BAYVIEW WELLINGTON HOMES

Health & Safety Manual

111 Creditstone Road
Concord, ON
L4K1N3

TABLE OF CONTENTS

Contents

HEALTH & SAFETY POLICY STATEMENT 5
HEALTH & SAFETY RESPONSIBILITIES 6
ACCIDENT/INCIDENT REPORTING PROCEDURE 11
REPORTING HAZARDS 12
EMERGENCY PLAN 15
Chemical Spill Response 18
EMERGENCY TELEPHONE NUMBERS 19
PERSONAL PROTECTIVE EQUIPMENT 20
MATERIAL HANDLING 21
NEW EMPLOYEE FORM 23
FIRST AID PROCEDURES 24
RETURN TO WORK PROCEDURE 26
Return to Work Form 30
DISCIPLINRY ACTION POLICY 31
GENERAL REQUIREMENTS 33
VIOLENCE & HARASSAMENT POLICY STATEMENT 37
Workplace Violence Policy 38
Workplace Harassment Policy 40
GHS/ WHMIS 2015 42
What is GHS? 42
What is WHMIS? 42
What is Hazardous Material? 42
WHMIS Labels: 43
Supplier Labels: 43
Workplace Labels: 43
Safety Data Sheets: 45
FALL PROTECTION 49
Selection 53
Guidelines for Use 53
FALL PROTECTION RESCUE PLAN 53
CONFINED SPACE PROCEDURE 54
Air Monitoring 55
Confined Space Entry Permit 61
EXCAVATION & TRENCHING PROCEDURE 62
Background 63
Regulations 63
Soil types 64
Soil Type 1 64
Soil Type 2 64
Soil Type 3 64
Soil Type 4 65
Moisture content 65
Causes of Cave-Ins 65

Protection Against Cave-Ins 65
Sloping 66
Trench boxes 66
Shoring 67
Access/Egress 68
GAS CYLINDER STORAGE PROCEDURE 69
HEAT STRESS POLICY 71
Heat Stress Procedure 72
Background 72
Table 1: Heat Disorders 73
Controls of Heat Stress 74
LOCK-OUT/TAG-OUT 76
WORKING WITH OR WITHIN CLOSE PROXIMITY TO POWERLINES/ELECTRICAL HAZARDS 81
Table 2: Minimum safe distances from Power-lines 82
ENVIRONMENTAL POLICY STATEMENT 83
Worker Acknowledgement of Safety Policy 84
Appendix A: Discipline Notification 85
Appendix B: Supervisor's Injury/Illness/Incident Investigation Report 86
Appendix C: Employee Injury/ Illness/ Incident Report 87
Appendix D: Toolbox Talk 88
Appendix E: Workplace Inspection Recording Form 89

PRESIDENT'S MESSAGE

Purpose

To provide a letter to the workers of the company outlining the company's position on health, safety, injury prevention and environmental compliance to the staff, clients and public.

Application

On behalf of this company, I would like to express a sincere commitment to the health and safety of all of our workers, subcontractors, suppliers, our clients and the public. Our management is committed to the prevention of occupational injury and illnesses and the maintenance of a safe and healthy work environment. This strategy includes providing the proper tools, equipment and training for all workers to ensure the success of our commitment.

Our supervisors and workers have the responsibility to report all unsafe and unhealthy conditions. This ensures that all levels of our company are committed to health and safety. Our commitment for protection extends to the worksite, the environment, public property and private information.

It is our intention to review and revise our policies and procedures to meet or exceed legislative requirements and define progressive safety performance initiatives.

_____ _____

PRESIDENT Date

HEALTH & SAFETY POLICY STATEMENT

It is the purpose of Bayview Wellington Homes to establish and maintain a safe and healthy work environment, comply with all Occupational Health and Safety Acts & Regulations, maintain our equipment and property in a safe condition.

In fulfilling our objectives, Bayview Wellington Homes will comply above and beyond the Occupational Health & Safety Act & Regulations with acceptable diligence practices. In addition, we will strive to eliminate any foreseeable hazards, which may potentially cause injury or harm to our workers and a commitment to preventing occupational illness and injury in the workplace.

Bayview Wellington Homes management, in co-operation with workers, is responsible for the designs, implementation, and monitoring of our health and safety program. All supervisors and workers will receive training about their respective health and safety responsibilities, and will be individually accountable for fulfilling those responsibilities. Supervisors will ensure that safe and healthy work conditions are maintained in his/her assigned work area.

To be effective, safety must be a shared responsibility among all levels in the company – management and employees working at the workplace proactively. To achieve this objective, Bayview Wellington Homes projects, its supervisors and all workers have the obligation and responsibility to work in compliance with our safety policy.

Bayview Wellington Homes is committed to maintaining open lines of communication between management and its supervisors and/or workers. *Every worker shall follow safe work practices and procedures established by the company's Health & Safety Manual and working in compliance with the Occupational Health & Safety Acts and Regulations.* All workers must report all unsafe or unhealthy conditions to their supervisors or management as soon as they are observed.

All contractors and their workers will be made aware of Frontline Mechanical Systems' health and safety rules and shall work in compliance with these requirements as well as the Occupational Health and Safety Act.

_____ _____

PRESIDENT Date

HEALTH & SAFETY RESPONSIBILITIES

SCOPE/OBJECTIVES

The objective of this section is to affirm the general health, safety and environmental responsibilities of management, supervisors, employees, contractors and visitors.

POLICIES/PROCEDURES

Bayview Wellington Homes management is committed to ensuring a safe working environment for all employees, contractors, suppliers and visitors. Bayview Wellington Homes is also dedicated to the prevention of environmental spills and pollution. The following responsibilities are an integral part of each person's job.

MANAGEMENT

Management includes the President, Vice-Presidents, and Managers. Management is responsible for the following items:

Managers

A. Develop procedures that define each employee's work responsibilities; establish health, safety and environmental policies and procedures and ensure they are carried out in the workplace; and provide for the communication and control of hazards to ensure compliance with all relevant government standards and regulations.

B. Ensure that all personnel (including management) are provided with the appropriate training in all matters concerning health, safety and environmental issues by way of safety talks and/or meetings.

C. Provide personal protective equipment and resources to fulfill Bayview Wellington Homes health, safety and environmental responsibilities.

D. Conduct all incidents which result or could result in serious injury or environmental damage are reported immediately. Ensure that all incidents are investigated and, as appropriate, followed by corrective action.

E. Conduct the proper administrative systems are in place to promote, monitor, document, communicate and improve our health, safety and environmental programs.

F. Conduct and participate in safety and environmental audits, inspections, meetings and follow-up.

G. Ensure that all health, safety and environmental documentation are kept on file.

H. Provide equipment, materials, and protective devices and ensure they are maintained in good condition and are used as indicated in order to fulfill Bayview Wellington Homes health, safety and environmental responsibilities.

I. Perform workplace inspections

J. Conduct information sessions (safety talks, staff meetings)

K. Conduct incident investigations

L. Conduct employee training

M. Commending employee and supervisor health and safety performance.

N. Correct any substandard acts and conditions

O. Performing employee safety observations

P. Responsible for Sections 25 & 26 of the OHSA

Supervisors

A. Supervisors will ensure:

- Employees have received instruction in the proper techniques for tasks to be performed;
- Have Site Emergency Procedures/Plan in place.
- Workers are aware of inherent safety and health problems associated with each task;
- Tasks are performed in accordance with Bayview Wellington Homes health, safety and environmental policies.
- Take every reasonable precaution for the safety of workers.
- Tasks shall comply with all federal, provincial and municipal government acts, regulations, standards and codes in respect to health, safety and the environment.

B. Ensure that workers performing dangerous tasks are directly supervised by a competent worker until the workers can prove that they are competent to safely perform that specific task with minimal or no supervision.

"**competent**", in relation to a worker, means adequately qualified, suitably trained and with sufficient experience, safety to perform work that is the subject-matter of the relevant provision of this regulation with a minimal degree of supervision. (as per OHSA)

C. Conduct or appoint a person, to perform daily safety inspections to ensure that safe conditions exist and that safe practices are being followed.

D. Ensure that all new employees have received their safety orientation prior to beginning any work assignment.

E. Ensure that employees report all injuries and unsafe conditions or practices.

F. Investigate and document all incidents, and ensure that a corrective / preventative action has taken place.

G. Participate and conduct in safety meetings (e.g. orientation meeting, site meeting, Joint Health & Safety meetings, etc.), inspections and audits.

H. Set an example for employees to follow.

I. Ensure that all personnel are provided with the appropriate training in all matters concerning health, safety and environmental issues by way of safety talks and/or meetings.

J. Correct any substandard acts and conditions.

K. Praise Management, supervisors, workers and contractors on Health & Safety performance.

L. Perform workplace inspections

M. Conduct information sessions (safety talks, staff meetings)

N. Conduct incident investigations

O. Conduct employee training

P. Commending employee and supervisor health and safety performance.

Q. Correct any substandard acts and conditions

R. Performing employee safety observations

S. Responsible for Sections 27 of the OHSA

EMPLOYEES

A. All employees will become familiar and comply with all Bayview Wellington Homes rules, signs and work procedures including government regulations (OHSA).

B. Report accidents, illnesses, incidents or hazardous conditions and behaviour immediately to the supervisor.

C. Appropriately use personal protective equipment when required.

D. Perform all tasks in a safe and environmentally friendly manner.

E. Keep work areas neat, tidy and orderly.

F. Attend and participate in company safety meetings. (E.g. orientation meeting, site meetings, Joint Health & Safety Committee meetings)

G. Attend and participate in safety training courses and programs.

H. Perform and document vehicle/equipment safety inspections.

I. Accountability of workers actions will be enforced by disciplinary processes (see Disciplinary Action Procedures).

J. Responsible for Sections 28 of the OHSA

CONTRACTORS

A. Comply with all Bayview Wellington Homes Health & Safety policies, including all applicable government (OHSA & regulations), standards and codes.

B. Participate in all safety activities including safety meetings (E.g. JHSC), inspections, audits and accident investigations.

C. Report all accidents/incidents to Bayview Wellington Homes representative.

D. Ensure workers are qualified and competent for their tasks.

E. Provide required personal protective equipment/safety devices.

F. Ensure all supervisor & workers (if required) are competent worker(s) and have the necessary safety training (E.g. WHMIS, Fall Protection, Transportation of Dangerous Goods) for the work to be performed.

G. Right to participate in education, right to know the hazardous situations and the right to refuse unsafe working conditions.

H. Provide qualified workers for work and ensure health & safety.

I. Ensure all work performed in accordance with governing legislation/regulation/industry standards.

J. ***Contractors shall submit prior to starting work:***

- Copy of company's Health & Safety Policy and Program
- Copy of WSIB reports
- WSIB Clearance Certificate.
- Charges under the OH&S Act and Regulations
- Accident Reporting and Investigation Policy and Program
- Health & Safety Training Records (e.g. IAPA, OSSA, IHSA Training, Training with any Unions, & etc.)
- Worker Training (e.g. WHMIS, Fall Protection, Lifting Devices certification, etc)
- Registration Form of Constructors and Employers Engaged in Construction (Ministry of Labour) from Contractors and all sub-contractors.

K. Accountability of Contractors actions will be enforced by disciplinary Processes (see Disciplinary Action Procedures).

ACCIDENT/INCIDENT REPORTING PROCEDURE

SCOPE/OBJECTIVES

Accident/incident reporting of all injuries and illnesses, cutting incidents, property and equipment damages and losses, shall be reported promptly and accurately to the site supervisor to ensure timely investigation and administration.

Reporting of near-misses where the potential exists to cause serious injuries or fatalities and/or damage to equipment, property or the environment will provide management with valuable information, which will permit management to initiate corrective actions before a worker is hurt or loss of production occurs.

POLICIES/PROCEDURES

ACCIDENT/INCIDENT REPORTS

The accidents/incidents that must be reported and investigated immediately include:

- Critical Injury/Industrial Fatalities
- Lost Time Accidents
- Fires and Explosions
- Property and Equipment Damage
- Near-Misses (that have the potential to be a serious incident)
- Contractor Accidents
- Chemical Spills/Environmental Releases
- Occupational Illness

All minor accidents will be documented using the First Aid Log Form. All accidents/incidents above (2.1) will be investigated using an “Accident/Incident Investigation Form”, and WSIB Form 7 when worker obtains health care, requires modified duties at less than regular pay, requires modified duties at regular pay for more than seven calendar days after the date of accident and earns less than regular pay at regular work, which shall be completed with-in 3 calendar days.

1. For the purpose of the Act and the Regulations, “Critically Injured” means an injury of a serious nature that,
   (a) places life in jeopardy;
   (b) produces unconsciousness;
   (c) results in substantial loss of blood;
   (d) involves the fracture of a leg or arm but not a finger or toe;
   (e) involves the amputation of a leg, arm, hand or foot but not a finger or a toe;
   (f) consists of burns to a major portion of the body; or
   (g) causes the loss of sight in an eye.

REPORTING HAZARDS

I. PURPOSE

To provide Bayview Wellington Homes employees, appropriate procedures on reporting hazards in the workplace.

II. SCOPE

This procedure applies to all Bayview Wellington Homes employees, visitors, suppliers and contractors and their employees working on site.

III. DEFINITIONS

The following are hazardous situations that should be reported using the Hazardous Reporting Procedure:

- Defective tools, equipment or materials
- Fire and explosion hazards
- Environmental conditions (e.g., gases, dusts, smoke, fumes, vapors, etc.)
- High or low temperature exposures
- Inadequate guards or barriers
- Inadequate or excess illumination
- Inadequate or improper protective equipment
- Inadequate ventilation
- Inadequate warning systems
- Noise exposures
- Poor housekeeping
- Overhead Electrical/Power Sources or Power Failures
- Spills & Leaks (e.g. Chemical, waste, etc.)
- Worker medical experience/problem (e.g. epilepsy attack, etc.)
- Unsafe Acts or Unsafe Conditions

IV. PROCEDURE

The following are steps that shall be completed when an employee is confronted with a Hazardous Situation:

- Hazard is identified (including one of the hazards listed above as well as others) and is rated as being a Major, Moderate or Minor Hazard.
- For **Major Hazards**:
  - Immediately communicate the hazard to workers in the immediate area.
  - Secure, then leave the area to prevent injury to employees and damage to property.
  - Report hazard to supervisor immediately.
  - Supervisor shall investigate and isolate hazard within 1 hour of notification.

- Supervisor shall record hazard on a Hazard Report Form and will communicate hazard issue to a designated worker health and safety representative within 1 hour of notification. This representative (or substitute representative) will inform the JHSC of the hazardous situation at the next JHSC meeting.
- The Supervisor, in collaboration with the JHSC, will initiate actions to remediate Major hazardous situations as early as practicable as and no later than 1 week from the day of discovering the problem.
- It will be the responsibility of the JHSC to monitor the remediation process, to follow up and ensure its success within the given time.
- If Hazardous situation causes property damage (greater than $500.00) or fire/explosion or chemical spill then an investigation shall be conducted with a Joint Health & Safety Committee member. (See Accident and/or Incident Investigation.)

- For **Moderate Hazards**:
  - Immediately communicate the hazard to workers in the immediate area.
  - Report hazard to supervisor within 1 hour.
  - Supervisor shall investigate hazard within 24 hours of notification.
  - Supervisor shall record hazard on a Hazard Report Form and will communicate hazard issue to a designated worker health and safety representative within 24 hours of notification. This representative (or substitute representative) will inform the JHSC of the hazardous situation at the next JHSC meeting.
  - The Supervisor, in collaboration with the JHSC, will initiate actions to remediate Moderate hazardous situations as early as practicable as and no later than 2 weeks from the day of discovering the problem.
  - It will be the responsibility of the JHSC to monitor the remediation process, to follow up and ensure its success within the given time.
  - If Hazardous situation causes property damage (greater than $500.00) or fire/explosion or chemical spill then an investigation shall be conducted with a Joint Health & Safety Committee member. (See Accident and/or Incident Investigation.)

- For **Minor Hazards**:
  - Immediately communicate the hazard to workers in the immediate area.
  - Report hazard to supervisor within 24 hours.
  - Supervisor shall investigate hazard within 48 hours of notification.
  - Supervisor shall record hazard on a Hazard Report Form and will communicate hazard issue to a designated worker health and safety representative within 48 hours of notification. This representative (or substitute representative) will inform the JHSC of the hazardous situation at the next JHSC meeting.
  - The Supervisor, in collaboration with the JHSC, will initiate actions to remediate Major hazardous situations as early as practicable as and no later than 4 weeks from the day of discovering the problem.

- It will be the responsibility of the JHSC to monitor the remediation process, to follow up and ensure its success within the given time.
- If Hazardous situation causes property damage (greater than $500.00) or fire/explosion or chemical spill then an investigation shall be conducted with a Joint Health & Safety Committee member. (See Accident and/or Incident Investigation.)

EMERGENCY PLAN

INTRODUCTION

Hopefully, Bayview Wellington Homes will not experience any life threatening emergencies: however, we must plan for the possibility of such occurrences. Without the presence of a well-defined emergency plan, with explicit chains of responsibility, an emergency can cause confusion and fear, property and product damage, and at work, injury or death.

The following plan has been established for Bayview Wellington Homes In order to decrease the inevitable confusion that occurs in an emergency situation, it is very important that **ALL PERSONS** understand and accept their responsibilities.

Emergency – What is it?

An emergency is any sudden event that requires immediate attention and which cannot be handled by the normal day to day operating procedures followed in our building or on the job site. Perhaps the biggest sources of danger are **explosion,** and **fire**. However, it should be kept in mind that other situations, such as, **power failure**, **and medical emergencies** etc. may also qualify as an emergency.

Objectives of an Emergency Response

The objective of an organized emergency plan is to minimize potential consequences of an emergency by:

- reducing employees' confusion and fear
- preventing fatalities and injuries
- reducing damage to buildings, equipment, and product: therefore
- accelerating the employee's return to normal operations

PROCEDURES

1. Evacuate area and tell co-workers

2. Upon discovery of smoke or fire, immediately call the fire department - 911

3. Co-workers will inform workers, co-workers and home owners that evacuation procedure have been started and to evacuate the surrounding area via telephone

4. Start the evacuation of workers and employees in a safe manner

5. De-energize all equipment and machinery

6. Co-worker shall ensure all areas are evacuated

7. Once all employees have evacuated the area, all employees will report to the assembly point.

8. First Aider shall perform first aid if necessary, to whom it concerns.

9. All employees shall wait for the arrival of emergency services.

10. Upon arrival of the fire department, supervisor shall advise the officer in charge of the location of fire, and all employees shall not imply the emergency services in the duties.

11. After the emergency condition is over, and the fire department declares it is safe to work at the workplace, resent the fire alarm system

Fire / Explosion / Gas Leak

Supervisor

- Initiate evacuation of your area through the nearest or alternate emergency exit, close door behind you.

- Notify the supervisor and workers.

- Obtain list of all workers and report to check point.

- Take roll call

- Identify to site supervisor members “All PRESENT” or names and number of workers missing. If the fire was in your area, provide any other information.

- Await further instruction from the site supervisor or emergency services.

Supervisor

Call 9-1-1 (or appropriate number for fire) and report fire. Give name, the company name, address, major intersections, and entrance to the site and advise that persons will be available outside for direction. Remain on the phone until 9-1-1 operator terminates the call, remain near phone.

Supervisor shall meet emergency services and provide status of situation.

Power Failure

Supervisor

- Supervisors should obtain flashlights, gather workers and accompany to assembly point (if natural light is not adequate)
- Supervisor should initiate investigation to determine extent and cause of power failure
- Supervisor to update and advise workers of power failure and procedures for powering up (E.g. Turning disconnects for major equipment and disconnects off, etc.)
- Stay away from downed power lines and keep others away until emergency services rectify the problems.

Medical Emergency
First Aider

- Stop and take a deep breath
- Assess the scene to determine hazards
- Assess the victim, don barrier devices (gloves, mask)
- Administer first aid
- Take control of the scene, send worker to notify supervisor
- Direct workers to direct ambulance (E.g if ambulance is necessary, assist to cool area for rest or arrange transport to hospital or clinic

Supervisor

Call 9-1-1 (or appropriate number for ambulance) and report injury.

Give name, the company name, address, major intersections, and entrance to the site and advise that persons will be available outside for direction. Remain on the phone until 9-1-1 operator terminates the call, remain near phone.

Respond to scene and assess hazards

Supervisor shall meet emergency services and provide status of situation.

Chemical Spill Response

When a leak or spill of chemicals is detected:

- Immediately notify the supervisor.
- Put on the appropriate protective equipment to prevent personal contamination before entering the area. [i.e. gloves, goggles, face shields, apron, rubber boots]
- Stop the sources of the spill if possible [i.e. closing leaking valve].
- Seal off the area. Only authorized personnel, those who know and understand chemical handling procedures are allowed in the area
- Initiate clean-up of spilled chemicals using absorbent material
- Call in a Spill Response Contractor to assist in clean-up. [i.e. Sanivan Inc. 1-514-353-HELP or 1-800-361-8920
- As soon as practicable notify the Metro Toronto Works and the local Ministry of the Environment Office of the spill. If the spill poses a fire hazard call the fire department. Ministry of Environment: Spills Action Centre 416- 965- 9619

EMERGENCY TELEPHONE NUMBERS

IMMEDIATE RESPONSE (Ambulance, Fire, Police)	**911**

Local

Ambulance (Non Emergency)	**1 877-800-7924**
Fire (Non Emergency)	**905 895-9222**
Police (Non Emergency)	**905 830-4947**

Utilities Department

Gas	**1 866-763-5427**
Hydro	**416 542-8000**
Water	**416 338-8888**
Water (after hours)	**416 395-6333**
Steam Downtown (Enwave Energy Corp)	**416 392-6845**
Spills Action Centre	**1 800-268-6060**
Ontario One Call (Utility Locate)	**1 800-400-2255**

Senior Management

Office Number	**905 695-0661**

Government Contacts

Ministry of Labour	**416 326-1234**
Ministry of Environment	**416 325-4000**

Head Office Address - 111 Creditstone Rd. Concord, ON L4K1N3

PERSONAL PROTECTIVE EQUIPMENT

I. PURPOSE

To provide appropriate Personal Protective Equipment to qualified employees at Frontline Mechanical Systems.

II. SCOPE

This procedure applies to all Bayview Wellington Homes employees required to perform work using Personal Protective Equipment.

IV. DEFINITIONS

Foot Protection – CSA certified Grade 1 boots (Green Patch) must be worn at all times by workers. Note: Work boots should be fully laced and tied. Workers must purchase their own foot protection and replace any deteriorated work-boots.

Head Protection - Approved Head Protection (Head Hats) must be worn at all times by workers on construction sites. Workers must purchase their own head protection and replace it if damaged.

Eye & Face Protection - CSA approved glasses with side shields may be worn where the hazard of eye injuries may exist, for example spraying, scraping, etc. Face shields in combination with safety glasses must be used where there is a possibility of injury to eyes or face.

Dust Masks – Approved NIOSH (N 95 or N 99) Dust Masks must be worn where the hazard of dust may exist, for example cutting materials, mixing materials, drywall dust, cleaning up debris, etc.

Hearing Protection - Approved Hearing Protection (Ear muffs or ear plugs) must be worn where the hazard of hearing loss over time may exist.

Hand Protection - Gloves shall be worn on workers where a hazard to hands may occur, for example using chemicals, mixing chemicals, etc.

Body Protection - Proper protective clothing must be worn at all times, for example long shelved shirts, full length slacks, sun block. Worker shall provide the appropriate body protection.

Fall Protection Equipment - approved harness, lanyard, rope, rope grab, and anchors must be worn by any worker exposed to a fall at or greater than 8 Ft high. All Fall Protection Equipment shall be provided by the worker.

MATERIAL HANDLING

Scope
The procedure applies to all managers, supervisors, and employees in our employ or under contract with our firm.

Purpose
The purpose of this procedure is to review the basic principles of material handling in the workplace.

Procedure
Lifting and Carrying-

Most lifting accidents are due to improper lifting methods, as well as trying to lift more than an acceptable weight for one worker.

All manual lifting should be planned and safe-lifting practices followed:

1. Employees should know their physical limitations and the approximate weight of materials they are trying to lift.

2. Obtain assistance in lifting heavy objects whenever that task may be more than can be safely handled.

3. Before any manual lifting is done, the use of power equipment or mechanical lifting devices such as dollies, trucks or similar devices should be considered and used where and when it is practical.

4. Bulky loads shall be carried in such a way as to permit an obstructed view of the intended path ahead.

5. Ensure a good grip before lifting.

6. Lifting gradually. Lift slowly, smoothly, and without jerking.

7. The back should be kept close to vertical or straight and the lifting done with the leg muscles, which are large and strong.

8. Avoid bending. Do not place object(s) on the floor if they must be picked up later.

9. Avoid twisting your feet, or your hips or shoulders. Leave enough room to shift your feet so as not to twist.

10. Avoid reaching out. Handle heavy objects close to the body. Avoid a long reach out to pick up any object.

11. Do not be tempted at the last moment to swing the load onto the deck or shelf by bending or twisting your back.

12. When two or more persons are carrying an object, each employee, if possible, should face the direction in which the object is being carried.

13. Keep in good physical shape. Get proper exercise, maintain a good diet and make sure you are well rested.

14. Avoid lifting more than 22.5 kg (50lbs) alone whenever possible.

15. Employees who perform lifting activities shall be trained formally on lifting mechanical devices or lifting manually.

NEW EMPLOYEE FORM

Employee Name: _____

Position: _____

PART 1 - ADMINISTRATIVE SECTION	
☐ **Safety Training Certificates** ☐ **Standards of Conduct** ☐ **Job Description (includes Hours Worked)** ☐ **Company Policies and Benefits**	
PART 2 - WORK SITE SAFETY SECTION	
☐ **Review of Required Safety Training** ☐ **Personal Protective Equipment** ☐ **Injury/Incident Hazard Reporting Procedures** ☐ **JHSC** ☐ **First Aid Location** ☐ **Return to Work Program**	☐ **OHSA Training** ☐ **Review of Hazards (SOP)** ☐ **Emergency Procedures** ☐ **Fire Extinguisher Locations** ☐ **WHMIS & MSDS Location** ☐ **Safety Manual Location**
This certifies that I have received Bayview Wellington Homes Training. I have agreed to abide by Bayview Wellington Homes Health and Safety rules and procedures, and understand that failure to do so may result in disciplinary action or discharge from employment.	
Employee Signature:	**Manager Signature:**
Employee Start Date:	**Date of Orientation:**

Attachments: Copies of Safety Training Certificates

New Workers Comments/Evaluation:

_____

_____

_____

_____

_____

FIRST AID PROCEDURES

I. PURPOSE

To provide appropriate Emergency Medical Aid to ill or injured Bayview Wellington Homes employees.

II. SCOPE

This procedure applies to all Bayview Wellington Homes employees, and contractors.

V. DEFINITIONS

CPR	Cardio-pulmonary resuscitation
First Aid Treatment	Treatment for illnesses or injuries that can be administered without the expertise of a medical professional such as a paramedic nurses or doctor.

IV. PROCEDURE

1. Bayview Wellington Homes is subject to the Workplace Safety and Insurance Act – First Aid Requirements Regulation 1101. The specific requirements of this legislation are incorporated into this procedure.

2. Emergency phone numbers for medical emergencies are identified on EMERGENCY SERVICE NUMBERS document. This list is posted on First Aid Kit's or throughout Bayview Wellington Homes facility & vehicles. This list is reviewed and updated by management on an annual basis or whenever the need for a change is identified.

3. There are at least two persons trained as first aid/CPR responders.

4. The first aid box located at each vehicle, which is the primary treatment area for medical emergencies, injuries, and illnesses.

5. A record of all first aid treatment provided is kept in the First Aid Logbook located at all first aid kits. The first aid/CPR responder is responsible for recording the treatment in the logbook. The information to be recorded must include date, name of person being treated, name of treating person(s) and treatment provided.

6. All medical emergencies are to be reported immediately to the supervisor or foreman responsible for the individual.

7. The Supervisor or Foreman or First Aid individuals shall perform medical aid to the injured employee. Medical Aid shall consist of assessing, cleaning, covering and/or preparing injured employees wound for internal or external purposes.

8. The supervisor is responsible for determining if external emergency medical aid is required and contacting the appropriate external responders. If external medical aid is required, a supervisor (preferred method) or ambulance (alternative method) or taxi will be called ASAP, to transport the injured employee to the Hospital, Doctor's Office or Workers Home.

   If employee refuses provided transportation, 911 shall be called. All worker(s) whom accompany injured worker to Hospital, shall support and calm the injured worker in any way, shape or form. Also, the worker shall hold any important documents and/or information pertaining to the injured worker.

9. For external emergencies, the injured employee shall receive a Functional Abilities Form (FAF) for Hospital Administration purposes.

10. Employee will be instructed to contact supervisor as soon as the employee is discharge from the Hospital.

11. Internally, a Form 7 shall be completed for the injured employee within 7 working days.

RETURN TO WORK PROCEDURE

SCOPE/ OBJECTIVE

Bayview Wellington Homes is committed to the recovery of employees who have been injured at the workplace and realizes the benefits of a formal early and safe return to work program. Wherever possible Bayview Wellington Homes will accommodate temporarily disabled employees by providing appropriate employment within the worker's functional abilities as soon as possible following the injury. The goal will be to provide modified work that meets the needs of the employee and the organization.

Definitions of Modified Work

Modified Work is any job task, function or combination thereof that a worker who has temporary physical restrictions may perform safely without the risk of re-injury to self or others. The work must be productive and the result of the work must have value to the worker and the employer.

Early and Safe Return to Work Program

An early and safe return to work program is a process which gives structure and organization to the activity of returning injured workers to the workplace as soon as possible after the injury. The plan recognizes the employer's responsibility in the effective recovery of injured workers.

Modified Work / Re-Employment Plan

The early and safe return to work plan is a program that is developed individually and will be used to facilitate a worker's gradual transition back to his/her pre-injury job. The plan will allow an injured worker the opportunity to improve their physical capabilities and the possibility of acquiring additional job skills by performing actual work tasks, as well as restoring the worker's. Modified work is intended to be transitional in nature, designed primarily for the purpose of facilitating early return to work through gradual re-introduction of duties and/or hours. The goal of the Modified Work Program is to return the injured worker to the pre-injury job. Injuries exceeding an 8-week period will be reviewed individually and in most cases will require an adjudicator to be contacted for further consultation.

Roles and Responsibilities

The program coordinator will run Bayview Wellington Homes modified work program and is responsible for both its overall management and day to day operation.

It is vital that the coordinator communicates with the injured worker as soon as possible after the accident early and regular contact maintains morale and relieves anxieties about future uncertainties.

Responsibilities of the Program Coordinator

- Meet with the injured worker to develop specific goals and objectives compatible with the functional abilities information provided by the attending physician.
- Meet with the employee's supervisor and if necessary a WSIB Ergonomist to review the physical demands analysis of the pre-injury job and develop a modified work plan. This could involve part-time shifts with a plan for a gradual increase in hours, or increasing an injured workers break frequency, etc.
- Review the modified work plan with the Joint Health and Safety Committee and discuss any concerns they might have with the injured worker and his/her supervisor before Modified Work begins.
- Meet with the employee on the first day back to work and review goals and determine a schedule for progress meetings. Progress meeting intervals will be dependent on the severity of the injury and the physical restrictions placed on the employee and will involve the employees' supervisor.
- Maintain communication with the WSIB claims adjudicator, WSIB Ergonomist, Physician etc.

Procedures

- Complete the WSIB Form 7, submit to WSIB within specified time frame (3days).
- Review the medical reports and the functional abilities form provided by the attending physician with the worker and the employee's supervisor.
- If return to work is appropriate and modified work is available establish time frame and plan.
- If approved by JHSC and the attending Physician, activate the plan immediately and inform WSIB that there will be no lost time. Bayview Wellington Homes will ensure that there will be no earnings lost.
- If worker disagrees advise the WSIB immediately and request a decision.
- If worker's return to work is delayed because of severe physical restrictions, then contact the WSIB adjudicator to request additional information about the employee's ability to perform modified work. The WSIB Form 7 will indicate that there will be lost time for the duration indicated on the medical forms and the WSIB will pay for the worker's lost time.

Worker's Responsibilities

- Cooperate in the early and safe return to work program as per legislature.
- Obtain medical approval from treating physician for early and safe return to work plan.
- Maintain constant contact with Program Coordinator when immediate return to work is not feasible. (minimum contact is weekly)
- Ensure that scheduled activities such as physical therapy is continued in conjunction with the early and safe return o work plan.
- Communicate all concerns to program coordinator so that potential problems are openly addressed and resolved.

Supervisor's Responsibilities

Arrange for injured workers to receive immediate medical attention when necessary.
Ensure that all the necessary forms are completed and given to the attending Physician
Arrange for the injured workers' transportation back to workplace.
Review medical forms with the injured worker and Program Coordinator.
Assist with physical demands analysis and the development of the modified work plan.
Provide ongoing support and encouragement to workers on the program.
Participate in progress meetings with the injured worker and the program coordinator.

Role of the Physician

It is essential to obtain information form the attending physician regarding the employee's physical condition prior to developing return to modified work plan.

- The physician must complete the functional abilities form promptly and expect the patient to return the form to his/her workplace immediately.
- The Physician must respond on a timely basis to any ongoing requests for functional abilities until successful return to work is achieved.
- The Physician must provide an expected date of complete recovery or probable date of recovery.
- The Physician must provide the employer with information relating to the injured workers' recovery progress during the course of the early and safe return to work program until such time as the injured worker returns to the pre-injury job.

Job Suitability

It is essential to obtain the injured worker's medical restrictions prior to arranging appropriate modified work. The Functional abilities form should be reviewed along with the physical demands analysis to determine suitable modified work. In most cases the worker's regular job will be modified by reducing tasks, hours or combination of both.

Designing Individual Program

A temporary modified work plan involves setting a series of progressive goals within specific time frames. Goals are established by using the employee's medical precautions, physical capabilities, and job demands. The goal may involve gradually increasing the employee's hours of work, days of work, or job tasks over the duration of the plan. This will allow a disabled employee the ability to readjust to the work, without jeopardizing their own health and/or the health and safety of their co-workers. The tasks or duties used to accomplish the goals are then set out and agreed upon.

Several phases may be required for the purpose of the employment plan. Each phase of the plan should be progressive with clear measurable goals. The final expectation is that the employee returns to his/her pre-injury job. The coordinator, worker, supervisor and the JHSC must agree to all aspects of the plan and ensure that the modified work is compatible with medical information provided by the physician.
The duration of the plan will be dependent on the worker's physical restrictions and physical capabilities. Any injury exceeding an 8-week recovery period will be considered on an individual basis and will require consultation with the WSIB adjudicator.

Once the work plan begins, the coordinator, supervisor and the employee should set up progress meetings where concerns can be addressed and progress monitored. The coordinator will maintain a record of discussion and progress reports.

Return to Work Form

Time: Date:

Injured Worker:

Present at Meeting:

Discussed workers' physical restrictions and possible work duties to be assigned to the worker during the recuperation period.

Manager:

Specific Restrictions:

Tools:

Job Duties:

Rest Breaks:

Medical Treatment:

Miscellaneous Data:

DISCIPLINRY ACTION POLICY

Disciplinary action will be based on the degree of hazard. For the most part a three-step policy will be in effect. However, if the situation is of a serious nature such as one where serious injury may have been or would have been caused, the violator will be automatically removed from the workplace.

The general procedure will be as follows:

Employees must follow company and legislative standards in order to maintain a safe and healthy work environment. Disciplinary actions may be necessary to deal with non-compliance.

The discipline policy of **Bayview Wellington Homes** follows:

First Offence: Verbal Warning

- The worker will be given a verbal warning.
- The worker is to be advised that the next infraction will result in a written warning.
- The warning is to be documented and kept in the employee's personnel file.

Second Offence: Written Warning

- The worker will be given a written warning.
- The written warning will include notification that the next infraction will result in
- A 3-day suspension from work without pay.
- A copy of the written warning is to be documented and kept in the employee's
- personnel file.

Third Offence: Suspension

- The worker will be dismissed for the remainder of the day and an additional 2-day suspension without pay.
- The suspension will be confirmed in writing.
- The suspension confirmation will include notification that the next infraction will
- result in immediate and permanent dismissal.
- A copy of the suspension confirmation is to be documented and kept in the employee's personnel file.

Fourth Offence: Dismissal

- The worker will be dismissed immediately.
- The dismissal will be confirmed in writing.
- A copy of the dismissal will be kept in the employee's personnel file.

See Disciplinary Action Form Appendix A

A Guide to Good Conduct:
While on the work site, employees are expected to conduct themselves in a manner that promotes the safety and welfare of all employees. Management expects suitable, orderly work habits and the protection of employees and company property. Employees not working in this manner will be subject to disciplinary action.

Acts of Misconduct:
The following acts are considered serious infractions and will result in disciplinary action that may include immediate dismissal and well as legal or police action:

- Being in the possession of or under the influence of alcohol or illegal drugs while at work
- Possessing or using any gun or firearm, illegal knife or other illegal weapon on company property
- Failure to wear personal protective equipment in a designated area or as required for a specific task
- Creating unsafe or unsanitary conditions
- Disregard for the safety of oneself or another
- Failure to report an injury or incident or a hazard
- Showing disrespect for a supervisor, co-worker or customer
- Refusing or failing to follow the instructions of a supervisor
- Smoking in a prohibited area
- Fighting, theft, horseplay, boisterous conduct, sleeping or unauthorized absence from the workplace
- Damaging or defacing company property
- Tardiness or absence from work without calling in prior to the start of the work day.

GENERAL REQUIREMENTS

Policy:

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

- Guardrails/handrails
- Floor openings
- Access/egress
- Ladders/ramps
- Scaffold
- Excavations, trenches and caissons
- General cleanliness/housekeeping
- Treatment of ice and snow

Standards meet and/or exceed the minimum requirements specified in the Occupational Health and Safety Act, pertinent regulations and the following site requirements.

Guardrails

Where there is a possibility of a worker falling from one working or walking surface to another, a barrier must be provided (i.e. caution tape, temporary fence, etc.).

Guardrails must be provided around the perimeter of all working and walking surfaces, platforms and roofs where a worker may fall 8 feet (2.4m) or more and must consist of a top rail, intermediate rail and toe-board or be otherwise approved by the Ministry of Labour to meet the criteria for guardrails per the Regulations for Construction Projects. (i.e. safety fence, wire rope, est.).

Guardrails removed temporarily for the purpose of doing work must be replaced in a proper manner immediately after work is completed. Where removed, a travel restraint, fall restrict or fall arrest system must be used, “DANGER” signs posted to prevent access. Guardrails must be replaced prior to leaving the area.

Handrails

Securely fastened handrails must be installed on the open sides of all stairs and guardrails must be installed on any open side of stair landings.

Handrails must be constructed of the same materials (2x4’s) required for guardrails and secured in place.

Always ensure that handrails are free of protruding objects such as nails and that wood does not pose sliver hazards. Furthermore, wood handrails should not protrude into the aisle.

Floor Coverings

Where it is not possible to provide guardrails around floor openings, they must be covered with securely fastened coverings capable of supporting all loads to which they may be subjected and marked “DANGER, FLOOR OPENING, DO NOT REMOVE”.
All floor openings 3 inches or greater in diameter must be protected immediately, each contractors’ responsibility.

Access/Egress

Overhead protection or appropriate barricades and pedestrian traffic control measures must be provided where work is being carried out above a means of access/egress or work area.

Access to and egress from work areas that are above or below ground must be appropriate for work being done and maintained in a safe condition. (i.e. ladders, scaffold stairs, ramps and runways, etc.). Temporary stairs must be used where regular access/egress is required from one level to another and/or tools and materials are being handled manually.

No means of access or egress to units or to the site in general shall be blocked or restricted without prior notification to the Site Supervisor (due to emergency access/egress). If the Site Supervisor has granted permission, the subcontractor may only block access/egress routes under strict supervision by the subcontractor’s supervisor.

Access to roof areas is restricted to authorized workers only. The subcontractor supervisor must evaluate hazards (snow, wind, guardrails, etc) prior to work.

Ladders/Ramps

In High-rise, ladders will only be used in suite and in confined spaces for access and egress purposes.

Ladders should be set up on a firm level surface. If the base is to rest on soft un-compacted or rough soil, a mudsill must be used.

Ensure ladders are of proper length (extended 3 feet (90 cm) beyond the landing). Landing areas at both ends of the ladder must be clear of debris and materials.

Always visually inspect ladders prior to using them. Ladders with weakened, broken, bent or missing steps; broken or bent side rails; broken, damaged or missing non-slip bases, or otherwise defective must not be used and are to be removed from the site immediately.

All access ladders must be tied off or otherwise secured to prevent movement.

Depending on length, straight ladders should be set up on an angle such that the horizontal distance between the top support and the base is not less than one-quarter or greater than one-third the vertical distance between these points.

Always maintain three-points contact when climbing a ladder (e.g. two feet and one hand or one foot and two hands). When a task must be performed while standing on an extension ladder, the length of the ladder should be such that the worker stands on a rung no higher than the second from the top and with his body between the side rails.

Ladders must not be erected on boxes, carts, tables, scaffold platforms, elevated work platforms or on vehicles. Ladders should no be used horizontally as substitutes for scaffold planks, runway, or other service for which they have not been designed.

Metal ladders or ladders with metal reinforcing must not be used near energized electrical equipment or conductors.

Scaffolds

The erection, inspection and dismantling of scaffolds must be carried out by trained, knowledgeable and competent persons.

Scaffold planks must be of good quality; free of defects such as loose knots, splits or rot, rough sawn, measuring 2 inches x 10 inches (51mm x25.4mm) in cross section, using No.1 spruce.

Scaffolds must be erected with all braces, pins, screw-jacks, base-plates, wheels and other fittings installed as required by the manufacturer.

Scaffolds platforms and benches must be at least 18 inches (46cm) wide and planked across their full width.

Scaffolds must be tied into a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices.

Where scaffolds cannot be tied into a building, adequately secured guy lines must be used to provide stability.

Scaffold planks must be securely fastened to prevent them from sliding by way cleats.

Scaffolds must be erected, used and maintained in a plumb condition.

Remove ice, snow, oil, grease and other slippery material from the platform and the surface shall be treated to prevent slip hazards (where required).

Only appropriate ladders must be used to access/egress scaffold platforms.
A competent person must inspect scaffolds prior to each use.

Treatment of Ice and Snow

Accumulations of ice or snow which create slip hazards on access routes and /or work areas will be cleared/treated as soon as practicable. Always exercise caution when walking during inclement weather conditions.

If access to your work area or the work area itself is slippery due to inclement weather conditions, please see the Site Supervisor for Calcium Chloride and/or other materials (e.g. sand), which will be provided for the treatment of the work surface.

If the conditions are such that the treatment of the surfaces would not be practical, therefore leaving the work area slippery, workers should refrain from working in such areas until they can be made safe.

Fire Protection

Where sparks or open flames may be present, fire extinguishers must be readily accessible in an adequately marked location and properly maintained, regularly inspected and promptly refilled after use.

Employers must ensure that their workers who may be required to use fire extinguishers in emergency situations are trained.

Portable extinguishers are classified according to their capacity for handling specific types of fires. Underwriters Laboratories of Canada 4A40BC rating are the minimum.

Class "A" Extinguishers

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

Class "B" Extinguishers

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

Class "C' Extinguishers

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

These components or others, submitted as part of a fall prevention plan must be used in accordance with the OHS Act and Regulations for Construction Projects as a minimum.

All components of a fall prevention system must be inspected & logged by a competent person prior to its first use on site and by the worker daily thereafter. Mechanical components should be inspected and labeled by the manufacturer according to the manufacturer and CSA standards.

VIOLENCE & HARASSAMENT POLICY STATEMENT

The management of Bayview Wellington Homes is committed to the prevention of workplace violence and providing a work environment in which all individuals are treated with respect and dignity. We will take the necessary steps reasonable to protect our workers from workplace violence from all sources.

Violent behaviour and/or harassment are unacceptable in the workplace and will not be tolerated. Everyone on all levels is expected to uphold this policy, and will be held accountable by Senior Management.

Bayview Wellington Homes will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence and harassment in the workplace.

Managers and supervisors will adhere to this policy and the supporting program. They will be responsible for ensuring that measures and procedures are followed by workers' ant that workers have the information that they need to protect themselves.

Our workplace violence program includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance, and a process for workers to report incidents or raise concerns. Workers are also encouraged to report any incidents of workplace harassment. Management will investigate and deal with all concerns, complaints, or incidents of workplace violence and harassment in a timely and fair manner while respecting workers' privacy to the extent possible.

Nothing in this policy or program prevents or discourages a worker from filing an application with the Ontario Human Rights tribunal on a matter related to the Ontario Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues available.

Sincerely,

_____ _____

Senior Management Date

Workplace Violence Policy

The management of Bayview Wellington Homes is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Workplace violence is any act in which a person is abused, threatened, intimidated or assaulted in his or her employment. Workplace violence includes:

- **Threatening behaviour** - such as shaking fists, destroying property or throwing objects.
- **Verbal or written threats** - any expression of an intent to inflict harm.
- **Harassment** - any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities.
- **Verbal abuse** - swearing, insults or condescending language.
- **Physical attacks** - hitting, shoving, pushing or kicking.

Rumours, swearing, verbal abuse, pranks, arguments, property damage, vandalism, sabotage, pushing, theft, physical assaults, psychological trauma, anger-related incidents, rape, arson and murder are all examples of workplace violence.

Workplace violence is not limited to incidents that occur within a traditional workplace. Work-related violence can occur at off-site business-related functions (conferences, trade shows), at social events related to work, in clients' homes or away from work but resulting from work (a threatening telephone call to your home from a client).

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to all Bayview Wellington Homes Projects' workers, trade partners, homeowners, site visitors, clients, delivery persons, volunteers, etc. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns.

In the event that a worker feels that they are experiencing workplace violence they may report this immediately to their supervisor. All reports of workplace violence will be anonymous; only the person reporting violence and supervisor will be aware of the occurrence. No reprisals will be made against reporting employees. We encourage reporting of all incidents of violence at Bayview Wellington Homes Projects.

Bayview Wellington Homes Projects' as the employer will ensure this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. There will be no negative consequences for reports made in good faith.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

Workplace Harassment Policy

The management of Bayview Wellington Homes is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Harassment covers a wide range of offensive behaviour. It is commonly understood as behaviour intended to disturb or upset. In the legal sense, it is behaviour which is found threatening or disturbing.

Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable by the employer. This policy applies to all Bayview Wellington Homes Projects' workers, trade partners, homeowners, site visitors, clients, delivery persons, volunteers, etc. Everyone is expected to uphold this policy and to work together to prevent workplace harassment.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace -- a comment or conduct that is known or ought reasonably to be known to be unwelcome.

Some types of behaviours that may be workplace harassment include:

- Bullying
- Teasing
- Intimidating or offensive jokes or innuendos
- Displaying or circulating offensive pictures or materials

Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code. As per the Ontario's Human Rights Code:

Harassment in employment

> **5 (2)** Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, family status or handicap. [1981, c.53, s.4(2).]

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace.

Workers are encouraged to report any incidents of workplace harassment In the event that a worker feels that they are experiencing workplace harassment they may report this immediately to their supervisor. All reports of workplace violence will be anonymous; only the person reporting violence and supervisor will be aware of the occurrence. No reprisals will be made against reporting employees. We encourage reporting of all incidents of violence at Bayview Wellington Homes Projects. Every worker must work in compliance with this policy and the supporting program. There will be no negative consequences for reports made in good faith.

Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

GHS/ WHMIS 2015

What is GHS?

Globally **H**armonized **S**ystem

What is WHMIS?

Workplace **H**azardous **M**aterials **I**nformation **S**ystem

GHSWHMIS is a Canada-wide system to provide employers and workers with information about the hazardous materials they work with on the job, in order to protect their health and safety. It does this by means of:

- **Warning labels** on containers of hazardous materials
- Separate **safety data sheets** providing further detailed information (known as Safety Data Sheets or SDS)
- **Worker training** on how to use this information

What is Hazardous Material?

Materials covered under GHS/WHMIS 2015 include three Hazard Group; Health, Physical and Environmental

NOTE: Not all hazards and/or classes have an associated pictogram. When there is no pictogram available, the use of "Signal Words" is necessary.

	**Exploding bomb** (for explosion or reactivity hazards)		**Flame** (for fire hazards)		**Flame over circle** (for oxidizing hazards)
	**Gas cylinder** (for gases under pressure)		**Corrosion** (for corrosive damage to metals, as well as skin, eyes)		**Skull and Crossbones** (can cause death or toxicity with short exposure to small amounts)
	**Health hazard** (may cause or suspected of causing serious health effects)		**Exclamation mark** (may cause less serious health effects or damage the ozone layer*)		**Environment*** (may cause damage to the aquatic environment)
	**Biohazardous Infectious Materials** (for organisms or toxins that can cause diseases in people or animals)				

* The GHS system also defines an Environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015. However, you may see the environmental classes listed on labels and Safety Data Sheets (SDSs). Including information about environmental hazards is allowed by WHMIS 2015.

WHMIS Labels:

There are two types of labels;

- a supplier label; and
- a workplace label.

Supplier Labels:

Any container of hazardous material brought into a Canadian Workplace must carry a supplier WHMIS label. Following are the components of a supplier label:

1. Product Identifier: The name of the product which may be its common trade name, brand name, code name or code number.
2. Supplier Identifier: The name of the supplier. (A distributor who buys from a supplier and re-sells without repackaging need not be mentioned on the supplier label).
3. SDS Statement: A statement to the effect that a SDS is available for the product. For example: "SEE SAFETY DATA SHEET".
4. Hazard Symbol: One or more of the eight hazard symbols which apply to the product.
5. Risk Phrases: These are descriptions of the effects which may result from exposure. They give further information about the hazard indicated by the symbol. For example, "dangerous if inhaled."
6. Precautionary Measures: This section explains how to avoid the risks associated with the product. For example: "wear appropriate eye protection".
7. First Aid Measures: This section explains how to treat a person who has been overexposed to the product. For example, "wash affected area under running water".

Workplace Labels:

Workplace labels are used on hazardous materials or their containers, instead of supplier labels, in the following circumstances:

- The material is produced in the workplace for use in the workplace or for export;
- The material is produced in the workplace and intended for sale in Canada and will therefore have a supplier label attached before shipment;
- The material is decanted from a supplier's labeled container into another container after its arrival in the workplace;
- The original supplier label is missing or becomes unreadable.

A workplace label must contain the following information:

1. Product Identifier: the name of the material;
2. Precautionary Measures: how to handle it safely; and
3. SDS Statement: a statement telling the reader that a Safety Data Sheet is available for this material.

Example of Workplace Label:

TOLUENE SUPHONIC ACID 70% LIQUID USE ONLY WITH FACE SHIELD, GOGGLES, RUBBER GLOVES, RUBBER APRON AND RUBBER BOOKS REFER TO MATERIAL SAFETY DATA SHEET FOR FURTHER INFORMATION

There are no specific requirements on the colour, size or shape of the workplace label. It is important that it be distinctive and easily seen.

Safety Data Sheets:

The Data Sheet or SDS is the backup to the label. The label alerts a worker with a brief profile of a hazardous material. The SDS contains detailed information about the product. Material safety data sheets are considered current if dated within 3 years.

16 categories of information are required on a SDS.

DS Section & Heading		Specific Information Elements
1	Identification	• Product identifier (e.g. Product name) • Other means of identification (e.g. product family, synonyms, etc.) • Recommended use • Restrictions on use • Canadian supplier identifier+ See notes below. ○ Name, full address and phone number(s) • Emergency telephone number and any restrictions on the use of that number, if applicable

2	Hazard identification	• Hazard classification (class, category) of substance or mixture or a description of the identified hazard for Physical or Health Hazards Not Otherwise Classified
		• Label elements:
		  ○ Symbol (image) or the name of the symbol (e.g., flame, skull and crossbones)
		  ○ Signal word
		  ○ Hazard statement(s)
		  ○ Precautionary statement(s)
		• Other hazards which do not result in classification (e.g., molten metal hazard)

3	Composition/ Information on ingredients	• When a hazardous product is a material or substance:
		  ○ Chemical name
		  ○ Common name and synonyms
		  ○ Chemical Abstract Service (CAS) registry number and any unique identifiers
		  ○ Chemical name of impurities, stabilizing solvents and/or additives*
		• For each material or substance in a mixture that is classified in a health hazard class**:
		  ○ Chemical name
		  ○ Common name and synonyms
		  ○ CAS registry number and any unique identifiers
		  ○ Concentration

		NOTE: Confidential business information rules can apply

4	First-aid measures	• First-aid measures by route of exposure:
		  ○ Inhalation
		  ○ Skin contact
		  ○ Eye contact
		  ○ Ingestion
		• Most important symptoms and effects (acute or delayed)
		• Immediate medical attention and special treatment, if necessary

5	Fire-fighting measures	• Suitable extinguishing media • Unsuitable extinguishing media • Specific hazards arising from the hazardous product (e.g., hazardous combustion products) • Special protective equipment and precautions for fire-fighters
6	Accidental release measures	• Personal precautions, protective equipment and emergency procedures • Methods and materials for containment and cleaning up
7	Handling and storage	• Precautions for safe handling • Conditions for safe storage (including incompatible materials)
8	Exposure controls/ Personal protection	• Control parameters, including occupational exposure guidelines or biological exposure limits and the source of those values • Appropriate engineering controls • Individual protection measures (e.g. personal protective equipment)
9	Physical and chemical properties	• Appearance (physical state, colour, etc.) • Odour • Odour threshold • pH • Melting point/Freezing point • Initial boiling point/boiling range • Flash point • Evaporation rate • Flammability (solid; gas) • Lower flammable/explosive limit • Upper flammable/explosive limit • Vapour pressure • Vapour density • Relative density • Solubility

		• Partition coefficient - n-octanol/water • Auto-ignition temperature • Decomposition temperature • Viscosity
10	Stability and reactivity	• Reactivity • Chemical stability • Possibility of hazardous reactions • Conditions to avoid (e.g., static discharge, shock, or vibration) • Incompatible materials • Hazardous decomposition products
11	Toxicological information	Concise but complete description of the various toxic health effects and the data used to identify those effects, including: • Information on the likely routes of exposure (inhalation, ingestion, skin and eye contact) • Symptoms related to the physical, chemical and toxicological characteristics • Delayed and immediate effects, and chronic effects from short-term and long-term exposure • Numerical measures of toxicity
12	Ecological information***	• Ecotoxicity • Persistence and degradability • Bioaccumulative potential • Mobility in soil • Other adverse effects
13	Disposal considerations***	Information on safe handling for disposal and methods of disposal, including any contaminated packaging
14	Transport information***	• UN number • UN proper shipping name • Transport hazard class(es) • Packing group • Environmental hazards • Transport in bulk, if applicable • Special precautions
15	Regulatory information***	Safety, health and environmental regulations specific to the product
16	Other information	Date of the latest revision of the SDS

+The supplier that must be identified on an SDS is the initial supplier identifier (i.e., the name, address and telephone number of either the Canadian manufacturer or the Canadian importer). There are two exceptions to this requirement. In a situation where a hazardous product is being sold by a distributor, the distributor may replace the name, address and telephone number of the initial supplier with their own contact information. In a situation where an importer imports a hazardous product for use in their own workplace in Canada (i.e., the importer is not selling the hazardous product), the importer may retain the name, address and telephone number of the foreign supplier on the SDS instead of replacing it with their own contact information.

*These impurities and stabilizing products are those that are classified in a health hazard class and contribute to the classification of the material or substance.

**Each ingredient in the mixture must be listed when it is classified in a health hazard class and is present above the concentration limit that is designated for the hazard class in which it is classified or is present in the mixture at a concentration that results in the mixture being classified in any health hazard class.

***Sections 12 to 15 require the headings to be present, but under Canadian regulations, the supplier has the option to not provide information in these sections.

In addition to these categories, the supplier or employer must include any other hazard information of which he/she should be aware. Specific instructions and precautionary measures for working with all products will be provided to all employees.

Household products are exempt from WHMIS. However, hazardous household products still contain warning information and symbols. When we use any hazardous products at our sites, then WHMIS applies.

SDSs are required to be accurate at the time of sale. An SDS will be required to be updated when the supplier becomes aware of any "significant new data". The definition of "significant new data" is:

"New data regarding the hazard presented by a hazardous product that changes its classification in a category or subcategory of a hazard class, or result in its classification in another hazard class, or change the ways to protect against the hazard presented by the hazardous product." (Source: Canada Gazette, Part II, Hazardous Products Regulations, Section 5.12 (1))

This definition means that an SDS must be updated when there is new information that changes how the hazardous product is classified, or when there are changes to the way you will handle or store or protect yourself from the hazards of the product.

SDSs will be required to be updated within 90 days of the supplier being aware of the new information. If you purchase a product within this 90-day time period, the supplier must inform you of the significant new data and the date on which it became available in writing.

FALL PROTECTION

Fall arrest is the most common system of fall protection used. A fall arrest system is designed to stop or arrest a fall within a few feet of the worker's original position. A fall arrest system should be used when there is a likelihood of a fall occurring, or where a travel restraint system cannot be implemented which would allow the performance of the work. (see *Travel Restraint* below)

A typical fall arrest system consists of the following components connected together:

- full body harness
- lanyard with a shock absorber
- rope grab (or triple sliding hitch)
- lifeline
- lifeline anchor

TRAVEL RESTRAINT

A travel restraint system provides fall protection by preventing a worker from reaching the point where a fall could occur, for example a roof-edge.

Although the legal requirements indicate that a safety belt can be used, all workers shall be required to use a full body harness. The basic components of a travel restraint system are identical to those used in a fall arrest system.

The main drawback of a travel restraint system is that, by its very design, it limits a worker's movements and can therefore interfere with the work being done. This results in a requirement to constantly adjust the rope grab or triple sliding hitch to enable the worker access to the work zone, but still restrained from the actual fall point.

One potential solution is the use of a retractable block lifeline, which allows the worker to move the full length of the line but, like a seatbelt in a car, stops and locks at any sudden pull. This action is designed for fall arrest.

In practice, travel restraint systems are not fool-proof because the length of the lifeline is not always adjusted properly. While the retractable block system addresses the need for continuous adjustment, it is possible for a worker who was working at an angle to the anchor point (and falls) to pendulum to a point at right angles to the anchor point with the result that the worker is suspended some distance below the edge making rescue more difficult.

Because of the limitations of travel restraint systems, it is recommended that any person working adjacent to a fall point develop and use a fall arrest system

COMPONENTS

Safety Belts
Safety belts are not to be worn as part of a fall arrest or travel restraint system. Personnel may wear safety belts as work belts only.

Full Body Harness
A harness distributes fall arrest impact through the thighs and buttocks. Safety belts, on the other hand, transfer the fall arrest force into the mid-section where vital organs are located and can result in severe internal injuries.

Harnesses feature:

- adjustable thigh straps
- waist strap, chest strap, or both
- sliding D-ring midway up the back
- buttock strap (to help absorb fall arrest load in a "padded" area of the body.)

The harness shall bear a CSA approval. Older harnesses may not have a CSA approval, while this does not render them unsafe, they are not to be used on our projects.

Lanyards
Lanyards connect the harness directly to an anchor point, or to an intermediate component in the system, such as a rope grab. They are manufactured from either 5/8-inch diameter nylon rope or nylon webbing straps. Lanyards are required to bear a CSA approval.

Available in different lengths, the appropriate length is the shortest length that will allow the worker to perform the work, thus creating the shortest potential fall distance. (Some lanyards are adjustable in length.)

Lanyards should have spliced eyes with thimbles, and be fitted with locking snaps or D-clips for attachment to other components. D-clips are preferable to locking snap hooks to reduce the chance of roll-out from rope grabs or anchor points. In some cases, lanyards may be spliced directly to other components.

The length and anchorage of lanyards should limit falls to no more than 5 feet. If possible the anchor point should be at approximately shoulder height to minimize fall distance. Some lanyards incorporate shock absorbers to help absorb fall arrest loads. These are the standard for all new lanyard purchases. Older lanyards which do not have shock absorbers built in shall have a separate shock absorber incorporated into the system before being used. (see Shock Absorbers)

UNDER NO CIRCUMSTANCES SHALL A KNOT BE TIED IN A LANYARD.

If a lanyard is too long, get a shorter one. All connections in the system shall be made with approved connecting hardware.

Shock Absorbers
Shock absorbers are required in all fall protection systems. Typical fall arrest loads may range from 1,200 to 1,500 pounds depending on body weight, fall distance, and the type of components in the system. Shock absorbers can reduce this force by as much as 50%. Shock absorbers should bear a certification according to one of the organizations noted in H&S-024.

Some shock absorbers are built into the lanyard. Most are made of a webbing material with tear-away stitching designed to gradually absorb fall arrest load. The tear-away type also gives clear indication that fall arrest has occurred and that the system requires replacement. Some models of self-retracting lifelines have built in braking systems which function as shock absorbers.

Rope Grabs
For attaching lanyard to lifeline, mechanical rope grabs have largely replaced the triple sliding hitch, and are the acceptable standard for our fall protection systems.

Most rope grabs use a cam-type device that locks onto the line when the lanyard is pulled sharply. Rope grabs bearing certification from one of the organizations listed in H&S-024 are the accepted standard.

Carefully follow the manufacturer's installation and/or inspection procedures.

Snap Hooks
Snap hooks are often used to connect various components of the system. Older snap hooks may not have a locking mechanism to prevent roll-out (accidental disengagement). This can occur when a snap hook is in a twisted position, which causes the fall arrest force to be applied to the snap rather than the hook. Any snap hook to be used must have locking mechanism to prevent roll-out. Older, single action, snap hooks are not to be used in any system.

D-Clips
D-clips are also used to connect various components in a fall protection system, including lanyards to rope grabs and lifelines to anchors. They are equally useful for connecting other components, and while not as convenient as snap hooks, they will not open under twisting loads. Most use a link-type arrangement with a knurled nut to open and close the device. When closed, the clip cannot open irrespective of the direction of the forces applied to it.

Vertical Lifelines
Only synthetic fibre rope, such as nylon, polypropylene, or polyester should be used for vertical lifelines. Lifelines should be protected from abrasion where they drape over sharp surfaces or edges.

Vertical lifelines shall be at least 5/8-inch diameter rope made of polypropylene, polyester or other fibers of equal elasticity, durability and resistance to abrasion. Wire ropes are only to be used where flame or heat would cause damage to a fibre rope, it is

especially important that a shock absorber be used with wire lifelines, as they are not elastic.

Lifelines shall be long enough to reach the ground (or a safe landing level above the ground, and must be knotted to prevent the grab from sliding off the end.)

Although most ropes manufactured now have protection from ultraviolet light, they will gradually degrade over time. Do not leave lifelines exposed to sunlight when not in use. Visually inspect the entire length of a lifeline before use to ensure it is free of abrasions, nicks, cuts, knots (except for the run-off knot). A rope which is found to be damaged shall not be used in a fall protection system.

Horizontal Lifelines
Horizontal lifelines have various applications. For example, lanyards can be attached to a horizontal lifeline for working along roof edges. A horizontal lifeline can also be used to attach a vertical lifeline for doing facade work.

All horizontal lifelines shall be referred to a professional engineer for design, installation, and inspection. Design requires knowledge of fall-arrest loads, anchorage requirements and the importance of control points.

Retractable Block Lifelines
Retractable block lifelines extend as far as their length allows and remain adjustable until there is a sharp tug on the line. Then the block locks and the line will not pay out any further. The force of a fall is enough to lock the block. These are used for travel restraint applications such as along roof perimeters.

Because these are mechanical devices, proper maintenance and inspection is a requirement before use. Care shall be exercised at all times to prevent the entry of foreign materials into the mechanism. Familiarize yourself with the inspection procedures for the particular Retractable Block you are using and maintain an Inspection Log.

Anchorage
In most situations, anchorage for fall protection consists of points on exposed structures where lanyards or lifelines can be securely fastened. Existing buildings may include designed anchorage systems for repair or maintenance work.

In general, vertical lifeline anchors and lanyard attachment points should be able to withstand a load of 10 times the weight of the person wearing the fall protection system.

Fall protection is only as effective as its anchorage. Vertical fall arrest loads can be as high as 1,800 pounds depending on body weight and fall distance. Anchorage must be substantial to withstand such a force.

In practice, anchorage is a matter of judgment. Suitable points would include

- large HVAC units
- large masonry chimneys
- roof structures such as elevator rooms
- pipes more than 10 inches in diameter
- roof anchors in good condition
- concrete or structural steel columns or beams

Do not anchor to stink pipes, scupper drain covers, pipes less than 10 inches in diameter, handrails, roof hatches, fixed ladders or stairs, vent pipes, small air conditioning condensers, shoring jacks, formwork, old masonry, or light structural parapets.

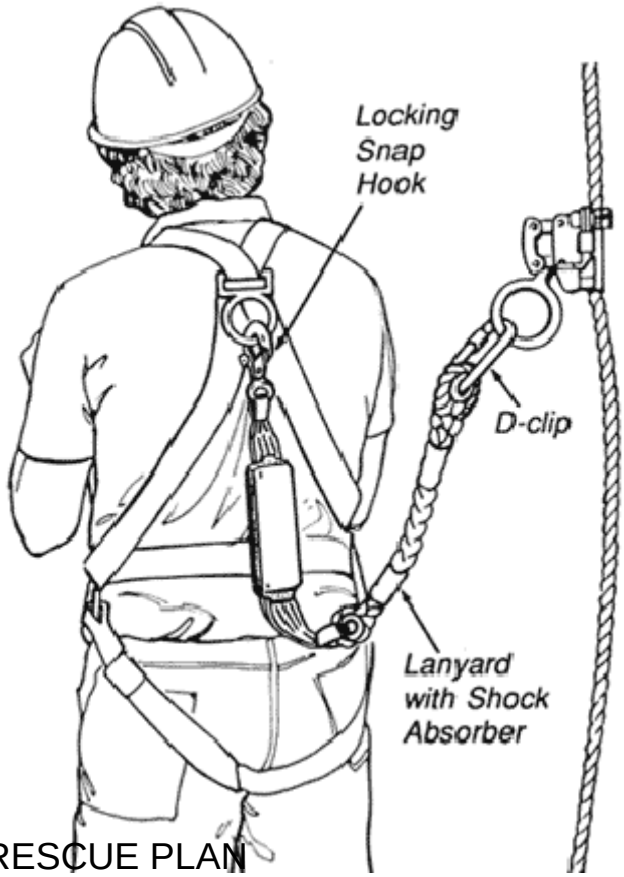
Anchorage is equally or more important when lanyards are tied off directly to the structure. Shock loads from a lanyard alone can be greater than a lanyard-lifeline combination, since the lifeline absorbs considerable energy.

Selection

The effectiveness of the fall protection is determined by the strength of its weakest component. Wherever a Canadian standard exists for the component, it is to be followed. Purchasing from a reputable, knowledgeable supplier will help ensure that all equipment is reliable.

Guidelines for Use

Inspect all components prior to installation and use. Check ropes for wear, deterioration, abrasions, nicks and cuts. Check rope grabs for proper function. Check snap rings to ensure closure is secure. Ensure the safety harness is serviceable. Verify that adequate anchorage is present and usable. Periodically verify that all components are not being subjected to excessive stress or wear during the course of the day. If any component is found to be faulty or in need of repair, it shall be tagged “Unsafe - Do Not Use”, removed from the work area and placed in a secure location for repair/replacement (separate from serviceable equipment).



If a fall arrest situation were to occur despite the supervision and instruction to the site workers to comply with the **Bayview Wellington Homes** policy and the Health & Safety policy of the Construction Manager/Contractor. In the case of a fall, site foreman, worker or workers, undertaking a rescue of a worker in a fall arrest condition shall:

1. Stop all other production work, including hoisting, loading, and/or off loading, so as not to interfere with the rescue.
2. Remove any equipment, vehicles, material and/or tools from the immediate rescue area, to provide unobstructed access unless, moving this equipment endangers the worker.
3. Never place themselves or other workers in a situation to cause a second fall arrest condition or endanger the Health and Safety of anyone else, carrying out a rescue.

4. Assess their ability to make a successful rescue, without causing further injury to the worker or exasperating the workers' injuries by:
   - actively communicating with the worker to determine the workers injures, levels of consciousness and ability to assist in the rescue.
   - Designating workers to the fall protection and/or points being used, to ensure the equipment is not tampered with
   - Reviewing all means of access including ladders, mechanical lifting devices, emergency evacuation equipment capable of being hoisted into positions by a crane the possibility not installing a second life line or static line, top gain access to the worker and the risks involved.
   - Calling for outside assistance in the rescue (E.g. Fire department, police and ambulance).

5. If it is determined that attempting a rescue is safe for the workers undertaking the rescue and the worker being rescued, the site supervisor shall:
   - personally supervise the work in its entirety without leaving the scene including the anchoring of fall protection systems required for use during the rescue.
   - Control the use of equipment, materials and man power in good conscious and where possible so as to preserve the scene for a formal investigation
   - Follow the directions of the emergency response team, if and when they arrive on site.
   - Make preparations for providing First Aid and other emergency treatment for shock, internal/external bleeding and open wounds, in lieu of ambulatory attendants.

CONFINED SPACE PROCEDURE

Scope
This procedure applies to all managers, supervisors, employees and subcontractors in our employ or under contract with our firm.

Purpose
The purpose of this procedure is to review the basic principles of working in a confined space and the general rules that must be followed prior to entry into a confined space.

Procedure
A confined space has restricted access or egress; the potential to become hazardous due to oxygen deficient or oxygen enriched areas or by the accumulation of gas, fumes or vapours within that area.

A confined space entry permit shall be completed in writing by a competent worker prior to commencing any confined space work, as detailed in provincial Occupational Health and Safety Legislation. You must never enter the area until this test has been completed.

Where possible, mechanical venting must be set in place. The space must be continuously monitored or ventilated while workers are in the confined space.

The worker in the confined space shall also have a communication device that allows the worker to speak with others that are outside the confined space. A competent worker, trained in First Aid and CPR, must be posted outside of the confined space at the entrance and be prepared and equipped to provide assistance if required. They also must be familiar with the site-specific confined space procedure.

Prior to entering the confined space, the entrant must ensure that:

- They have received the appropriate training.
- They conduct the required air monitoring to ensure the environment is adequate.
- They properly use and document their findings on the confined space entry permit.
- They are advised of all the potential hazards.
- They are wearing the appropriate personal protective equipment.
- They have an attendant available.
- They advise the authorized supervisor that they are entering the confined space.
- They advise the authorized supervisor when they have exited the confined space.
- They do not smoke, drink or eat in the work area.
- They clean all personal protective equipment prior to and after they have exited the confined space.
- They are trained to recognize any warning signs or symptoms of exposure to a dangerous situation.
- They perform the work inside the confined space in a safe and appropriate manner.

Air Monitoring

Normal outside air contains about 21% oxygen.

If the oxygen is **over** 23% it is considered oxygen enriched.

If it is **less than** 18% the environment is considered oxygen deficient.

Attendant

- Insure that air monitoring has been properly conducted and recorded on permit.
- Verify that the confined space entry permit has been signed and posted.
- Maintain communication with the entrant.
- Remain outside the entrance to the confined space for the duration of the entry.
- Ensure that no unauthorized individuals enter the confined space.
- Advise the emergency response team of an emergency.

Emergency response team

The company will have a trained emergency response team who are equipped to deal with any emergency. Their training will include but not limited to:

- First Aid including CPR,
- Use and maintenance of the personal protective equipment,
- Confined space entry, and
- Emergency response procedures.

Personal Protective Equipment for the entrants and/or the emergency response team

- Steel toed footwear
- Harness and Lanyard
- Hearing protection
- Eye protection
- Head protection
- Respirator
- Life line (must be attached to the person entering confined space and anchor point outside of the confined space)

Means of communication

- A verbal communication system will be used.
- The life line is also to be used as a backup communication system. The emergency signal is 3 short pulls on the life line.
- The response from the attendant will be 2 short pulls.

Training

All attendants, authorized entrants, emergency response personnel and personnel authorizing or in charge of the entry receive adequate training to ensure that they are aware of the hazards and appropriate procedures for working safely in and around the confined space.

The following training will be conducted, but not limited to:

- Confined space entry procedure
- Use of the confined space entry permit
- Use and maintenance of the personal protective equipment
- Use and maintenance of the Confined Space Systems
- Rescue procedures
- Testing and monitoring procedures
- First Aid including CPR

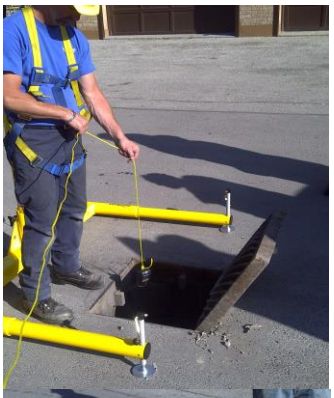
The records of training will be maintained in the employees' personnel file.

See a copy of Confined Space Permit.

Prior to entering a confined space the following must be addressed:

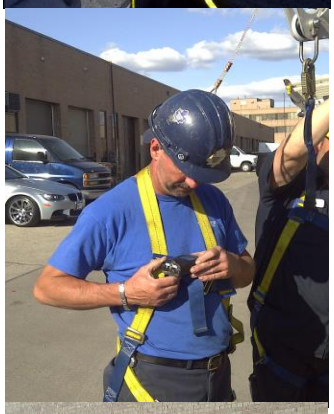
1. The confined space shall be tested prior to entering the confined space.

Air Testing shall be conducted first outside of the Confined Space Area. Then, at the top of Confined Space Area (Entrance Point). Third half-way down the Confined Space Area, and lastly at the work area of the Confined Space Area. Note: all four readings shall be recorded by attendant on the Confined Space Permit.



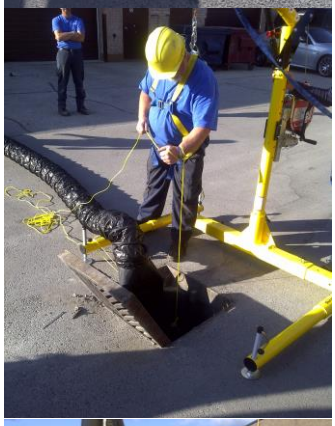
Proper Hand Technique to operate rope shall be used.

Keep Air Testing Monitor on Person entering the Confined Space.



Ensure Retrieval system is connected.

2. The confined space shall be purged and ventilated to provide an atmosphere that is safe for any worker prior to them entering the space.

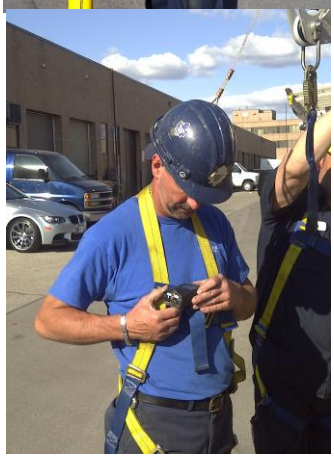


Check Confined Space Area with Air Monitor

3. Prior from entering the Confined Space, a lockout device may be installed shall install to de-energize the power of the mixer. (locks are provided to all employees who are trained)

4. All employees entering the Confined Space shall use a lock, which has a one key entry.

5. When entering a Confined Space, always have two man systems (buddy system) as a precaution for emergency procedures.

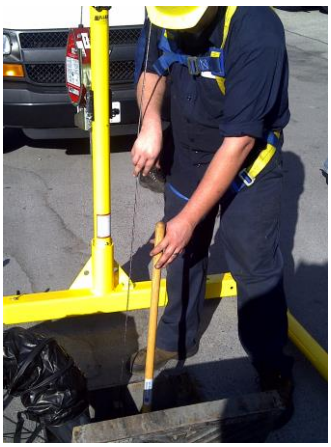


6. The person stationed outside of the confined space shall be trained in rescue operations and have, in their possession, an emergency alarm.

7. No worker shall be present in a confined space that contains, or is likely to contain, an explosive or flammable gas, dust, mist, or vapour unless a full and detailed entry plan has been established.

8. Monitoring of oxygen content is required at all times to assist in the detection of “Oxygen Deficient” or “Oxygen Enriched” environments.

9. Proper consideration shall be given to all tools and equipment that shall be used in a confined space. Tools or equipment that emit toxic or gas vapours, spark or others, shall not be used in a confined space unless a full entry, work and rescue plan is in place and all workers are aware and trained in these plans. Where atmospheric conditions are of concern, the appropriate personal protective equipment (PPE) shall be reviewed, selected, inspected and used in accordance with all manufacturers' recommended operating protocols.



10. A register of all workers entering the confined space shall be established including all emergency information for the worker(s). This register shall be kept on site for the duration of the work involved.

Confined Space Entry Permit

This permit must be completed prior to entry into the confined space. Entry cannot be performed if any boxes are marked "No." (Item No 4 excluded). This permit is valid for 8 hours only.

Date of entry:	Time of Entry:
Location:	Type of Space:
Equipment to be Worked On:	
Work to be performed:	
Anticipated time needed to complete work:	
Anticipated Hazard's:	
Entry personnel:	
Attendants:	

			Acceptable Conditions (%)
1.Atmospheric checks:	Oxygen	% O_2	19.5 – 23.5
	Explosive	% L.E.L	<10% L.E.L./L/F/L
	Toxic	ppm	0-35 ppm Carbon Monoxide (CO)
		ppm	0-10 ppm Hydrogen Sulfide (HS)
	Atmospheric Tester's Initials:		Time:

		(N/A)	**(Y)**	**(N)**
2.Isolation of pumps/lines:	Pumps or lines blocked, or disconnected			
3.Ventilation:	Mechanical			
	Natural ventilation only			
4.Hot work permit required:				

			Acceptable Conditions (%)
5.Atmospheric checks **AFTER** isolation and ventilation, if applicable:	Oxygen	% O_2	19.5 – 23.5
	Explosive	% L.E.L	<10% L.E.L./L/F/L
	Toxic	ppm	0-35 ppm Carbon Monoxide (CO)
		ppm	0-10 ppm Hydrogen Sulfide (HS)

6.Communication procedures:

7.Lockout procedures, if applicable:

	(N/A)	**(Y)**	**(N)**
8.Entrant(s), attendant(s), and rescue personnel (if applicable) have successfully completed required training.			
9.**Equipment:**			
Direct reading sampling device which is properly calibrated			
Safety harnesses and lifelines for entrants and attendants			
Mechanical retrieval/hosting equipment			
Communication equipment			
SCBA or Type C air-line respirator			
Personal protective equipment and clothing			
Electrical equipment/Lighting/Non sparking Tools/GFCIs			
Traffic barriers/entrance covers			

I have reviewed the work authorized by this permit and the information pertaining to each item. Safety procedures have been received and are understood by all personnel.

Entry Supervisor: _____ **Date:** _____

EXCAVATION & TRENCHING PROCEDURE

OBJECTIVE

Whenever the project requires digging, trenching or excavations workers are required to monitor and ensure the integrity of the hole, its walls and the soil around the excavation

SCOPE

This procedure applies to any site has any trenching or excavating as part of the work on the project. All workers, management, representatives and subcontractors must abide by these procedures when these issues arise at a Bayview Wellington Homes workplace.

PURPOSE

1. All cut backs or sloping of trenches or excavation walls shall be done in accordance with the Construction Regulations taking into account the soil type.
2. 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.
3. Gas, electrical and other services shall be accurately located, marked, and documented prior to digging the excavation.
4. Pipes, conduits, and cables in an excavation shall be supported to prevent their failure or breakage.
5. Excavations where workers will be present must be kept free of water accumulation.
6. There must be a clear distance of 18 inches between an excavation wall and another wall, formwork or masonry.
7. Loose rock or debris that may slide or fall shall be stripped from the walls.
8. No work shall be performed unless a secondary worker is stationed above ground in close proximity to the trench.
9. Where trench boxes or shoring is not in use, an emergency locate line, running to the work area in the trench, is recommended.
10. A 1 metre 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.

Background

Fatalities

A significant number of deaths and injuries in sewer and watermain work are directly related to trenching. Trenching fatalities are mainly caused by cave-ins. Death occurs by suffocation or crushing when a worker is buried by falling soil. Over half of all powerline contacts involve buried cable. Before excavating, the gas, electrical, and other services in the area must be accurately located and marked. If the service poses a hazard, it must be shut off and disconnected.

Injuries

The following are the main causes of lost-time injuries in the sewer and watermain industry:

- Material falling into the trench
- Slips and falls as workers climb on and off equipment
- Unloading pipe
- Handling and placing frames and covers for manholes and catch basins
- Handling and placing pipe and other materials
- Being struck by moving equipment
- Falls as workers climb in or out of an excavation
- Falling over equipment or excavated material
- Falling into the trench
- Exposure to toxic, irritating, or flammable gases.

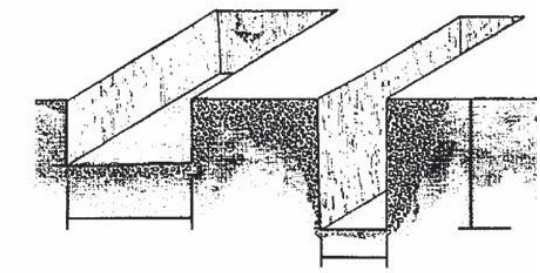
Many of these injuries are directly related to trenching.

Regulations

Supervisors and workers in the sewer and watermain industry must be familiar with the "Excavations" section of the Construction Regulation. It is important to understand, for instance, the terms "trench" and "excavation." An excavation is a hole left in the ground as the result of removing material. A trench is an excavation in which the depth exceeds the width.

The "Excavations" section of the Construction Regulation identifies the various types of soils and specifies the type of shoring and timbering to be used for each. It also spells out the requirements for trench support systems that must be designed by a professional engineer.

Difference between Excavation and Trench



Soil types

The type of soil determines the strength and stability of trench walls. Identifying soil types requires knowledge, skill, and experience. Even hard soil may contain faults in seams or layers that make it unstable when excavated. The foreman or supervisor must be knowledgeable about soil types found on a project and plan protection accordingly. This knowledge must include an awareness that soil types and conditions can change over very short distances. It is not unusual for soil to change completely within 50 metres or for soil to become saturated with moisture over even smaller distances. The Construction Regulation sets out four soil types.

Soil Type 1

It is hard to drive a pick into Type 1soil. Hence, it is often described as “hard ground to dig”. In fact, the material is so hard, it is close to rock. When excavated, the sides of the excavation appear smooth and shiny. The sides will remain vertical with no water released from the trench wall.

If exposed to sunlight for several days, the walls of Type 1 soil will lose their shiny appearance but remain intact without cracking and crumbling. If exposed to rain or wet weather, Type 1 soil may break down along the edges of the excavation. Typical Type 1 soils include “hardpan,” consolidated clay, and some glacial tills.

Soil Type 2

A pick can be driven into Type 2 soil relatively easily. It can easily be excavated by a backhoe or hand-excavated with some difficulty. In Type 2 soil, the sides of a trench will remain vertical for a short period of time (perhaps several hours) with no apparent tension cracks. However, if the walls are left exposed to air and sunlight, tension cracks will appear as the soil starts to dry. The soil will begin cracking and splaying into the trench. Typical Type 2 soils are silty clay and less dense tills.

Soil Type 3

Much of the Type 3 soil encountered in construction is previously excavated material. Type 3 soil can be excavated without difficulty using a hydraulic backhoe. When dry, Type 3 soil will flow through fingers and form a conical pile on the ground. Dry Type 3 soil will not stand vertically and the sides of the excavation will cave in to a natural slope of about 1 to 1 depending on moisture.

Wet Type 3 soil will yield water when vibrated by hand. When wet, this soil will stand vertically for a short period. It dries quickly, however, with the vibration during excavation causing chunks or solid slabs to slide into the trench. **All backfilled, previously excavated or previously disturbed material should be treated as Type 3.** Other typical Type 3 soil includes sand, granular materials, and silty or wet clays.

Soil Type 4

Type 4 soil can be excavated with no difficulty using a hydraulic backhoe. The material will flow very easily and must be supported and contained to be excavated to any significant depth. With its high moisture content, Type 4 soil is very sensitive to vibration and other disturbances which cause the material to flow.

Typical Type 4 material includes muskeg or other organic deposits with high moisture content, quicksand, silty clays with high moisture content, and leta clays. Leta clays are very sensitive to disturbance of any kind.

Moisture content

The amount of moisture in the soil has a great effect on soil strength. Once a trench is dug, the sides of the open excavation are exposed to the air. Moisture content of the soil begins to change almost immediately and the strength of the walls may be affected. The longer an excavation is open to the air, the greater the risk of a cave-in.

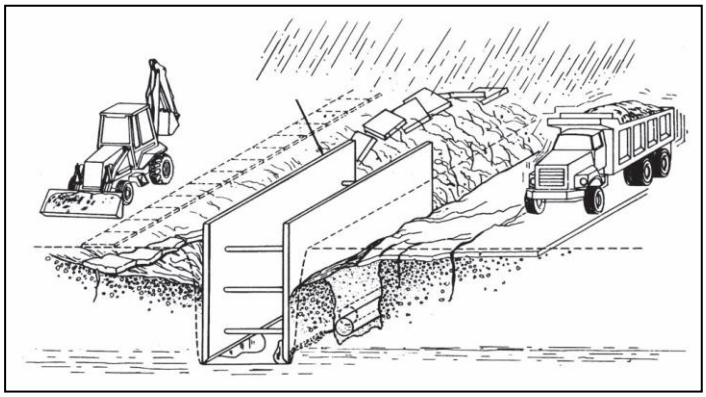
Causes of Cave-Ins

Soil properties often vary widely from the top to the bottom and along the length of a trench. Many factors such as cracks, water, vibration, weather, and previous excavation can affect trench stability. Time is also a critical factor. Some trenches will remain open for a long period, then suddenly collapse for no apparent reason. The main factors affecting trench stability are soil type, moisture, vibration, surcharge, previous excavation, existing foundations, and weather.

Protection Against Cave-Ins

There are three basic methods of protecting workers against trench cave-ins:

- sloping
- trench boxes
- shoring

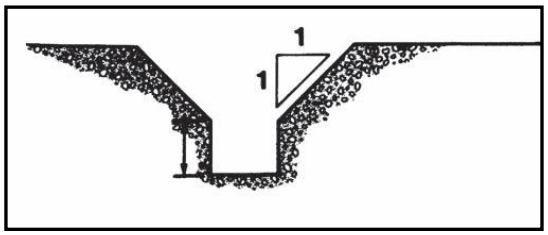


Most fatal cave-ins occur on small jobs of short duration such as service connections and excavations for drains and wells. Too often people think that these jobs are not hazardous enough to require safeguards against collapse. Unless the walls are solid rock, never enter a trench deeper than 1.2 metres (4 feet) if it is not properly sloped, shored, or protected by a trench box.

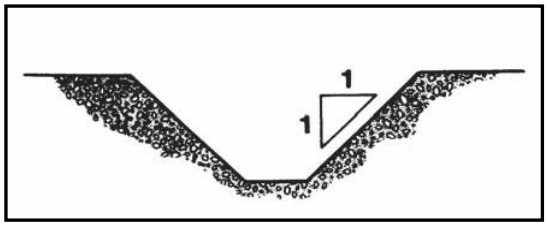
Sloping

One way to ensure that a trench will not collapse is to slope the walls. Where space and other requirements permit sloping, the angle of slope depends on soil conditions.

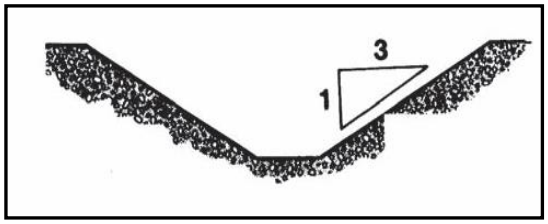
- For Type 1 and 2 soils, cut trench walls back at an angle of 1 to 1 (45 degrees). That's one metre back for each metre up. Walls should be sloped to within 1.2 metres (4 feet) of the trench bottom.



- For Type 3 soil, cut walls back at a gradient of 1 to 1 from the trench bottom.



- For Type 4 soil, slope the walls at 1 to 3. That's 3 metres back for every 1 metre up from the trench bottom. Although sloping can reduce the risk of a cave-in, the angle must be sufficient to prevent spoil not only from sliding back but also from exerting too much pressure on the trench wall.

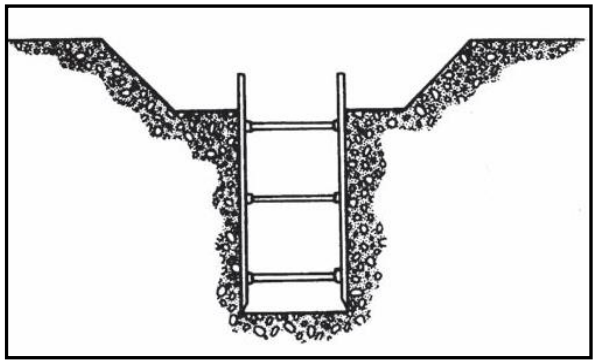


Sloping is commonly used with shoring or trench boxes to cut back any soil above the protected zone. It is also good practice to cut a bench at the top of the shoring or trench.

If sloping is to be used above a trench box, the top portion of the cut should first be sloped 1 to 1. Then the box should be lowered into the trench.

Trench boxes

Trench boxes are not usually intended to shore up or otherwise support trench walls. They are meant to protect workers in case of a cave-in. They are capable of supporting trench walls if the space between the box and the trench wall is backfilled and compacted. Design drawings and specifications for trench boxes must be signed and sealed by the professional engineer who designed the system and must be kept on site by the constructor.

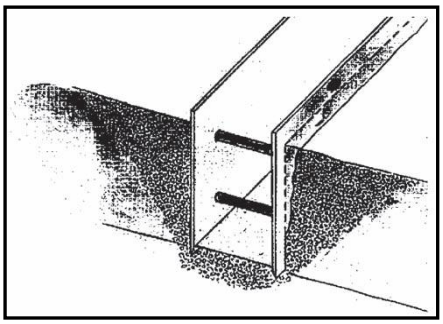


Boxes are normally placed in an excavated but unshored trench and used to protect personnel.

A properly designed trench box is capable of withstanding the maximum lateral load expected at a given depth in a particular soil condition. Trenches near utilities, streets, and buildings may require a shoring system. As long as workers are in the trench they should remain inside the box and leave only when the box is being moved. A ladder must be set up in the trench box at all times. Excavation should be done so that the space between the trench box and the excavation is minimized.

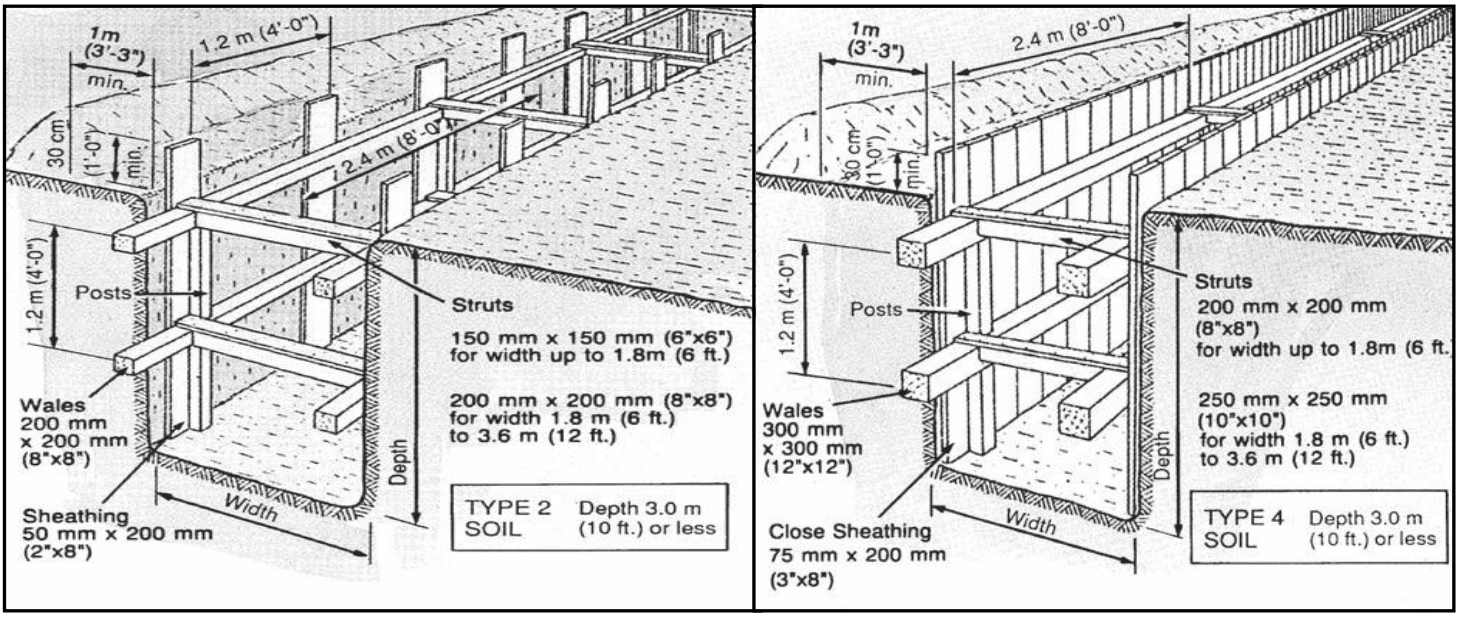
The two reasons for this are

1) allowing closer access to the top of the box
2) limiting soil movement in case of a cave-in.



Shoring

Shoring is a system which “shores” up or supports trench walls to prevent movement of soil, underground utilities, roadways, and foundations. Shoring should not be confused with trench boxes. A trench box provides worker safety but gives little or no support to trench walls or existing structures such as foundations and manholes. The two types of shoring most commonly used are timber and hydraulic. Both consist of posts, wales, struts, and sheathing.



“Hydraulic shoring” refers to prefabricated strut and/or wale systems in aluminum or steel. Strictly speaking, these may not operate hydraulically. Some are air-operated or manually jacked. Design drawings and specifications for prefabricated shoring systems must be kept on site. One major advantage of hydraulic shoring over some applications of timber shoring is safety during installation. Workers do not have to enter the trench to

install the system. Installation can be done from the top of the trench. Most hydraulic systems are:

- Light enough to be installed by one worker
- Gauge-regulated to ensure even distribution of pressure along the trench line
- Able to “pre-load” trench walls, thereby using the soil's natural cohesion to prevent movement.
- Easily adapted to suit various trench depths and widths.

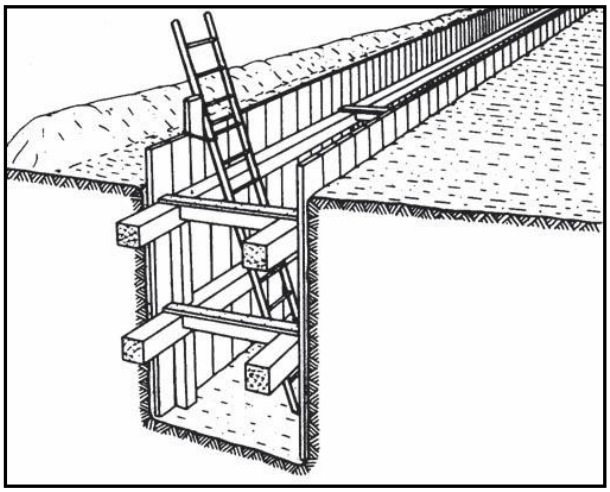
Wherever possible, shoring should be installed as excavation proceeds. If there is a delay between digging and shoring, no one must be allowed to enter the unprotected trench. All shoring should be installed from the top down and removed from the bottom up.

Access/Egress

Whether protected by sloping, boxes, or shoring, trenches must be provided with ladders so that workers can enter and exit safely. Ladders must:

- be placed within the area protected by the shoring or trench box
- be securely tied off at the top
- extend above the shoring or box by at least 1 metre (3 feet)
- be inspected regularly for damage.

Ladders should be placed as close as possible to the area where personnel are working and never more than 7.5 metres (25 feet) away. Anyone climbing up or down must always face the ladder and maintain 3-point contact. This means that two hands and one foot or two feet and one hand must be on the ladder at all times.



Maintaining 3-point contact also means hands must be free for climbing. Tools and materials should not be carried up or down ladders. Pumps, small compactors, and other equipment should be lifted and lowered by methods that prevent injury from overexertion and falling objects.

References: IHSA - Occupational Health and Safety Act

GAS CYLINDER STORAGE PROCEDURE

Purpose
To provide guidelines for the use of gas and compressed air vessels.

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

1. All cylinders shall be stored in an upright position at all times.
2. All tanks must have the regulators and hoses removed and all valve caps must be in place when not in use.
3. Cylinders that contain oxidizers shall not be stored near cylinders containing flammables.
4. All flammable and combustible cylinders shall be grounded when being stored.
5. All empty tanks shall be stored outside of the work area and tied to a structural feature with a rope or chain.
6. 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.
7. A proper pressure regulator and relief device shall be included in the system to ensure that correct pressures are maintained.
8. The correct air supply hoses shall be used for the tool / equipment being used.
9. The equipment shall be properly maintained according to the manufacturer's requirements, and maintenance shall be documented.

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

10. Never use compressed air to blow debris or to clear dirt from clothing.
11. Ensure that the air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools.
12. Any hose that may whip shall be attached to a rope or chain to prevent whipping.
13. 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.
14. 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.
15. A proper pressure regulator and relief device shall be included in the system to ensure that correct pressures are maintained.
16. The correct air supply hoses shall be used for the tool / equipment being used.

17. 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.

HEAT STRESS POLICY

Bayview Wellington Homes recognizes the potential problems caused by high temperatures in the work environment. To reduce the potential for heat-related illness, Bayview Wellington Homes has developed the following heat stress policy.
This policy requires the full cooperation of all members of Bayview Wellington Homes team: Senior management, the Joint Health and Safety Committee, supervisors, workers, and subcontractors.

Employees are asked to cooperate fully with this policy. All employees of Bayview Wellington Homes will be trained to recognize the signs and symptoms of heat stress — in themselves, as well as in other employees. Employees experiencing symptoms of heat stress must report to their supervisors and immediately obtain proper medical attention.

During days when heat stress procedures are in place, all employees will follow the contingency plans: extra water will be available and workers will be encouraged to drink it, even if workers are not thirsty. Heat disorders table will be posted in all trailers and workers will be encouraged to review it. The heat stress disorders table includes: heat cramps, heat exhaustion, and heat stroke disorders, including their causes, signs & symptoms, and treatment will be reviewed with workers on site.

A thermometer will be available at entrance areas of all site trailers for workers to check weather temperatures and take steps their companies have set and decide on what action to take.

In order to monitor the effectiveness of this policy, Bayview Wellington Homes will perform an annual review. The heat stress policy will be evaluated, improvements will be made, and acknowledgement will be given to those who make significant contributions to its success.

_____ _____

Senior Management Date

Heat Stress Procedure

Purpose
The Heat Stress Policy is a guideline to prevent personnel from experiencing the effects of heat stress or heat stroke due to exposure to high temperatures. The purpose of this policy is to reduce the risk of illness, injury or fatality to all Bayview Wellington Homes employees, and trade partners.

Authority
The Ontario Ministry of Labour, for compliance purposes, recommends the Threshold Limit Values (TLV'S) for heat stress and heat strain published by the American Conference of Governmental Industrial Hygienists (ACGIH). These values are based in preventing unacclimatized workers' core temperatures from rising above **38 degrees C**.

Responsibilities
Supervisors have the primary responsibility for the implementation of the Heat Stress Policy in their work area. The supervisor has ultimate responsibility for the safety of the employees. This includes evaluation of the weather conditions, providing ready access to drinking water, ensuring workers are familiar with the signs and symptoms of heat related disorder, allowing for acclimatization of workers in hot environments, and adoption of work rest regimes.

Employees have the primary responsibility for working in accordance with the provisions of this policy.

Background
The human body regulates high temperatures by two primary mechanisms: blood flow and sweating. Blood is circulating to the skin, increasing the skin temperature and allowing the body to give off excess heat through the skin.

Sweating occurs when the body senses that the heat loss due to increased blood circulation is not enough to cool the body. Evaporation of the sweat cools the skin and eliminates large quantities of heat from the body. If the body is unable to release excess heat, it will store it. When this happens, the body's core temperature rises and the heart rate increases. If the body continues to store heat, the person may begin to have difficulty concentrating, may become irritable and lose the desire to drink. The next stage is often fainting which would signal a medical emergency.

Listed in table 1 are the common heat disorders with the accompanying symptoms and appropriate first aid measures. (This table will be posted in all site trailers).

Table 1: Heat Disorders

DISORDER	CAUSE	SIGN & SYMPTOMS	TREATMENT
Heat cramps	Heavy sweating Loss of salt	-Painful spasms of arms, legs and abdomen -sudden onset - Hot, moist skin	Drink water Massage cramps Rest
Heat Exhaustion	Dehydration Non-acclimatization	-Heavy sweating -Intense thirst -Pale, moist, cool skin -Rapid pulse -Fatigue, weakness -Fainting, collapse	-Move to shade or an air conditioned space -Rest, lying down, legs elevated -Loosen clothes -Drink water
Heat Stroke	-Excessive exposure to hot environments -Body's system of temperature regulation fails -Body's temperature rises to critical levels	-High body temperature -Lack of sweating -Hot, red, dry skin -Rapid pulse -Chills -Difficulty breathing -Disoriented -Weakness -Unconsciousness	MEDICAL EMERGENCY! Call for emergency help Immerse person in water Massage body with ice

In all cases, provide first aid if qualified, call for assistance, inform management as soon as possible and **IF IN DOUBT CALL 911.**

Controls of Heat Stress

The following guidelines should be followed to prevent heat-related disorders

1. **Engineering Controls**: Control measures include opening windows or using fans to create air flow. Outdoor work areas need to have a shaded area accessible to the employees, such as garage and basement areas. Also, shaded areas can be created using tarps or canopies or shaded tree areas. All site trailers have air conditioning and are available to all workers for breaks and to cool their bodies down. The air-conditioned trailer is referred to as the “cooling station”.

2. **Acclimatization**: Employees need to adapt to new temperatures. This adaptation period is usually 5 days. New employees and employees returning from an absence of two weeks or more should have a 3-5 day period of acclimatization. This period should begin with 50% of the normal work load the first day and gradually build up to 100% on the last day.

4. **Work Conditions**: Check weather conditions frequently during the day and adjust the work schedule. It might be appropriate to change the actual hours of work to minimize working during the heat of the summer months. Heavy work should be scheduled for the cooler hours of the day. Non-essential tasks should be postponed when there is an alert issued.

The site supervisor and/or the health and safety representative of each site will check the temperature at the site at the beginning of each work day. The temperature will be observed by thermometers available at each site and temperature readings will be recorded (in log books, agendas, inspection reports, etc.).

Temperature readings will be performed at:

7:30 am	**12:00 pm**

If at any point the air temperature exceeds 30 (by Environment Canada) and the humidex exceeds 40 degrees Celsius and/or there is a heat wave (three or more days of temperatures of 32 degrees or more) the following steps will be taken:

1. Extra water will be available for workers located at each site trailer and workers will be encouraged to drink it even if they are not thirsty.

2. Workers will be encouraged to take more frequent breaks in cooler areas, such as the “cooling station” located at each site trailer.

3. Workers will be encouraged to review posted heat disorders table located at the site trailer. The heat disorders table includes: heat cramps, heat exhaustion, and heat stroke and their causes, signs & symptoms, and treatment.

4. Workers will be encouraged to work in a “buddy-system” in order for workers to watch out for each other and maintain constant communication.

5. **Work/Rest Cycles**: Heavy and less critical work activities should be rescheduled. Tasks should be rotated among workers. Employees should be allowed sufficient breaks in a cool area to avoid heat strain and promote recovery. Shade may be available in garage and basement areas on site. Also, all site trailers have air conditioning available to all workers for breaks. The air-conditioned trailer is referred to as the “cooling station”.

6. **Personal Protective Equipment**: During work in hot environments, workers should use the lightest weight or breathable protective garments that give adequate protection. This may include wearing light coloured – loose fitted –shirts. It is strongly recommended that workers use sun block with adequate protection.

7. **Fluid Intake**: Plenty of potable drinking water is available at all site trailers. It is recommended that workers drink 8 oz. of liquid every 20 minutes. If at any point the air temperature exceeds 30 (by Environment Canada) and the humidex exceeds 40 degrees Celsius and/or there is a heat wave (three or more days of temperatures of 32 degrees or more) extra water will be available and workers will be encouraged to drink it.

This is the criteria for managing heat stress induced by hot weather:

- Humidex reaching or exceeding 35 degrees Celsius
- Environment Canada Humidex advisory (air temperature exceeding 30 degrees Celsius and Humidex exceeding 40 degrees Celsius)
- Environment Canada weather reports
- Heat wave (three or more days of temperatures of 32 degrees or more)

** Hot weather plans should be in place between May 1 and Sep. 30 of each year. **

For further information, please contact:

- Infrastructure Health Safety Association of Ontario at (416) 674-2726.
- WSIB web: http://www.wsib.ca/wsib/website.nsf/Public/PreventHeatStress
- MOL web: http://www.labour.gov.on.ca/english/hs/pubs/gl_heat.php

LOCK-OUT/TAG-OUT

No.	Instruction	Position Responsible
1	**General Safety Requirements**	
A	Training/instruction: Ensure all employees have received all required training as required by (company) H&S Program	Field Supervisor
B	PPE requirements: Ensure all employees have all necessary PPE as required, including individually keyed locks and tags	Field Supervisor
2	**Safety Planning / Hazard Assessment**	
A	Identify isolation requirements: The supervisor or a qualified designate (authorized journeyman) must assess the work area to determine what equipment is being worked on, and/or what nearby equipment may pose a hazard and needs to be isolated/locked and tagged out of service. This includes reviewing drawings of the entire system to be de-energized/de-activated to determine what must be isolated and confirming these requirements with client. Physical inspection of the system must also be performed: to ensure the isolation points identified are adequate; to verify isolation points; ensure drawings are accurate and; ensure all isolation components are in acceptable condition.	Field Supervisor / Qualified Designate
B	Maintain isolation log/records: A formal isolation log/record must be maintained for all equipment/systems that require multiple isolations (3 or more) This log must identify the equipment/system being isolated, the date of isolation, the date the isolation was removed, the lock number, the name of the person who performed the isolation, contact information (phone number) and the name of the supervisor.	Field Supervisor / Qualified Designate

3	**Lockout / Tag**	
	All apparatus capable of being electrically, pneumatically, hydraulically, gravity or otherwise activated must be de-energized or de-activated by physically disconnecting, establishing barriers and otherwise rendering the apparatus inoperable. A lock and tag is used for making certain that the equipment is isolated and cannot be energized by clearly identifying that the system has been isolated for the purpose of protecting personal safety and physically securing the isolation. Switches, power sources, controls, valves, interlocks, pneumatics, hydraulics, computer controlled sources, robotics etc. must be appropriately locked and tagged personally by each worker involved in the operation.	
A.	Lock out: After all isolation points have been identified and the system has been isolated/de-energized by the supervisor (or designate), each worker who may be required to work on the equipment/system must be protected by placing an individually keyed safety lock (as supplied) on the isolation device. The key for the lock must be kept on their person while the lock is in place.	Field Supervisor / Qualified Designate & Employees involved in task
B	Tag: Each worker must attach to the lock a durable tag (provided) containing the information required including: name of the tag owner, date the tag was applied, and the system that has been isolated / work activities. A tag used to identify the purpose of the lock and must clearly identify that the system is not to be energized/operated or that any guards, locks, temporary ground cables, chains, tags and other safeguards are not to be removed until work is complete	Field Supervisor / Qualified Designate & Employees involved in task
C	Additional lockout / tag requirements: ▪ Grounding: All electrical systems that may be subject to induction must be temporarily grounded using approved grounding components ▪ Depressurizing: All piping, hydraulic and pneumatic systems must be isolated, depressurized and tested before work	Field Supervisor / Qualified Designate

4	**Testing / Verifying The Isolation**	
	The system must be adequately tested to ensure it has been isolated. This may include physical verification of the isolation.	
A	Testing Operational Systems: Whenever possible all isolation/de-energizations should be performed by first directly observing the operation of the equipment or system to ensure that the isolation is adequate (properly functioning).	Field Supervisor / Qualified Designate & Employees involved in task
B	Testing Non-operational Systems: In many instances it is not possible to directly observe or verify the isolation based on the operability of the equipment or system (if it is inoperable because of equipment/system failure or prior isolation such as plant shut down. In this case additional measures to physically verify isolation must be taken. This may include disconnecting and physically verifying that all leads are disconnected, testing with a potential indicator, taking additional measures to lock out the system by isolating the primary energy source or establishing secondary barriers.	Field Supervisor / Qualified Designate & Employees involved in task
C	Testing Electrical Systems: Electrical equipment must be tested with a CSA certified potential test indicator to ensure that all components are de-energized and de-activated, including interlocking or dependent systems that could feed into the system being isolated. Test voltage phase to phase and phase to ground. Test the “start up” to ensure that the equipment is off. Workers testing electrical systems must: ▪ Remove all watches, rings, neck chains or other conducting jewelry ▪ Wear electric shock resistant footwear ▪ Wear safety glasses with UV protection	Field Supervisor / Qualified Designate & Employees involved in task

5	**Authorization to Proceed/ Verification of Completion**	
	Prior to the commencement of work the supervisor or qualified designate must verify the isolation points with all workers involved in the task by reviewing the isolation log/record and ensuring all necessary locks/tags have been supplied and/or applied. Upon completion of the work the supervisor or qualified designate must verify that the isolation has been removed.	Field Supervisor / Qualified Designate

6	**Lock / Tag Removal**	
A	Removal of locks/tags: After the assigned work is completed and the equipment is to be energized, the supervisor or qualified designate must be notified to receive authorization prior to removal of any locks or other lockout devices from equipment or machinery. The supervisor or designate must verify that the work is complete all isolations have been removed and the equipment is free to safely operate prior to removing the lock and tag.	Field Supervisor / Qualified Designate & Employees involved in task
B	Multiple work groups: Where multiple workers may be working on the equipment or system, the supervisor must make all workers aware in advance when (company) will remove its isolation. All work must be stopped while isolation is being removed. Double shifts: Workers leaving the site must remove their locks and the workers coming on shift must immediately replace them with their own locks.	Field Supervisor / Qualified Designate & Employees involved in task
7	**Safety Zone**	
	Where nearby equipment may pose a hazard however isn't in the immediate work area and cannot be locked out or otherwise de-energized, a "safety zone" must be established. This zone must provide a warning perimeter or physical barrier preventing accidental contact with nearby equipment or utilities.	Field Supervisor / Qualified Designate

8	**Safety Inspections**	
	On a daily basis all employees and supervisors must informally verify that the isolation is adequate by checking the locks/tags and testing the isolation. At a minimum, this inspection is performed prior to commencing work each day. Where isolation is applied (company) supervision and management is responsible for formally ensuring that all employees are following the applicable isolation safety requirements.	Management / Field Supervisor

WORKING WITH OR WITHIN CLOSE PROXIMITY TO POWERLINES/ELECTRICAL HAZARDS

Purpose
Key safety steps when working near overhead Power Lines:

Application

1. Conduct a hazard assessment before starting work; determine the location of the power line.

2. If possible, relocate the work so that it is not near the power line. When this is not practical, a safe work procedure should be followed which includes;

   A. Determine the safe distance of approach (limit of approach). The limit of approach is not the same for all power lines. It depends on the voltage the line is carrying. The higher the voltage, the further the distance required.

   B. Hire qualified persons to do jobs near overhead electrical lines, such as tree trimming or have the line de-energized by the local electrical utility or power supply authority.

   C. Mark the safe distance or limit of approach. If the work is on the ground, use cones or barriers. Using a person as a spotter will work as well. Make room for swing areas for tools, ladders and cranes. Keep far enough away so that if an object such as an antenna were to fall it would not be close enough to contact the power line.

   D. Be aware of the location of power lines *at all times*. Moving equipment, raising a load or a vehicle under a power line creates the potential to come into contact with the energized conductor, and thus the potential for fatalities. OHSA requires the use of a signaller when working in proximity to power lines

3. Signs are required to warn workers of the dangers of power lines if a work location has overhead power lines running through it.

   Stay in the vehicle and radio for help if your vehicle or equipment comes into contact with a power line.

   If you see other workers putting themselves at risk by working in close proximity to overhead conductors -- stop them, educate them, and help save a life.

   Remember: always conduct a hazard assessment before beginning work; be aware of the location of power lines at all times; and take steps to ensure that you and your equipment stay a safe distance from power lines as defined by OHSA below:

Table 2: Minimum safe distances from Power-lines

Voltage	Minimum Distance
Up to 150,000 Volts	3.0 m
More than 150,000 to 250,000 Volts	4.5 m
More than 250,000	6.0 m

Procedure

- Prior to the commencement of work performed workers shall call Toronto Hydro to cover hydro lines when there is high voltage with barriers. Refer to Overhead Power lines Protection Checklist.
- Once the hydro lines are covered with barriers, they are not to be assumed as insulated and cannot be relied on to provide safety of any kind.
- A 4ft visible air gap is the minimum distance to be maintained for safety from the installed barrier to the equipment used by workers. This distance must be maintained at all times as a minimum.
- A hazard assessment must be conducted before starting work. Workers will be required to perform a visual check of the location of the power line and ensure that the barriers are installed. Workers must ensure that the barriers are installed properly and that they are in position during the duration of the work being performed.
- Workers shall write out a procedure indicating specifics on what work will be performed near power lines.
- If at any time the barriers are displaced, Toronto Hydro must be contacted immediately so that the protection barriers can be restored.
- Workers will perform a safety talk with all workers working around power lines about this procedure.
  Any changes that are made to this procedure or work performed shall be followed by a safety talk with all workers to inform them of the changes

ENVIRONMENTAL POLICY STATEMENT

Objective
To outline this Bayview Wellington Homes commitment to the protection of our environment.

Scope
This policy outlines the responsibility to the environment of all workers, management and subcontractors that work with Bayview Wellington Homes within Ontario and at all site locations and at head office.

Policy
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.

_____ _____

President Date

Worker Acknowledgement of Safety Policy

I, _____, have received, reviewed and understand this Health and Safety Policy. I further agree that I will act in full compliance with this Policy and the Company's Health and Safety program. I also agree to ensure that any other workers which I supervise or engage to perform will receive a copy of this Policy, and will abide by all applicable provisions of the Occupational Health and Safety Act and its Regulations.

Dated this _____ day of _____, 20___.

_____
(Worker Signature)

BAYVIEW WELLINGTON HOMES.

I, _____, have received, reviewed and understand this Health and Safety Policy. I further agree that I will act in full compliance with this Policy and the Company's Health and Safety program. I also agree to ensure that any other workers which I supervise or engage to perform will receive a copy of this Policy, and will abide by all applicable provisions of the Occupational Health and Safety Act and its Regulations.

Dated this _____ day of _____, 20____.

_____
(Employee Signature)

Appendix A: Discipline Notification

First Warning ☐ Second Warning ☐ Third Warning ☐

Copies to: Employee, Contractor and Employer

Name:

Location:

Date of offence:	Time of offence:

Area of Occurrence:

The worker was advised verbally and in writing of the unsafe act(s) or conditions described below, and was instructed to correct the situation immediately.

Bayview Wellington Homes:

Please Print Signature Date

Employee:

Please Print Signature Date

Note: Failure of the worker to act safely will lead to further discipline up to and including removal from the workplace.

Appendix B: Supervisor's Injury/Illness/Incident Investigation Report

Company: Bayview Wellington Homes	**Department**		**Firm Number:**
Address	**Date of Occurrence**	**Time**	**Date Reported**

PERSONAL INJURY		**PROPERTY DAMAGE**	
Injured's Name	**Date Employed**	**Property Damaged**	
Occupation	**# Years on Job**	**Estimated Costs**	**Actual Costs**
Nature of Injury	**Part of Body Injured**	**Nature of Damage**	
Did Employee Seek Medical Attention Yes ☐ No ☐ **Where** **Lost Time Accident Yes ☐ No ☐**			
Object, Equipment, or Substance Inflicting Injury		**Object, Equipment, or Substance Inflicting Damage**	
Person With Most Control of Object, Equipment, or Substance		**Person With Most Control of Object, Equipment, or Substance**	

DESCRIPTION	**Describe Clearly How The Accident Occurred: Attach Accident Diagram For All Motor Vehicle Accidents.**
ANALYSIS	**What Acts, Failures To Act, and/or Conditions Contributed Most Directly to This Accident?**
	What Are the Basic or Fundamental Reasons For the Existence of These Acts and/or Conditions?

LOSS SEVERITY POTENTIAL	***PROBABLE RECURRENCE RATE***
Major ☐ Serious ☐ Minor ☐	**Frequent ☐ Occasional ☐ Rare ☐**

PREVENTION	**What action has or will be taken to prevent recurrence?**
	Follow up Required: Yes ☐ No ☐
	Follow up Action Completed: Yes ☐ No ☐ Signature: Date:
	Comments:

Appendix C: Employee Injury/ Illness/ Incident Report

Name:	
Occupation:	
Nature of Injury:	
Date of Occurrence:	**Time:**
Please state: **a) The sequence of events that led up to the incident** **b) Where the incident occurred** **c) What you were doing at the time** **d) The weight, size and type of equipment being used** **e) Details of the injury/illness/damage**	
Signature:	**Date:**
Names of Witnesses:	

Appendix D: Toolbox Talk

Toolbox Talk	Time:	Date:
Location:		
Topics:		

Attendance:

Name	**Signature**	**Company**
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		

Appendix E: Workplace Inspection Recording Form

BAYVIEW WELLINGTON HOMES

Inspection Location(s): Time of Inspection: _____

Department/Area: Date of Inspection: _____

						FOR FOLLOW UP				
Item (and location of item)	**Hazard Observed**	**Hazard Class**	**Repeat Item**		**Recommended Action**	**By**		**Action Taken**	**Complete**	**Authorized Signature**
			Yes	**No**		**Whom**	**When**			

Hazard Classification

Class A: A condition or practice likely to cause permanent disability or loss of life or body part, and/or extensive loss of structure, equipment or material.

Class B: A condition or practice likely to cause serious injury or illness (resulting in temporary disability) or property damage that is disruptive, but less severe than Class “A”.

Class C: A condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.