



# Health & Safety Policy and Manual

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## INTRODUCTION

ARGUSON PROJECTS INC. considers the safety of its employees, contractors, and other related individuals to be of prime importance.

We are committed to providing a work place free of accidents, injuries or fatalities.

To this end, every reasonable effort shall be made in the interest of accident prevention to provide for safe and healthy working conditions and to eliminate hazards that can cause injury to workers or damage to property and equipment.

The purpose of this program is to emphasize safety practices for the benefit of all employees and to serve as a reference guide.

New technology, changing social values and legislative requirements demand that this manual remains dynamic through ongoing reviews and input from all personnel. This activity is encouraged and appreciated.

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## COMPANY SAFETY POLICY STATEMENT

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.



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Dan Boucher, President

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January 5, 2015  
Dated

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## DISCIPLINARY ACTION

Management fully supports the company's Safety Policy and will consider disciplinary action for any violations that may occur. The following items shall be cause for a warning, and/or possible dismissal if they are not corrected.

- Absenteeism without reasonable cause
- Failure to notify Foreman or Head Office of absenteeism
- Poor or unacceptable conduct
- Carelessness
- Will damage to company or client property, tools, equipment and/or machinery
- Drugs and/or alcohol consumption before and/or during a shift
- Failure to report unsafe acts and/or conditions
- Non-compliance to Provincial and Company Health & Safety Policies
- Other violations not noted above

Disciplinary action will be taken on the above-noted items as deemed necessary by the supervisor for the site in the following sequence:

1. Informal verbal warning
2. Formal verbal violation (details to be documented)
3. Written violation
4. Suspension or permanent dismissal for cause

**NOTE:** Sequence may vary depending on the severity of the infraction.

All disciplinary action taken will be explained to the employee as well as the steps needed to take to eliminate the violation.

Copies of the warnings shall be distributed to all applicable parties, such as the employee, and the company's personnel file.



## **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.

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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.

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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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## PROCEDURE FOR SELECTION AND ASSESSMENT OF SUB-CONTRACTORS

Our policy regarding the review of their training records, licenses, certifications, safety track record etc. is:

- Once we receive all requested contract documents, we thoroughly review them and ensure that they are current and in good standing. We may refuse employee his/her right to work on-site until documents are up to date.

## PROCEDURES FOR THE SUPERVISION AND MONITORING OF SUBCONTRACTORS WHILE ON-SITE

API hires their own superintendents and below is a list of superintendent competencies and attributes that we look for in order to qualify for this position with us:

- Leadership
- Oral communication
- Trust building
- Scheduling
- Strong values and ethics
- Ability to plan ahead
- Detailed knowledge of construction
- Team building
- Computer skills
- Listening skills
- Cost control
- Ability to work with different kinds of people
- Understand subcontractors work
- Ability to teach
- Time management
- Written communication
- Ability to 'keep your cool'
- Reinforcing behaviours
- Strong work ethic
- Collaboration
- Understand materials
- Good with numbers
- Conceptualization
- Estimating
- Ability to sketch

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## DEFINITIONS

1. "Worker" – any employee of this company and includes workers employed by any subcontractor performing work under contract to this company.
2. "Supervisor" – a person who has authority over another worker(s).
3. "JH&SC" Joint Health & Safety Committee.
4. "WHMIS" – refers to the Workplace Hazardous Material Information System.
5. "MSDS" –Material Safety Data Sheet.
6. "PPE" –Personal Protective Equipment
7. "MOL" –Ministry of Labour. The Ministry of Labour employs offences officers who enforce health & safety laws.
8. "WSIB" –Workplace Safety & Insurance Board in Ontario. The WSIB insures injuries.
9. "OH&SA" –Occupational Health & Safety Act.
10. "LTI" –Lost Time Injury. A worker who is injured during the course of his/her employment and has missed a least the next scheduled workday.
11. "Employer" – The Company or any subcontractor that may be employed under contract by this firm may also be considered an employer.
12. "Constructor" – A person or employer who undertakes a project for an owner and includes the owner who undertakes all or part of a project by himself or by more than one employer.
13. "Hazard" – An activity, condition or system that may cause or have the potential for loss.
14. "Competent" – A person who is qualified because of his knowledge, training and experience to organize the work and its performance; is familiar with the act and the regulations; has knowledge of any potential or actual danger to health or safety.

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## Company Safety Guidelines

The following are a number of Safety Guidelines that must be brought to the employee's attention before dealing with general safety and trade rules.

- Safety rules by the OHSA and Arguson Projects Safety Policy Manual must be strictly adhered to.
- The consumption of alcoholic beverages and/or banned substances during work hours, lunch time and breaks is not permitted. The use of alcohol or non-prescription drugs on a jobsite or our premises is prohibited. Anyone found under the influence of intoxicating beverages and/or drugs will be subject to disciplinary action. Reporting to work under the influence of these substances is not permitted.
- All accidents or incidents are to be reported to your supervisor immediately. An accident/incident form must be completed within 24 hours.
- Work areas are to be kept neat and tidy as often as possible.
- Inform the site office if for any reason you are unable to report to work on a given day.
- Inform your supervisor if you are aware of any physical problems that could affect you or your fellow workers while carrying out your duties.
- All clothing must fit properly and be in good condition. Shirts and long pants must be worn at all times. When on client sites, Arguson assigned clothing must be worn.
- Under no circumstances is an employee to ride on any piece of equipment unless he or she is occupying a place or seat designated for such a purpose and the person has received appropriate training to run the equipment.



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## **RESPONSIBILITIES OF THE WORKPLACE PARTIES**

Every party involved in the work has specific responsibilities. They include:

### **All Employees shall**

- Know, understand and comply with the Company's Safety Policy Manual and the Occupational Health and Safety legislation and any site specific safety plans.
- Report all absences and illnesses to the office as soon as possible.
- Report all accidents, incidents, near misses and injuries as soon as possible to their immediate supervisor and definitely within 24 hours.
- Ensure that all tools, equipment and materials are used as per manufacturer's instruction.
- Report any defective or absence of equipment or protective devices required, in order to complete the work safely or that may endanger himself or others.
- Wear all personal protective equipment as required by the regulations and as prescribed by this company.
- Refrain from willful acts of misconduct, pranks, contests, feats of strength, running or boisterous conduct.
- Not steal, damage or alter any materials, tools or equipment.
- Report any hazards, real or perceived, to the immediate supervisor.
- Not be under the influence of any substance while performing their work.

### **Supervisors shall**

- Know, understand and comply with the Company's Safety Policy Manual and the Occupational Health and Safety legislation and any site specific safety plans.
- Ensure that all workers are working in accordance with the rules of this company and the acts and regulations of this Province.
- Report all accidents, incidents and occurrences to the office as soon as possible.
- Investigate all accidents, incidents and occurrences with the JHSC or safety representative using the appropriate forms.
- Ensure that all workers are using the appropriate and prescribed personal protective equipment.
- Ensure that all workers are appropriately trained for their jobs and the policies and procedures of the company.
- Complete inspections for the site, equipment, tools and materials of a regular basis.
- Take every precaution reasonable in the circumstance for the protection of the worker(s).

### **The Employer shall**

- Ensure that all workers are provided with training specific to the job.
- Ensure that policies and procedures are written and communicated to the workers.

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- Provide, inspect and maintain all tools, equipment, vehicles personal protective equipment and materials in proper working order.
  - Ensure that all workers are working in compliance with the act, regulations of this Province and the policies and procedures set out by the company.
  - Report all accidents and incidents to the appropriate government officials where prescribed.
  - Annually review the health and safety program and update that program as needed.
  - Supply the requisite training for the workers to complete the job in a safe and efficient manner.
  - Appoint a competent supervisor.
  - Take every precaution reasonable in the circumstance for the protection of a worker.

**All Visitors and General Public shall**

- Report to the person with which they have an appointment.
- Not leave the appointed person during their visit.
- Abide by all of the Acts and Regulations outlined by the Province and all policies and procedures defined by the company.
- Report all accidents or occurrences to the appointed person as soon as possible.
- Advise the appointed person when leaving the premises.

**All Contractors and Subcontractors shall**

- Report to the person with which they have an appointment.
- Not leave the appointed person during their visit.
- Abide by all of the Acts and Regulations outlined by the Province and all policies and procedures defined by the company.
- Provide a copy of their company's Corporate Policies and Procedures Manual.
- Sign a subcontractor agreement outlining their obligations and health and safety expectations; Report all accidents or occurrences to the appointed person as soon as possible.
- Advise the appointed person when leaving the premises.

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## Worker Rights

All workers in this Province have 3 fundamental rights. They are:

1. The Right to Know.
2. The Right to Participate.
3. The Right to Refuse.

Our company supports the appropriate use of these rights. At no time will a worker be disciplined because they have exercised these rights. Any persons attempting to discipline a worker for exercising these rights will themselves be disciplined.

The *Right to Know* is the worker's right to have the proper training. It is also the reasonable access to information pertaining to health, safety and the specifics of the job. This includes policies, procedures, regulations the Occupational Health and Safety Act and the Workplace Safety and Insurance Act. They have the right to review all Joint Health and Safety Committee Minutes and to have the operating manuals available for review.

The *Right to Participate* specifically refers to health and safety. The worker has the right to provide suggestions and when available, participate in the Joint Health and Safety Committee. They have the right to participate in reviewing a work area and make recommendations to improve the health and safety of that area.

The *Right to Refuse* that the worker perceives is unsafe work is a complicated process. The worker has the right to refuse any task that is a hazardous task, real or perceived, to their supervisor. The worker must identify why the task is a hazard when refusing the work. The supervisor must immediately bring a Joint Health and Safety Committee Worker Representative into the situation and then decide whether he agrees with the worker or not.

If the supervisor agrees then the work stops and the hazard is corrected.

If the supervisor disagrees then the supervisor may ask another worker to complete the task only after identifying why the first worker refused. The second worker may refuse. In which case the job is stopped until the Ministry of Labour makes a decision. If the second worker does the task the supervisor can assign the first worker to another task or contact the Ministry of Labour to make a decision.

Once the Minister of Labour is contacted, they must make a decision. They may decide based on a phone call or they may come to the site.

The decision of the Minister of Labour Inspector is final. If they agree with the supervisor, the worker must resume the work. If they agree with the worker, the work stops and the hazard must be satisfactorily corrected.

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## **INJURIES & INJURY REPORTING**

### **Accident Categories**

The following categories of injuries are for your knowledge as each one has specific recording and reporting information required.

#### **First Aid**

A first aid injury is defined as an injury that requires only treatment and that will not require the attention of a doctor or other regulated healthcare practitioner.

Examples may be a minor cut or scrape.

#### **Medical Aid / Health Care**

A medical aid or health care injury is one that will require a physician's attention or the attention of another regulated healthcare practitioner. These injuries will not result in lost time from work but they must be reported to both the WSIB and the MOL within specified timeframes. (Refer to Early & Safe Return to Work Policy)

#### **Lost Time Injury**

A lost time injury is an injury that will result in the injured worker missing one or more days of work, after the date of injury. The worker must have sought the attention of a regulated health professional.

#### **Critical or Fatal Injuries**

A critical injury is a circumstance where the occurrence:

- Places life in jeopardy.
- Produces unconsciousness.
- Results in a substantial loss of blood.
- Involves the fracture of a leg or arm.
- Involves the amputation of a leg, arm hand or foot.
- Causes burns to a major portion of the body.
- Causes loss of sight in an eye.

#### **Accident Reporting**

The following reporting requirements are for your knowledge, as each one has specific recording and reporting information required. Any employee suffering any of the following occurrences (except critical/fatal injuries) must report as follows:

- First Aid** cases must be immediately reported to your supervisor or their designate. They will then record the required information in the first aid logbook.
- Medical Aid / Health Care** cases must be immediately reported to your supervisor or their designate. They will ensure prompt medical attention, transportation to a medical facility, and initiate an investigation into the causes of the accident. The WSIB and the MOL must be notified within specified timeframes.
- Lost Time Injury** cases are very serious, as the injured person will require time off work to recuperate. Immediately report the injury to your supervisor in order that they can arrange for prompt medical attention, transportation to a medical

facility, and initiate the investigation into the causes of the accident. The WSIB and the MOL must be notified within specified timeframes.

- D. **Critical or Fatal Injuries** present extremely stressful conditions and must be handled by trained personnel. The WSIB and the MOL must be notified within specified timeframes. If you are first on the scene, the following crisis management steps must be followed:
1. Send someone to notify the supervisor immediately.
  2. If qualified to do so, render first aid until help arrives.
  3. Send someone to call 911 to report the accident and request an ambulance.
  4. Send someone to guide the ambulance to the scene.
  5. Send someone to call the main office to activate crisis response.
  6. Stay with the injured person until the supervisor or the ambulance arrives.
  7. Turn the scene over to the supervisor once they have arrived.
  8. Restrict access to the accident scene (other than Emergency personnel / MOL).
  9. Cordon off the accident area for the accident investigation team.
  10. Notify the Safety Representative or JH&SC and union (if any).
  11. Note: The scene of the occurrence must not be tampered with unless the actions are done to free the injured worker, to shore up an unsafe structure or to control natural gas, chemical spill, hydro or electrical hazards.

### **Early and Safe Return to Work Program**

All workers who are injured during the course of work shall report the injury to the supervisor immediately no matter the severity of the injury. The injury will be dealt with according to its severity. There are 3 types of injuries. There are first aid injuries, medical aid injuries that are no lost time and there are medical aid injuries that are lost time. All injuries will be documented and the statistics will be assimilated at the end of the calendar year. The statistics will review first aid, no lost time and lost time injuries and will assess trends in the injuries cause and pathology.

### **Medical Aid**

All medical aid injuries shall be reported to the supervisor immediately. The supervisor or onsite first aid personnel shall administer first aid and determine the best method of transporting the injured worker to the hospital for medical treatment. The employer is responsible for ensuring that transportation is provided to the injured worker either by calling an ambulance, or assigning a driver for the injured worker. The supervisor must give a package of information to the injured worker to have completed by the attending health care provider. The package will include:

- Functional Abilities Evaluation Form.
- Physical Demands Analysis of regular tasks of injured worker.
- Modified tasks that may match the injured worker's potential restrictions and abilities.

At no time shall an injured worker drive him or herself to the hospital.

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The supervisor shall file an investigation report and provide the details of the report to the senior management within 24 hours so that the appropriate documentation can be filed with WSIB and when necessary the Ministry of Labour.

The senior staff shall file the Employers report of accident (Form 7) within 3 calendar days either by Fax, email or mail. The senior staff member filing the Form 7 shall create a file on the injured worker.

The worker is required to return to work the following scheduled shift for a return to work meeting (if required). The meeting would be with the senior staff member, the supervisor, the injured worker and if necessary a member of the Joint Health & Safety Committee Worker Representative.

The meeting must follow the health care professional's restrictions, abilities and timelines for recovery. The worker will be given a copy of all physical demands and modified tasks that they are expected to complete and the duration of the modified work allowance. All documentation related to the modified work, the health care provider's recommendations and the meeting summary will be recorded in the injured worker's file.

### **Lost Time Injuries**

The worker is required contact the senior staff as soon as possible to outline the restrictions and expected to return to work as outlined by the health care provider. The documentation from the health care provider must be returned to the office by the next scheduled shift (whenever reasonably possible) so that the office may accommodate the injured worker's absence and begin planning a return to work program.

The worker is required to call the senior management to set a return to work meeting based on the health care provider's suggested return to work date. The meeting would be with a senior staff member, the supervisor, the injured worker and if necessary a member of the Joint Health & Safety Committee Worker Representative.

The meeting must follow the health care professional's restrictions, abilities and timelines for recovery. The worker will be given a copy of all physical demands of all modified tasks that they are expected to complete and the duration of the modified work allowance. All documentation related to the modified work, the health care provider's recommendations and the meeting summary will be recorded in the injured worker's file.

During the lost time period, the worker is expected to regularly communicate updates and changes in the injury status.

### **Returning to Work**

Once the Early and Safe Return to work program is established the worker is required to provide regular updates on their injury status and inform the supervisor of any medications that they are on related to the injury that may impact on their performance or the safety of themselves or others. The worker is required to submit an

update on their condition on a regular basis so that the employer can progress the duties from modified to regular duties in a timelier manner.

### **Modified Duties Programs**

In an effort to reduce the lost time, the senior manager will review the information provided by the health care provider with the catalogue of Physical Demands Analyses (PDA's) of the tasks found within the facility. The senior manager will select several tasks that meet the abilities and do not contradict the restrictions. A letter (Ref. 3) should be drafted outlining the selections and the duration of modified duties available. The letter and the selected PDA's will be given to the injured worker for agreement at the Early and Safe Return to Work meeting.

As the worker brings updates from the health care provider the modified duties program should be reviewed and upgraded.

### **INJURY INVESTIGATION**

Once the injured worker has been attended to, the supervisor shall investigate the nature and cause of the injury. The investigation form can be found in the supervisor's kit and must be answered completely and submitted to the senior management within 24 hours.

The data collected from the investigation will be collated and monitored for trends and risk factors or behaviours that may be causing injuries.

The information gathered on the Investigation form must include:

- Name of injured worker.
- Personal information of injured worker.
- Investigator.
- Date and time of accident.
- Date and time injury was reported.
- First Aid, no lost time or lost time injury.
- Witnesses – names and statements.
- Diagram or description of location and activities at the time of the injury.
- Injured worker's statement.
- General description of the injury's bodily location and type (i.e. strain or laceration).
- Cause of injury (struck by, slip, etc.).
- Corrective actions.

Once completed and signed off by the supervisor a copy must go to the senior management, the Joint Health and Safety Committee and in the injured worker's file.

Corrective actions must be attended to in a reasonable period of time.

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### **MINISTERIAL COMPLIANCE**

At any time while our employees are working on the job there are several ministerial groups that may come to the workplace. They include the police, the Minister of Labour inspectors, WSIB personnel, as well as fire or ambulance personnel.

The police and Minister of Labour inspectors are called provincial offences officers and have all the rights and powers of:

- Search and seizure.
- Investigation.
- Interviewing workers.
- Inspection and observation.

All of our workers will be required to comply with all of the requests of these officers. When asked questions, the answers must be accurate and specific - just the facts. The workers shall not restrict access to the site, tools or equipment. If an inspector wishes to take anything for the site, no worker shall impede that officer.

The officer must issue a receipt for removed objects.

The fire and ambulance services require cooperation and guidance to and from the site and where necessary to the specific area of concern. All workers are expected to remain calm and cooperate as requested.

The WSIB may send personnel to the workplace from time to time to interview workers or to observe the job itself. As with all other workplaces, the workers are expected to cooperate completely with these people.

### **ENVIRONMENTAL COMPLIANCE**

The environment and the protection of it, has become a large concern over the past few years.

Our company is committed to the protection of the environment through common prevention strategies such as recycling and waste material appropriation.

Chemicals, waste material and other refuse shall be properly stored, used and disposed of by all workers in this company.

Where there is a spill or contamination issue, the worker must advise the supervisor immediately. The spill or contamination shall be contained based on MSDS guidelines and with the use of the appropriate personal protective equipment.

If the spill cannot be contained the company will notify a spill response contractor and when necessary the Ministry of the Environment.

### **NEW WORKER ORIENTATION & PROMOTIONS**



## **New Workers**

Each time a new worker is hired by this company they will be provided the essential training and education needed to complete their jobs properly and safely. The Job Site Orientation form shall be used by the Supervisor or Health & Safety Representative to orientate the individual.

The orientation will include:

1. Introduction to direct supervision.
2. Receive, review and sign the company's safety policy and procedures.
3. Review the specific job tasks.
4. Have proof of training on the use of tools and equipment needed for the job.
5. Review WMHIS and MSDS and have a current proof of training.
6. Review the company's emergency evacuation policy.
7. Receive all personal hiring and emergency information from the new worker.
8. Review all PPE requirements and PPE specific training.
9. Ensure that all necessary training is either up to date or received for the job.
10. Complete a walk through to familiarize the worker with the facility, washroom facilities, emergency exits and work zones.

All Orientation paperwork, including the Job Site Safety Orientation form, shall be reviewed and signed off by Worker and individual doing the orientation and sent to Head Office for filing.

## **Worker Promotion**

Any worker who is promoted must receive training in the new aspects of their job. In essence they are new workers who are familiar with certain aspects of the company but not the job.

Promotion training must include:

1. Introduction to direct supervision.
2. Review the specific job tasks.
3. Review and be trained on the use of tools and equipment needed for the job.
4. Review all PPE requirements and PPE specific training.
5. Ensure that all necessary training is either up to date or received for the job.

All records of orientation will be kept with the worker's file.

## **TRAINING & EDUCATION**

For each worker to complete the tasks of their job in the safest and healthiest manner possible, this company will ensure that all workers receive the required training.

All records of training will be kept in a central logbook and in the employees file.

There are several types of training that will be visited including:

- Annual training (i.e. WHMIS).
- Start-up training (New worker orientation).
- Advanced training (Equipment operation).
- Health and Safety (Fall protection).
- Job specific training (Supervisor Competency).
- Policy and Procedure (Health and Safety).

As new processes and procedures are put in place, all workers will be given the appropriate training.

### **JOINT HEALTH & SAFETY REPRESENTATION AND COMMITTEES**

The Occupational Health and Safety Act outlines the requirements of the company's need for a JHSC.

Any company with 519 workers shall have a Health & Safety Representative that is available for the workers and does not have managerial functions. The obligations of this representative include:

- Monthly safety inspection.
- Annual review of the entire workplace.
- Annual review of policies and procedures.
- Represent workers safety concerns to the company.
- Work with the company to implement safety strategies.
- Review and revise WHMIS as necessary.

Any company with 20-50 workers requires a committee of at least 4 people. The representation must be equal between worker representation and management representation. Two worker reps and two management reps. One of each must be certified through the safe work association.

The responsibilities of the committee are the same as those of the representative listed above. The committee must meet at least quarterly with the agenda and the minutes posted. The names of the committee must also be posted.

If a concern needs to be addressed by the employer, the committee must put the request in writing to the employer. The employers will then respond and act appropriately.

The employer is committed to providing a meeting place and the time necessary to complete the functions of the committee. As written requests come to this company's attention, the company will endeavor to correct the situation in the timeliest, efficient and cost effective manner possible.

### **Workplace Hazardous Materials Information Systems**

Workplace Hazardous Materials Information Systems are a set of Provincial and National laws and regulations that require companies that use chemicals in inventory and quantify any chemical that are used in the facility.

Our company will ensure that it is completed as new chemicals arrive at the workplace as the regular inventories expire.

Every worker must be trained in WHMIS as a new worker and every year with the company.

Supplier and workplace labels must be on every chemical in the facility and proper storage will be made available as the chemical enters the workplace.

### **Material safety Datasheets**

MSDS sheets will be collected and catalogued as new substances and chemicals come to the workplace or as the previous MSDS expires.

All workers will be trained to read the MSDS sheets on an annual basis as part of their WHMIS training.

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## **SAFETY GUIDELINES FOR CONTRACTOR/SUBCONTRACTORS**

The Contractor and its Subcontractors shall follow the safety guidelines as outlined below:

### **Access**

- All entrances, exits, and accesses to equipment, platforms, ladders, stairs, and buildings shall be continuously maintains free of all obstructions.

### **Alcohol/Unauthorized Drugs**

- At no time shall any worker be permitted to work while they are suspected to be under the influence of any substances that may affect the health and safety of themselves or of those around them.
- If any worker reasonably believes that another worker is under the influence of any substance they must approach their supervisor and discuss their concerns.
- If a supervisor suspects a worker of being under the influence of a substance they may suspend the worker or deal with immediately with the senior management.
- The worker may also receive discipline under the disciplinary policy for being at work under the influence of a substance.
- Substances may include alcohol, illicit drugs, prescription medications, volatile substances or any other substance that may enhance, alter or deteriorate the performance or cloud the judgment of the worker.

### **Volatile substances may include:**

- Glue
- Solvents
- Nitrous Oxide (Laughing gas)
- Household cleaning products
- Aerosols

If a worker is taking a prescription medication or an over the counter medication that has side effects they are expected to inform the supervisor.

The side effects may include:

- Nausea, vomiting
- Dizziness
- Fatigue, drowsiness or sleepiness
- Habit forming
- Muscle relaxer
- Weakness
- Hallucinations
- Confusion or unconsciousness
- Convulsions, tremors
- Vision changes
- Restless, anxious or nightmares
- Photosensitivity

Each of these side effects can negatively affect the performance of the worker while they are at work and therefore increase the risk of injury to themselves or others.

When a worker identifies that they are on an over the counter or prescription medication, care should be taken to ensure that the work is safe for the worker.

### **Asbestos**

If you suspect Asbestos is present on the jobsite the following general rules must be followed by all workers:

- Report the suspicion to your management team.
- Have the area cordoned off to minimize unauthorized exposure.
- Have the sample or sample zones tested for undisturbed and aerosol sampling of asbestos
- Post all results for worker access
- Always note any exposure for an annual report to the Ministry of Labour.
- Friable and non-friable asbestos must be removed by the owner/employer before demolition takes place on a project. Do not attempt to remove the asbestos.

### **In a building where it is apparent that friable asbestos is present and has been disturbed:**

- a. The owner shall have the material examined to determine if it contains asbestos.
- b. No further work involving the material shall continue until it is known whether the material has asbestos in it.
- c. The owner shall have the material cleaned up, and if it is apparent that material will fall in the future, shall remove, repair, seal, or permanently enclose the fire proofing or insulation.

### **Audits**

- Site audits will be conducted periodically by the Owner's Representative to assess site conditions and compliance to safe work requirements.
- The site audits will be completed at least once a month or as frequently as required to ensure that the conditions are acceptable.

### **Barricading**

- All open excavations, trenches, open manholes, temporary group or floor openings, where there could be a hazard presented to any person through trips or falls, must be adequately and properly barricaded in accordance with O.H. & S. legislation.

### **Beards/Hair**

- Employees must not wear excess facial hair when the nature of the work requires, or may require, the effective use of self-contained breathing apparatus.
- Long hair, which may catch in equipment or other facilities, must be appropriately netted or cut to prevent entanglement.

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### Cameras

- Cameras are not permitted on Owner's property unless authorized by Owner's Representative.

### Cleaning

- Approved cleaning agents are to be used.
- The use of gasoline or similar materials capable of giving off hazardous vapors at normal atmospheric temperatures are prohibited for cleaning clothing, carpets, floors, motors, engines or other equipment.
- Current MSDS sheets must be available and each worker that uses a chemical should read the MSDS and familiarize themselves with the chemicals prior to using it.

### Company Facilities

- Contractor's/Subcontractor's employees are not permitted to use Owner's Facilities, tools or equipment unless the Owner's Representative grants permission in writing.
- Contractor's/Subcontractors employees are not permitted to use any lunchroom, locker room or sanitary facilities provided by the Owner for employees unless permission is granted by Owner's Representative.

### Compressed Air

The following is a list of rules that you must adhere to when using compressed air:

- Never use compressed air to blow debris or to clear dirt from clothing.
- Ensure that the air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools.
- Any hose that may whip shall be attached to a rope or chain to prevent whipping.
- Wear personal protective equipment including eye protection / face shields and ensure other workers in the area are made aware of, or have restricted access to, the hazard area.
- Hoses shall be checked on a regular basis for cuts, bulges, or other damage. Ensure that defective hoses are repaired or replaced and all inspections and maintenance repairs are documented.
- A proper pressure regulator and relief device shall be included in the system to ensure that correct pressures are maintained.
- The correct air supply hoses shall be used for the tool / equipment being used.
- The equipment shall be properly maintained according to the manufacturer's requirements, and maintenance shall be documented.
- Follow the manufacturer's general instructions for use and maintenance and comply with legislated safety requirements.

### Compressed Gas Cylinders

- All cylinders shall be stored in an upright position at all times.
- All tanks must have the regulators and hoses removed and all valve caps must be in place when not in use.

- Cylinders that contain oxidizers shall not be stored near cylinders containing flammables.
- All flammable and combustible cylinders shall be grounded when being stored.
- All empty tanks shall be stored outside of the work area and tied to a structural feature with a rope or chain.
- Hoses shall be checked on a regular basis for cuts, bulges, or other damage. Ensure that defective hoses are repaired or replaced and all inspections and maintenance repairs are documented.
- A proper pressure regulator and relief device shall be included in the system to ensure that correct pressures are maintained.
- The correct air supply hoses shall be used for the tool / equipment being used.
- The equipment shall be properly maintained according to the manufacturer's requirements, and maintenance shall be documented.

### **Confined Space Entry**

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 the work that is done in it.

**All workers must abide by the Arguson Project's Confined Space Program before gaining access into a confined space – refer to Page 55.**

### **Contact Lenses**

- Contact lenses shall not be worn during any work that would expose the wearer to chemicals, gases, vapours, dust or other materials that may harm the eyes or cause irritation.
- Contact lenses must not be worn when wearing self-contained breathing equipment.

### **Drinking Water**

- Approved containers used to store drinking water shall be clearly marked and shall not be used for any other purpose.
- Each worker shall have access to their own drinking vessel – sharing is not allowed.

### **Dynamite**

- Dynamite or other explosives are prohibited on Owner's property unless written permission is granted by the Owner's Representative.

### **Electrical**

- No work shall be performed, no material piled, stored or handled, no scaffolding erected or dismantled, nor any tools, machinery or equipment operated in close proximity to electrical power sources where contact or arcing may occur.
- All electrical systems shall be de-energized and the controls locked out in accordance with Occupational Health and Safety Regulations.

- Electrical system shall not be energized except when permission is granted by the person in charge and then, only by a qualified electrician.

### **Emergencies**

- An emergency response plan will be developed at each site prior to commencing work.
- Report all emergencies (Fire, spill, serious injury, serious illness, etc.) to the superintendent.
- Emergency telephone numbers shall be posted at each job site adjacent to the phone.

### **Emergency Action**

- All personnel must be familiar with the emergency procedures established at the work site and their required response.
- In the event of a fire or serious injury to a fellow worker, all qualified employees are expected to take prompt action to render assistance in addition to making an emergency call. Use the available firefighting equipment provided to extinguish a fire if possible. Once the firefighting personnel, doctor and ambulance arrive, proceed with normal or emergency duties depending on whether the emergency exists.
- Personnel not involved in the emergency action shall leave the area, proceed to the designated safe location, and report to the supervisor on arrival.
- Personnel must remain at the designated safe location until an "All Clear" is announced, or alternate instructions are received from the Site Superintendent.

### **Emergency Vehicle**

- All vehicles and personnel shall give the right of way to emergency vehicles

### **Equipment**

- Contractor's/Subcontractor's equipment such as trucks, cranes, welding machines, etc. must be maintained in good working condition in accordance with manufacturer's specifications.
- All equipment and tools used by the contractor/subcontractor and its employees must be suitable for the work area environment.
- No equipment shall be modified or altered to perform different than intended unless written agreement is obtained from the manufacturer or certification from a registered Professional Engineer.
- All equipment shall be inspected prior to each use and regularly inspected as part of the standard maintenance schedule.

### **Equipment Operation**

- Only authorized personnel are permitted to operate, adjust and repair Owner's equipment.
- No equipment shall be left running unattended.
- Equipment shall be inspected prior to its operations.



- All equipment shall be operated in accordance to manufacturers specifications.

### **Excavations**

- All excavations and trenches shall be constructed and safeguarded in accordance with Occupational Health and Safety Regulations.
- Soil type shall be determined by visual and physical examination of the soil. Documentation as to the type of soil determined should be kept on site. If there are more than 2 types of soil encountered, the soil type shall be classified using the highest number determined.
- Gas, electrical and other services shall be accurately located, marked, and documented prior to digging the excavation.
- Pipes, conduits, and cables in an excavation shall be supported to prevent their failure or breakage.
- Excavations where workers will be present must be kept free of water accumulation.
- There must be a clear distance of 18 inches between an excavation wall and another wall, formwork or masonry.
- Loose rock or debris that may slide or fall shall be stripped from the walls.
- No work shall be performed unless a secondary worker is stationed above ground in close proximity to the trench.
- Where trench boxes or shoring is not in use, an emergency locate line, running to the work area in the trench, is recommended.
- A one meter level area at the top of the trench wall shall be kept free and clear of equipment and materials at all times.
- No person shall operate or locate a machine or other equipment in a manner that could affect the stability of an excavation wall.

### **Falling Materials**

- When there is a danger of material falling into work or customer areas, such areas shall be barricaded against entry and warning signs prominently displayed on all sides and approaches, or protective canopies installed.

### **Fall Protection**

#### **Standards:**

**Standard Required** – the following standard will be implemented when work is performed where a worker is ten (10) feet above the work surface or where work is performed six (6) feet from the edge of a roof or other opening that a worker could fall through and at all times when a worker is on any elevated work platform, scaffold, working above any liquid, or working above and moving machinery.

**Authority for standard** – the Occupational Health & Safety Act and Regulations state that it is an employer's responsibility to ensure that workers are protected from falls. Arguson's policy states that fall protection equipment will be used any time a worker is ten (10) feet above the work surface.

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**Definition of Standard** – Any job site location that has or may have fall hazards.

**Technical Information** – All fall hazards must be identified and the workers shall be informed. All applicable regulations will then be administered in order to comply with the Occupational Health & Safety Act. A rescue plan must be in place for all site locations that require fall arrest.

**Certification standards** – Any of all standards that require certification must be completed as per the Occupational Health & Safety Act.

**Rescue Plan** – Superintendent/Foreman must have a written procedure for rescuing the worker after his or her fall has been arrested.

**Fall Protection Procedures**

Fall protection must be worn when a worker is performing work and his or her feet are ten (10) feet above the ground. Fall protection is also required when the worker is within 6 feet of a roof edge or other opening that a worker could fall through. It is also required at all times when a worker is on any elevated work platform, scaffold, working above any liquid, or above any moving machinery.

The job site supervisor is responsible for the employee's safety and must ensure that all fall protection procedures are followed. Fall protection equipment must be inspected by a competent person before its use. Any defective equipment must be tagged and removed from the job site.

- Full body harness complete with D-ring for lanyard attachment, with adjustable buckles for leg and chest adjustment.
- Lanyard with shock absorber and two self-locking latches.

All fall protection equipment must be attached to an anchor point. The anchor point must be able to support the worker if a fall occurs. When on scaffolds or elevated work platforms, the lanyard must be anchored to the scaffold or elevated work platform.

**Fencing**

- Construction site perimeters shall be fenced off in such a manner and using such temporary fencing materials that will provide high levels of warning and protection to all persons or attending the work site. Fencing must be erected to enhance the site's overall appearance.

**Firearms**

- Possession of firearms on Owner's property by any person except police officers is prohibited.

**Fire Extinguishers**

- Contractor shall have on the project site at all times at least two 20lb. A.B.C. dry chemical fire extinguishers available for all personnel.
- Contractor employees shall be familiar with the proper use of fire extinguishing equipment.

- All welding machines shall be equipped with a 20lb. minimum capacity A.B.C. dry chemical fire extinguisher.
- A 20lb minimum capacity A.B.C. dry chemical fire extinguisher shall be placed at the point of welding, grinding or cutting when the distance between the machine and the work is more than 30 ft.
- The Contractor shall supply sufficient fire extinguishing equipment to handle any anticipated emergency and ensure that the extinguisher's charge is confirmed prior to each workday or shift.
- Discharge fire extinguishers must be reported and recharged.

### **Fire Fighting Equipment**

- Know the location of firefighting equipment in the area.
- Firefighting equipment must be used only for its intended purpose and not removed from its place of storage.
- Do not block access to firefighting equipment.

### **First Aid**

- Contractor/subcontractor must provide and maintain first aid capabilities as required by applicable Occupational Health and Safety Regulations.
- A first aid kit as well as a qualified first aid person shall be onsite at all times.

### **Logs**

The First Aid logs must include:

- Name of injured worker.
- Date and time.
- Location of injury on body.
- Cause of injury.
- First Aid implements used.
- Attending First Aid provider

Attached (App. 2) is the log that should be used for logging first aid injuries.

### **Flagmen**

- A Flagman is required when operations are such that signs, signals and barricades do not provide appropriate control of traffic areas.
- An appropriate fluorescent warning vest shall be worn by flagmen while directing traffic or controlling pedestrians.

### **Forklift Operation**

Under the Occupational Health & Safety Act and construction regulations, employers have an obligation to:

- Acquaint a worker with the handling of any equipment.
- Inform a worker and supervisor about any hazard in the work.
- Instruct, inform and supervise workers to protect their health and safety
- Appoint competent persons as supervisors.

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With regard to forklifts, Arguson ensures that a person assigned to operate the equipment is qualified to do so. To fulfill this obligation, Arguson takes the following steps to ensure the worker:

- Has been informed of the hazards associated with operating a forklift in the workplace.
- Knows how to protect himself or herself from the hazards.
- Has demonstrated to a trained and experienced operator the skills and knowledge necessary to operate a forklift safely.

### **Fueling**

- All gasoline, diesel and propane powered engines must be shut off when refueling.
- Fuels must be dispensed with a pump and hose.
- Fuels must be stored in approved safety containers and appropriately labeled.

### **Grinders**

- Hand grinders must not be altered and used as bench grinders.
- Proper grinding wheels matched to the grinder speed must be used.
- Safety glasses and face shields must be worn when grinding.

### **Guards**

- The manufacturer must use all protective guards for equipment and portable tools as intended unless the Owner's representative approves a specific procedure deviation request.
- All openings and excavations must be appropriately guarded.
- All stairs having more than four risers must have handrails.

### **Guy Wires**

- Guy wires erected by the contractor/subcontractor must be identified by hanging a sign from the wires, warning of a low clearance.

### **Hand Tools**

- Avoid hand tool injuries by:
- Using the right tools for the job.
- Maintaining tools in clean and good condition.
- Using tools in the intended way.
- Carry pointed or sharp-edged tools in pouches or sheathes.
- Do not hold the work in one hand while directing a screwdriver or chisel with the other.
- Only use the tool in the manner for which it was intended by the manufacturer.

### **Hazardous Material**

- Hazardous material is any material that may cause injury or illness by skin contact, inhalation or ingestion (swallowing).

- Skin contact with all hazardous materials must be avoided. Contaminated clothing must be removed and not worn until properly cleaned.
- Information regarding hazardous materials used, manufactured or stored by Owner in the facility will be supplied to the Contractor by the company representative.
- Hazardous materials placed in containers must be labeled with the name of the materials and stored in approved locations.
- Removal, cleaning or dismantling of any equipment or lines which have contained leaded products require special written procedures prepared by the Contractor, which includes guidelines established by Owner.

### Horseplay

- Startling, scaring, pushing, distracting, fighting, etc. is strictly forbidden.

### Housekeeping

- The work site shall be kept clean and free from slipping and tripping hazards.
- All equipment, tools, and unused materials at a job site must be returned to their proper storage area when not in use.
- All waste material must be appropriately disposed of in a designated location.
- Keep all walkways, stairs and platforms free of obstructions.
- Clean up all spills immediately.
- Observe good housekeeping practices at all times and maintain the work area free of combustible/flammable materials and stripping hazards.
- Store all waste on rags in closed metal containers.
- Ensure waste containers are emptied when full.
- Nails shall be removed from all lumber prior to storage or disposal.

### Knives

- A knife shall be used carefully and not as a screwdriver or pry bar.
- All knives that are needed on a job site shall be used in accordance with manufacturer's specifications and shall be stored securely when not in use.

### Ladders

- Metal or wire reinforced ladders shall not be used in close proximity to electrical equipment.
- All ladders must be inspected and be free of defects prior to use. Unacceptable ladders shall be removed immediately from the site.
- Ladders must be equipped with nonslip devices or safety shoes at the foot.
- Ladders must be secured at the top or held by a second person to prevent movement during use.
- The base of an inclined portable ladder shall be no further from the base of the wall or structure than  $\frac{1}{4}$  the length of the ladder, measured from the point at which the ladder contacts the wall or structure.
- When sections of an extension ladder are extended, the overlap between ladder sections must not be less than 3'0" for ladders up to 36' long.
- Do not stand on, or work from, the top two rungs of a ladder.

- Stepladders must be fully extended when in use.
- Face the ladder and used both hands while climbing or descending.
- Tools must be carried in a pouch or lifted by a hand line or lifting device when ascending or descending ladders.
- Ladders must be appropriately stored and made secure.
- Ladder jack scaffolds are prohibited.
- The area around the ladder base must be free from slippery substances and tripping hazards.

**Ladders used as a regular means of access shall:**

- Extend 36 inches above the landing or floor.
- Shall have a 6 inch minimum clearance behind every rung.
- Be situated so that the landing areas at the top and bottom of the ladder are completely clear of all obstructions.
- Shall be secured (tied off) at the top and bottom to prevent any movement in the ladder.

The maximum length for ladders is 16 feet for trestle ladders or for each of the base and extension sections of an extension ladder, 20 feet for a step ladder, 30 feet for a single ladder or an individual section of a ladder, 50 feet for a 2 section extension ladder and 60 feet for an extension ladder with more than 2 sections.

Stepladder use requires that the legs are fully extended and the spreader bar locked into place. These ladders should be used for short duration work only as they are not designated for long-term use and are not classed as a working platform. Never stand on the top step of the stepladder or the pail shelf. As noted above, ensure that the ladder is on a firm and level footing and that the base of the ladder is free from all obstructions.

Falls from ladders continue to be one of the most serious accident causes in industry so you are advised to follow all of the above requirements and refer to the regulations on ladders for any additional requirements or concerns you may have. Never work with a defective ladder or if you are unsure of the assigned work. Three points of contact are required while accessing or egressing a ladder.

Make sure that the area you are setting up the ladder in is clear of debris, equipment and other obstructions, both at the top and bottom of the ladder. Setup and secure the ladder as described on page one of this section prior to your work. If you are using an extension ladder, or any ladder higher than 10 feet, have someone hold the ladder in place until you have secured or tied off the ladder for use. If you are working on a ladder at 10 feet or above, you will need to use a fall arrest system secured to a lifeline, which is secured to an anchor point, for the duration of your work at this height.

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### Language

- Where a Contractor / Subcontractor employee cannot read or understand English, the supervisor is responsible for ensuring that the employee thoroughly understands the safety regulations and all other pertinent safety requirements.
- Where a Contractor employee has a communication problem, special procedures must be developed to ensure that the employee can perform the work in a safe manner

### Lifting/Material Handling

- Do not lift more than can be safely handled.
- When manually lifting a heavy object, bend knees, keep a straight back, and use the legs to lift the load.
- Use mechanical equipment wherever practical for heavy objects.
- Only authorized personnel are permitted to operate material hoisting equipment.
- Safe lifting loads marked on lifting devices must not be exceeded.
- All hooks on lifting equipment must have the safety latch in place.
- All mechanical lifting operations must comply with Occupational Health and Safety Regulations. See additional regulations for precautions for lifts near power or telephone lines.
- Persons must not stand on or pass under any suspended load.
- The use of crane, forklift, or other equipment not intended as a personnel lift device is strictly prohibited.

### Lighting

- All electrical facilities, temporary or permanent must comply with the requirements of the Canadian Electrical Code and applicable Provincial regulations.
- Temporary lighting shall be suitable for the work being conducted, with cords and cables suitably strung to prevent tripping or entanglement.
- All temporary lighting must be equipped with proper guards to prevent accidental contact with the bulb.

### Lock Out & Tagging

Understanding a lock out and tag out procedure is necessary for those workers who work with or around energized equipment. The following general rules are expected by all workers:

1. The minimum procedure is that of the existing electrical codes, statutes, or manufacturer's specifications. The most stringent of the instructions, rules, or regulations apply with respect to lock out and tag out procedures.
2. Employees shall follow written job procedures for lock out / tag out as directed by their supervisor or as outlined by the site specific lock out / tag out procedure. If a General Contractor (GC) has a procedure that is more stringent than that of Arguson Projects Inc., the General Contractors procedure shall apply.

3. Only the person who placed a lock and tag on an electrical system may remove it. No one else has the authority to remove another workers safety lock.
4. When multiple tags and locks are required, a multiple lock clamp (also known as a lock waffle) should be used to ensure that the system is not reenergized until all locks are removed.
5. All tags and locks must be placed at the primary source of the energy such as a panel, whenever possible. If this is not always possible, the locks should be placed as close to the primary energy source as possible. The primary energy source must also be tagged and monitored to prevent reenergizing the system prematurely.

### **General Electrical**

When de-energizing of a piece of equipment or system is not possible the following must apply:

- When work is being done on or near live exposed parts of installations, equipment, or conductors, the workers shall wear the proper personal protective equipment and have a written Safe Work Procedure (SWP) in place.
- No worker shall open or close any circuit unless he / she is thoroughly competent and has full knowledge concerning the circuits affected and giving ample warning to other workers who may be endangered.
- The worker shall stand on the opposite side to the hinge of a switch box when opening or closing a circuit.
- The worker shall never use their bare fingers to determine a live wire.
- Any worker working on energized systems shall not wear any jewelry or significant metal pieces on their apparel.
- When the worker is splicing into a de-energized circuit, finish the first joint including insulation before starting the second.
- Do not work on conductors until you know their voltage.
- Do not depend on the insulating cover of wires.

### **Machinery**

- Guards must be placed on machinery to prevent contact with moving parts.
- Guards must not be removed except when the machine is shut down and locked out. Guards must be replaced before machinery is put in operation.
- Machines must be shutdown, locked out, and tagged before any repair work is done. This includes electrical and air or steam driven equipment.
- Work over moving machinery is prohibited unless adequate protection is provided.

### **Marking Physical Hazards**

- Physical hazards shall be appropriately identified and guarded.
- See excavations for further requirements.



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### Matches/Lighters

- Only safety matches and approved lighters are allowed on Owner's property.
- Only cigarette lighters that require the lid to be manually opened before the lighter can be operated are allowed on Owner's construction site.

### Nails

- Exposed nails and spikes must be removed or bent flat.
- Discarded nails must be properly disposed of and not left on the ground or other surfaces.

### New or Infrequent Jobs

- All new or infrequent jobs must have a pre-job review and approved procedures developed when warranted.

### Noise Protection

- Suitable ear protection devices such as muffs or plugs must be worn while working in areas posted with hearing protection sign or when required by the nature of the work being performed.
- Judgment may be required in assessing noise levels in areas not posted. If there is any uncertainty, hearing protection must be worn.

### Office Safety

You are required to work in a safe manner everyday including the office environment. The following issues are for your review.

- Workers shall report all injuries, regardless of severity, to the supervisor in charge.
- Workers shall walk cautiously up and down stairs; the handrail shall be used whenever possible.
- Caution shall be exercised when walking around blind corners.
- Running is not permitted at any time.
- Walkways shall be kept clear of materials or furniture that may cause tripping or act as a barrier to an escape route.
- Ensure that you have a full knowledge of exits & escape routes.

### Lifting and Carrying

- A worker shall obtain assistance in lifting heavy objects.
- Bulky objects shall not be carried in such a way as to obstruct the view ahead or interfere with free use of handrails or stairways.
- Large boxes or bundles of supplies shall be moved by a hand truck or unpacked and delivered in smaller parcels.

### Doors

- Open doors slowly to avoid striking anyone on the other side of it.
- Doorways must never be blocked with equipment or materials.

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### **Ladders and Step Stools**

- Workers shall use a set of steps or a ladder when required to place or obtain objects in elevated locations.
- Material shall be piled in a stable manner.
- Ladders and platforms shall be examined before use. Treads and safety feet on ladders shall be provided with nonslip material in good condition.
- Boxes, chairs, etc. shall not be used in place of ladders.

### **Sharp Instruments**

- Knives, scissors, letter openers, pens and pencils, etc. shall be kept in front of desk drawer where they can be seen when the drawer is opened.
- Care shall be exercised when using staplers, punches, or paper cutters.
- Immediate first aid treatment is essential for all cuts and puncture wounds regardless of severity.

### **Filing Cabinets**

- Drawers of desks and file cabinets shall be kept closed when not in use.
- Only one drawer of a file cabinet shall be pulled out at a time in order to avoid instability or tipping of the cabinet.

### **Fire Protection**

- Smoking is permitted in designated areas only.
- No worker shall hinder access to fire extinguishers or exits.
- Each worker shall note the location of fire extinguishers, exits, and fire alarms, and shall be knowledgeable in the use of each.
- It is the responsibility of each fire warden to ensure that all workers are knowledgeable in fire protection and evacuation procedures.
- Workers discovering fires shall sound the alarm:
- Provided that the fire is of a small nature, a trained worker will attempt to extinguish it.
- If there is any danger from this procedure, all workers shall evacuate the building immediately.
- All workers shall exercise good housekeeping habits, not allowing waste, paper, rags, or other combustible material to accumulate.
- There will be "No Smoking" inside buildings where Municipal By-Laws apply.

### **Off-The-Job Safety**

API promotes and supports off the job safety and health efforts which are integrated throughout the company. Our goal with these efforts is to persuade employees to follow the same good safety practices outside of the workplace as they do on the job. We like to emphasize that most activities can be performed safely by following the correct procedure and using the correct equipment or tools. Some off the job health and safety topics include: health & wellness, vehicle safety, personal safety and security, health and safety at home, recreational health and safety, product re-calls.

We encourage communication between employees and supervisors which reinforces good employee morale and encourages a positive safety attitude.

### **Office Equipment**

- Unsafe electrical cords, faulty electrical or other equipment, or any other hazardous conditions shall be reported to your immediate supervisor.
- Workers shall not attempt to clean oil or adjust any machine that is running.
- If a running machine is not equipped with a starting switch that can be locked in the "off" position, it shall be disconnected from its power source.
- Chemicals used in office copiers or other equipment shall be stored in proper containers, in proper storage areas and handled with due care.
- Appropriate personal protective equipment (goggles, aprons, gloves) shall be worn when handling chemicals necessary for office functions.
- Loose fitting clothing, dangling bracelets, rings and ties may cause serious injury to workers operating or working around power driven machines (paper shredders, copiers, etc.) and shall not be worn.

### **On Site Facilities/Service Arrangements**

Facilities/Service arrangements for contractors / subcontractor employees are based on the nature and scale of the project at hand. We as the contractor ensure that facilities (toilet, urinal, clean-up facilities, etc.) are provided or arranged for workers before work has started at a project and that workers at the project have reasonable access to these facilities.

As per OHSA regulations (29.1, 29.2):

<b>Minimum number of Toilets</b>	<b># of workers regularly employed at the project</b>
1	1-15
2	16-30
3	31-45
4	46-60

Each single-toilet shall be provided with its own clean-up facility etc.

The services shall be serviced, cleaned and sanitized as frequently as necessary to maintain them in a clean and sanitary condition.

Drinking water shall be supplied from a piping system or from a clean, covered container with a drain faucet.

### **Orientation**

All Contractor and subcontractor employees must undergo appropriate safety orientation prior to commencing work.

The orientation must include:

- safe work procedures,
- reporting procedures,

- emergency procedures
- Supervision personnel

### **Overhead Doors**

- Manufacturer's safety and assembly instructions are to be carefully reviewed prior to work commencement.
- Crowbars are to be used to ensure the spring mechanism is fully released when dismantling assemblies.

### **Overhead Electrical Power Lines**

- Before commencing work, the employer and employees must investigate and be aware of any overhead electrical power or telephone lines. No employee is permitted to operate equipment or be closer than six meters to power lines unless the work plan is in accordance with O.H. & S. regulations.

### **Parking and Job Access**

- Contractor's employees shall use proper entrances and routes in proceeding directly to the Contractor's job site and avoid passing through operating locations.

### **Personal Protective Clothing**

- Wear appropriate protective clothing (suitable for the task) to cover and protect the body.
- Wear goggles, face shield, rubber gloves, rubber suits when working on equipment acid caustic or other similar hazardous material service.
- Sleeved shirts and long pants are mandatory.
- Do not wear neckties, loose clothing, jewellery, rings, bracelets and necklaces that may be caught in machinery or other devices.

### **Personal Protective Equipment (PPE)**

- All workers on a jobsite shall wear Class E hard hat and Grade 1 work boots at all times.
- Ensure all personal protective equipment is in good working order prior to use.
- Filter masks must be worn when handling any hazardous materials/substances, or when performing any job, which may create significant air borne dust.
- Self-contained breathing apparatus (SCBA) or other approved means of supplied air and breathing protection, must be worn whenever the job presents an exposure to harmful gases, vapor or oxygen deficiency. Each employee, required to wear such equipment, must be instructed and qualified in its use.
- Life jackets must be worn by workers exposed to the danger of drowning in water deep enough for the lifejackets to be effective.
- Foot and leg guards must be worn for all work where the lower part of the body is exposed to injury. Such work includes the use of chain saws, jackhammers, tamps, etc.
- Refer to the following paragraphs for further requirements: Safety Glasses/Goggles, Safety Hard Hats, Safety footwear and Safety Belts.

### **Selection**

- Choose PPE to match the hazard.
- Obtain advice on proper selection.
- Institute workplace trials.
- Consider the physical comfort of PPE.
- Evaluate cost considerations of PPE usage.
- Ensure PPE meets standards / certification (e.g., CSA, CGSB, NIOSH, ANSI).

### **Fitting and wearing**

- Ensure program includes the individual fitting of PPE.
- Audit Users to ensure PPE is worn properly.

### **Maintenance**

- Ensure that workers know how to perform regular maintenance and inspection of their PPE.
- Ensure that workers can identify potential problems or defects with their PPE during the pre-use inspection or while wearing/using.

### **Training**

- Verify that all users, supervisors, selectors, and buyers are trained.

### **Worker responsibilities include:**

#### **Use of proper PPE**

- Make sure you are wearing the right PPE for the job. Check with your safety representative if you are not sure.

#### **Maintenance and inspection**

- Inspect PPE before and after each use.
- Take care of PPE at all times.
- Clean all PPE after use.
- Repair or replace damaged or broken PPE.
- Store PPE in clean dry air - free from exposure to sunlight or contaminants.

### **Training**

- Ensure you have been trained in how to fit, wear, and maintain PPE.
- Ensure training program includes information that explains when and what PPE should be worn, and why it should be worn.

### **Portable Containers**

- CSA approved safety containers may be used to store gasoline at other flammable or combustible liquids.
- Only working quantities of flammable or combustible liquids may be present in working areas. Bulk or reserve quantities of such substances shall not be present in working areas.

### **Power Tools**

- Tools must be suitable for the job being performed and in good condition and appropriate to the hazardous conditions that may exist during their use.
- All electrical tools must be either three prong grounded, double insulated or rechargeable.
- Guards must be in place on all power tools.

- Air hoses and electric cords shall not be placed on walk and roadways unless precautions have been taken to prevent tripping entanglement and wear.
- Inspect couplings, hose and hose connections of pneumatic tools prior to use.
- Verify the source of supply before connecting air powered tools. Ensure that the source is industrial air and not natural gas, nitrogen, etc.
- Ensure air hose is connected to the equipment prior to turning on the air supply.
- The air supply must be shut off when changing pneumatic tools. Air supply must not be shut off by crimping the air hose.
- Disconnect power tools from power source before making repairs or adjustments.
- Power activated tools must only be operated by authorized personnel and only after receiving permission from the owner's representative.

### **Grinders**

The manufacturer and Occupational Health & Safety Legislation set out the proper personal protective equipment that is required and it shall be worn as per the Manufacturer's instructions.

- The grinder guard must be 5/8" from the wheel.
- Never remove the guard from the grinder.
- Never use a grinder to cut materials.

### **Chain Saws**

- Prior to its use, a competent person shall properly train any person using a chain saw.
- The manufacturer and Occupational Health & Safety Legislation set out the proper personal protective equipment that is required and it shall be worn as per the manufacturer's instructions.
- Fuelling of the chain saw shall be done in a well-ventilated area with the chain saw turned off.
- An approved safety container shall be used to contain the fuel used, along with a proper spout or funnel for the filling process.
- Smoking is prohibited while the tank is being filled.
- Only employees who are competent with the use of a chain saw will be permitted to use it.
- Chain Saws shall be firmly held when being started and should not be started until you are in the immediate work area.
- The Chain saw shall be up to speed before starting to cut.
- Persons not involved with the use of the saw shall remain at least 1.8 M (6') from the operator except when working aloft from an aerial device.
- The operator shall use appropriate protective equipment to protect head, eyes, feet, hands, legs, and hearing.
- The correct methods of starting, holding, carrying, storing, and operating the chain saw, as directed by the manufacturer, shall be used.
- Ensure that the chain brake is functioning properly and adequately stops the chain.
- The chain shall be sharp, have the correct tension, and be adequately lubricated.

- When carrying / transporting a chain saw, the bar guard shall be in place, the chain bar shall be toward the back and the motor shall be shut off.
- The chain saw shall not be used for cutting above shoulder height.

### **Explosive Powder Actuated Tools**

The manufacturers of these devices provide detailed instructions regarding their use and maintenance. You must read, understand and abide by all manufacturers' specifications for use and maintenance prior to operating an explosive powder actuated tool. The following general recommendations apply to all explosive / powder actuated tools:

- Only properly trained and qualified operators are to use this type of tool. The user shall possess proof of this training issued by the manufacturer, authorized dealer / distributor, or other competent source.
- The tool shall be CSA Standard approved for "Explosive/Powder Actuated Fastening Tools".
- The tool shall be loaded just prior to use with the correct load for the job anticipated. Tools should never be loaded and left to sit or be moved to an alternate work site after being loaded.
- The tool should never be pointed at anyone, whether loaded or unloaded. Hands should be kept clear of the muzzle end at all times.
- Explosive powder actuated tools shall always be stored in their proper lockable boxes.
- Explosive powder actuated tools shall never be used in an explosive atmosphere.
- When used, the tool shall be held firmly and at right angles to the surface being driven into.
- Unload the tool after the use and prior to transport or storage.
- The operator shall wear eye and hearing protection at all times.
- To prevent free flying fasteners, ensure that the material being driven into will not allow the fasteners to completely pass through it (i.e. glass block, hollow tile, etc.)
- Manufacturer's recommendations should be consulted and followed whenever there is a doubt about the material being driven into, maintenance procedures or load strength to be used.
- Always be aware of other workers. Where a hazard to other workers is created by this operation, signs and barricades identifying the hazard area are mandatory.

### **Power Elevated Work Platforms**

In accordance with Section 147 of the current Regulations for construction projects, a worker who operates an elevating work platform (EWP) must, before using it for the first time, be given oral and written instruction on the operation of the elevating device. Therefore an EWP should only be operated by a worker who has been instructed in:

- Operating the machine
- The daily inspections and maintenance required by the manufacturer
- The types of working surface on which the machine is designed to be used

- The maximum rated working load
  - Special conditions or limitations of the machine
  - The significance of alarms
  - The location of emergency controls
  - All workers are to be tied off to the D-ring at all times when on a power lift.
1. An EWP device which is not working properly or which has sustained damage to critical components should not be used until repaired by a qualified mechanic.
  2. In the raised position an EWP should only be used on surfaces specified by the manufacturer.
  3. An EWP should not be driven in a raised position close to holes, depressions, trenches or similar hazards.
  4. An EWP should not bear more than its rated working load where possible the loads should be distributed over the platform.
  5. When EWPS are used to lift materials, ensure that the materials are firmly secured to the platform.
  6. Do not place makeshift platforms such as boxes or proper access equipment such as ladders and scaffolds on an EWP to gain access to areas above.
  7. Overhanging loads should not be lifted on an EWP.
  8. An EWP platform or any other part of an EWP device should not be moved closer than 3 metres (10 feet) to overhead power lines, unless the device is equipped with live electrical line work and the workers on the platform are qualified for such work.
  9. An EWP should not be used for pulling, pushing or dragging materials.
  10. The platform on an EWP should not be extended by using cantilevered planks or similar platform materials. Only manufacturers' platform extension devices should be used.
  11. Planks or similar platform materials should not be used to bridge a gap between an EWP and other work areas.
  12. Workers should always maintain 3-point contact (one hand and two feet or two hands and one foot) when getting on or off the platform of an EWP.
  13. Fall all types of off-slab devices, the terrain on which the device is placed or over which it will travel must be firm enough to support the device and its rated working load.
  14. An EWP should not be used under high wind conditions. This is especially important for smaller scissor lifts and boom type devices.
  15. When the EWP is not being used, turn off the power system to prevent exhaust fumes from accumulating in an enclosed work area.
  16. EWPs used on ramps or on sloping or uneven surfaces must be designed for such use and properly secured against horizontal and vertical movement.

#### **Aerial Devices**

- Vehicle mounted aerial devices must be used only in accordance with the requirements in Sections 144-149 of the current construction regulation (O. Reg.213/91)
- While aloft, workers must not climb from an aerial devices to another elevated position.



- A worker aloft in an aerial device must wear an approved safety belt or safety harness with the lanyard properly tied off to the boom.
- An aerial device must not be moved closer to a live line conductor than the minimum distances listed in the table of the manual of the lift.
- Workers on the ground must keep clear of the vehicle when the aerial device is close to live conductors.
- Workers must not go aloft unless a trained person on the ground is immediately available to assist in lowering the aerial device in case of emergency.

### **Public Safety**

Pedestrian and public safety is vital. Precautions that are taken on construction sites include and are not limited to the following: public awareness through display of clear warning signs visible to pedestrians indicating that construction is in progress, covering holes, securing of plant and materials, locking of access gates (fenced construction sites), bunting/fencing of boring pits, open excavations and similar structures, backfilling excavations, access scaffolding to allow public to walk across uneven surfaces and terrain, and presence of a security guard where necessary. We recognize that safety is crucial in completing a successful project and always take the safety of the public into account as much as the safety of construction workers by using strict rules and enforcing compliance from construction workers and the public.

### **Radios and Phones**

- All communication radios and phones are to be carried with an approved belt and holster.
- AM/FM radios or portable cassettes are prohibited from use in the work areas except when approved by Owner's representative.

### **Railroads**

- Do not climb through, over, under or between railroad cars whether they are standing or moving. Keep a safe distance from the ends of cars and be alert for unexpected movements.
- Do not pile materials, build scaffolds, park vehicles or erect any structure closer than 8' from the center line of any railroad track.

### **Reporting Vehicle Accidents**

- Any worker having a motor vehicle accident on Owner's property must report the accident at once to his supervisor who will advise the Owner's Representative. An incident report must be prepared and submitted to the Owner's Representative.

### **Respiratory Protection**

- Contractors shall arrange and supply proper respiratory protective equipment when required by the nature of the job being performed.
- Contractor shall ensure that all personnel using respiratory protective equipment are properly qualified.

### Rigging

- Know the weight of the load to be lifted.
- Ensure loads are properly rigged and stable during the lift.
- Use tag lines to control loads unless such use will create a hazard.
- Inspect all hardware, slings, cable and equipment before using. Replace worn equipment.
- Never rig or hoist any load if weather conditions are such that hazards to personnel or property are created, e.g. high wind velocity, low visibility, etc.

### Running

- Running is not allowed on Owner's property at any time.

### Safety Harnesses

- Appropriately secured body harness and lifelines must be worn by employees when:
- Working at heights greater than 10 feet above grade or floor level where it is impractical to provide adequate work platforms or staging with guard rails.
- working over any operating machinery, open space or hazardous
- Substances that cannot be guarded.
- Occupying and elevated or aerial work platform.
- Entering a confined space where harmful atmosphere exists or may develop.
- Body harness will provide better fall protection against injury. A safety net shall be used when safety harness and adequate work platforms are not possible.

### Scaffolding – Working on

Scaffold platforms must be fully planked. Guardrails consisting of a top rail, mid-rail and toeboard are required whenever the working platform is 1.83 metres (6 feet) or more above floor level. Wheels and casters must be locked when personnel are working on the scaffold. If the scaffold is more than 1.83 metres (6 feet) high, it must not be moved with personnel on it unless:

- a) They wear safety harnesses with the lanyards tied off to a fixed support and,
- b) The floor of the scaffolding is firm and level

A scaffold shall be designed by a professional engineer and shall be erected in accordance with the design if the scaffold exceeds:

- Fifteen metres in height above its base support; or
- Ten metres in height above its base support if the scaffold is constructed of a tube and clamp system.
- Design drawings for a scaffold shall set out erection instructions and the rated loads for the scaffold
- A professional engineer or a competent worker designated by the supervisor of the project shall inspect the scaffold before it is used to ensure that it is erected in accordance with the design drawings.
- The person carrying out the inspection shall state in writing whether the scaffold is erected in accordance with the design drawings.

- The constructor shall keep at the project the design drawings and the written statement for a scaffold while the scaffold is erected.

### **Other Requirements**

- Scaffolds must be erected with all braces, pins, screwbacks, baseplates and other fittings installed, as required by the manufacturer. They must be properly pinned together when scaffolds are two frames or more in height or when they are used as rolling scaffolds. Rolling scaffolds must have braking devices that are securely pinned to the scaffold frame.
- They have to be adequately braced horizontally and vertically. Most tubular frame scaffolds should have braces on both sides on every section in the vertical plane. Horizontal bracing is provided to some extent by the scaffolding platform and the baseplates on scaffold legs. However, where scaffolds are several sections high or where they are on casters, most manufacturers recommend that horizontal bracing be used.
- Scaffolds must be tied in to a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing device. If this cannot be done, guide lines adequately secured should be used to provide some stability.
- Scaffold planks must be securely fastened to prevent them from sliding.
- They should be equipped with a proper ladder for access. Vertical ladders must have a 15-centimetre stand-off brackets and a ladder climbing fall protection device or safety cage when they are more than 3 metres high.
- Remove ice, snow, oil, grease and other slippery material from the platform and sand the surface.
- Wheels or caster on rolling scaffold must be equipped with braking devices and secured to the frame.
- Scaffolds with air filled tires must not be used unless stabilizers are used.

### **Site Administration Box**

- Contractor shall ensure that the Site Administrator Box is present on site and complete as per the listing outlined in the Scope of Work, for the duration of the project.

The administration box shall also contain:

- Ontario Occupational Health & Safety Act and Regulations for Construction Projects
- Map to the nearest hospital
- Notice of Project (when required)
- Registrations of Sub trades
- Emergency Contact Information
- Form 82
- Occupational Health and Safety Policy, Procedures and Guidelines Manual.
- First Aid Kit and Regulation 1101

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### **Smoking**

- Smoking is prohibited, except in designated areas.
- Contractor shall obey all “No Smoking” signs.

### **Spills**

- Contractor shall clean up all spills or slippery surfaces which would create a slipping or environmental hazard.
- Contractor shall report all significant spills to the Owner’s Representative and call the emergency number provided by the Owner’s Representative

### **Spill Cleanup Procedures and Safe Disposal**

Listed below are the steps our employees are to follow for spill cleanup and disposal: (according to WHMIS, Section 10)

- CLEANUP
- Eliminate all sources of heat, flames and sparks. Ventilate area if necessary. Don proper personal protection. Absorb or neutralize liquids.
- Wash affected area with soap and water.

### **Waste Disposal:**

- If spill cannot be safely contained, evacuate area and contact [Environmental Protection Services \(Hazardous Materials\)](#). Generators of hazardous wastes are responsible for properly packaging and labelling such wastes. Contact Environmental Protection Services to arrange for disposal.
- Procedures to be followed during leaks and spills include absorbing the acetone with a non-combustible absorbent such as charcoal and flushing the area with large amounts of water or letting it evaporate into a well-ventilated area.
- Large spills are more hazardous and as a result require explosion proof ventilation, and the use of non-sparking tools. Acetone should not be flushed to sewers or drains. Eye, skin contact, and inhalation of acetone vapours must be avoided.
- The MSDS will not contain all the steps and precautions necessary for hazardous waste disposal. Generators of such wastes are responsible for the proper packaging and labelling of the wastes, and contacting the [Environmental Protection Services \(Hazardous Materials\)](#) to arrange for disposal.

### **Minor Spill Response Procedures**

- De-ignition / de-energization IF SAFE to do so
- Evacuate ALL effected people – restrict access
- Call supervisor, call first aid if necessary
- Personal decontamination
- Cleanup & disposal (trained persons)
- Restoration

### **Major Spill Response Procedures**

- De-ignition / de-energization IF SAFE to do so

- Evacuate ALL affected people – restrict access
- Call safety & security, call 911 for a fire, call first aid if necessary, all supervisor
- Personal decontamination
- Call for cleanup & disposal
- Restoration

### **Tie-ins/Connections to Existing Facilities**

- Contractors shall not open or make tie-ins to existing petrol pipelines or equipment or sewer systems, electrical power circuits and other utilities and equipment without the specific approval of the Owner's Representative and the local regulators authority.

### **Tool Box Meetings**

- Contractor shall conduct a toolbox meeting weekly with all personnel in attendance.
- Attendance records shall be kept for all participants.

### **Tools and Equipment**

#### General:

- No worker shall use a defective or unsafe tool, power cord or machine at any time. Defective tools should be tagged and taken out of service.
- All electrical power tools and cords shall be grounded and be in good condition.
- All fuel powered machines and tools must be shut off before refueling.
- Tool and materials are not to be left in places where they may fall to a lower level.
- Tools, equipment or material must not be thrown up or down from one working level to another. They must be carried or sent up or down by the use of a hand line or by other safe suitable methods.
- Secure welding leads, power cables, cutting hoses and air lines to prevent tripping hazards or excessive tension due to suspension.
- Secure all compressed gas cylinders in an upright position and replace caps when not in use.
- Fully charge fire extinguishers of proper classification must be immediately available whenever cutting or welding operations are being performed.
- MSDS must be available for all controlled products. Proper labels shall be placed on manufacturers packaging and distribution containers.

### **Traffic**

- Speed limits must be obeyed.
- All street, railroad stop and warning signs must be obeyed.
- Passengers must never leave or board a vehicle in motion.
- Vehicles parked on Owner's property must be left with the engine off and parking brake on.
- Vehicle drivers must check clearance and access way when parking, backing up and/or negotiating tight turns.

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### **Underground Facilities**

- Location of all underground facilities must be thoroughly reviewed with the Owner and utility company's representatives before excavations are started.
- Extreme caution must be exercised during excavations, as supplied underground drawings may not be accurate.
- Piping and other underground services must not be damaged during excavations. The Owner's representative must be advised of any damage.

### **Vehicles and Mobile Equipment**

- Vehicle operators must have a valid operator's license.
- All vehicles must be maintained in proper working order.
- All trucks and mobile equipment used at the work site area are to be equipped with working backup audible horns or alarms.
- Workers being transported in the back of a vehicle be fully seated and remain seated while being transported.

### **Licensed Vehicles**

To reduce the risk of employee injury or property damage, it is a requirement that the use of all licensed vehicles be operated in accordance with the manufacturer's instructions and in accordance with the Occupational Health & Safety Act/Regulations and all provincially and federally regulated transportation laws.

All licensed vehicles shall be inspected and/or maintained as per the manufacturer's specifications and the documentation shall be forwarded to the office to be kept on file.

Management and supervisors are responsible to ensure that the licensed vehicles are routinely inspected, serviced, and maintained with the proper documentation filed with the office. Only an approved licensed mechanic shall inspect, service and maintain the vehicles. The office shall maintain a copy of the operator's drivers' license.

Employees shall be able to provide proof of a valid driver's license when required. Employees shall perform a visual inspection of their company vehicle prior to the beginning of every shift and a circular check prior to every use. A personal log detailing the inspection shall be kept on file. Any vehicle condition, that may pose a hazard to a driver, shall be immediately reported to the supervisor for repairs.

- Access to a project site shall be in accordance with the local transportation regulations. All traffic control signalers shall be obeyed.
- Employees shall not use or operate any owner, contractor or subcontractor licensed vehicles and/or mobile equipment without the authorization of a supervisor.
- Employees shall park in designated areas. Parked vehicles shall not block roadways or service driveways, doorways, loading bays, dumpsters and/or fire hydrants, hoses or emergency access routes.

- Fuel tanks on vehicles shall not be filled while the engine is running. The driver shall stay with the vehicle and smoking is prohibited during refueling.
- Material that overhangs the sides or ends of a truck shall be red flagged.
- Trucks hauling waste materials shall be equipped with an adequate rear closure and/or covering to prevent material from dropping or blowing onto the roadway.
- A vehicle is prohibited from transporting more passengers than it is designed for. When a vehicle moves, all materials being transported shall be secured as per the manufacturer's instruction.
- Winch trucks shall not have a load suspended from the hook while travelling. The load shall be secured on the bed of the truck. The hook of a winch truck must be secured while travelling.

### **Unlicensed Vehicles**

The use of all unlicensed vehicles shall be operated in accordance with the manufacturer's instructions and in accordance with the Occupational Health & Safety Act/Regulations.

All unlicensed vehicles shall be inspected and/or maintained as per the manufacturer's specifications and the documentation shall be forwarded to the office to be kept on file.

Management and supervisors are responsible to ensure that the unlicensed vehicles are routinely inspected, serviced, and maintained with the proper documentation filed with the office.

Employees shall be able to provide proof of competency for using the unlicensed vehicle when required. Employees shall perform a visual inspection of their vehicle prior to the beginning of every shift and a circular check prior to every use. A personal log detailing the inspection shall be kept on file. Any vehicle condition, that may pose a hazard to a driver, shall be immediately reported to the supervisor for repairs.

- All operating manuals and logbooks shall be available at the project.
- The safety design capacity of any mobile equipment shall not be exceeded, nor shall the equipment be modified in any manner that alters the original factor of safety and capacity.
- Mobile equipment shall be fitted with suitable alarm and motion sensing devices, including backup alarms and/or a flashing light where and when required.
- Where there is a potential risk of contact by any mobile equipment with a structure or an individual, a competent signaler shall be assigned to control the movement.
- Under no circumstances shall any mobile crane or crane load come within 10ft. of any energized overhead power line, or other critical structure. A competent signaler shall direct the operation if any part of the mobile equipment travels close to this 10ft restricted area of an overhead power line.

- When mobile equipment is traveling onto a public thoroughfare or roadway, a competent flagman shall ensure traffic has stopped prior to accessing or egressing.
- Vehicles shall escort mobile equipment traveling on a public thoroughfare or roadway with signs warning of slow moving equipment. Other escorts may also be required.
- Natural and synthetic fiber rope made of material such as manila, nylon, polyester, or polypropylene shall not be used as slings on mobile equipment.
- Only trained, qualified, and authorized personnel shall operate mobile equipment. Contractor personnel shall not operate the owner's equipment unless specific authorization is approved and given.
- Never leave the controls of a machine unattended while the machine is running.
- Operators should familiarize themselves with the operating criteria on a regular basis and prior to use if it has been more than 30 days since the operator's previous use.
- Vehicles must always be parked in a manner that does not endanger other traffic or workers.
- Vehicles should always be driven or moved at a rate of speed required to complete the move safely and efficiently.
- Equipment should always have the forks or buckets lowered to the ground when not operating.

### **Ventilation**

- Effective ventilation shall be maintained to ensure a proper air supply free of contaminants and impurities that would exceed safe exposure levels.
- Forced ventilation systems may be required, depending upon the nature of the work.
- An inadequate air supply will require the use of appropriate personal protective equipment.

### **Welding**

- Inspect all welding or burning equipment for leaks before use.
- Flashback preventers must be installed on the fuel and oxygen lines at the torch and regulators.
- Safety glasses and face shields must be worn when cutting, chipping or grinding.
- Suitable eye protection must be worn by anyone assisting or working near a cutting, welding, chipping or grinding operation.
- A fire hose or extinguisher must be readily available at the work area.
- Welding machines must be shut down prior to refueling.
- Store all combustible materials at a safe distance from the welding area.
- Suitable shielding must be placed around welding and grinding areas to protect personnel in adjacent areas from flashing and flying particles.

### **Fire Prevention Procedure While Welding Canopy Retrofits**

In cases where welding is necessary on canopy retrofits, the following fire prevention procedure must be followed:



- Advise operator that all pumps/dispensers within an 8metre radius must be shut down during welding operations.
- Turn off all switches at electrical panel for pumps/dispensers under canopy.
- Remove pump/dispenser panels and inspect each unit for leaks. Do not proceed until any leaks have been stopped.
- Place 0.25 kg. Of dry ice in cavity under each pump/dispenser.3
- Replace pump panels.
- Protect pump/dispenser from slag fallout with plywood or heavy canvas.
- A fire monitor must stand by fulltime to monitor and replace dry ice if necessary and extinguish fire, if necessary, using ABC rated fire extinguishers.

### **Work Permits – General**

- No work may be done without the written approval of the Owner's representative. The approval will take the form of a Safe Work Permit.
- Detailed instructions governing the issuance of Safe Work Permit will be given by the Owner's representative.
- Under certain conditions, Contractor's work areas may be declared "free areas" by the Owner. In such cases, some of the regulations and procedures may not apply. The Owner's representative will advise the Contractor in writing of the variations permitted.

### **Work Permits – Hot Work**

The following operations are specifically classified as "Hot Work": welding, burning, hot riveting, hot forging, use of electric hot plate, open fires of any kind, grinding, soldering, the use of any electrical arc or sparking device, the operation of gasoline and diesel engine driven equipment, non-explosion proof flood lights or any other such equipment.

### **Work Permits - Confined Space Program**

#### **Objective**

To provide workers with the necessary information to identify, enter or work in a confined space.

#### **Scope**

This procedure applies to any site that contains a confined space. All workers, management, representatives and subcontractors must abide by these procedures when a confined space is identified at an Arguson Projects Inc. jobsite.

#### **Procedure - Confined Space Definitions:**

**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 the work that is done in it.

**Assessment** means an assessment of the hazards with respect to one or more confined spaces at a project.

**Atmospheric Hazard means:**

- the accumulation of flammable, combustible or explosive agents;
- an oxygen content that is less than 19.5% or more than 23% by volume, or
- the accumulation of atmospheric contaminants, including gases, vapours, fumes, dusts, or mists that could, a) result in acute health effects that pose an immediate threat of death, or b) interfere with a person's ability to escape unaided from a confined space.

**Cold Work** means work that is not capable of producing a source of ignition. Hot Work means work that is capable of producing a source of ignition.

**Plan** means a plan for one or more confined spaces at a project. The plan must be written and available to all workers prior to the start of work. The plan must include adequate procedures for hazard identification, hazard control, and program implementation. The plan must also identify all emergency personnel and all workers entering the space and their activities in the space. The plan must also contain: Duties of workers;

Coordination document for multiple workers or multiple trades that may be in or around that confined space;

- i. Onsite rescue procedures for that space
- ii. A list of all rescue equipment and methods of communication;
- iii. A list of personal protective equipment and devices for safe activities in the space;
- iv. A procedure for the isolation of energy and movement of materials in that space;
- v. A list of qualified attendants who will be observing the work at that space;
- vi. A statement on the adequacy of access and egress;
- vii. The results of the atmospheric tests for that space;
- viii. Adequate procedures related to the work activities in the space including working in explosive, flammable or combustible environments;
- ix. A procedure for ventilating and purging the space.

One plan may deal with multiple spaces of similar design, construction and function.

**Program** means a program developed for one or more confined spaces at a project and shall include:

- i) Provide a method for identifying every confined space
- ii) Provide a method of assessing all hazards in the confined space
- iii) Provide a method for developing a plan for the confined space
- iv) Provide a procedure for training all workers in or around the confined space
- v) Provide a procedure for developing an entry permit for each confined space.

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**All contractors will be required to supply their program to Arguson Projects Inc. prior to starting their work when there is an identified confined space.**

### **Developing the Program**

A qualified supervisor or trained worker must identify all confined spaces on a project prior to the start of the work. The identification is based on the definition of the space.

Once identified there must be a hazard assessment completed for each identified space. The hazards should include, but are not limited to:

- Chemical hazards (burns, suffocation, asphyxiation etc.)
- Oxygen rich or deficient environments
- Flammable or combustible hazards
- Physical hazards – materials, equipment, machinery
- Energy sources – electrical, pneumatic, hydraulic, potential, mechanical
- Light, noise and vibration hazards
- Dust, vapour, mist, engulfment, poisonous or entrapment hazards
- Extreme heat and cold hazards
- Hot work hazards
- Hazards that may occur due to related activities in or around the space
- Biomechanical or ergonomic hazards including awkward postures and heavy lifting

Once identified each hazard must be addressed in writing as part of the startup procedures and plan.

### **Required Procedures**

These standard procedures in the Arguson Projects Inc. Policy and Procedures manual. The mandatory procedures that must be included in this program from the manual are:

- Personal Protective equipment
- Emergency plans
- Fall protection
- Fire protection
- Housekeeping

Optional procedures that should be used when the issue is identified by the hazard assessment are:

- Crane, hoisting and rigging
- Excavations and trenching
- Gas cylinder storage
- Hot work
- Lock out and tagging
- Power tools

Site specific procedures may also be required depending upon the nature of the space and the work activities that will occur in the space. Each site specific procedure must be identified in the hazard assessment.

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## **Hazard Assessment**

The hazard assessment must be undertaken by a competent and trained person. The hazards are previously listed. The methods of assessment are each unique to the space. They will regularly include visual inspection, air sampling, noise sampling, and a review of all prestart procedures. It should also include all MSDS sheets on any chemicals being used in that location.

If sampling is required, it too must be completed by a competent person. The results must be included in the plan and the results must be clearly defined and explained for all readers.

## **The Plan**

The plan must be prepared and articulated to all workers in the space or working in the related area. It must include the list of hazards identified, the corrective actions being taken to eliminate the hazards and any sample results that were taken during the assessment.

- The plan will be articulated prior to starting and will include all trained personnel and their required emergency equipment.
- The plan will be available for all workers for the duration of the project.

## **Coordination of Multiple Spaces**

If there are several confined spaces identified on the project a coordination plan must be written to outline the activities and limitation of the work within each space and their relationship to one another. This document will also be posted to ensure that the coordination of confined space work is maintained as hazard free.

## **The Entry Permit**

The entry permit is a document that must be posted at the confined space at all times when there is work activities in or about the space. The permit will define the location of the space and a description of the work being completed along with all identified hazards. It will identify the worker(s) entering the space, their activities, the safety watch personnel and it will identify entry and exit times and have a signature of a person in a leadership role to approve the permit. A list of emergency equipment will be required on the permit.

## **Sampling**

During entry into any space that is deemed a confined space, there must be an air sampler that is regularly monitoring the air quality and oxygen concentrations at regular intervals. The results of these samples must be regularly recorded and kept with the plan and permit. The sampling unit must be calibrated as per manufacturer's specification and the person using the sampler must be trained in its use. The sampling unit must be able to measure oxygen concentration and acknowledge oxygen concentrations below 19.5% or above 23%. It must also be capable of measuring contaminants at 25% of its lower explosive limit during inspection work; 10% of contaminants of its lower

explosive limit if cold work is being completed or 5% of the lower explosive limit of a contaminant if hot work is being completed.

### **The Attendant**

The attendant must be at the entrance of the confined space at all times and must be able to either see the workers inside or be in constant communication with them. If there are multiple entrances there may be more than one attendant or the attendant must be at the closest entrance to the worker in the confined space.

The attendant must be trained in rescue procedures and either be trained in CPR or have ready access to CPR. The attendant must have a communication device and readily capable of calling 911.

### **General Rules**

1. At no time may any worker enter into a confined space without a permit and an attendant.
2. If a space is left unattended, it must be retested prior to entry and a new entry permit issued.
3. The joint health and safety committee must be given a full copy of all documents prior to starting the work
4. The attendant shall never enter the space.

### **COMMUNICATION – Work follow-up Training**

- Safety policies/issues will be discussed at the preconstruction meetings.
- On a regular basis, the Contractor / Subcontractor shall conduct Work Site safety observations. All unsafe acts or conditions shall be noted and corrected immediately.
- On a regular basis, the Owner's representative and the Contractor shall conduct job observations of the work site using the Construction Safety checklist and bring to the Contractor's attention any safety concerns. Where warranted, all activity shall stop until unsatisfactory or unsafe conditions are rectified to the satisfaction of the Owner.
- All subcontractors shall sign the Health and Safety Policy Subcontractor Agreement provided by the Contractor.

### **INCIDENTS AND INJURIES**

Procedures for emergencies must be established with the Owner before the Contractor proceeds with any work at the site. Within 24 hours of occurrence of any of the following, an Investigation Report must be submitted by the Contractor to the Owner's representative:

- Disabling Injury or Lost Time Injury Personal injuries that result in lost time extending beyond the day of the incident.
- Medical Aid – Personal injuries that require diagnosis and medical treatment outside the work site. (No lost time result beyond the day of the incident. If complications develop later, which result in lost time, a follow-up report will be required).

- First Aid – Any onetime treatment for minor scratches, cuts, burns, splinters that does not require medical care.
- Vehicle Accidents – All accidents involving vehicles used for the construction activity.
- Fires – All fires, regardless of size or resulting damage, to Owner facilities, Contractor's facilities or to facilities of others.
- Property Damage – Stationary structures, buildings, surface or overhead piping, vessels, tanks et cetera including Owner's Contractor's and other's.
- Equipment damage – Rotating equipment (pumps, compressors), drivers, crawler equipment, and cranes, excavating equipment, et cetera, including Owner's, Contractor's and others.
- Material Losses – Theft of construction materials, materials damaged in transit, material losses due to poor quality, et cetera.
- Business Interruptions – Any and all unplanned construction incidents that result in delays, production losses and/or financial losses to the Owner or Contractor.
- Security – All security violations that occur because of unauthorized action of the Contractor and/or employee.
- Hydrocarbon release or discovery of any contamination whatsoever.

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## APPENDIX A

### SCHEDULE 'B-3'

Between: **Arguson Projects Inc.**

and

\_\_\_\_\_ (Contractor or Subcontractor)

#### Terms and Conditions

It is agreed and understood that,

1. The Contractor or Subcontractor (herein referred to as the SC) shall ensure that any and all work performed by their employees and/or the employees of their Subcontractors and Sub-subcontractors meets the requirements of the Occupational Health and Safety Act, RSO 1990 Chapter 0.1 as amended (herein referred to as the Act) and the Regulations for Construction Projects, O. Reg 213/91 as amended by O. Reg 631/94, O. Reg 143/99, O. Reg 571/99 and O. Reg. 145/00 and/or the Regulations for Industrial Establishments, O. Reg. R.R.O. 1990, Reg. 851 as amended by O. Reg. 516/92, O. Reg. 630/94, O. Reg. 230/95, O. Reg. 450/97, O. Reg. 144/99, O. Reg. 284/99 (herein referred to as the Regs.).
2. Specific duties, as outlined in the Act under Duties for Employer, Supervisors, and Workers, shall be strictly observed and adhered to by the SC for the duration of their work on this project.
3. The SC shall have a sufficient number of personnel trained in Standard Level First Aid and these individuals shall be on site at all times (Reg. 1101)
4. The SC shall have a Competent Supervisor on site at all times to supervise the work of their employees and any Subcontractors under their control.
5. The SC shall ensure that all workers have the required training in WHMIS, Fall Protection, Health & Safety Awareness, and any other specific training required by the Act and Regs. Proof of training is required to be available to be checked periodically by our site personnel.
6. The SC shall provide the Constructor with a copy of all MSDS information prior to working on the project. In addition, an updated copy of the SC safety policy, WSIB experience rating information and the Ministry of Labour registration form shall also be provided prior to working on the project. The SC also acknowledges the receipt or availability upon request by the SC of the Constructor's Health and Safety Policy, which is to be strictly adhered to at all times.
7. All motorized equipment and power tool equipment shall have all appropriate logbooks, manufacturer's instruction booklet, and a record of training for those qualified to operate the machine or device.
8. Any and all accidents shall be reported to the Constructor's Head Office immediately and the SC accident investigation report shall be completed and submitted to the Constructor within 24 hours of the accident. Failure to do so will result in the Constructor's Health and Safety team being called on to conduct the investigation.
9. Copies of all written investigation reports and submissions to outside agencies, as they pertain to an accident on our project, shall be submitted by fax to the Constructor's Head Office within 24 hours of the accident report.

10. Copies of the SC weekly toolbox talk and their Supervisor's weekly equipment inspection checklist shall be submitted to the Project Manager weekly.
11. The SC shall take every precaution reasonable to protect all workers from injury and illness.
12. All workers on site must be covered by WSIB coverage. Independent operators are not permitted on the project without the express written permission from our office. Any costs associated with health and safety violations or delays will be the responsibility of the SC.
13. All SC and their workers and subcontractors must comply with all company rules including relevant stipulations in our safety policy and safe work procedures required. They are required to read and agree to the conditions set forth on the Safety Policy with regards to health and safety requirements.
14. All SC employees must use and wear the required Personal Protective Equipment (PPE) that is appropriate, or regulated, for the duration of their time on the site or premises and have on their person the required training cards to verify their training. In addition, a current copy of the SC's safety policy must be on file with our office. All MSDS sheet for any WHMIS related products the SC may use on site must be available and up to date.
15. Any worker who arrives without the required PPE or that refuses to comply with OH&S law or safe work procedures will be refused entry to the site / premises and will be refused all future entry until they receive written authorization from senior management. Violation of ZEO TOLERANCE rules, such as fall protection, will result in worker's permanent removal from our projects.
16. Repeated violations of OH&S law and/or safe work procedures by any SC may result in their removal from the job. All associated costs for violations of health and safety laws and/or project delays resulting from health and safety violations will be the responsibility of the SC.
17. All SC hereby verify that all workers to be employed on site will be covered by Workplace Safety & Insurance Board coverage and that no independent operator will be employed at any time without the express written permission of our company. Violations of this requirement will result in an immediate review of your contracts with our company. Any costs associated with rectifying violations, including indirect damages, shall be the responsibility of the SC.

For all contracts current and future between the below noted parties.

Signed and Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

Signatures:

Arguson Projects Inc.	I have the authority to bind the Company	Witness



**APPENDIX B**

**FIRST AID LOG**

<b>NAME</b>	<b>DATE &amp; TIME</b>	<b>OCCURRENCE</b>	<b>TREATMENT</b>	<b>FIRST AIDER</b>

## APPENDIX C

### Hazard Assessment

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The purpose of this form is to determine what (potential) hazards are present in the workplace. The following list is to serve as a guideline, as not all items are applicable to each site. The assessment is to be completed by the superintendent and project manager or safety officer at the start of each project (and at yearly intervals if project is ongoing.) Sub-trades are requested to do their own *hazard assessment of the site*.

#### Identification

Project Name: \_\_\_\_\_ Date Of Assessment: \_\_\_\_\_

Address: \_\_\_\_\_ Project Number: \_\_\_\_\_

Assessment team – Names, Positions: \_\_\_\_\_

Hazard Priority Rating:	Severity:	Probability:
	Catastrophic	Probable
	Critical	Reasonable
	Marginal	Remote
	Negligible	Extremely Remote

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Hazard Priority Rating:	Severity:	Probability:
	Catastrophic	Probable
	Critical	Reasonable
	Marginal	Remote
	Negligible	Extremely Remote

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**In the space provided put a check if "OK" or an asterisk if "ACTION IS REQUIRED"**

<b>Safety Program</b>		<b>Equipment</b>	
Company Safety Policy Posted	_____	Mobile Equipment	_____
Company Safety Manual Complete	_____	Power tools	_____
Available	_____	Vehicles	_____
		Hand Tools	_____
Safe Work Practices	_____	Ladders	_____
Copies of OH & S Act & Regs Available	_____	Scaffolds (Regs. Available)	_____
Inspection Forms Available	_____		
Investigation Forms Available	_____	Yards/Grounds	_____
General Rules posted	_____	Drainage	_____
Emergency Nos. Posted	_____	Stacking of Materials	_____
Sub Orientation Forms	_____	Road Signs/Speed Limits	_____
Safety Meeting Forms	_____	Lighting	_____
WHMIS Folder (Regs. Available)	_____	Visibility – Fog, Mist, Dust	_____
Safety Station Installed	_____	Parking	_____
		Fencing	_____
<b>Special training Required</b>			
Management	_____		
Supervisory	_____		
<b>First Aid</b>		<b>Buildings</b>	
Facilities (Signage Posted)	_____	Lighting	_____
Supplies	_____	Emergency Lighting	_____
Personnel	_____	Ventilation	_____
Record Forms	_____	Heating	_____
Emergency No. Posted	_____	Access/Egress	_____
Services Availability	_____	Trailers	_____
Regulations Available	_____	Facilities	_____
<b>Fire Prevention</b>		<b>Electricity</b>	
Smoking/No Smoking Rules	_____	Overhead Lines	_____
Special Fire Protection	_____	Underground Installations	_____
Fire Extinguishers	_____	Transformers	_____
Signage Posted	_____	Temporary Installations	_____
Fire Alarm System req'd?	_____	Explosion Proof Fixtures	_____
Fire Department Assistance	_____	Underground Telephone Lines	_____
Emergency Procedures?	_____	Extension Cords	_____
Emergency Nos. Posted	_____		
<b>Personal Protective Equipment</b>		<b>Chemicals</b>	
Potential hazards (list below)	_____	WHMIS	_____
Policy/Rules in Place	_____		
Basic PPE in Use	_____		
Specialized PPE Available	_____		

The following space is to be used for any notes, requirements, explanations of action required:

#	Priority	Description	Corrective Action	Date Corrected and Initial

**Signatures:**

Project Manager/Safety

Date:

Officer: \_\_\_\_\_

\_\_\_\_\_

Superintendent: \_\_\_\_\_

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

\_\_\_\_\_