SERVICES WILL BE CONTACTED AND DIRECTED TO SCENE AS REQUIRED**



#### OTHER WORKERS MUST:

1. ASSIST AS REQUESTED BY FIRST AID / EMERGENCY PERSONNEL
2. STAY CLEAR OF ACTIVITIES
3. PROCEED TO DESIGNATED GROUPING AREA

**INJURED EMPLOYEE STATUS AND FURTHER DIRECTION WILL BE PROVIDED AS IT**

**BECOMES AVAILABLE**

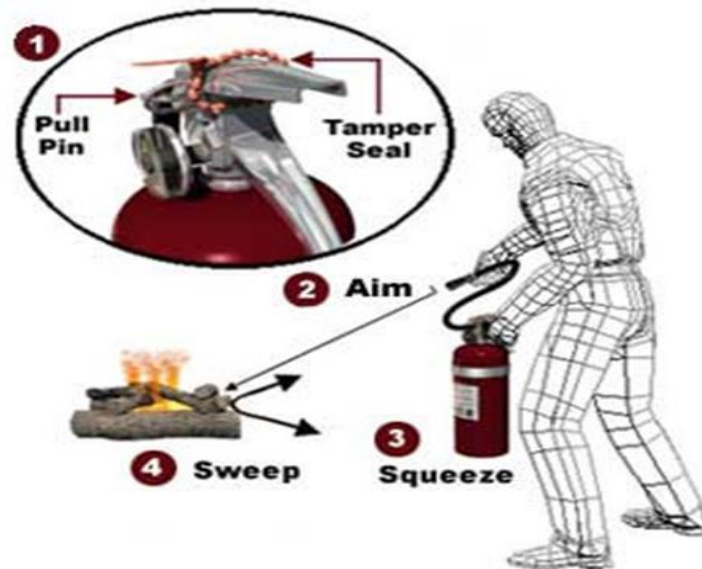
## 1.4A - Health & Safety Guidelines

### 6.3 IN CASE OF FIRE

#### IF YOU DETECT A FIRE:

1. BACK AWAY
2. ALERT CO-WORKERS TO EVACUATE AREA
3. EVACUATE AREA, CLOSING DOORS BEHIND YOU
4. SOUND ALARM
5. EVACUATE BUILDING BY NEAREST SAFE EXIT
6. PROCEED TO DESIGNATED GROUPING AREA FOR ROLL CALL WHEN/ IF THE ENVIRONMENT HAS BEEN COMPROMISED.
7. ADVISE SUPERVISOR OF OBSERVATIONS, AREA OF FIRE, ETC.
8. REMAIN AT DESIGNATED GROUPING AREA UNTIL FURTHER ADVISED

#### HOW TO USE A FIRE EXTINGUISHER



#### IF YOU HEAR AN ALARM:

1. EVACUATE BUILDING BY NEAREST SAFE EXIT, CLOSING DOORS BEHIND YOU
2. PROCEED TO DESIGNATED GROUPING AREA FOR ROLL CALL
3. ADVISE SUPERVISOR OF OBSERVATIONS, AREA OF FIRE, ETC.



## 1.4A - Health & Safety Guidelines

### 6.4 IN CASE OF A HAZARDOUS SPILL/ RELEASE

#### IF YOU DETECT A HAZARDOUS SPILL/ RELEASE:

1. BACK AWAY
2. ALERT CO-WORKERS TO EVACUATE AREA
3. ASSESS THE SCENE - DO NOT ENTER AREA
4. EVACUATE HAZARD AREA
5. ALERT SUPERVISOR AND ADVISE OF OBSERVATIONS, AREA OF SPILL, ETC.
6. ASSESS THE SITUATION WITH MANAGEMENT TEAM TO DETERMINE IF AN EVACUATION IS REQUIRED.
7. AWAIT FURTHER INSTRUCTIONS

#### IF YOU ARE INFORMED OF A HAZARDOUS SPILL/ RELEASE:

1. ENSURE THAT ALL WORKERS IN YOUR AREA ARE MADE AWARE AND THEN PROCEED TO EVACUATE BUILDING BY NEAREST OR ALTERNATE EXIT
2. ADVISE SUPERVISOR OF OBSERVATIONS, AREA OF SPILL, ETC.
3. ASSESS THE SITUATION WITH MANAGEMENT TEAM TO DETERMINE IF AN EVACUATION IS REQUIRED.

**AWAIT FURTHER INSTRUCTIONS**



## 1.4A - Health & Safety Guidelines

### 7.0 General Workplace Safety Rules and Conduct

*Every employee is responsible for workplace Health and Safety - be active and assist in making your workplace a safer place to work and which shall be followed by everyone in the workplace.*

#### Company Safety Rules

- Work safely and adhere to safe operating principles, policies and procedures at all times.
- Only operate equipment and tools you are authorized and trained to use.
- Before carrying out any task, ensure that you are familiar with the process and that you are using the necessary controls for safe operations.
- If you are unfamiliar with the assigned task or you have a health and safety concern, contact your supervisor or manager.
- Follow all posted health and safety notices and warnings.
- Advise Senior Management if any prescription drug being taken may impair his or her ability to perform certain tasks.
- Reporting to work under the influence of alcohol or drugs is strictly prohibited and will result in disciplinary action up to and including termination.
- All owned or leased buildings and vehicles are designated as NON SMOKING areas. This includes all offices, facilities, lunchrooms, trailers and trucks.
- Keep access routes and work areas clean and free of debris. It is the responsibility of each employee to keep their work area clean and safe.
- All materials, equipment, and tools must be stored in such a manner that they will not tip, fall or collapse.
- Long hair must be suitably confined and jewellery or clothing that is loose or dangling shall not be worn near any electrical equipment, rotating shaft, spindle, gear, belt or other source of entanglement.
- Walk - do not run - while in or around the workplace. Use the appropriate routes provided to and from your work areas.
- Watch for vehicular traffic and mobile equipment at all times and communicate with the operators if necessary – “see and be seen”.
- Wear the appropriate Personal Protective Equipment (PPE) at all times.
- Store and eat food in designated areas only.
- Keep your attention on the task you are performing. Be alert to your surroundings.
- Do not disturb or distract your fellow workers while they are performing their job.
- Passengers are not permitted on powered equipment unless the equipment is equipped with a seat.
- The use of any cellular telephone or other handheld electronic device is prohibited on active sites while engaged in work activities.

# 1.4A - Health & Safety Guidelines

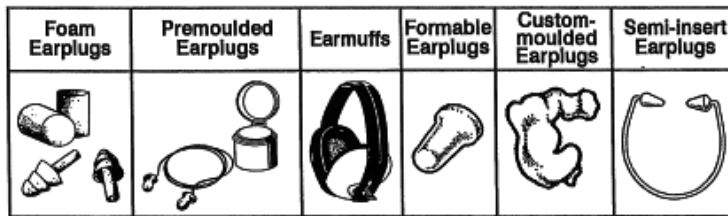
## 7.1 Personal Protective Equipment (PPE)

Workers will receive instruction, awareness and where require training regarding the limitations of the equipment or device and the proper use, fitting, care and maintenance of the equipment or device. Specific application and limitations will be reviewed during the completion of the Job Work Order.

### HEARING PROTECTION

- Hearing protection will be required in designated areas and Company owner shops where noises levels exceed 85 decibels (dBs). Hearing protection will be either plugs or muffs. The type of hearing protection to be used may vary according to the noise levels, therefore, specific types of hearing protection will be provided for employees exposed to excessive noises (job/department specific)
- We require the dual protection where any worker is using the air hammer applications at Company owner shops. See charts below for further details.

We recommends a proper hearing protection device for any loud noise (see chart below):



Options for Hearing Protection

### Recommended Hearing Protection

Level of Noise Exposure $L_{ex}$ (dBA)	Grade	Class
< 90	1	C
< 95	2	B
< 100	3	A
< 105	4	A
< 110	Dual*	
> 110	Dual†	

\* Dual hearing protection required. Use a minimum of a Grade 2 or Class B earmuff and a Grade 3 or Class A earplug.

† Dual hearing protection required. It is also recommended that exposure durations be limited, octave-band analysis be conducted for attenuation predictions, and twice-annual audiometry be provided to the affected individuals.

**Note:** These recommendations are based on a daily 8-hour exposure. Adapted from CSA Standard Z94.2-02

### FACE PROTECTION

- Full-face protection must be worn to protect workers against the hazards of flying projectiles or hot liquids. A face shield will be worn in addition to safety and prescription glasses and cover goggles when worker is exposed to potential flying projectiles.
- Workers must wearing face shield when dispensing hot liquids or exposed to projectiles.

### EYE PROTECTION

- workers will be required to wear CSA approved safety eyewear, with side shields, in all designated areas including all Company owned industrial and shop locations.
- workers who perform tasks on construction projects will be provided with CSA approved safety eyewear, with side shields which are require to be worn.

## 1.4A - Health & Safety Guidelines

- face shields in addition to glasses must be worn which protect against splashes, sparks where the worker deems that additional eye protection is required.
- When drilling, cutting, grinding or operating equipment, wear goggles or face shield for additional protection are available for additional protection.

### **RESPIRATORY PROTECTION**

- Where required, the appropriate NIOSH approved respiratory protection and training for fit testing will be provided.
- Facemasks or other respiratory equipment designed for the specific hazards must be worn where exposed to hazards from noxious gases, fumes or dust.

### **SKIN PROTECTION**

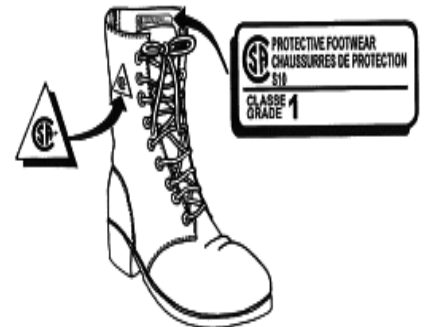
- Shirts with long sleeves (forearm must be covered) and long pants are required at all times at all Construction and Industrial locations.
- Aprons, bibs, sleeves, coveralls, are required during use of hot liquids and other additional job specific clothing may be required for some job functions and will be available when necessary.

### **HAND/ ARM PROTECTION**

- Hand protections must be worn at all times at all Construction and Industrial locations.
- Use the right gloves for the job as hands also need protection against chemicals. Check the MSDS or Suppliers Label to see whether a product must be handled with gloves and what types of gloves are required.
- Personal clothing shall be construction clothing suitable to afford full protection to the skin. Wearing of short pants and short sleeve shirts or removal of shirts is not permitted. Remember to cuff your pant and shirt lengths over your gloves and boots.

### **FOOT PROTECTION**

- In all our Industrial and Construction workplace, all workers must wear CSA Certified Grade 1 Footwear (Green Patch/ heavy duty with sole protection) as a minimum must be worn which provide appropriate foot protection for the location.
- Foot Protections or safety boots must be properly laced and tied at all times.
- Foot Protections or safety boots must have proper sole to protect against electric shock under dry conditions (OMEGA patch).



## 1.4A - Health & Safety Guidelines

### **HEAD PROTECTION**

- Where exposed to the hazard of being struck by falling objects, an CSA Class E approved hard hat, in good condition, must be worn
- Head protections and hard hats are required at all times on construction projects.
- Workers must visually inspect the hard hat every day before using it.
- Never wear a baseball cap or other material under the hard hat.
- Head protections or hard hat should normally be worn facing forward. It may be worn backwards only if it has a reverse orientation markings.
- Workers must check the shell for cracks, dents, deep cuts, or gouges. If the surface appears dull or chalky rather than shiny, the hard hat may have become brittle.
- Workers must check the suspension for cracks or tears. Make sure straps are not twisted, cut, or frayed.
- If a worker finds any signs of damage or degradation, remove the hard hat from service immediately.

### **TRAFFIC VESTS**

- Where required, all workplace parties shall wear a retro-reflective vest or retro-reflective garments in addition to his/her other personal protective equipment when exposed to vehicular traffic hazards or as required by project owner's requirements.



### **FALL ARREST**

- A CSA approved full body harnesses and shock absorbing lanyards must be worn at heights of 10 feet or over from the edge of any raised work surfaces or roof edges, unless properly scaffolded or guard rails provided.
- All components of the fall arrest system involved in arresting the worker in the fall shall be gathered and taken out of service. Lanyard and full body harness shall be disposed of after the completion of all investigation(s).

#### **All employees must be protected by fall protection if they are exposed to following hazards:**

1. Falling more than 3 meters (10ft)
2. Falling more than 1.2 meters (4ft) if the work area is used as a path for a wheelbarrow or similar equipment:
  - Falling into operating machinery.
  - Falling into water or another liquid.
  - Falling into or onto a hazardous substance or object.
  - Falling through an opening on a work surface.
3. Over and above #1 if a worker is exposed to a fall of 2.4 meters (8ft) or more from the any of the following work surfaces:
  - A floor, including the floor of a mezzanine or balcony.
  - The surface of a bridge.
  - A roof while formwork is in place.
  - A scaffold platform or other work platform, runway or ramp.

## 1.4A - Health & Safety Guidelines

**Note:** Additional or alternative Personal Protective Equipment will be made available as is necessary for the task and/ or when recommended on a product's Material Safety Data Sheet. (e.g. fall protection, neoprene gloves, etc.). Where required, all workplace parties shall wear a retro-reflective vest or retro-reflective garments in addition to his/her other personal protective equipment when exposed to vehicular traffic hazards.

### **Do NOT Wear**

There are also a number of items which must NOT be worn by employees in the Industrial and Construction workplace.

- Contact lenses
- Finger rings
- Loose or torn clothing (to avoid possibility of unintentional entanglement)
- Dangling jewellery
- Long hair (must be confined – tucked inside hard hat/shirt or put up in pony tail)

## 7.2 **General Equipment and Machinery Operations**

Available equipment and machinery to be used within our workplaces consist of \_\_\_\_\_. Specific application and limitations will be reviewed during the completion of the Job Work Order.

- Only trained, authorized personnel are allowed to operate machinery or equipment and perform maintenance.
- If you are not familiar with the safe use of any machinery, tools or equipment, ask your supervisor for assistance prior to starting the task.
- Keep machines and equipment clean and report any leaks or other noticeable defects.
- Before starting a machine or power tool, ensure guards and safety devices are in place, adjusted and functioning properly and it is safe to start up the equipment. No one is to make any protective guarding ineffective.
- All exposed moving or rotating parts must be adequately guarded.
- Do not use defective equipment or machinery, inform your supervisor immediately and your supervisor will arrange for the equipment or machinery to be serviced.
- When authorized persons are setting up or making adjustments to machinery or equipment, they must ensure that the equipment is tagged/locked out (according to established procedures).
- Do not attempt to clear jammed machinery without first shutting off power (according to established procedures).
- Tasks and required safety precautions will be documented on our Job Hazard Analysis and reviewed during the completion of the SITE REPORT Card.

## 1.4A - Health & Safety Guidelines

### 7.3 Operating Vehicles and Equipment

***Only authorized personnel are to operate company owned, leased or rented vehicles***

- Personal vehicles should not be used in construction areas unless permission to do so has been obtained.
- Drivers must carry a valid driver's license, operating ticket, and/ or Commercial Driver's License (CDL) as required for the vehicle being operated.
- Do not drive while under the influence of drugs or alcohol.
- Drive company vehicles professionally and in accordance with traffic laws.
- Do not drive a vehicle or mobile equipment unless you are authorized to do so.
- Seatbelts must be worn by vehicle/ equipment operators and passengers in vehicles so equipped and used when operating the vehicle/ equipment.
- Passengers must have a seat and seatbelt in order to ride in/ on a vehicle or equipment.
- Employees must not be transported outside of the cab or inside of the cab if there is no passenger seat.
- Do not ride on forks, a load, rigging, hook, ball, bucket, shovel, and and/ or in a pickup bed.
- Check that personnel have moved away from the vehicle before moving.
- Refer to the owner's manual for safety and maintenance information specific to the vehicle or equipment.
- Look to the back and to both sides before backing up.
- Look in the direction of travel when you begin to move.
- Use a spotter or signal person to direct you when moving a vehicle or piece of equipment at all times. A spotter/ signal person will also be used to direct you around objects/ obstacles in "tight quarters". Agree on the signals to be used before moving the vehicle.
- Back up vehicles slowly and with caution using a spotter or signal person to direct movement.
- Regularly monitor gauges while operating the vehicle or equipment.
- Obey traffic signs and regulations when operating a motorized vehicle. Costs for traffic citations issued while driving on the job are the responsibility of the driver.
- Drive within the posted speed limits or at a safe speed based on driving conditions.
- Focus on the work you are performing.
- Maintain an awareness of vehicles/ equipment and personnel around the vehicle/ equipment you are operating.

## **1.4A - Health & Safety Guidelines**

- Stunt driving and horseplay are not permitted.
- Do not stand or pass under elevated forks (unloaded) or an elevated load.
- Maintain control of the equipment, do not coast downhill.
- Secure equipment and tools before moving the mobile equipment.
- Do not drive over power conductors or drag loads over power conductors unless the conductors are properly bridged or otherwise protected.
- When operating mobile equipment, avoid standing water, debris on the road, spilled material, or other potential hazards.

### **7.4 Stopping and Parking Mobile Equipment**

- Park in a legal, safe area that does not obstruct traffic, preferably on a level surface (when possible). If obstruction is unavoidable, set up traffic control to route traffic away from the parked vehicle/ equipment.
- If it is necessary to park on a slope, park with the wheels turned into a bank/ berm or block the wheels.
- Put gears into neutral or park.
- Activate park and/ or emergency brakes.
- If the vehicle/ equipment is equipped with a transmission lock, it shall be engaged when the vehicle/ equipment is parked.
- Drop hydraulic attachments to the ground.
- Dismount the equipment in a safe manner using the 3-point contact system.
- Remove the ignition keys and lock the doors before leaving the vehicle.
- Use flashers, flares or other visual warning devices when broken-down equipment is parked near or on a road and is a potential hazard.

### **7.5 Cellular Telephone Use**

While engaged in work activities, everyone is expected to focus on their work or task and may not use cell phones or other portable electronic devices.

- Unless permission is granted from the supervisors under exceptional circumstances, the use of any cellular telephone or other handheld electronic device is prohibited on active sites.
- Exceptional circumstances do not include any of the following:
  - Engaging in personal conversations;
  - Playing games;
  - Surfing the internet;
  - Checking e-mail;
  - Sending or receiving text messages;
  - Shooting, sending or receiving pictures.



## **1.4A - Health & Safety Guidelines**

- While operating any vehicle or equipment, the use of any cellular telephone or other handheld electronic device is prohibited. It is, when required to use any device to pull off the road and park away from traffic before making or answering a call.

### **7.4 Reporting Vehicle Accidents**

In the event of any undesired incident with your vehicle or equipment on site, report the accident as soon as possible to your supervisor and follow the following process;

- Stop your vehicle immediately. Do not leave the scene of an auto accident without identifying yourself and rendering appropriate assistance within your capabilities. Notify your Supervisor.
- Call 911 if required.
- Do not move injured persons unnecessarily. Unskilled handling may cause minor injuries to become serious.
- Move yourself and vehicle if possible to a safe location without endangering yourself or others in the process.
- Exchange information. The law requires that you give your name, address, vehicle registration number, insurance information, and (if requested) display your driver's license to the other driver.
- If you strike an unattended vehicle, leave a written notice containing name, address, telephone number, and circumstances.
- If you damage property along on site or on the highway, notify the owner or person in charge.
- Report the accident as soon as possible to your supervisor.

## 1.4A - Health & Safety Guidelines

### 7.7 Compressed Air

Electric or gas powered portable air compressors may be available on any of our work locations. Specific application and limitations will be reviewed during the completion of the Job Work Order.

- Whip checks must be used where connection of hoses under high pressure may cause uncontrolled release and movement of hose if ruptured.
- Visually check splices and connections in air hoses prior to use and report unsafe conditions.
- ***Never, under any condition, use compressed air to cool yourself or blow dust or other substances from clothing, body parts, equipment or the work area.***
- Compressed air should never be directed towards any other person.
- Eye protection must be worn when using compressed air.



### 7.8 Compressed Gas Cylinders

Compressed gasses such as propane, oxygen, acetylene, glue, butane, and other hand held consumer containers may be available or used on any of our work locations. Specific application and limitations will be reviewed during the completion of the Job Work Order.

- Do not store, transport or move cylinders in a horizontal position.
- When lifting cylinders by hoisting equipment, a basket, cradle or similar approved device shall be used.
- Never lift a cylinder by its cap or with hooks ropes or slings.
- Full and empty cylinders must be strapped or chained firmly in place.
- Protective caps over the valve must be secured in place when the cylinder is not in use.
- Open valves slowly and completely.
- Never force a valve with a hammer or other tool.
- When not in use all valves should be turned off.
- Tasks and required safety precautions will be documented on our Job Hazard Analysis and reviewed during the completion of the SITE REPORT Card.

## 1.4A - Health & Safety Guidelines

### 7.9 Welding and Cutting

Welding and cutting activities including touching, arc welding may occur on our projects conducted or within our industrial location. Specific application and limitations will be reviewed during the completion of the Job Work Order for construction activities.

- Welding equipment shall be used only by authorized personnel, and all required personal protective equipment shall be used.
- Only approved equipment in good condition shall be used, and any defects must be reported immediately. Frequent inspections should be carried out.
- Oxygen and acetylene torches must be equipped with a flash back arrestor and check valves.
- Adequate ventilation must be provided
- Particular precautions must be taken prior to welding or cutting in dusty or gaseous locations.
- The area in which welding is being done should be clear of combustibles, screened off where applicable.
- Ensure suitable fire extinguishers are readily accessible within 10 feet from the area where the work is being completed.
- Never disconnect welder power source by means of the welding plug receptacle unless the system has been de-energized and the Lock-Out and Tag-Out Procedure has been followed.
- Cylinders should be handled with care and secured in an upright position. They should be stored neatly, with empty cylinder stored separately and clearly marked.
- Hoses and cables must be protected from any possibility of damage. In some cases it may be necessary to suspend them.
- Welding or cutting must not be done on containers that have held flammable or poisonous substances until they have been thoroughly cleaned and safeguarded.
- When cutting, protect cylinders, hoses, legs and feet from torch flames and any molten steel and slag.
- Put stub ends of welding rods in a suitable refuse container.
- Never allow oil or grease to come contact with oxygen, oxygen-acetylene, equipment or hoses.
- Always remove an oxygen-acetylene torch from a confined space when the torch is not in use.
- Tasks and required safety precautions will be documented on our Job Hazard Analysis and reviewed during the completion of the Job Work Order.

## 1.4A - Health & Safety Guidelines

### 7.10 Power and Hand Held Tools

The following power and hand tools may be available on any of our work locations. Power tools may include but not limited to; circular saw, chipping gun, shop vacuum, power drill and a hammer drill. Specific Construction application and limitations will be reviewed during the completion of the Job Work Order.

- Keep tools, equipment and materials orderly. There should be a place for everything and everything should be kept in its place.
- Hand held tools must be inspected prior to each use. Never use tools or equipment with defective or worn parts and report all defects to your supervisor.
- Tools with “mushroomed” heads are dangerous and must be replaced or repaired.
- Do not carry sharp-edge or pointed tools in your pockets.
- When using knives, maintain a good grip on the handle and keep the free hand away from point of operation. Retract the blade or keep in a sheath when not in use.
- Use tools only for the purpose for which they are intended: for example, do not use a wrench as a hammer or a screwdriver as a chisel.
- All portable power tools must be equipped with a 3-prong plug, and be properly grounded, or be of an approved double-insulated type.
- Never place any tool or other loose object on stairways, catwalk tops of stepladders or any other position where they can fall and injure someone below, or cause someone to trip.
- Do not drop or throw tools or other materials from a ladder or other heights.
- **Specific procedure must followed to lock-out, and tag defective tools including potential source of energy.**



## 1.4A - Health & Safety Guidelines

### 7.11 Ergonomic - Safe Lifting Principles and Back Care

Improper lifting and/or bending techniques can cause strains and sprains. When possible, always use material handling equipment first (i.e. cranes, lift trucks, hand pump trucks, dollies or trolleys). If you are unsure of how to lift, handle or move an object safely or it is too heavy or bulky, ask for assistance. Specific Construction application and limitations will be reviewed during the completion of the Job Work Order.

#### 7.11.1 Safe Lifting Techniques

When material handling equipment cannot be used, the following shall be followed:

- Assess the load (size, shape, weight, etc.)
- Assess the route for slip, trip and fall hazards.
- Keep your feet about shoulder width apart with one foot slightly forward for better balance
- Tuck chin onto chest and keep the elbows as close to the body as possible
- Tilt the object forward to test its weight
- Get a good grip and hold the object close to your body
- Keep lower back in its normal curved position and use your legs to lift.
- Turn with your feet - do not twist at the waist
- When possible, push rather than pull
- When performing lifts with more than one worker, communicate lifting commands. Lift and lower the load in unison.



## 1.4A - Health & Safety Guidelines

### 7.12 Traffic Control

A traffic management plan outlining our required controls, book 7 or client requests and will be available. All traffic control requirements will be reviewed during completion of the Job Work Order.

- Any worker who may be endangered by vehicular traffic, must protect themselves by;
  - ⇒ using proper personal protective equipment, including a vest or garment that is reflective fluorescent and coloured red or orange
  - ⇒ placing warning signs, barriers, lane control devices, or flashing lights
  - ⇒ using appropriate signs to direct traffic
- Workers required to direct traffic must be competent and shall not perform any other work while directing traffic.
- Supervisor will be required to define the system (jobs specific or General Contractor's requirements) to be used for vehicular traffic control.



## 1.4A - Health & Safety Guidelines

### 7.13 Fuel and Mobile Powered Equipment

BELMONT CONCRETE FINISHING CO. LIMITED own the following fuel powered equipment \_\_\_\_\_ . Rentals may be procured and may include but not limited to; Power Elevating Worker Platform, Telehandler, Presser Washer, Generator. Specific application and limitations will be reviewed during the completion of the Job Work Order with owner's manual when required.

- All Mobile powered equipment will only be operated by competent workers.
- Do not exceed the rated load capacity or lifting limitations of equipment (as identified on rating plate) on any lifting device.
- All vehicles and equipment are inspected prior to each use by a pre-trip inspection at the start of each shift.
- Mobile powered equipment is only to be used by trained and authorized personnel.
- Mobile powered equipment must always be operated at safe speeds. Obey speed limits.
- A signal person must be utilized when the operators view is obstructed.
- Maintenance and inspection records are maintained for all lifting devices.
- Material-handling equipment is not to be used to transport or lift a worker unless so designed and equipped.
- Persons receiving or packaging materials must ensure that these materials have been stacked/ packaged safely and are properly identified. Ensure that drums, barrels or other materials are fastened and loads are properly stacked and secured before hoisting/moving/storing materials.

## 1.4A - Health & Safety Guidelines

### 7.14 Powered Elevating Work Platforms (PEWP)

Owned PEWP equipment may include – Scissors, Genie lifts, Bucket boom lifts. Training records will be available on site for operators and specific application and limitations will be reviewed during the completion of the Job Work Order.

- Only trained and authorized persons may operate elevating work platforms.
- Ensure that the manufacturer's instructions are followed for safe operation of the equipment at all times.
- Must be inspected by a competent worker prior to use each day.
- Must be equipped with guardrails.
- Must only be used on firm level surfaces.
- Never move an elevating work platform unless all workers on the platform are using proper fall protection equipment attached to the platform.
- Always ensure that the manufacture's operating manual is on the site and readily available for your reference.





## 1.4A - Health & Safety Guidelines

### 7.15 Hoisting and Rigging

General site application of hoisting and rigging will be conducted solely by certified operators. Specific application and limitations will be reviewed during the completion of the Job Work Order for construction activities.

- All hoisting and rigging equipment will be visually inspected on a weekly basis for wear, cracks, severe corrosion, kinks, bird-caging, broken strands, burn marks, chemical damage, deformation or other signs of obvious damage.
- Hoisting areas must be secured with a barrier to prevent public access. Appropriate warning signage must be posted to indicate that overhead work is being performed in the area.
- Never pass underneath any part of a suspended load.
- Do not exceed the rated load capacity or lifting limitations of equipment (as identified on rating plate) on any lifting device.
- Safe working loads must be clearly marked on all rigging equipment.
- All rigging equipment, fittings and devices must be of adequate strength for the application. All components must be capable of supporting at least five times the maximum load to which they may be subjected.
- Wire ropes must be lubricated to reduce friction between wires and strands.
- Tag lines must be used to control loads,
- All hoisting and rigging hooks will be equipped with safety latches.
- When two or more slings are to be connected to a hook, a shackle should be used.
- Stay clear of loads when slings are being pulled out from underneath.
- Loose loads must be blocked before unhooking.
- All loads must be secure during hoisting.
- Hoisting and rigging operations should be approved by a professional engineer where they exceed 85% of the crane capacity or involve multi-lifts.

## 1.4A - Health & Safety Guidelines

### 7.16 Cranes and Hoisting Equipment

General location application of cranes and hoisting and rigging will be conducted solely by certified operators. Specific application and limitations will be reviewed during the completion of the Job Work Order for construction activities.

- Only trained and certified workers shall operate cranes or hoisting devices.
- Log books shall be maintained.
- Never attempt to lift loads in excess of the load rating capacity.
- Never use the bucket, basket, load, forks, hook, or sling as a work place.
- Suspended loads are not to be passed over workers; it is the responsibility of both the operator and the workers.
- Do not perform work under suspended loads.
- Do not pass between swinging loads and fixed objects.
- Keep clear of pinch points.
- Maintain control of loads/equipment being raised/ lowered, use tag lines if necessary.
- When necessary, use barricading devices to control pedestrian traffic in or near hoisting areas.
- No object including the crane boom or loads are to be brought closer to an energized overhead electrical conductor with a nominal phase-to-phase rating as set out below;

<u>Voltage Rating</u>	<u>Minimum Distance</u>
750 to 150,000 volts	3 metres (10 feet)
More than 150,000 to 250,000 volts	4.5 metres (15 feet)
More than 250, 000 volts	6 metres (20 feet)



- When unsure, always assume that electrical power lines are live.
- Where required, a signal person (swamper) shall maintain radio communication with the operator of the crane and/or use standard hand signals to assist the crane operator. If at any point in time, communications are lost between the crane operator and the signal person, the operator must halt the operation until communications are restored
- Signal persons- must only perform signalling duties during hoisting
- Included in the appendix of these guidelines are the standard hand signals to be used by company employees

## 1.4A - Health & Safety Guidelines

### 7.17 Material Storage, Transfer and Disposal

Office and Industrial will have designated storage, use and disposal location including new or removed site materials. Construction storage areas will be identified daily as part of Job Work Order and as materials are received or required.

- All materials are to be stored in an organized manner and in their designated storage area.
- When storing materials, as appropriate, light loads are to be placed on the upper shelves and the heavier loads on the lower shelves. Store hazardous materials in their appropriate location.
- Materials are to be stored in such a manner that they will not tip, fall or collapse.
- Access must be maintained to all emergency equipment, fire exits, electrical disconnect panels/boxes and aisles.
- Objects or materials, including scrap, are not to be protruding into aisle-ways or overhead into work areas.

#### **Racking**

All Racking Must be designed, constructed and maintained to support the load placed on them and be constructed on a firm foundation.

- NOTE: Cylindrical Objects must be piled symmetrically with each unit in the bottom row chocked or wedged to prevent motion if stored on their sides.



## 1.4A - Health & Safety Guidelines

### 7.18 Ladders

Extension and A-Frame are used and available at our working locations for use and application specific to the task. Visual inspection, application and limitations will be reviewed during the completion of the Job Work Order for construction use of ladders.

#### ***Only use ladders approved by your supervisor***

The following ladder safety rules should be remembered each time a ladder is used:

- Never use defective ladders. Check rungs, rails, feet, etc. prior to each use.
- Always stand ladders on a solid base and use the four to one (4 - up to 1 - out) ratio for the most effective and safest working angle.
- Secure the ladder to prevent lateral movement.
- Do not over extend your balance - move the ladder as is necessary.
- Do not stand on the top step of a ladder.
- All ladders must have safety feet, in good repair, appropriate for the surface.
- Ladders are to be stored in a secure location.
- Never paint ladders as this hides cracks and other defects.
- Never carry items in either hand when ascending or descending a ladder. Hoist materials separately or carry tools attached to your belt.
- Always face the ladder and maintain three point contact.
- Long ladders should be carried by two people. When carrying a ladder, raise the front end to prevent striking someone in front of you or coming around a corner.
- Warehouse ladders must have a proper locking device and easy rolling wheels.
- Do not use boxes, chairs, shelves, etc. in place of a ladder or appropriate step stool.
- Extend the ladder 900 mm (3 feet) beyond the surface.

#### **Stepladders**

- When a brief task must be performed from a stepladder, the height of the ladder should be such that the person using the ladder does not stand higher than the second step from the top. A stepladder may become unstable if the centre of gravity of the person using the ladder extends above the height of the top of the stepladder.
- Always maintain the availability of 3-point contact when using a stepladder.
- Never stand on the top two rungs of the stepladder.
- Ensure the proper stepladder is used and that the ladder is in good condition.
- Do not use a stepladder that is greater than 6 metres in height.
- Ensure that the legs of the stepladder are fully spread apart and the locking arms are set to prevent the ladder from becoming unstable during use.

## 1.4A - Health & Safety Guidelines

### 7.19 Scaffolding and Work Platforms

General site application of rented scaffolds and work platforms will be conducted solely by approved workers. Specific application and limitations will be reviewed during the completion of the Job Work Order.

- The erection and dismantling of a scaffold must be carried out under the supervision of a knowledgeable and competent person following manufacturers and legislative requirements.
- Scaffolds and Work Platforms must not be used if any defects are identified.
- A scaffold must be erected with all braces, pins, ladders, screwjacks, baseplates and other fittings installed as per manufacturer's specifications
- Scaffold platforms must be at least 460 mm (18 inches) wide and if they are over 2.4 metres (8 feet) high they must be planked, side by side, across their full width and be equipped with guardrails.
- Scaffold planks must be of good quality, No. 1 spruce, free of defects such as loose knots, splits or rot, measuring (rough sawn) 51 mm x 254 mm (2 inches x 10 inches) in cross section
- Scaffold planks must be cleated or securely fastened to prevent them from sliding
- Overhang of scaffold planks must be between 150 mm to 300 mm (6 to 12 inches)
- A means of access must be provided (i.e. ladder, etc.) and shall be kept clear of all obstructions
- All temporary work platforms must not be exceeded load limits



## 1.4A - Health & Safety Guidelines

### 7.20 Site Access Safety

Where required, hoarding (fencing and gates) with signage to ensure site separation will be installed to identify our working location and provide separation to anyone not authorized to enter the project. Specific application and limitations of the site access will be reviewed during the completion of the Job Work Order.

- Wear required Personal Protective Equipment (PPE)
- Always be aware of moving equipment and vehicles – Be Alert at all Times!
- Always make visual eye contact with operators
- Yield to moving equipment
- Obey posted signs and warnings
- No short cuts – use established paths and walkways - walk don't run
- Never place yourself in a pinch or crush position
- If required to work around moving equipment/ vehicles, you must wear a fluorescent safety vest or garments
- Do not walk under suspended loads
- Report any identified or observed hazards on site



## 1.4A - Health & Safety Guidelines

### 7.21 Housekeeping

Progressive and ongoing housekeeping for all locations will be maintained. Construction expectations relating to housekeeping will be identified on the Job Work Order.

- All floors, aisles, stairways, exits, and access to emergency equipment are to be kept clean and free of obstructions at all times.
- Each employee is responsible for maintaining and cleaning their work area on a daily basis (more frequently if necessary).
- Wear appropriate PPE (i.e. cut resistant gloves, eye protection)
- All housekeeping must be conducted in cooperation to the owner's specific requirements.

#### 1) GENERAL HOUSEKEEPING SAFETY PROCEDURES

- Ensure that garbage and debris is disposed of in designated areas on a daily basis or as required.
- Control the spread of dust by either enclosing the work area or using work procedures that limits the generation of dust, and regular cleanup of dust generated on the project.
- Keep access ramps clean and use tools that would be helpful to remove debris.
- Do not store material near the access ramps, loading areas and emergency exits. These materials will be removed to appropriate storage areas.
- Keep walkways, halls and stairs clear of electrical cords, hoses, etc.
- Keep designated storage areas free from clutter. Keep stacked items accessible.
- Ensure material is stored so that it can not topple or fall.
- Follow the company standard for spill procedures. Have an appropriate spill kit ready available for use.
- Ensure that equipment is stored back in vehicles when not in use.

#### Site Procedures

- Upon daily arrival to the workplace, each worker should check their location and ensure work area is clear from any debris. Report any failure of removal of debris to the supervisor.
- Failure in the removal of housekeeping debris shall be reported as a site hazard.
- All workers are required to report housekeeping violations to their respective supervisor.

## 1.4A - Health & Safety Guidelines

### 7.22 Fire Prevention and Protection

Construction site specific hazards will be identified within our site specific safety plan with required equipment and permits as required and described on our Job Work Order for construction activities. Office and Industrial will have an emergency response plan identifying extinguisher locations and exit routes.

- All workers who may be required to use any fire extinguishing equipment will be provided adequate awareness on use and application.
- All fire extinguishers must be inspected on a monthly basis.
- Do not tamper with fire extinguishers, emergency equipment and/or block emergency exits, signs in the workplace or fire routes in the parking areas.
- All company approved fire extinguishers are of a suitable types and sizes to permit the evacuation of workers during a fire.
- Every fire extinguisher shall be of a type whose contents are discharged under pressure and have an Underwriters' Laboratories of Canada 4A40BC rating.
- When conducting open flame operations, ensure that fire extinguishers are readily available within 10 feet.
- Obey "No Smoking" signs.
- Do not use flammable materials where there is a potential heat source. Use in a well ventilated area.
- If a fire extinguisher or other piece of emergency equipment has been used or if this equipment is defective this information must be reported to your Supervisor immediately for corrective actions.



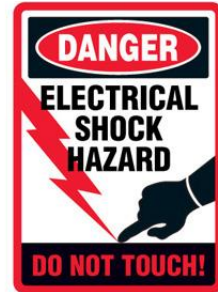


## 1.4A - Health & Safety Guidelines

### 7.23 Electrical Safety

Construction site specific hazards will be identified within our site specific safety plan with required equipment and permits as required documented on our Job Work Order. The Supervisor must identify or appoint a Competent Subcontractors to conduct the required electrical work.

- All employees will be provided adequate electrical awareness, not just electrical workers.
- Any identified equipment with defective electrical components will be immediately removed from service and reported to your Supervisor.
- Any identified defective electrical equipment and tools that may pose a hazard shall be immediately disconnected, removed from service and tagged as being defective.
- Electrical work may only be performed by competent/ qualified workers.
- Electrical work being performed by trained and authorized personnel will have their certification noted where applicable.
- All electrical equipment must be approved for its intended use and shall be of a type and rating approved for the specific purpose for which it is to be used.
- Prior to performing any maintenance or repairs on electrical equipment, authorization must be maintained and lock-out procedures followed to ensure de-energization of actual or potential sources of energy.
- Appropriate personal protective equipment must be worn for adequate protection from electrical shock and/or arc flash.
- Report defective electrical equipment to your supervisor immediately.
- Access into electrical rooms and equipment is restricted to authorized personnel.
- Electrical panels and disconnects must not be covered by an object.
- All electrical cords and equipment must be effectively grounded or double insulated.
- Extension cords must be inspected and maintained in proper working order.
- Ground Fault Circuit Interrupters (GFCI) must be used outdoors or in damp locations.
- All flammable materials must not be stored near any electrical equipment.
- Overhead energized electrical conductors must be identified with the appropriate signage.
- All tools or equipment capable of conducting electricity shall not be used in close proximity to any live electrical installation or equipment.



## 1.4A - Health & Safety Guidelines

### 7.24 Confined Space

*Only trained and authorized personnel may enter a confined space and must follow established procedures for entry and rescue.* General Construction application of confined space will be conducted solely by approved and competent workers or approved Subcontractors. Specific application and limitations will be reviewed during the completion of the Job Work Order.

#### 7.24.1 Definition

"Confined Space" means a fully or partially enclosed space.

- That is not both designed and constructed for continuous human occupancy, and
- In which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it.

#### 7.24.2 Confined Spaces may include:

Hoppers	Sewers	Cassions
Bins	Pits/ Trenches	Silos

#### 7.24.3 Supervisors will:

- Identify and authorize when and where work requires the entry into a confined space.
- Appoint a competent person to supervise the operation at all times.
- Pre-entry atmospheric tests must be made before entering a confined space.
- Atmospheric tests shall be performed before a worker enters a confined space.
- Continuous monitoring must be noted on the entry permit.

## 1.4A - Health & Safety Guidelines

### 7.26 Lock-out/ Zero Energy Requirements

General site application of lock-out/ zero energy requirements will be conducted solely by approved workers. Industrial lockout will be the responsibility of the mechanics and workers specifically serving the equipment and detailed on the tagging system. Specific Construction application and limitations will be reviewed during the completion of the Job Work Order.

- A specific procedure must be prepared to ensure the health and safety of all workers affected by or required to lock-out, block-out, and/ or blank-off a potential source of energy or work with live electrical components.



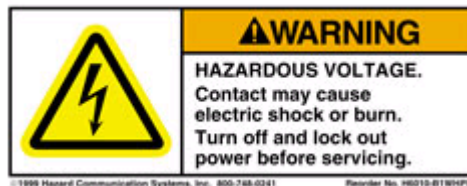
#### 7.26.1 Definition:

- "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.

#### 7.26.2 Be Aware of All Potential Energy Sources:

Hydraulic	Pneumatic	Thermal
Electrical	Gravitational	Residual
Chemical	Radiation	Refer to specs

- It is the responsibility of the person conducting the lock-out and their Supervisor to identify when and where the work may require the de-energization and isolation of an energy source.
- The supervisor must also identify how the sources of energy will be de-energized, brought to a zero energy state and locked out of service.
- ***Under no circumstances shall a worker remove any lock and tag other than their own.***



## 1.4A - Health & Safety Guidelines

### 7.27 Biological and Chemical Hazards

Safe work practices and good personal hygiene habits are essential in limiting exposure to various health hazards. We strongly believes occupational health awareness is important for all its employees, and through education will encourage safe work practices and good personal hygiene in relation to chemical and biological agents. All workers will be provided appropriate training on the chemical and/or biological hazards they may be exposed to. Site Orientations will be used on site to communicate site lockout requirements and reporting. Hazards, competent workers and control strategies shall be identified Job Work Order.

#### **ROUTES OF ENTRY**

Chemical, physical or biological agents enter the body through 4 routes of entry:

- Ingestion - Entry through the mouth by eating, drinking or smoking with contaminated hands (i.e. lead or organophosphate insecticides). Always wash hands or any affected part of the body immediately after use of a hazardous product
- Skin – When the chemical gets on your skin, it enters your skin, it can reach your bloodstream and enter different parts of your body. The skin protects the internal organs of the body from the outside environment. The skin also has a protective layer of oils and proteins, which help to prevent injury or penetration by harmful substances. An industrial skin disease such as dermatitis is a result of skin contact with workplace substances such as solvents, epoxy resins, acids and cleaning products
- Inhalation - Breathing it through your nose and mouth into your lungs is one of the common routes of entry into the body. Gases, dusts and smoke can enter your body and cause damage to your respiratory system or they can pass through the lungs to other parts of the body
- Injection - Many hazardous agents can be injected into the body inadvertently or otherwise (i.e. stepping on a nail or a hypodermic needle puncturing the skin.)

#### **CHEMICAL AGENTS**

Chemical hazards occur when excessive airborne concentrations in the form of a gas, liquid, vapour, fume, mist or dust which can be inhaled or absorbed through the skin.

- Fume - Small solid particles suspended in air formed by molten metals or plastics (i.e. welding fumes)
- Mist - Small liquid droplets suspended in air (i.e. oil or paint spray.)
- Gas - Gases occupy the entire space in which they are contained. Changes to a liquid or solid state by increased pressure or decreased temperature. Gases that do not exist as a solid or liquid at room temperature and pressure
- Vapor - Gaseous form of substances normally in a liquid or solid state.
- Dust - Solid particles suspended in air generated by mechanical action on a solid such as grinding or crushing
- Smoke – Formed when a material containing carbon is burned. Smoke generally contains droplets as well as dry particles

## **1.4A - Health & Safety Guidelines**

### **7.28 WORKING ALONE – THE BUDDY SYSTEM**

The following Working Alone and Buddy System will be implemented that meets or exceeds the legal requirements and will protect our workers when required to work alone. Currently, in Ontario there are no legislative Health and Safety requirements directly pertaining to working alone. Site Orientations will be used on site to communicate site lockout requirements and reporting. Hazards, competent workers and control strategies shall be identified Job Work Order.

Working Alone can be defined as a person who is alone at work and where assistance would not be readily available to that worker in the case of an emergency or if he or she is injured or becomes ill.

Whenever practicable, workers will not be required to work alone rather work within a Buddy system consisting of 2 or more workers for each project.

However, due to the nature of a small portion of work, workers may be required to work alone and these guidelines will apply. The following Safe work practices have been developed and implemented to mitigate this workplace hazards.

- All workers who work alone during the duration or post completion of one of workplaces must have effective radio, telephone or other electronic communication with person(s) capable of assisting that worker in an emergency or if the worker is injured or ill.
- Ensure that battery operated electronic devices that will be used for communication have been recharged or have fresh batteries.
- Workers working alone must check regularly with their direct supervisor or designated contact. The frequency of communication should be determined by the Supervisor based on the hazards associated with the work that is scheduled to be performed, the remoteness of the work location, and the prior history of incidents or accidents associated with the nature of the work or the work location.
- Workers who work alone are prohibited from engaging in high risk activities, including but not limited to working at heights, hot work, and electrical work.
- Ensure that all required first aid or emergency equipment is available and is in good working order.
- Workers must always be aware of their surroundings when working alone, particularly in remote locations. The security of the work site should be checked at the beginning and before the end of each shift.

## 1.4A - Health & Safety Guidelines

### 7.29 DESIGNATED SUBSTANCE PROCEDURES

The purpose of the Designated Substances Program is to ensure that the management team, workers and subcontractors understand our policy and their roles and responsibilities as they relate to designated substances in the workplace.

In addition, to ensure that risks of associated with the designated substances to employees are identified and eliminated or minimized through the implementation of prevention programs and/or practices. Site Orientations will be used on site to communicate site lockout requirements and reporting. Hazards, competent workers and control strategies shall be identified Job Work Order.

#### **Policy**

We are committed to providing a safe and healthy workplace for all employees, subcontractors and visitors. This commitment is imperative considering the nature of our operations. As a construction company, our employees and subcontractors through the course of work may be required to work in areas or handle materials that are or potentially could contain designated substances. This includes working with or removal of potential designated substances. To ensure the health and safety of all workplace parties and compliance with legislative requirements, we will implement all necessary policies and programs through our Job Work Order.

#### **DEFINITIONS**

**Designated Substance** as defined in the Occupational Health and Safety Act “means a biological, chemical or physical agent or combination thereof prescribed as a designated substance to which the exposure of a worker is prohibited, regulated, restricted, limited or controlled;” These include; Acrylonitrile, Arsenic, Asbestos, Benzene, Coke Oven Emissions, Ethylene Oxide, Isocyanates, Lead, Mercury, Silica and Vinyl Chloride.

It is essential that each Site Safety Representative and the Site Supervisors and Workers identify the potential for individual designated substance exposure through the completion of our Job Work Order. We require genuine effort into the completion of the report.

The individuals conducting this Job Work Order will be trained to identify individual potential site level hazards including designated substances from the site level activities and identify the necessary control strategies to perform these tasks safety and on time.

Three common designated substances and/or controlled products we may encounter in site work include:

- Asbestos used in building such as piping insulation.
- Lead used in paint applications and in solder used in joints of copper pipe.
- Silica used in concrete, masonry, stone and boiler refractory.

NOTE: We requires that a list of all designated substances and/or controlled products at a job site be supplied by the owner of the project prior to commencement of work.

## 1.4A - Health & Safety Guidelines

The Supervisors must assess all aspects of the scheduled daily work activities using the Job Work Order. All potential designated substances will be defined by the initial Job Work Order document and the site assessments where these hazards and controls will be communicated to all applicable workers.

A pre-job assessment meeting will be conducted to identify the potential for designated substances within the site locations and their likely exposure routes. This information allows our site level activities to take appropriate proactive steps to plan/control exposure of employees and the general public to the designated substances that may be present.

When there is likelihood of site exposure to any designated substance, a third party hazard assessment team will be brought in to identify and instituted preventative measures including abatement, engineering controls, work practices, hygiene practices, record keeping and medical surveillance, training, and emergency preparedness.

When there is likelihood of site exposure, appropriate Personal Protective Equipment (PPE) for all personnel to adequate protection will be provided and with instructions covering use care and maintenance instructed. This equipment must meets or exceeds the requirements set out in the applicable codes or site specific needs. All employees shall wear the appropriate PPE where the hazard cannot reduce the potential exposure below the occupational exposure limit. No modification or removal of the specified PPE will be tolerated inside identified area.



## 1.4A - Health & Safety Guidelines

### 7.30 DUST, DEBRIS AND MOULD CONTROL

Excessive dust and debris from construction activities creates a serious hazard for the operation of all regular activities on the construction site. During progress of work, provide measures to control dust and debris at all times. Hazards, competent workers and control strategies shall be identified Job Work Order.

- Waste, loose material and debris, capable of causing damage should be contained at all times. Cover or water sprinkling of dry materials to prevent blowing dust and debris, temporary enclosures (tarps etc) or other suitable methods to prevent dust and debris arising and scattering into the air.
- Excavated materials and exposed, unprotected cut faces shall be managed in a manner to minimize dust levels. Do not use water when it may create hazardous or objectionable conditions such as icing, flooding, pollution and ponding.
- The contractor responsible shall clean up any debris ending up outside the site.
- Maintain sufficient water, watering equipment and personnel on site at all times to control dust. This prevents blowing of the dust on and from the site, from paved and unpaved temporary roads and excavated areas by wetting.
- Securely cover excavated and demolition materials being removed from the site and all fill materials being delivered to the site from becoming airborne of dust and debris.

We welcome any input by our employees or clients on ways to improve this plan.

#### **Mold Awareness**

Should mold be encountered, work shall cease immediately, the supervisor shall be contacted and appropriate measures shall be taken as not to disturb the findings. A schedule and work plan detailing all mold abatement work will be required from the appropriate contractor or consultant prior to performing work. Care must be taken to ensure exposure to the mold is minimal or eliminated where possible; safety apparatus to be used particular to breathing, level of protection required to be ascertained by the supervisor. Refer to the Environmental Policy in this manual and Mold guidelines for the Canadian Construction Industry.

- Contact Management for appropriate consultant contact ASAP
- Mold issues can be mitigated by a trained certified company along with workers forces with awareness and required precautions set out in the construction

### 7.31 Trenching 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 4 feet (1.2 m), 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 (e.g. 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.



## **1.4A - Health & Safety Guidelines**

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 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.

### **7.32 Carbon Monoxide**

- Monitoring of carbon monoxide levels is required in an excavation, trench, building or other enclosed structure in which an internal combustion engine is being operated to ensure that the concentrations do not exceed the applicable limits as determined in accordance with section 4 of Regulation 833 of the Revised Regulations of Ontario, 1990 (Control of Exposure to Biological or Chemical Agents), made under the Act. O. Reg. 345/15, s. 9.
- Monitoring of carbon monoxide must be conducted by a competent worker in accordance with written procedures developed in consultation with the Joint Health and Safety Committee / Worker Health and Safety Representative.

### **7.33 Noise**

- Worker exposure to hazardous sound levels will be minimized through elimination at the source, engineering controls, administrative procedures and/or personal protective equipment (PPE).
- Where elimination or engineering controls are not practicable, administrative controls and/or Personal Protective Equipment (PPE) must be used to minimize worker exposure to hazardous sound levels,
- Workers will receive training related to the proper use of hearing protection, including its limitations, proper fitting, inspection, care and maintenance and, if applicable, the cleaning and disinfection of the device.
- Where practicable, signage will be posted at every approach to an area in the workplace where the sound level regularly exceeds 85 dBA.

### **7.34 Office Safety**

In addition to obvious hazards such as slippery floors or an open file drawer, a modern office may also contain hazards such as, poor lighting, excessive noise, poorly designed furniture, and equipment and machines that emit gases and vapours when not properly maintained.

Even the nature of office work itself has produced a host of stress-related symptoms and musculoskeletal strains. For example, long hours at a poorly designed computer workstation can cause pains in the neck and back, shoulders, lower extremities, arms, wrists, hands, eyestrain, and a general feeling of tension and irritability.

## 1.4A - Health & Safety Guidelines

- Workstations (desks, chairs, computers, etc.) should be adaptable and adjusted to suit the user. Where possible, the work area should be positioned to prevent glare on terminals and accommodate operator access and mobility.
- Vary the work tasks - do not remain in one position for extended periods. To reduce fatigue and stress take regular exercise breaks; walk around, stretch the fingers, hands, arms, neck and back and refocus your eyes.
- Use task lighting when reading or other “fine” work is being performed. Report flickering fluorescent lights.
- The distance between written documents, the screen and the operator’s eyes should be the same to prevent the need for refocusing the eyes, which causes eye strain and fatigue.
- The work surface should be kept clear of excess materials. Sharp edges or burrs on desks, chairs or counters, etc. should be smoothed so they do not cause slivers or cuts.
- Waste baskets, files, boxes and other office equipment should be kept out of walkways. Broken tiles, loose rugs or carpets and extension cords are to be repaired/ secured so they do not present a tripping hazard.
- Be cautious of hot surfaces and shock potential when operating/ servicing equipment.
- Wipe up any spilled liquids, which could pose a slipping hazard.
- Filing cabinets - heavy contents are to be stored on the bottom shelves to prevent tipping. Always fill bottom shelves first.
- Desk and file drawers should be easy to open but must remain closed when not in use. Records and files should be stored in easily accessible locations where bending or overreaching are minimized.
- The most commonly used items should be stored at about waist level. A ladder or step stool with proper feet and locking mechanism must be used when reaching for objects or storing objects overhead.
- Use proper back care and lifting techniques when lifting supplies, files, etc. or when moving office furniture.
- All electrical cords should be in good repair with the ground plug intact and extension cords must not pose a tripping hazard. Do not overload electrical outlets. Do not run electrical cords under rugs or carpets.

### 7.35 **General Manual Material Handling Practices**

Backs injuries can be particularly vulnerable in regards to potential injuries. Most back injuries result from improper lifting with the following safe work practices should be considered when handling material:

#### **MANUAL MATERIAL HANDLING:**

- Size up materials to be handled. If an object appears to be awkward in shape or too heavy, it may require additional help to be handled safely. When in doubt, ask for assistance.

## 1.4A - Health & Safety Guidelines

- When attempting to handle materials with co-workers, communicate with each other prior to handling the material to eliminate guessing. Workers, who communicate well, are less likely to be injured.
- All nails or other materials that may puncture skin should be removed from the object immediately.

### Confirm weight to be lifted

- Always look for a mechanical means or help when lifting (use of carts, dollies, buggies, jacks or manual forklifts)
- Ensure the load is appropriate to the employee's physical condition and the condition of the workplace
- Consider the conditions and hazards of the workplace area where the load will be transported
- Test the weight of the load to ensure it can be lifted securely, if not make adjustments
- Prior to lifting warm up or stretch
- When lifting, keep your back erect and lift with your legs and keep the object being lifted close to the body. Avoid torsional rotation of your back. Ensure good footing to minimize the stress on the body.
- To put the object down, do not bend from the waist. Keep your back straight and bend your knees, keeping the object close to your body until it is placed in a secure position
- Grip the load securely
- Seek help if necessary and never lift beyond your limitations. Do not rush



1. Squat and grab hold of object



2. Lift with your Legs



3. Keep your back straight – DON'T TWIST!

If you feel that you are unable to lift a load safely, do not hesitate to inform your supervisor. Your supervisor will find someone to assist you.

## 7.36 Prescription Drugs and Non-Prescription Substances

If you are using prescription or over-the-counter drugs, which would affect your ability to work safely notify your Supervisor prior to starting work and an appropriate work plan will be arranged. Preferably use “non-drowsy” over-the-counter medication.



## 1.4A - Health & Safety Guidelines

### Drugs and Alcohol

Consumption or use of alcohol or illegal drugs will not be permitted anywhere in the facility, on company property and/or while engaging in work activities.



***Infractions may result in the termination of employment.***

### 7.37 Progressive Discipline Policy

BELMONT CONCRETE FINISHING CO. LIMITED policies and procedures as outlined in these "Employee Handbook shall be strictly adhered to by all employees of our Non-compliance with the Safe Work Practices will result in disciplinary action, as deems appropriate.

Workers will be subject to any of the following disciplinary actions as is appropriate in the circumstance:

1. Verbal or written warning
2. Written warning
3. Removal from site, suspension or dismissal

The Progressive Disciplinary procedure will be included in orientation package and communicated to all new hires. All disciplinary actions must be delivered in a fair and progressive manner.

### 7.38 Contractors/ Suppliers/ Inspectors:

No contractor, supplier or inspector will be permitted onto project or facility without the required personal protective equipment and compliance to our Safety Policy and our General Contractors.

### 7.39 VISITORS POLICY:

Visitors should be notified in advance of our policy during the sign-in process. We expect all visitors to provide their own hard hats and safety glasses for the duration of their visit. An authorized employee must accompany visitors at all times while on the construction or industrial project. Their safety will be the responsibility of our employee.



## **1.4A - Health & Safety Guidelines**

### **7.40 PRIVACY POLICY:**

Your e-mail address, phone numbers and other personal information will be kept confidential and will not be shared, given, rented or sold to any organization or individuals outside our Head Office. We will not disclose your personal information unless:

- (1) You have consented to the disclosure;
- (2) The information is publicly known;
- (3) It is necessary to provide you with the product or service you requested, process your requests, improve the quality of our product or service to better serve your needs or to prepare and provide you with billing statements;
- (4) Such release is reasonably necessary to enforce or apply the terms of any of our agreements;
- (5) It is necessary to protect our rights, property or safety, or the safety of our users or others;
- (6) We are required to do so in order to comply with any valid legal process, such as a search warrant, subpoena, statute or court order;

To help our implement this policy, we ask you assist in the following:

- Inform other employees regarding normal and appropriate sharing of company information,
- Encouraging all employees to report any unethical act or suspicion information distribution,
- Assist in the investigating of all reports of unethical act or suspicion of information sharing or unlawful behavior,
- Take immediate and appropriate actions to address individuals involved in unethical act or information sharing or unlawful behavior by reporting these situations to your Supervisor.

BELMONT CONCRETE FINISHING CO. LIMITED's success individually and as an organization depends

## 1.4A - Health & Safety Guidelines

### 8.0 ACKNOWLEDGMENT SHEET (tear-out)

Employee's Name: \_\_\_\_\_ Number: \_\_\_\_\_

I have received a copy of the BELMONT CONCRETE FINISHING CO. LIMITED Health and Safety Policy Statement and The Health and Safety Guidelines Booklet. The information and principles outlined in these documents were discussed with me at the time.

I understand that the Health and Safety Policy Statement and The Health and Safety Guidelines have been provided in order to create an awareness of the types of conditions or situations which could pose a potential health or safety hazard and these must be protected against to control exposure and prevent injury or illness.

I understand that I must work in a safe manner and I will comply with the Occupational Safety and Health Act and Regulations and the safe operating principles and procedures in place at BELMONT CONCRETE FINISHING CO. LIMITED I will not hesitate to ask my supervisor for assistance if I do not understand any of the contents of these guidelines or safe operating principles presented.

I understand that my input into the Health and Safety Program is encouraged.

It was explained to me that these guidelines and safe operating procedures will be updated and reviewed as required, to improve the Health and Safety Program.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date Returned: \_\_\_\_\_