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## COMPANY SAFETY POLICY

It is our belief that every worker in the construction industry is entitled to work in a healthy construction environment under the safest possible conditions. Every reasonable precaution shall be taken to eliminate hazards that can cause injury to workers or damage to property and equipment.

It is the policy of our company to perform work in the safest possible manner consistent with the Occupational Health and Safety Act and Regulations for construction projects and Ontario Regulation 644/88 (WHMIS).

Arguson Projects Inc. relies on the efforts of field supervisors, employees and subcontractors for the safe operation of their projects, and accordingly we have prepared and offer this essential list of rules and regulations governing conduct and procedures, which will henceforth be considered part of the Arguson Projects Inc. Policy and form the basis of our Field Accident Control Program.

All contractors, subcontractors, workmen and visitors on the project sites during any operations of Arguson Projects Inc. shall comply with the safety policies, rules and regulations as attached hereto, and those of any other authority having jurisdiction.

An injury and accident free workplace is our goal. Through continuous safety and loss control effort, this can be accomplished.

A handwritten signature in black ink, appearing to read 'Dan Boucher', is written over a horizontal line.

Dan Boucher, President

January 5<sup>th</sup>, 2015

Date



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## **SAFETY POLICY RULES AND REGULATIONS**

The basic minimum compliance requirements are detailed in:

- Provincial Occupational Health and Safety Act and Regulation
- Federal legislation pertaining to W.H.M.I.S. (Workplace Hazardous Materials Information System)

Additionally;

- Safety work practices that have been established and are in use at any of Owner's facilities to which this contract document applies.

Proper and reasonable care must be taken to protect the Work, property, equipment, and personnel of Contractor/Subcontractor, Owner and others against accidents or injury. The entire Work is the responsibility of Contractor/Subcontractor who will be held accountable for all damage or injury that may occur to the Work or to individuals or property to the extent required by law and the Contract Documents until the Work is formally accepted by Owner.

All Contractors on a construction project are responsible for the health and safety of their employees as regulated by all applicable acts and regulations. As a supervisor, employee or subcontractor, you are obligated to comply with all the laws, regulations and codes concerning safety as applicable to the construction industry safety standards established by the Ministry of Labour, Occupational Health and Safety Act and Regulations for construction projects, Workplace Safety Insurance Board, Infrastructure Health & Safety Association, Health & Safety Ontario, the safety standards established during the progress of the work and abide by the safety policy.

1. All contractors shall promote safe working performance on the part of their employees. Site supervisors shall participate in such activities at safety meetings and inspections. It is expected that subcontractors will conduct their own safety program best suited to their particular needs.
2. All subcontractors hold tailgate safety meetings with their employees once a week
3. Each subcontractor's superintendent must read the safety policy thoroughly and inform all their employees of all the safety rules and procedures in force on the project.
4. Good housekeeping is a requirement for each trade on the project. Neat and tidy arrangements are mandatory and location for proper storage of materials must have prior approval by the project superintendent. Special attention must be given to maintain clear walkways. Each trade subcontractor is responsible to clean up all trash pertaining to his individual trade materials, and must be cleaned to the satisfaction to the contractor's project manager or superintendent.



5. All contractors shall inform their employees of the existing project procedures for the first aid, doctor and ambulance calls. It is mandatory that the trade superintendents inform the general superintendent of any member of the subcontractor's crew holding a current St. John's First Aid Certificate.
6. The contractor shall ensure that all employees have received the minimum required Health & Safety training as required by the Ministry of Labour, Occupational Health and Safety Act and Regulations for construction projects, AODA and any relevant training certificates required to perform related work or operate equipment.
7. The contractor shall ensure that all employees working on the site are equipped with all personal protective equipment as required by the safety laws of construction, local laws and codes, or the contractor's safety rules for construction.
8. The subcontractor's site superintendent or his representative shall give his address and telephone number to the project manager (which will be kept confidential) for use only in emergency involving hazard, loss or damage of subcontractor's work or equipment.
9. There may be a requirement by the Owner for the Contractor/Subcontractor to provide a Written Safety Work Procedure prior to a specified task being commenced. In such an event, the Contractor/Subcontractor shall be required to cooperate fully with such requirements.
10. Contractor/Subcontractor shall ensure that all fire safety features called for in the Contract Documents are supplied and installed to meet Fire Safety Standards established by the authorities having jurisdiction.
11. Contractor/Subcontractor shall file Notice of Project as applicable with local Ministry of Labour office. Contractor/Subcontractor shall contact the local M.O.L. Inspector by telephone and extend an invitation to visit the site.
12. On October 31, 1998, W.H.M.I.S. (Workplace Hazardous Materials Information System) legislation came into effect across Canada. It is designed to protect the health and safety of workers through the provision of information about hazardous materials used on the job site.

In order to develop the controlled products library at the job site, we must demand copies of all information on content, purpose and significance of labels and Material Safety Data Sheets (MSDS) for materials purchased by each subcontractor; ensure that controlled products have WHMIS labels (and



accompany MSDS's); develop a worker training and education program and worker instruction; develop a program with health and safety representatives; and ensure that program educated workers apply the information. Each of your employees working on the site shall have had the mandatory hours of training required by the Construction Association of Ontario and official training by an approved trainer. WHMIS gives everyone the right to know about the hazards of the materials at the workplace and WHMIS provides the means to find out that information.

- 13. SAFETY STARTS WITH EACH INDIVIDUAL USING COMMON SENSE TO PERFORM HIS TASK, REALIZING THAT COMMON SENSE IS AN INTEGRAL PART OF ANY CONSTRUCTION ACTIVITY.**



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## **HAZARD ASSESSMENT POLICY**

Hazard Assessment – a thorough assessment of a jobsite for the purpose of identifying what actual and potential hazards exist.

Arguson Projects Inc. will conduct a hazard assessment of jobsites prior to the commencement of a project. A hazard assessment of all work locations will be completed on an annual basis.

This assessment will be completed by the project manager or safety officer using our standard hazard assessment form.

Subcontractors will complete their own hazard assessment of their work on each jobsite.

A handwritten signature in black ink, appearing to read 'Dan Boucher', is written over a horizontal line.

Dan Boucher, President

January 5<sup>th</sup>, 2015

Date



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## WORKPLACE VIOLENCE & HARASSMENT

API is committed to providing a safe, healthy and supportive work environment by treating our employees and clients with respect, fairness and sensitivity.

API is committed to preventing workplace violence and harassment. We are committed to providing a working environment free of violence and harassment by familiarizing all workplace parties with the related terminology as well as their individual responsibilities for prevention and corrective action. We will make every reasonable effort to identify all potential sources of such risk to eliminate or minimize them through our workplace violence and harassment prevention program.

API will not tolerate any type of violence or harassment within the workplace or during work-related activities and is committed to allotting whatever time, attention, authority and resources necessary to ensure a safe and healthy working environment for all employees and clients to whom we provide care.

API will take every reasonable precaution to protect an employee from physical injury if we become aware, or believe that domestic violence is a risk. We encourage employees to report such incidents immediately to management to deal with appropriately.

**Workplace violence** means:

The exercise of physical force by a person against a worker in a workplace that cause or could cause physical injury by any individual will lead to disciplinary action up to and including termination of employment or removal from the workplace. In addition, civil or criminal proceedings may also be commenced.

**Workplace harassment** means:

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 unwelcomed.

**Violence** includes but is not limited to the following:

- Threats of violence; verbal or electronic
- Intimidation and disruptive behavior
- Causing physical harm to another person
- Aggressive behavior that constitutes a reasonable fear of bodily harm to another person
- Verbal assault, causing emotional duress
- Intentional damage or destruction of Company property or its employees
- Possession of a weapon while on Company premises or while conducting Company business.