OCCUPATIONAL
HEALTH & SAFETY PROGRAM AND PROCEDURES

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CONCORD, ON L4K 1N3

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Introduction

Overview of Safety Program

This Health & Safety Program and Procedures is intended as a reference for all Bayview Wellington Homes employees, supervisors and subcontractors. Its purpose is to define the rules, guidelines and basic information that you need to know in order to work here. We welcome suggestions for improvement, and updates will be made annually, or as needed.

Every employee, when they are hired, will receive an orientation on Bayview Wellington Homes Health & Safety Program and Procedures. Every employee is also required, as a condition of employment, to sign an agreement which states:

"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."

Employees are also expected to adhere to department-specific policies. Violating the policies in this manual may result in disciplinary action, including dismissal.

Company Commitment to Safety

At Bayview Wellington Homes, we are committed to providing a safe and healthy work environment for all employees, supervisors, subcontractors, and visitors. Safety is a top priority, and we believe that maintaining a culture of safety is essential for the success of our business. We are dedicated to eliminating or controlling hazards, ensuring proper training and equipment maintenance, and promoting the overall health and safety of everyone involved. The involvement and commitment of every individual—whether it's management, employees, or subcontractors—is critical in making this program successful.

Purpose of the Safety Manual

This manual provides all personnel with the necessary information to understand and follow the health and safety policies and procedures at Bayview Wellington Homes .This manual will serve as a key resource in ensuring that employees are informed, trained, and fully prepared to work safely. It is designed to ensure compliance with the Occupational Health and Safety Act and related regulations. It also acts as a tool for continuous improvement, ensuring we evolve and adapt to best practices and regulatory changes.

Standards

Standards contained in this Health & Safety Manual have been developed Bayview Wellington Homes to ensure:

1. Hazards are recognized and controlled: We identify and control workplace hazards.
2. Equipment is maintained for safe operation: Equipment is regularly inspected and maintained.
3. Training needs are identified: We ensure employees receive necessary training to perform safely.
4. Workplace changes are identified: We adapt to changes that may affect safety.
5. Health and safety awareness is promoted: Ongoing training and safety initiatives are in place.
6. Employees have the knowledge to work safely: All employees are trained and equipped to perform their tasks safely.

All employees must follow the standards in this manual. Each person has a role in ensuring the health and safety of Bayview Wellington Homes personnel. The success of the program depends on active participation from everyone. Our standards are communicated through training sessions, both group and one-on-one. New employees will be trained on all Bayview Wellington Homes standards and health & safety requirements. The New Employee Form will be completed by both the supervisor and the employee. Any changes to the manual will be communicated at staff meetings or training sessions.

PRSIDENT'S MESSAGE

On behalf of Bayview Wellington Homes,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.

At a minimum, our health and safety policy shall be reviewed annually by senior management and records shall be retained but it is our intention to review and revise our policies and procedures to meet and exceed legislative requirements as well as define progressive safety performance initiatives.

…… JAN 28/2025 ……

PRESIDENT DATE

Legal and Regulatory Compliance

We are committed to complying with all applicable laws and regulations to maintain a safe, healthy, and legally compliant workplace. This includes adherence to the following:

Occupational Health and Safety Act (OHSA):
The OHSA establishes the framework for workplace health and safety in Ontario, defining the rights and responsibilities of employers, supervisors, and workers. It mandates identifying, assessing, and controlling hazards to ensure a safe working environment. We follow the OHSA's requirements, taking every reasonable precaution to safeguard the health and safety of our employees, contractors, and visitors.

Regulations for Construction Projects (O. Reg. 213/91):
This regulation outlines specific safety standards for construction projects, focusing on hazard control, protective measures, and worker safety. It includes requirements for fall protection, equipment safety, and personal protective equipment (PPE). We ensure compliance with these regulations to meet safety standards and mitigate risks on construction sites.

Workplace Safety and Insurance Board (WSIB):
The WSIB administers workplace injury insurance, providing benefits, return-to-work programs, and rehabilitation for injured workers. We comply with WSIB requirements by maintaining active registration, reporting workplace incidents promptly, and supporting workers through return-to-work and injury management programs.

Local Municipal Safety Regulations:
In addition to provincial regulations, we comply with all applicable local municipal safety regulations that may impact our operations. These regulations ensure that we adhere to specific requirements for our region, including zoning laws, workplace conditions, and other localized health and safety provisions.

Ontario Construction Safety Regulations:
These regulations govern safety practices specific to the construction industry in Ontario. They include provisions on construction site safety, worker training, equipment standards, and safe work practices. We follow these regulations to maintain a safe work environment and ensure compliance with industry-specific safety standards.

Workers' Compensation Laws:
In line with provincial laws, we ensure compliance with workers' compensation regulations. This includes providing compensation benefits for workplace injuries and illnesses, assisting with rehabilitation and return-to-work programs, and ensuring proper reporting of injuries in accordance with provincial requirements.

Section 1

Policy Statements

In this section, we outline the key policies that support Bayview Wellington Homes' commitment to health and safety, environmental responsibility, and employee well-being. These policy statements provide the foundation for our safety practices and demonstrate the Bayview Wellington Homes' proactive approach to preventing hazards, addressing risks, and ensuring the health of all employees. The policies include specific statements related to violence and harassment, drug and alcohol use, accommodation procedures, and other critical areas.

HEALTH & SAFETY POLICY STATEMENT

It is the purpose of Bayview Wellington Homes to establish and maintain a safe and healthy work environment, to 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 commit to preventing occupational illness and injury in the workplace.

Bayview Wellington Homes' management, in co-operation with workers, is responsible for the design, 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 our company – management and employees' working together proactively at the workplace. To achieve this objective, Bayview Wellington Homes' management, 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 workers. *Every worker shall follow safe work practices and procedures established by our Company's Health & Safety Manual and work 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 Bayview Wellington Homes health and safety rules and shall work in compliance with these requirements as well as the Occupational Health and Safety Act.

PRESIDENT

JAN 28/2025

DATE

VIOLENCE & HARASSMENT POLICY STATEMENT

The management of Bayview Wellington Homes is committed to the prevention of workplace violence and harassment and to 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 and harassment from all sources.

Violent behavior and 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, and 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 violence and 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,

……. JAN 28/2025

PRESIDENT Date

DRUG AND ALCOHOL POLICY STATEMENT

Bayview Wellington Homes is a drug and alcohol-free workplace. The use of, or being under the influence of illegal drugs and/or alcohol is inconsistent with the behavior expected of our employees.

The use of illegal drugs and alcohol and misuse of prescribed and over the counter drugs subject's employees and visitors to unacceptable safety risks that undermine Bayview Wellington Homes' ability to operate safely, effectively and efficiently.

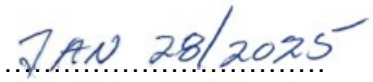
The use, possession, distribution or sale of hazardous substances such as drugs or alcohol, being under the influence of such hazardous substances (drugs and alcohol) or testing positive for alcohol or any drug including, but not limited to, inactive components or metabolites associated with the use of such drugs is strictly prohibited while on duty, while on Bayview Wellington Homes' premises or work sites or while operating any Company equipment or vehicles.

Our Company participates in post-offer, random and post-accident drug and alcohol testing. If injured on the job you will be expected to participate in a drug and alcohol test immediately following the injury.

All Employees have the responsibility to report to work capable of performing their tasks productively and safely and remain Fit for Work throughout their workday or shift and when on scheduled call.

Disciplinary Action will be taken to all those found to be unfit for work due to being under the influence of drugs and/or alcohol.

…… PRESIDENT



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ACCOMMODATION POLICY STATEMENT

Bayview Wellington Homes is committed to fostering an inclusive workplace where all employees are treated with respect and dignity.

Bayview Wellington Homes will act in a manner consistent with its obligations under the Canadian Human Rights Act. and the Employment Equity Act, provincial or human rights legislation.

Bayview Wellington Homes will provide a workplace that ensures equal opportunity free from discrimination based on race, colour, national or ethnic origin, religion, age, sex (including pregnancy or child-birth), sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability, including mental or physical disability, disfigurement and dependence on alcohol or a drug) or conviction for an offence for which a pardon has been granted or a record suspended.

Bayview Wellington Homes will provide workplace accommodation, to the point of undue hardship. The purpose of accommodation is to ensure that individuals who are otherwise able to work are not discriminated against by being excluded from doing so when working conditions can be adjusted without causing undue hardship to Bayview Wellington Homes

…….
President/Senior Management

JAN. 28/2025
……
Date

ENVIRONMENTAL POLICY STATEMENT

Objective

To outline Bayview Wellington Homes' commitment to the protection of the environment, to carry out all activities in a manner that minimizes environmental impacts, conserves natural resources and provides effective stewardship of the environment. To that end, Bayview Wellington Homes is committed to making environmental protection an integral core value and vital part of our work culture. We accept responsibility and accountability in the environmental impacts of our operations.

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.

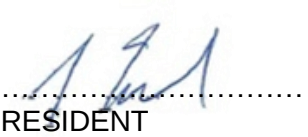
Policy

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 SDS guidelines and with the use of the appropriate personal protective equipment.

If the spill cannot be contained, we shall notify a spill response contractor and when necessary, the Ministry of the Environment.



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PRESIDENT

JAN 28/2025

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DATE

PERSONAL PROTECTIVE EQUIPMENT POLICY STATEMENT

Bayview Wellington Homes is committed to providing a safe workplace for our employees. One aspect of this commitment is to ensure that all employees wear appropriate personal Protective Equipment (PPE) when other risk control options are not possible.

Personal Protective Equipment is equipment worn to protect persons from possible exposure to a certain risk that cannot be otherwise controlled. This includes mandatory items such as safety boots and hard hats, and other items such as safety glasses, hearing protection and fall protection and others as required.

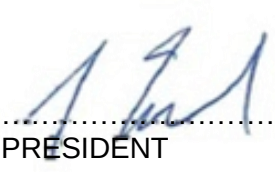
Bayview Wellington Homes is responsible for providing our employees with the appropriate PPE for their job tasks. Our supervisors are responsible for ensuring that employees under their supervision are wearing the appropriate PPE for the duties they are required to undertake before they commence work.

All employees are responsible for maintaining their PPE in good working condition, wearing and using their PPE as they have been trained, and for informing their supervisor when repair/replacement is needed.

Bayview Wellington Homes' employees are also responsible for identifying occasions when additional PPE may be required and for advising their supervisor, who will make necessary arrangements before commencing work on a project.

A brief daily check of PPE is part of each pre-start inspection performed by all employees.

This policy will be reviewed at a minimum annually and updated as required.



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JAN 28/2025 …… DATE

HEAT STRESS POLICY STATEMENT

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.

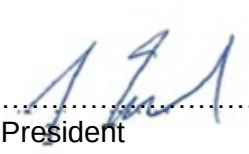
Employees are asked to cooperate fully with this policy. All employees of Bayview Wellington Homes will be trained to recognize the signs and symptoms of heat stress — in themselves, as well as in other employees. Employees experiencing symptoms of heat stress must report to their supervisors and immediately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



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President Date

Section 2

Orientation, Training, Responsibilities & Guidelines

This section provides essential information regarding the orientation and training programs that ensure all Bayview Wellington Homes' employees are familiar with safety procedures and their responsibilities. It includes details on the company's safety rules, new worker orientation, employee safety training, and the responsibilities of both workers and employers. This section also addresses the importance of fostering a safety-conscious workforce through continuous education and adherence to workplace safety expectations.

COMPANY SAFETY RULES

At Bayview Wellington Homes, safety, professionalism, and quality work are our core values. These procedures outline our expectations for all employees to ensure a safe, productive, and positive work environment. By adhering to them, you contribute to a safe, professional, and productive work environment.

Hours of Operation

- No person shall be on company property or worksites after the posted “Hours of Operation” without written authority and/or a Competent Supervisor.

Professional Conduct

- Treat colleagues, clients, and the public with respect. Harassment, discrimination, or any form of disrespectful behavior will not be tolerated.
- Maintain a drug- and alcohol-free workplace.
- Wear clean and professional attire appropriate for the work environment.

Work Performance

Attendance & Punctuality

- Employees are expected to be at work on time and for their entire scheduled shift. Notify a supervisor of any planned absences or lateness.

Following Instructions

- Employees must follow instructions from supervisors and adhere to company policies and procedures.
- Ask clarifying questions if unsure about any task.

Quality of Work

- Employees are expected to perform their duties with a high level of quality and craftsmanship.
- Report any defective materials or workmanship immediately.

Communication

- Reporting Issues: Employees are encouraged to report any concerns or safety issues to their supervisor or through an anonymous reporting system.
- Meetings: Attend all mandatory meetings and training sessions, and actively participate in discussions.

Safety

Personal Protective Equipment (PPE)

- Wear appropriate PPE for your assigned tasks at all times (e.g., hard hats, safety glasses, gloves, steel-toed boots, high-visibility clothing).
- Report damaged or malfunctioning PPE to a supervisor immediately.

Hazard Communication

- Be trained on the Globally Harmonized System (GHS) and understand safety data sheets (SDS) for hazardous materials.
- Report any safety hazards or unsafe work practices to a supervisor immediately.

Fall Protection

- Utilize fall protection systems (guardrails, safety nets, personal fall arrest systems) when working at heights of 6 feet or more.
- Only trained and authorized personnel can use fall protection equipment.

Housekeeping

- Maintain a clean and organized worksite. Dispose of waste materials properly in designated areas.
- Keep walkways and work areas clear of debris and tripping hazards.

Emergency Procedures

- Be familiar with the company's emergency response plan, including fire evacuation procedures, first aid protocols, and reporting procedures for accidents and injuries.

Company Property

Tools & Equipment

- Treat company tools and equipment with care. Report any damage or malfunctioning equipment to a supervisor.

Vehicles

- Follow safe driving practices when operating company vehicles. Maintain vehicles in good condition and report any maintenance issues.

Equipment/Machinery/Tools Use

- No worker shall ride on any piece of equipment unless trained and certified in its operation.
- All equipment shall be maintained and inspected daily, and operated as per manufacturer's procedures.

Misuse or Destruction of Equipment and/or Property

- Any vandalism, misuse, or abuse of tools, equipment, property, vehicles, or supplies will result in immediate disciplinary action.

Personal Conduct

- All workers while working will be fit to work and conduct themselves in a safe and professional manner at all times.

Fighting/Horseplay

- Fighting or horseplay will not be tolerated and may result in immediate dismissal.

Theft

- Any worker caught stealing tools, equipment, materials, or supplies will be subject to immediate dismissal.

Smoking

- Smoking is allowed only in designated areas. Violation of this rule will result in disciplinary action.

Alcohol/Substance Abuse

- Zero-tolerance policy regarding drugs and alcohol use on company premises and worksites.
- Absolutely no using of illegal drugs, hazardous substances, or alcohol shall be permitted in the workplace.
- Any person found to be under the influence of, or in the possession of, drugs or alcohol will be asked to leave the workplace immediately, and disciplinary action will ensue.

Marijuana

- Zero Tolerance for Intoxication: There is zero tolerance for being under the influence of marijuana while at work. This includes any company property or worksites, even during off-duty hours if the employee is still expected to be available for work (e.g., on-call employees).
- Off-Duty Use: Employees cannot be under the influence while working, even if marijuana use occurred outside of work hours.
- Medical Marijuana: A process will be in place for accommodating employees who use medical marijuana, including discussions with the employee and their doctor to determine any necessary restrictions or limitations.

Impairment

- Impairment refers to a state where an employee's physical or mental abilities are diminished, reducing their capacity to perform their job duties safely and effectively.
- Impairment can be caused by substances (alcohol, illegal drugs, prescription medications, over-the-counter medications), medical conditions, fatigue, or mental/emotional distress.
- Supervisors will be trained to recognize signs of impairment, regardless of the source.
- Employees found to be impaired at work will face disciplinary action.

Personal Electronic Devices

- Personal electronic devices (cell phones, mp3 players, radios, etc.) should not be used during company time. Devices should be left in a secure location and used only during breaks.

- Using personal electronic devices distracts from job responsibilities and the immediate environment, posing safety risks.
- In the event of an emergency, employees must seek an area on site away from any activity prior to making a call.

Reporting

- Report all unsafe acts, conditions, incidents, including “near miss” incidents, and accidents promptly to appropriate supervisors.
- All incidents that result in damage or injury are to be reported to your supervisor immediately.

Mandatory Requirements

- Perform all work in accordance with safe work practices and supervisor's direction.
- Wear appropriate personal protective equipment and use safety devices.
- Maintain good housekeeping in your work area.
- Inspect all tools and equipment prior to use.
- Operate vehicles and equipment in accordance with regulations.
- Report any incidents, damage, or unsafe conditions to supervisors.

Prohibitions

- Possession or consumption of alcohol or illegal drugs.
- Fighting, horseplay, harassment, or discrimination.
- Theft, vandalism, or misuse of company property.
- Reckless or negligent use of equipment or vehicles.
- Texting or cell phone use while driving or operating equipment.

Flammable & Hazardous Materials

- Handle and store flammable materials safely according to regulations.
- Keep combustible materials such as oil-soaked rags and waste in approved metal containers.
- Do not use flammable liquids such as gasoline, benzene, naphtha, paint thinner, etc., for cleaning purposes.
- Keep all solvents in CSA/WHMIS approved and properly-labeled containers.
- In any building (except one specified for their storage), flammable liquids shall be limited to five gallons in CSA/WHMIS approved properly labeled containers.
- Observe all grounding requirements when pouring or pumping flammable liquids.
- Post and adhere to all “No Smoking” and “Stop Your Motor” signs at fuel dispensing locations.

Access & Egress in the Workplace

- Keep access and egress routes clear at all times to facilitate emergency evacuation or rescue operations.
- Remove snow, ice, or other slippery materials at the work area.
- Sand or salt areas to minimize ice and snow build-ups.
- Mop up any standing water on floors.
- Remove or find alternate storage for boxes, garbage, and/or debris.
- Store tools and equipment close to the work location, avoiding storage in access/egress routes.
- Never store flammable or WHMIS-related products in access/egress areas.
- Use extreme caution when climbing or descending ladders or stairs in wet conditions.
- Ensure runways and ramps support all potential loads without displacement and are in good condition.
- Run extension cords at the edge of hallways or suspend them from the ceiling to reduce trip hazards.
- Remove dust accumulations daily to maintain acceptable atmospheric conditions.

DISCIPLINARY ACTION POLICY

While on the worksite, employees are expected to conduct themselves in a manner that promotes the safety and welfare of themselves and all others. Disciplinary action will be taken against any employee who commits an act of workplace violence in breach of the company's policies and procedures or acts contrary to the acts, laws or regulations in this Province.

The discipline for committing an act of workplace violence and harassment at will be based on the degree of hazard caused by the infraction. For the most part, a four-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.

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. Immediate termination may be enforced where an action was deemed to be malicious, illegal or of such a nature as to warrant termination.

The general discipline procedure 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.

All notices shall be explained to any employees, their supervisors, subcontractors, (through representative if applicable) regarding violations. Copies shall be distributed to all applicable parties and personnel records. If none of the above measures achieve satisfactory corrective results, and no other acceptable solution can be found, Bayview Wellington Homes will have no choice but to TERMINATE employment for those who continue to jeopardize their own safety and the safety of others. [1]

[1] Appendix B: Discipline Notification

A Guide to Good Conduct:
Employees are encouraged to maintain a work ethic that promotes a safe, respectful, and productive environment for all. This includes:

- **Safety First**: Always prioritize safety for yourself, your coworkers, and the worksite.
- **Professional Behavior**: Treat others with respect and courtesy, fostering a positive atmosphere.
- **Orderly Work Habits**: Keep the worksite organized and follow established procedures.
- **Protection of Property**: Handle company tools, equipment, and materials with care.

By adhering to these principles, we contribute to a well-functioning, harmonious workplace. Failure to follow these guidelines may result in 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.
- Repeatedly asking co-workers out socially, and not taking “no” for an answer
- demanding hugs
- Making unnecessary physical contact, including unwanted touching
- Using rude or insulting language, calling people derogatory names
- Making comments about a person’s physical characteristics
- posting or sharing inappropriate/offensive pictures, drawings, cartoons, graffiti, or (including online)

NEW WORKER ORIENTATION

Policy

All new workers will be given orientation upon hire. The goal of the orientation is to ensure that all workers are familiar with Bayview Wellington Homes' policies and procedures. The following issues must be addressed during the first week of your work with Bayview Wellington Homes. These topics will allow you to understand our operating procedures, and assist in your success as a member of our company.

General orientation

A discussion of hours of work, breaks, restroom facilities, emergency evacuation procedures, phone Numbers and exits in our main building.
Absences from work, rate of pay, overtime, and other administrative issues are also discussed during this session.
The New Employee Form[2] will be filled out by all new workers along with the person conducting the orientation.

Safety Policy Orientation

A discussion and review of our safety policy and safe work practices and procedures, which outlines all required performance objectives and requirements for your work. Each employee is required to review and acknowledge receipt of our policy. [3] A copy of this policy may be provided to you directly but in any case, will be available on site with your supervisor. Proof of training and records will be kept at the main office.

Equipment and Skills Orientation

A discussion of the machinery and tools used in our work and the safety precautions required for their use. We will also review what training you have had in the past and record any verification documents for this training.
No employee is allowed to operate any machine, device, tool, equipment, or thing without knowledge and/or previous training in the safe operation of the apparatus.

Workplace / Site Orientation

Once you arrive at your workplace, it is very important that every employee familiarizes themselves with their surroundings and safety hazards that exist, or that could present themselves during the course of work.

All employees of Bayview Wellington Homes regardless of the level in the organization, must receive orientation, this applies to:

- Newly hired employees
- Employees returning from an extended absence
- Employees hired on a contract basis
- Student Employees
- Supply of labour employees

The following persons will carry out employee orientation:

- Manage/Supervisor
- Project Manager/Forman
- Qualified 3rd party

[2] New Employee Form
[3] Worker Acknowledgement of Safety Policy

HEALTH & SAFETY ORIENTATION

All new employees must complete health and safety orientation within the first two (2) weeks of hire. This orientation ensures that workers are equipped with the necessary knowledge and skills to perform their duties safely,

In addition, there are certain legal requirements imposed on individuals, supervisors and the company by the Occupational health and Safety Act (OHSA) and Regulations.

Components of training will include:

1. **Health and Safety Policy**: Review of Bayview Wellington Homes' health and safety policy.
2. **Legislation Overview**: Introduction to applicable health and safety legislation, including employee rights.
3. **Health and Safety Program Overview**: Discussion of the following:
   - Health and safety responsibilities and the Internal Responsibility System
   - Worker rights
   - Safety investigations and accident reporting
   - Modified work and workplace accommodation
   - Disciplinary actions
   - Drug and alcohol policy
   - Workplace Violence and Harassment policy
   - Common safety standards
4. **Site-Specific Requirements**: Review of health and safety requirements specific to the site.
5. **Additional Requirements**: Any regional or divisional health and safety requirements as deemed necessary by management or the joint health and safety committee.
6. **Verification Process**: Methods to ensure understanding of the material, which may include:
   - Written evaluations
   - Oral evaluations
   - Work practice evaluations for:
     - Reporting injury
     - Reporting hazards
     - Emergency plan
     - Early and safe return to work
     - Occupational Health and Safety Act including Rights as a worker
     - Health and Safety Representative (specifically who they are, how to contact them)
     - Specific responsibilities for their level of authority.

Responsibilities

- **Management**: Ensure that all new hires complete orientation within the specified timeframe.
- **Supervisors**: Deliver orientation content and facilitate evaluations.

EMPLOYEE SAFETY TRAINING

Policy

It is the policy of Bayview Wellington Homes to ensure that all employees and management receive comprehensive health and safety training relevant to their job roles before commencing any work. This training applies to newly hired workers, those transferring or promoted to different positions, and subcontractors. Ongoing training will also be provided as needed, or as determined by management or regulatory requirements.

Purpose

The purpose of this procedure is to outline training expectations, including objectives and components that support the improvement of our health and safety program. Key training components include but are not limited to:

- WHMIS
- Health & Safety Awareness
- Working at Heights
- Job-Specific Training (to be completed before starting specific tasks)

Training Methods

- **Supervisors**: Deliver generic training to their direct reports.
- **Qualified Employees**: Selected employees, qualified through a WHMIS train-the-trainer program, will conduct workplace-specific training.
- **Health and Safety Representative**: Assist in developing workplace-specific training.

Supervisor Training

All supervisors must complete Ontario's Basic Health and Safety Awareness Training, or provide proof of completion within one week of appointment to the supervisor role. Supervisor training will include:

- Duties and rights of workers under the Occupational Health and Safety Act (OHSA).
- Duties of employers and supervisors under the OHSA.
- The roles of the Ministry, the Workplace Safety and Insurance Board and entities designated under section 22.5 of the Act with respect to occupational health and safety.
- How to recognize, assess and control workplace hazards, and evaluate those controls.
- Sources of information on occupational health and safety. O. Reg. 297/13, s. 2 (3).

Subcontractor Training Requirements

All subcontractor workers must comply with our health and safety standards and provide proof of necessary training before commencing work on any Bayview Wellington Homes' worksite**.**

Responsibilities

Management:

- Ensure all employees receive the necessary training relevant to their positions.
- Conduct training needs assessments in consultation with the Health and Safety Rep.
- Maintain oversight of training documentation and compliance with policies.

Supervisors:

- Deliver orientation and training to their teams.
- Ensure that all employees understand their training requirements and responsibilities.
- Maintain updated training records and matrices for their direct reports.

Employees:

- Attend and participate in all required training sessions.
- Provide feedback on training effectiveness and relevance.
- Submit documentation for any external training completed to their supervisors.

Training Records

All training content and training will be documented and maintained. All workplace parties are required to comply with this policy and procedure on orientation and training.

The training records will be kept for a period specified by Bayview Wellington Homes, legislation, or other regulatory bodies. Managers and supervisors will maintain updated training matrices for workers. These will outline:

- Specific training requirements
- Time frames for training completion
- Record of training and training outcomes

Employees participating in external health and safety training must submit copies of training records or certifications and a summary of the training content to their supervisors. Supervisors will ensure these records are forwarded to management for inclusion in the employee's file.

Minimum Training Requirements

The following is a list of suggested minimum training requirements for our management staff and workers. Please note that other training may be required to meet the specific needs of the program and/or hazards present in the workplace.

Recommended Training Review	**SENIOR MGT.**	**OPERATIONS MGT.**	**FRONT LINE MGT.**	**WORKERS**
Accident Prevention and Risk Management	X	X	X	
Health, Safety and the Law	X	X	X	
Province specific regulations		X	X	
Use of company Health and Safety Manual		X	X	
Health and Safety Procedures and Policies		X	X	X
Standard First Aid			X	X
Employee Guidelines		X	X	X
Mandatory Training				
Fall Prevention (Working At Heights)		X	X	X
Supervisor Health and Safety Awareness in 5 Steps	X	X	X	
Worker Health and Safety Awareness in 4 Steps				X
WHMIS Training and Review(Annual)		X	X	X
Fire Extinguishers			X	X
Other Specific Training as Required:				
• Forklifts/ Cranes/Brodersens			X	X
• Man Lifts			X	X
• Confined Space			X	X
• Lock-out			X	X
• Hot Work			X	X
• Traffic Control/ Signalling			X	X

MENTAL HEALTH AWARENESS & STRESS MANAGEMENT

Bayview Wellington Homes recognizes that a psychologically safe and healthy workplace promotes workers' mental well-being and prevents harm to employee mental health. We strive to create an environment free from excessive fear or chronic anxiety, and one that minimizes any negative impacts on our workers' mental health. Issues Affecting Mental Health:

- Stigma and discrimination
- Demand/control and effort/reward relationships
- Presenteeism
- Job burnout
- Harassment, violence, bullying, and mobbing
- Substance use, misuse, and abuse at work

We are committed to providing a psychologically safe workplace that supports mental health and well-being for all employees.

Procedures:

Bayview Wellington Homes utilizes an integrated approach, in consultation with our workers, to develop strategies, initiatives, and policies that continually improve the quality of working life, health, and well-being of our workforce. This approach includes:

1. *Protecting Mental Health:* By reducing work-related risk factors for mental health problems, such as excessive workloads, harassment, and poor work-life balance.
2. *Promoting Mental Health:* Developing the positive aspects of work and employee strengths, fostering a supportive and positive work environment where mental health is prioritized.
3. *Addressing Mental Health Problems:* Supporting employees who experience mental health issues, regardless of the cause, and providing the necessary resources to assist them.

This approach ensures a continual improvement process, enhancing the work environment (physical, psychosocial, organizational, and economic), and promoting personal empowerment and growth.

Mental Health Awareness & Stress Management

- *Recognizing the signs of stress, anxiety, or burnout*: Educating employees on identifying stress, burnout, and mental health concerns in themselves and coworkers. ***Signs to watch for include emotional fatigue, lack of motivation, or increased absenteeism.***
- *Coping strategies for stress management:* Provide tips and techniques to manage stress, such as:
    - Taking regular breaks during the workday
    - Practicing breathing exercises
    - Reaching out for support from colleagues, managers, or mental health professionals
    - Resources available for mental health support: Listing mental health support resources, including: Counseling services, Helplines or community resources, etc.
- *Workplace Environment:* Encouraging a positive, inclusive, and supportive work environment where employees feel comfortable discussing mental health concerns.
    - Encouraging open communication about mental health without fear of judgment or retaliation
- *Maintaining a work-life balance*: Promoting flexibility and encouraging employees to maintain a balance between their professional and personal lives. This can reduce stress and improve overall well-being.

Employees requiring assistance with any mental health issue are encouraged to refer to the Accommodation Policy and Procedures for guidance and support.

HEALTH & SAFETY RESPONSIBILITIES

Scope & Objectives

The objective of this section is to affirm Bayview Wellington Homes' general health, safety and environmental responsibilities of our management, supervisors, employees, contractors and visitors.

Strong safety performance, like any other company objective, can only be achieved by identifying and setting specific goals, utilizing feedback and developing control methods to review and improve our health and safety standards.

Bayview Wellington Homes' employees, at all levels of performance, are responsible for theirs and others health and safety, and for implementing this safety program.

The internal responsibility system.

The Internal Responsibility System (IRS) is the underlying philosophy of occupational health and safety legislation, it puts in place an employee-employer partnership in ensuring a safe workplace, as each individual is responsible for his or her own safety and for the safety of co-workers.

The IRS is a structure, within an organization, where everyone, regardless of their role within the organization, has direct responsibility for health and safety as an essential part of his or her job.

IRS is based on the principle that people in the workplace are in the best position to recognize health and safety hazards, assess them and develop controls because they have the most knowledge about the equipment, the process and the hazards involved. The basis for the success of the IRS is effective communication among workers, supervisors and the employer.

Successful application of the IRS within Bayview Wellington Homes should:

- Establish responsibility-sharing systems
- Promote a culture of safety and communication
- Promote safety best practices in the workplace
- Result in progressively longer intervals between accidents or incidents
- Assist in developing self-reliance within departments
- Ensure compliance to legislation, policies and procedures

Responsibilities

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.

Employer/ Management Responsibilities

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

A. Developing 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. Ensuring 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. Ensuring 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. Ensuring 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. Ensuring that all health, safety and environmental documentation are kept on file.

H. Providing 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. Performing workplace inspections.

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

K. Conducting incident investigations.

L. Conducting employee training.

M. Commending employee and supervisor health and safety performance.

N. Correcting any substandard acts and conditions.

O. Performing employee safety observations.

P. Responsible for Sections 25 & 26 of the OHSA.

Supervisors Responsibilities

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 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 Section 27 of the OHSA.

Employee Responsibilities

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 behavior 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.

Contractor Responsibilities

A. Prior to starting work, all Contractors shall submit the following:

- Copy of our Company 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 other organization, & etc.).
- Worker Training (e.g. WHMIS, Working at Heights, Lifting Devices certification, etc.).
- Registration Form of Constructors and Employers Engaged in Construction (Ministry of Labour) from Contractors and all sub-contractors.

B. Comply with all Bayview Wellington Homes' health & safety policies, including all applicable government (OHSA & regulations), standards and codes.

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

D. Report all accidents/incidents to Bayview Wellington Homes' representative.

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

F. Provide required personal protective equipment/safety devices.

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

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

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

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

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

Visitor Responsibilities

A. All visitors to worksites MUST report upon their arrival to the Office/Site trailer.

B. All visitors MUST sign-in and out every time they leave or re-enter the work site.

C. Visitors are **ONLY** allowed on worksites if granted permission from the site management team.

D. Visitors must always be accompanied by a competent supervisor that has been appointed by Bayview Wellington Homes' management

E. Visitors must NOT perform work.

F. Visitors MUST wear the personal protective equipment required for the work area visited.

G. Visitors must be aware of these guidelines (available on site).

WORKER RIGHTS AND RESPONSIBILITIES

At Bayview Wellington Homes, we believe a safe and healthy work environment is paramount. The Occupational Health and Safety Act (OH&S) serves as the foundation for creating a collaborative effort between employers, supervisors, and workers to identify and address potential hazards. Understanding individual roles and responsibilities under the OH&S Act is crucial for everyone at Bayview Wellington Homes, including employees, supervisors, Joint Health and Safety Committee (JHSC) members, and health and safety representatives.

Employee Responsibilities: Building a Culture of Safety

Employees play a vital role in maintaining a safe work environment. Here's how you can contribute:

- **Become an active participant:** Comply with all OH&S regulations and actively seek out information regarding safe work practices.
- **Prioritize protection**: Utilize the provided personal protective equipment (PPE) as instructed. Report any missing or damaged equipment immediately.
- **Speak up**: Report potential hazards and unsafe work conditions to your supervisor or employer without hesitation.
- **Embrace safe work methods**: Follow established procedures and safety guidelines provided by your employer.
- **Be proactive**: Report any missing or defective equipment or protective device that may be dangerous and that might pose a safety risk

Your Rights Under the OH&S Act: Knowledge, Participation, and Refusal

The OHSA gives workers **three** important rights:

1. **The Right to Know**: You have the right to be informed about potential hazards in your work area. This includes receiving training, supervision, and instruction to protect your health and safety while performing your job duties.
2. **The Right to Participate**: You have the right to be actively involved in identifying and resolving workplace health and safety concerns. This participation can be facilitated through a health and safety representative or by serving as a worker member on the JHSC.
3. **The Right to Refuse Unsafe Work**: Perhaps the most crucial right, the OH&S Act allows you to refuse work that you believe poses a danger to yourself or your colleagues.

The Right to Refuse Unsafe Work:

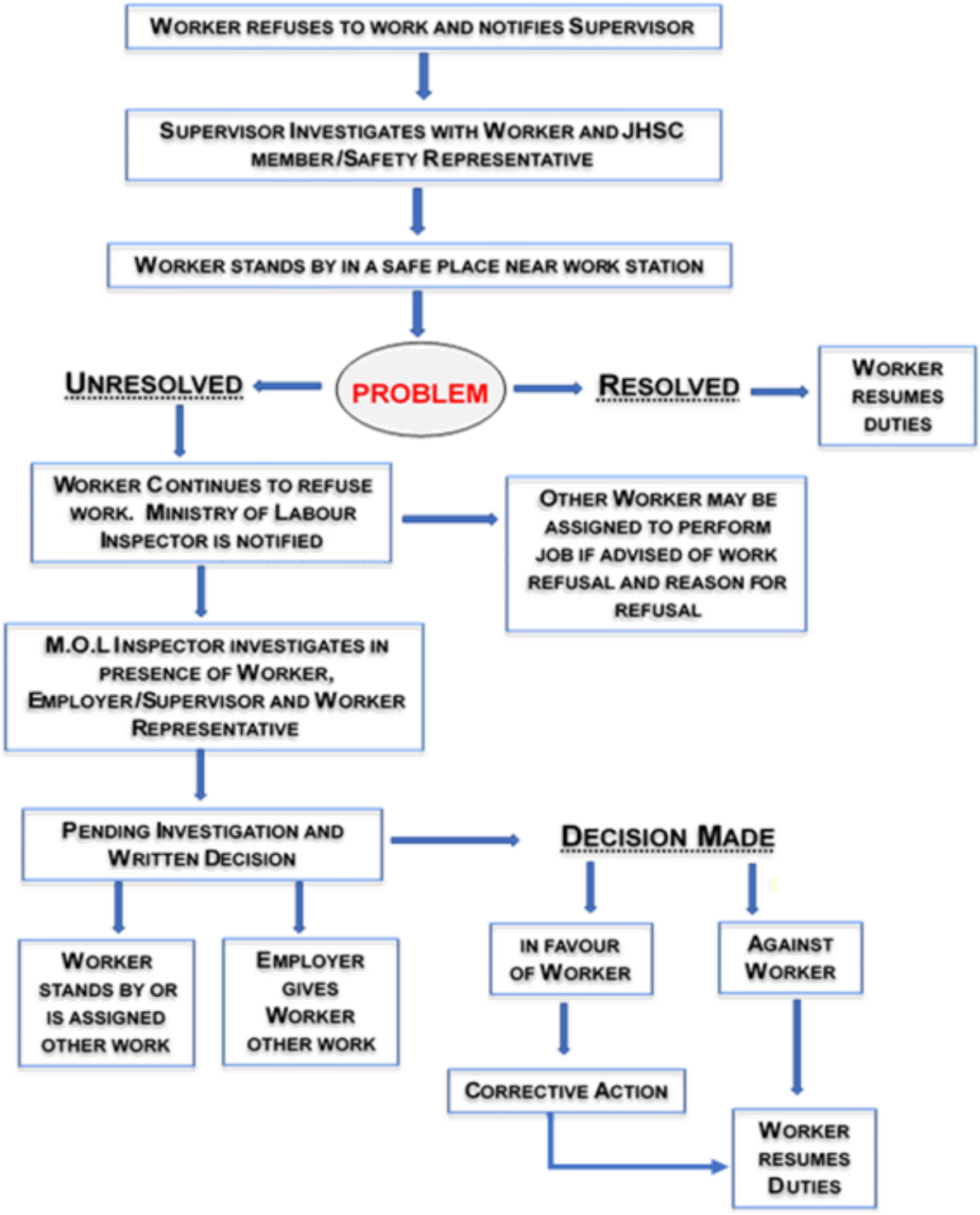
Any worker of Bayview Wellington Homes may refuse work if he or she has reasonable grounds for believing that the work is dangerous to their own health and safety or to that of another worker.

A worker can refuse to work if he or she has reason to believe that:

- any machine, equipment or tool that the worker is using or is told to use is likely to endanger himself or herself or another worker [clause 43(3)(a)]
- the physical condition of the workplace or workstation or unsafe work practice is likely to endanger himself or herself [clause 43(3)(b)]
- workplace violence is likely to endanger himself or herself [clause 43(3)(b.1)]
- any machine, equipment or tool that the worker is using, or the physical condition of the workplace, contravenes the Act or regulations and is likely to endanger himself or herself or another worker [clause 43(3)(c)].

The Act sets out a specific procedure that must be followed in this situation; the worker must immediately tell their supervisor or a manager that the work is being refused and why.

Figure 1. Bayview Wellington Homes Work Refusal Process



JOINT HEALTH & SAFETY COMMITTEE

Scope/Objectives

The purpose of this procedure is to ensure safe and efficient work practices are established at Bayview Wellington Homes work sites as well as safeguarding the well-being of all employees, customers and employers, the company has established a Health and Safety Committee, in accordance with the Occupational Health and Safety Act.

Policies/Procedures

As per the *Occupational Health & Safety Act,* an employer with more than 20 employees is required to have at least 2 certified representatives, *one worker* member and *one managerial* member.

The worker member shall be selected by the workers that he / she is to represent. Bayview Wellington Homes shall select the other member from among persons who exercise managerial functions. Both the Management and Worker Safety Representatives for the Joint Health and Safety Committee, shall, if the project make-up require it, become "CERTIFIED MEMBERS" as defined under *the Occupational Health and Safety Act*.

Bayview Wellington Homes Management will ensure that the identity and trade of each workplace health and safety representative for the workplace is displayed in all required locations after the representative has been elected.

Management and supervisors shall participate in workplace inspections daily. During workplace inspections, the JHSC members, supervisors, management and/or Health & Safety coordinator may contact the worker(s) and record observations or safety hazards on an inspection sheet.

Role of the(JHSC) Worker Representative

It is the function of the **worker representative** to:

- To be a member of our workplace health and safety committee
- Identify situations that may be a source of danger or hazard to our workers;
- Participate in the investigation of critical injuries and accompany M.O.L. inspectors as per the Occupational Health & Safety Act
- Review accidents and/or incidents at Bayview Wellington Homes' Workplace.
- Perform monthly workplace inspection.
- Make recommendations to the Bayview Wellington Homes and the workers for the improvement of the health and safety of workers and establish follow-up plan;
- Recommend to Bayview Wellington Homes and the workers the establishment, maintenance and monitoring of programs, measures and procedures respecting the health or safety of workers;
- Obtain information from Bayview Wellington Homes respecting;
    i. The identification of potential or existing hazards of materials, processes or equipment, and
    ii. Health and safety experience and work practices and standards in similar or other industries of which Bayview Wellington Homes has knowledge
- Obtain information from Bayview Wellington Homes concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety; and
- Be consulted about, and have a designated member representing workers to be present at the beginning of, testing conducted in or about the workplace if the designated member believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid.

Role of the Joint Health and Safety Committee

The joint H&S committee is part of the IRS (Internal Responsibility System) at Bayview Wellington Homes and is in place for your protection; do not hesitate to use them.

For the JHSC committee to be effective at Bayview Wellington Homes it should deal solely with safety issues and must not be allowed to become a general complaint session. Minutes of the committee meetings shall be posted at the workplace to come up with solutions to safety concerns.

Members of this committee will actively take part in the development, implementation, and monitoring of all phases of Bayview Wellington Homes' Health and Safety Program. The committee shall assist in resolving work refusals and promptly investigate reports of "dangerous circumstances" at Bayview Wellington Homes' workplace.

- Identify situations that may be a source of danger or hazard to our workers
- Ask for and obtain information regarding existing or potential hazards in the workplace
- Inspect the workplace at least once a month, with the full cooperation of constructor, employers, and workers.
- Make recommendations to the constructor or Bayview Wellington Homes and the workers for the improvement of the health and safety of workers
- Recommend to the constructor or Bayview Wellington Homes and the workers the establishment, maintenance and monitoring of programs, measures and procedures respecting the health or safety of workers
- Obtain information from the constructor or Bayview Wellington Homes respecting the identification of potential or existing hazards of materials, processes, or equipment
- Obtain information from the constructor or Bayview Wellington Homes concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical, or physical agent in or about a workplace for the purpose of occupation health and safety.

Bayview Wellington Homes will respond in writing within 21 days, either giving a timetable for implementation of recommendation, or giving reasons for disputing the recommendation.

JHSC Meetings

Minutes of every Bayview Wellington Homes' Joint Health & Safety Committee meeting shall be recorded and visibly posted. Minutes must include:

- Date, time and place of meeting
- Attendees
- Minutes of last meeting
- Review of unfinished business
- Regular reports (e.g. workplace inspections, accident investigations)
- Responses made by employer to safety committee's recommendations
- New business

<u>Topics to be discussed and reviewed will include, but not be limited to:</u>

- *Workplace inspection results*
- *Accidents and illness reports*
- *Ladder safety*
- *Fire prevention measures*
- *Housekeeping*
- *Protective equipment*
- *First-aid and procedures*
- *Material-handling practices and procedures*

Frequency of JHSC meetings

- Bayview Wellington Homes' JHSC meetings shall be conducted **every 3 months at a minimum**, or as required.
- Minutes shall be kept in the Health & Safety file and posted on the site safety bulletin board.

- Bayview Wellington Homes' Management and supervisors shall participate in JHSC member's inspection formally 4 times per year which is indicated on Inspection schedule.

JHSC Representative and Committee Elections

Bayview Wellington Homes shall elect at least **one workplace** representative for the workers and **one management member**, to be elected as a workplace health and safety representative by their peers. These two individuals will form the health and safety committee. First runner up in these elections shall be considered as the alternate member in case of resignation/retirement.

- Worker representative selected by the site workers
- Management representatives will be selected by Bayview Wellington Homes
- Workers Members of a worker's trade committee shall represent workers employed in each of the trades at the site.
- At least one worker representative and one management representative of the JHSC will be certified. Certification will be provided by, and at the expense of Bayview Wellington Homes. One member representing the workers and one member representing management shall be selected as co-chairs by committee members.
- Representative elections will be held once every three years or in the event of vacancies due to retirement/resignation.
- Bayview Wellington Homes' workplace health and safety representatives are eligible for re-election.
- Bayview Wellington Homes' management will ensure facilitation of the workplace health and safety representatives' election.
- The workplace health and safety representative shall be allowed to exercise their entitlements during the representative's ordinary working hours
- An internal reporting procedure has been established in order to ensure that a workplace health and safety representative is notified in the case of work injury, illness, or dangerous event.

Table 1: JHSC Membership Requirements

Size & Duration of Project	Representative of Committee	Who Creates Committee	Number of Members	Membership Requirements
5 workers or less	N/A	N/A	N/A	N/A
6-19 Workers & more than 3 months or 6+ workers and less than 3 months	One H&S Representative	N/A	N/A	N/A
20-49 Workers & more than 3 months management	Joint Health and Safety Committee	Constructor	At least Two	At least one non-worker at project and one management rep from the workplace if possible.
50+ Workers and more than 3 months	Joint Health and Safety Committee	Constructor	At least Four	Half non-management workers from the workplace (with at least One certified in the future). Half management reps from the project if possible (with at least one certified in the future)
	Workers Trades Committees	Health and Safety Committee	At least One work rep. from each trade.	One worker from each trade.

WORKER REPRESENTATIVE PROCEDURE

Purpose
To establish the role and responsibilities of Worker Representatives in promoting health and safety within Bayview Wellington Homes' workplace, ensuring compliance with the Occupational Health and Safety Act (OHSA) of Ontario.

Scope
This procedure applies to all Bayview Wellington Homes' workers within the company, which is too small to require a Joint Health and Safety Committee (JHSC) as per the OHSA guidelines.

Definition
Worker Representative: A worker selected by employees to represent them on health and safety matters. In workplaces with fewer than 20 employees, a worker representative is required instead of a JHSC.

Term: The term for a Worker Representative will be one year, with the possibility of re-selection.

Employer Responsibilities
Bayview Wellington Homes shall:

Support and Cooperation: To cooperate with the Worker Representative in carrying out their duties. Provide necessary resources and support, including time during working hours, to perform safety-related tasks.

Training: Provide appropriate health and safety training to the Worker Representative.

Address Concerns: Address and respond to concerns raised by the Worker Representative promptly. Implement corrective actions based on the recommendations from inspections and investigations.

Selection process for the Worker Representative:
- Any worker who does not exercise managerial functions is eligible to be a Worker Representative.
- The worker representative will be elected by their peers.
- Individuals can volunteer or be nominated.
- An election will be held to select 1 representative per shift.
- The term as a Health and Safety Representative is 2 years from the date of election.
- Replacement process of a Worker Representative occurs: if an elected representative is not able to continue their health and safety activities. The previous election results (less than 2 years old) will be used to select the person receiving the next number of votes.
- Worker Representative name(s) along with work locations will be posted on the health and safety bulletin board.

Role of the Worker Representative
It is the function of the **worker representative** to:

Workplace Inspections:
- Conduct regular inspections of the workplace at least once a month.
- Identify potential health and safety hazards.
- Report findings and recommendations to management for corrective actions.

Incident Investigations:
- Review accidents and/or incidents at the workplace.
- Participate in the investigation of work-related incidents, injuries, or illnesses
- Review the causes and suggest preventive measures to avoid recurrence.

Health and Safety Meetings:

- Attend health and safety meetings, if applicable.
- Communicate health and safety issues raised by workers to the employer.

Employee Communication:

- Act as a liaison between the workers and management on health and safety issues.
- Ensure that workers are informed of their rights and responsibilities under the OHSA.
- Encourage workers to report hazards and suggest improvements.

Training and Education:

- Participate in health and safety training provided by the employer.
- Promote safety awareness among workers through training and education initiatives.

Record Keeping:

- Maintain records of inspections, incident reports, and safety meetings.
- Ensure that records are accessible for review by workers and management.
- Rights of Worker Representatives

The Worker Representative has the right to:

Access Information:

- Access any information related to workplace health and safety, including reports and records.

Participate in Inspections:

- Accompany a Ministry of Labour inspector during workplace inspections as per the Occupational Health & Safety Act

Consultation:

- Be consulted on any proposed workplace changes that may affect health and safety.

Submission of Recommendations:

A function of the Worker Representative is to make recommendations to the employer and the workers for the improvement of the health and safety of the workers

The Worker Representative will submit their recommendations on the company recommendation form to Management.

What can be submitted: Any health and safety recommendation to rectify a situation that may be a source of danger or hazard to a worker(s).

When: As soon as the source of danger or hazard is identified.

Review and Continuous Improvement

- The effectiveness of the Worker Representative program shall be reviewed annually.
- Feedback from workers and the Worker Representative shall be considered to improve the program.
- By implementing this procedure, we ensure that even in a small workplace, worker health and safety are prioritized and managed effectively, in compliance with Ontario's OHSA requirements.

COMMUNICATION PROCEDURES

Purpose

Communication is the one fundamental requirement in all aspects of work that is completed. For any task to be assigned there has to be some form of communication to get it done. As this is the backbone to all work, good communication is essential to having a successful business.

Bayview Wellington Homes believes that we cannot meet our health and safety objectives without effective communication. Proper communication will aid in all aspects of work including safety.

Scope

This communication procedure applies to all employees, subcontractors, and stakeholders, including owners, clients, and representatives. It covers all health and safety communications, task assignments, hazard reporting, and safety procedures across all job sites and office locations.

Responsibilities

The responsibility for communication falls on every worker. Although the Management and Supervisory staff may have the most vital role in initiating communication, all workers have to participate equally to ensure effective communication is achieved. Workers have the obligation to initiate communication where required to inform their supervisory staff of jobsite issues. It will be all workers' responsibility to continuously be active in communication. This is one aspect of every position that is constant and always in progress.

Bayview Wellington Homes encourages all employees to provide feedback on communication effectiveness. Feedback can be submitted through surveys, direct discussions with supervisors, or a designated suggestion box. This ensures that communication processes are continuously improved

Procedures

Having a fundamental understanding of this process is essential to better understand the differences between successful and unsuccessful communication.

Language, level of education or vocabulary, level of knowledge about the subject matter, surrounding environment, and various other factors all have to be accounted for in the choice of communication means made.

Bayview Wellington Homes believes that we cannot meet our health and safety objectives without effective communication. Tool Box/Safety Talks are an essential aspect of opening the lines of communications in the workplace and communicating health and safety related information pertinent to the wellbeing of all workplace parties.

These informal discussions are an opportunity for all attendees to voice their concerns about site health and safety conditions.

These meetings are also an opportunity for the supervisor to seek co-operation in eliminating any safety concern and/or relay the cause of any injuries, Safety Opportunities or other safety issues that have occurred.

The use of Safety Moments to begin all meetings is an important step in maintain the focus of Bayview Wellington Homes' Safety-First Policy. Hazard Alerts are an important aspect of communicating lessons learned and are designed to ensure that this important information is shared with those can benefit from the information.

Tool Box/Safety Talks:

Tool Box/Safety Talks are short, focused discussions on a specific safety topic. These talks occur at any time, often before work starts, and are intended to address particular hazards, safety procedures, or concerns relevant to the tasks for that day.

These talks give workers the opportunity to ask questions and express concerns about the task at hand. Topics may include:

- Specific job site hazards
- Required safety practices for a particular task
- Any recent incidents or near misses
- Equipment usage, personal protective equipment (PPE) needs, etc.

These talks are designed to:

- Review the task at hand
- Review any practices / procedures that are to be followed
- Review the other hazard assessments / analyses applicable to the work
- Review / discuss any ongoing or immediate issues or concerns

Weekly Safety Meetings:
Weekly Safety Meeting should be held, at the beginning of the first shift of each work week in an effort to ensure that all workers are focused and establish a commitment to work safely all week.

A Weekly Safety Meeting Form / Attendance must be signed by each employee attending for each meeting. This document must also include the date the meeting was held, the topics discussed and any concerns raised by employees. **These concerns are to be shared with Management as soon as possible for resolution.**

Office Workplace
Monthly Safety Talks are to be held with all Bayview Wellington Homes' office personnel. Topics for Safety meetings in an office environment are included on the safety board for reference; however, many other sources of topics exist. Also, to be reviewed at these meetings are any updates provided by the Joint Health and Safety Committee, the findings of any incident investigations that may have occurred, any applicable Hazard Alerts issued by Bayview Wellington Homes or any other relevant information.

Hazard/Safety Alerts
Hazard alerts are a communication tool designed to create awareness about safety issues with the appropriate corrective actions. These alerts are typically developed due to a unique or repetitive event that has the potential to occur in other workplaces. All Bayview Wellington Homes' Hazard alerts will be developed and posted on the Health and Safety Board.

Safety Moments
A safety moment can occur during any meeting, function or Bayview Wellington Homes' event. Prior to beginning any meeting, the chair or leader of the meeting is responsible to begin with a safety moment.A safety moment is intended to focus the on a specific safety topic. This topic does not have to be related to specific work activities but relevant to the time / place. For example, in November a safety moment discussion could be the use of winter tires on personal or Bayview Wellington Homes' vehicles. Safety moments are an important part in creating and maintaining a high level of safety culture in all that we do.

Safety Board
All notices and documentation shall be posted to Bayview Wellington Homes' Health and Safety Board, where the information is readily accessible to all workers.

Review & Evaluation
The effectiveness of communication will be evaluated based on worker feedback, safety performance metrics (e.g., number of incidents, near misses), and the overall engagement of workers in safety-related discussions. Any gaps or areas for improvement will be addressed through targeted training or procedural updates

REPORTING REQUIREMENTS

Under the **Occupational Health and Safety Act (OHSA)**, it is a legal obligation for all workers to promptly report any accidents, incidents, or hazards in the workplace. Reporting is essential to ensure a safe and healthy environment for all employees and to prevent further injuries or unsafe conditions.

Accident and Incident Reporting

All workplace accidents, incidents, or near misses, regardless of severity, must be reported immediately to a supervisor or designated safety personnel. This includes injuries, equipment malfunctions, property damage, or any event that may jeopardize worker safety. Prompt reporting allows for a timely investigation, root cause analysis, and the implementation of corrective actions to prevent recurrence.

It is critical to understand that OHSA requires all accidents and incidents to be reported. The full procedure for reporting accidents and incidents is outlined in **Section 4: Accident-Incident Reporting Procedure**. This procedure outlines the specific steps to follow, including:

- **Immediate reporting**: Notify a supervisor or designated personnel right away.
- **Accurate documentation**: Provide accurate and detailed information about the incident, including time, location, and nature of the event.
- **Investigation**: Assist in the investigation process, if required, to help identify root causes and corrective actions.

Hazard Reporting

Employees are also required to report any hazards or unsafe conditions they observe while at work. Hazards can include unsafe equipment, environmental risks, or potential sources of injury. Reporting these conditions helps to prevent accidents before they occur and ensures that corrective actions are taken promptly.

In accordance with OHSA, workers must notify supervisors or safety representatives immediately when a hazard is identified. A formal procedure for hazard reporting is provided in **Section 4: Reporting Hazards Procedure**. This procedure includes the following key steps:

- **Identification of hazards**: Workers should remain vigilant and assess their work environment for any potential risks.
- **Immediate reporting**: Report hazards as soon as they are identified to a supervisor or designated safety personnel.
- **Corrective actions**: Supervisors will assess the reported hazard and implement necessary corrective measures or controls.

Legal and Ethical Obligations

The **OHSA** mandates that both workers and employers take responsibility for reporting unsafe conditions and incidents. Workers are protected from retaliation when reporting in good faith, and employers must take appropriate action to address reported issues. This shared responsibility is crucial to maintaining a safe and legally compliant workplace.

Supervisor and Management Responsibilities

Supervisors and managers play a key role in ensuring that all incidents and hazards are documented and reported according to OHSA guidelines. Supervisors are responsible for investigating reports, implementing corrective actions, and maintaining accurate records. Management oversees the compliance and proper documentation of all reported hazards and incidents.

By adhering to these reporting requirements, we can maintain a safe workplace, identify potential risks early, and ensure compliance with legal obligations.

WORKPLACE VIOLENCE AND HARASSMENT PROCEDURE

The management of Bayview Wellington Homes is dedicated to providing a violence and harassment-free work environment in which all individuals feel safe and are treated with respect.

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

Workplace violence and harassment is any act in which a person is abused, threatened, intimidated or assaulted in his or her employment, including:

- **Threatening behavior** - such as shaking fists, destroying property or throwing objects.
- **Verbal or written threats** - any expression of an intent to inflict harm.
- **Harassment** - any behavior 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.

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

Workplace violence and harassment is not limited to incidents that occur within a traditional workplace. It also includes activities or events that happen outside of normal business hours or off business premises but are linked to the workplace and employment.

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).

Harassment covers a wide range of offensive behavior. It is commonly understood as behavior intended to disturb or upset. In the legal sense, it is behavior which is found threatening or disturbing.

Workplace harassment means engaging in a course of vexatious comments 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 behaviors that may constitute workplace harassment include:

- Bullying
- Teasing and making sexual jokes
- Intimidating or offensive jokes or innuendos
- Displaying or circulating offensive pictures or materials
- Unnecessary physical contact, including unwanted touching
- Unwanted actions conducted electronically (e.g. by text, phone, email or social media posts).
- Verbal threats

Harassment is Prohibited by the Ontario Human Rights Code:

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).]***

Workplace sexual harassment is a form of discrimination and bullying. Sexual harassment is any type of discrimination based on sex. It is unwelcome conduct of a sexual nature that causes harm to a single victim or more.

Sexual Harassment

In addition to prohibiting harassment because of the grounds listed above, the Ontario Human Rights Code also prohibits all forms of sexual harassment.

Sexual harassment:

> ***7 (2) Every person who is an employee has a right to freedom from harassment in the workplace because of sex, sexual orientation, gender identity or gender expression by his or her employer or agent of the employer or by another employee. R.S.O. 1990, c. H.19, s. 7 (2); 2012, c. 7, s. 6 (2).***

The term “sexual harassment” means any harassment of a sexual nature. This may include requires for sexual favours, visual, verbal, or physical conduct of sexual nature when:

- submission to the conduct is made a term or condition of employment
- or submissions to or rejection of the conduct is used as a basis for employment decisions affecting the individual or
- the conduct has the purpose of effect or interfering with the individual’s work performance or creating an intimidating, hostile, or offensive working environment

This definition includes many forms of offensive behavior. The following is a partial list:

1. unwanted sexual advances
2. offering employment benefits in exchange for sexual favours
3. making or threatening reprisals after a negative response to sexual advances
4. visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
5. verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an employee’s body or dress
6. verbal sexual advances or propositions
7. verbal abuse of a sexual nature, graphic verbal commentary about an individual’s body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations
8. retaliation for reporting or threatening to report sexual harassment

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 Bayview Wellington Homes

There is a workplace violence and harassment 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 and or 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.

All reports of workplace harassment and/or sexual harassment will be anonymous; only the person reporting and supervisor will be aware of the occurrence. No reprisals will be made against reporting employees. We encourage reporting of all incidents of harassment at Bayview Wellington Homes

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.

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

Workers are encouraged to report any incidents of workplace harassment.[4] In the event that a worker feels that they are experiencing workplace harassment they may report this immediately to their supervisor.

No reprisals will be made against reporting employees. We encourage reporting of all incidents of violence at Bayview Wellington Homes' projects.

All reports of workplace harassment will be anonymous; only the person reporting the harassment and supervisor will be aware of the occurrence

Bayview Wellington Homes 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.

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 to them.

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

Reasonable action taken by Bayview Wellington Homes or supervisor relating to the management and direction of workers or the workplace is not workplace harassment. Examples include: Scheduling and annual performance reviews

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.

The necessary resources will be made available for corrective actions to rectify issues that may arise or complaints made. Those found insubordinate will be subject to disciplinary actions.

Assessing the risks of Workplace Violence

The Ontario Health and Safety Ace Part III.0.1 Section 32.0.3 (1) & (2) sets out the responsibilities for assessing violence in the workplace as follows:

(1) An employer shall assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work. 2009, c. 23, s. 3.
Considerations

[4] Appendix – Violence Harassment Reporting Form

(2) The assessment shall take into account,
(a) circumstances that would be common to similar workplaces;
(b) circumstances specific to the workplace; and
(c) any other prescribed elements. 2009, c. 23, s. 3.

A risk assessment must be conducted to evaluate the risk of workplace. Given the nature of the work carried out at Bayview Wellington Homes, a *Workplace Violence Risk Assessment* must be done at each worksite.

The assessment must focus on the nature of the workplace. A survey of the workplace's physical environment and its security measures. Note the controls that are already in place, and to identify what additional controls may be suitable for the particular workplace.

The following is a generalized guide, but an individual assessment of each jobsite must be carried out, as the hazards will vary from one location to another.

Potential Sources of Hazards	Examples of Controls
Outside building and parking lot	▪ Bolted entries / locks ▪ Designated public entry doors ▪ Clear sightlines (look at landscaping, layout, and bushes) ▪ Good lighting ▪ Motion/movement detectors
Entry control and security system	▪ Coded doors / security doors ▪ Employee ID cards and guest passes with sign-in/out ▪ Clearly labelled staff areas ▪ Closed-circuit video system ▪ Metal detectors ▪ Alarms (silent or sounding) ▪ Mirrors
Reception and waiting areas	▪ Clear sightlines ▪ Means of communication ▪ Signage (re: hours) ▪ No heavy or sharp objects
Public counters	▪ Widened service desks ▪ Barriers (e.g., unbreakable screens) ▪ Silent, concealed alarms ▪ Other means to summon help
Interior design, hidden areas (utility rooms, etc.), and lighting	▪ Restricted public access ▪ Clear sightlines ▪ Locked doors ▪ Mirrors ▪ Angled corners
Stairwells and exits	▪ Exit signs ▪ Good lighting ▪ No obstructions ▪ Panic bars to allow escape ▪ Requirements of *Fire Code* and *Building Code*
Elevators and washrooms	▪ Clear sight lines ▪ Restricted public access ▪ Communication devices or alarms ▪ Locks that can be accessed by security
Public meeting rooms, interview, treatment or counselling rooms	▪ Clear sight lines ▪ Communication devices or alarms ▪ Furniture layout ▪ Weighted furniture

Potential Sources of Hazards	Examples of Controls
	▪ Extra exit
Isolated areas	▪ Clear sight lines ▪ Means of communication ▪ Mirrors ▪ Angled corners ▪ Restricted access
Location of cash, goods, and medicines	▪ Locked and hidden storage
Workplace location (shared building, neighbouring businesses, neighbourhood)	▪ Security tours ▪ Cameras ▪ Secured grounds
Are individual security devices necessary to protect workers?	Individual security devices could include: ▪ personal alarms ▪ cell phones ▪ two-way radios ▪ GPS tracking devices or other locating devices
If used in your workplace, are security systems and individual security devices tested?	If used in your workplace: • Test the security systems regularly • Test individual security devices prior to use and regularly while in use • Keep records of tests
Is there a designated safe area where workers can go during a workplace violence incident?	For emergency purposes, a safe area (for example, a safe room, the business next door, etc.) should be identified. If using a safe room, it should: ▪ have clear entry ▪ have a lock that can be used from the inside, but which can also be accessed by security ▪ have a means of summoning immediate assistance
Are there other measures or procedures needed to protect workers from the risks arising from the physical environment?	Measures and procedures will depend on the specific workplace.
If your workplace has workplace security measures or individual security devices, are workers trained in their use?	Provide workers training on workplace security measures and in the proper use and testing of individual security devices.
Are workers and supervisors trained in all relevant measures and procedures that will protect them from violence associated with the workplace's physical environment?	Information, instruction, or training could include: ▪ risks of workplace violence arising from their job or location ▪ other relevant measures and procedures

DRUG, ALCOHOL AND MARIJUANA POLICY

The purpose of the Policy is to communicate to our employees' position on Drug, Alcohol, and Marijuana use and its effects on the workplace. Bayview Wellington Homes is committed to providing and maintaining a safe and healthy work environment. This commitment includes the health and safety of our employees, contractors/subcontractors, our customers and clients, and the community at large.

Bayview Wellington Homes recognizes that the use of Drugs, Alcohol, and Marijuana can limit an employee's ability to perform in a safe and productive manner in the workplace and can pose a serious threat to the health and safety of that employee as well as others. This is especially the case where the majority of employees are operating equipment which, if handled improperly, can lead to serious injuries, if not death.

The objective of the Policy is to ensure that safeguards are in place to promote a safe and healthy work environment, and to minimize the risk of impaired performance and injuries or accidents as a result of Drug, Alcohol, and Marijuana use. Additionally, the objective of the Policy is to ensure that any Drug, Alcohol, and Marijuana testing that is carried out under the Policy is done in a fair and neutral manner with respect for employee privacy and confidentiality.

Bayview Wellington Homes shall strive to actively promote and encourage early diagnosis and treatment of employees who may suffer from a Drug, Alcohol, and/or Marijuana disability, and assist them towards full rehabilitation. Bayview Wellington Homes respects the importance of employees' rights to privacy and confidentiality.

Where an employee suffers from a disability under the Ontario Human Rights Code (the "Code"), Bayview Wellington Homes will make reasonable efforts to accommodate that Employee, in accordance with its obligations at law.[5]

Marijuana/Cannabis

With the legalization of marijuana, Bayview Wellington Homes has implemented a procedure to address its use in the workplace, ensuring the health and safety of all employees.

The company has a zero-tolerance policy towards recreational marijuana use at work, considering it a hazardous substance that can impair senses. Marijuana is not permitted on any company premises or worksites.

Employees must report to work free from impairment and remain so throughout their workday, whether on or off Bayview Wellington Homes' premises.

Employees using medical marijuana must report its use to management, ensuring confidentiality, except where necessary information sharing is required for safety reasons.

Failure to report medical marijuana use may result in disciplinary action, including termination without accommodation. Bayview Wellington Homes will accommodate employees up to the point of undue hardship, potentially reassigning job duties as needed.

Training will be provided to supervisors and employees on the impact of marijuana use and recognizing signs of impairment.

Scope

The Policy applies to all employees and all levels of management, contractors and sub-contractors and their trades.[6]

[5] Accommodation Policy and Procedures
[6] Acknowledgement of Drug /Alcohol Policy

Responsibilities

Employee Responsibilities

Employees are required to comply with the Policy and the standards and principles outlined herein. Bayview Wellington Homes reserves the right to discipline employees, up to and including termination, for failure to comply with the Policy.

A. Use, possession, distribution, cultivation, offering or sale of Drugs, Alcohol, Marijuana, or illicit Drug, Alcohol, and/or Marijuana paraphernalia, on Bayview Wellington Homes' premises or during the course of Operations, is strictly prohibited.

B. Employees are required to report to work Fit for Duty. This includes remaining Fit for Duty and in compliance with the Policy while on call.

C. Employees are required to perform their jobs in a safe and lawful manner and in accordance with the provisions of the Policy, the Collective Agreement, and any and all other policies, procedures, or relevant legislation applicable to Employees.

D. Employees who suspect they have a Drug, Alcohol, and/or Marijuana dependency or emerging issue related to Drugs, Alcohol, and/or Marijuana are encouraged to seek medical and/or professional advice and follow recommended treatment promptly before job performance is affected or violations of the Policy occur. Employees are encouraged to consult their supervisors, human resource staff, in the event they have concerns about their own Drug, Alcohol, and/or Marijuana use.

E. Employees are expected to responsibly use prescribed and over-the-counter medications. Where the use of a prescribed or over-the-counter medication could inhibit an individual's ability to carry out the duties of his or her position safely, employees must advise management immediately. In such circumstances, management, will endeavor to accommodate employees accordingly.

F. Bayview Wellington Homes is committed to working with employees to ensure early diagnosis, treatment and rehabilitation in cases of Drug, Alcohol, and/or Marijuana-related disabilities. Employees are expected to adhere to work-related limitations that may be imposed to appropriately accommodate him or her and to ensure the safety, health, and welfare of the individual as well as other employees and the work environment.

G. Where there are grounds to believe that an employee may not be Fit for Duty, while on Bayview Wellington Homes premises or during the course of Operations, management may remove the individual from their duties. The employee will be given an opportunity to explain why they appear unfit for work in a private and safe area. Depending on the circumstances, an employee may be subject to discipline, up to and including termination, if there is a breach of the Policy.

H. Where one employee suspects that a co-worker may not be Fit for Duty, he or she must report such suspicions to his or her supervisor or a member of management immediately.

Management Responsibilities

A. Management is responsible for administering the Policy consistently, and for resolving questions of interpretation in areas where the Policy may be ambiguous or silent, with due regard for the fair treatment of employees. Management will update the Policy where necessary to respond to the evolving needs of Bayview Wellington Homes and developments in the law.

B. Management will provide training in an effort that all supervisors and human resources staff are trained to recognize signs of Drug, Alcohol, and/or Marijuana abuse or misuse and identification of situations where an employee may not be Fit for Duty.

C. Management is required to ensure the confidentiality and privacy of all employees is respected in accordance with Bayview Wellington Homes' obligations at law.

D. Management will ensure that all Employees who suffer from a Drug, Alcohol, and/or Marijuana-related disability are appropriately accommodated, consistent with Bayview Wellington Homes' obligations at law.

E. No employee with a Drug and/or Alcohol related disability will be disciplined or terminated solely for requesting help in overcoming their disability.

Alcohol, Drug, and Marijuana Testing

Bayview Wellington Homes believes that the best prospect for long term success is a mutually responsible approach towards Drug, Alcohol, and Marijuana testing involving the employees. Bayview Wellington Homes may require, at its discretion, that employees occupying or performing Safety Sensitive Positions undergo Drug, Alcohol, and/or Marijuana testing, with the employee's consent, to assess whether the individual was impaired or under the influence of Drugs, Alcohol, and/or Marijuana in the following circumstances

(i) Where there is reasonable cause to believe that the employee is under the influence or impaired by Drugs, Alcohol, and/or Marijuana on Bayview Wellington Homes' premises or during the course of Operations. Testing for reasonable cause shall occur no more than four hours from the time the decision was made to test.

(ii) Where an incident/accident or near miss has occurred and there is reasonable cause to suspect that an employee's Alcohol, Drug, and/or Marijuana use may have been a contributing factor in the incident by reason of the occurrence itself, observations and surrounding circumstances. Testing following an incident or near miss shall be conducted as soon as possible from the time the incident took place.

(iii) As part of a return-to-work program or last chance agreement negotiated with the employee as a result of an Employee having been found to be under the influence or impaired by Drugs, Alcohol, and/or Marijuana or who suffers from a Drug, Alcohol, and/or Marijuana disability. This may include random Alcohol testing. This may also include random Alcohol, Drug, and/or Marijuana testing where an employee suffers from a Drug, Alcohol, and/or Marijuana-related disability. This provision does not place any obligation on Bayview Wellington Homes to enter into such an agreement.

Employees may also be required to submit to additional Drug, Alcohol, and/or Marijuana testing over and above what is provided for in the Policy as part of a contractual condition with certain customers or clients. This testing will be considered voluntary. Employees who refuse testing will not be allowed to work for that customer or client.

Drug, Alcohol, and/or Marijuana Testing will be undertaken with stringent controls to ensure accuracy and employee privacy and confidentiality is respected. Where necessary, test results will be discussed with the employee and an investigation will take place to confirm the employee's impairment. In order to ensure accuracy and safeguard employee privacy and confidentiality, Bayview Wellington Homes will retain the services of a qualified and experienced third party to be engaged throughout the testing process.

Where any employee refuses to undergo Drug, Alcohol, and/or Marijuana testing, as requested in circumstances (i) through (iii), Bayview Wellington Homes may take such refusal into consideration in determining the appropriate course of action with respect to such Employee, which could include discipline, discharge or other measures.

Work Rules

An employee is strictly prohibited:

- While on Bayview Wellington Homes' property or at any vworksite, to use, consume, possess, distribute, sell or transfer:
  - Alcohol (unless contained in sealed (unopened) packaging, and secured in vehicle for transfer to home or official vsanctioned event), or
  - Drugs other than those permitted by this policy as described below, or
  - Marijuana or
  - Drug paraphernalia, or
  - Any product or device that could tamper with any sample for an alcohol, drug, or marijuana test
- From reporting to work or performing work:
  - With an alcohol level equal to or in excess of 0.04 grams per 210 litres of breath,
  - With a drug level equal to or in excess of the concentrations for the drugs set out in the table below, or
  - With a marijuana level equal to or in excess of the concentrations set out in the table below, or
  - While the employee's ability to safely perform his or her duties is adversely affected because of the use of a prescription or non-prescription drug, including marijuana;

Table 2 - *ng/ml - Nanograms per millilitre

Drug Concentrations in Urine		
Drug or class of drugs	**Screening concentration equal to or in excess of ng/ml***	**Confirmation concentration equal to or in excess of ng/ml***
Marijuana metabolites	50	15
Cocaine metabolites	300	150
Opiate metabolites	2,000	2,000
Phencyclidine	25	25
Amphetamines	1,000	500

- From refusing to:
  - Comply with a request to confirm he or she is in compliance with this policy when a supervisor or manager has reasonable grounds to believe the employee may not be in compliance, or
  - Comply with a request to submit to an alcohol, drug, or marijuana test::
- When a supervisor or manager has reasonable grounds to believe the employee may not be in compliance with the policy and the employee cannot confirm compliance without a test;
- Following an incident or near miss if a supervisor or manager present at the workplace has reasonable grounds to believe that the employee was involved in the incident or near miss and there is no objective evidence to believe that the use of alcohol, drugs, or marijuana did not contribute to the cause of the incident or near miss;
- When applying for or transferring into a safety-sensitive position;
- As periodically required by Bayview Wellington Homes throughout the time the employee is working in a safety-sensitive position; and
- When the employee has previously tested positive and is returning to work after an assessment by a substance abuse expert;
- From tampering with a sample for an alcohol, drug, or marijuana test; and

- From operating or driving any Bayview Wellington Homes or personal vehicle or chauffeuring any customer, guest or employee while under the influence of alcohol, drugs, marijuana, or any hazardous substance that would inhibit impaired driving conditions.

This work rule permits the possession or use of prescription and non-prescription drugs, including marijuana, under the following conditions:

- Any prescription drug in the employee's possession or used by the employee is prescribed to the employee, and
- The employee is using the prescription or non-prescription drug for its intended purpose and in the manner directed by the employee's physician or pharmacist or the manufacturer of the drug,
- The use of the prescription or non-prescription drug does not adversely affect the employee's ability to safely perform his or her duties, and
- The employee has notified his or her supervisor or manager before starting work of any potentially unsafe side effects associated with the use of the prescription or non-prescription drug, including marijuana. No information collected about an employee under this policy will be disclosed to any person, unless the employee has given consent or the supervisor or manager in possession of the information is legally required to disclose it.

Review and Updates:

Bayview Wellington Homes is committed to complying with all relevant laws and regulations concerning drug and alcohol use and workplace safety. This policy will be reviewed periodically and updated as necessary to reflect any changes in applicable laws or regulations. For any questions or clarification regarding this policy or its legal implications, workers should contact the Bayview Wellington Homes' Management.

Legislation

This policy has been developed in accordance with applicable Canadian federal and provincial laws, including but not limited to:

- Occupational Health and Safety Act (OHSA)
- Ontario Human Rights Code (OHRC)
- Cannabis Act (Canada)
- Controlled Drugs and Substances Act (CDSA)
- Workplace Safety and Insurance Act (WSIA)

SMOKING PROCEDURES

Policy

Due to the health concerns arising from exposure to environmental tobacco smoke, Bayview Wellington Homes has instituted this policy to provide a smoke-free environment for all employees and visitors.

The Smoke Free Ontario Act necessitate all company workplaces to be nonsmoking. There will be no smoking in company vehicles at any time.

Bayview Wellington Homes will ensure that all employees have been verbally informed and have the appropriate documents to back up the requirements.

Scope

This policy applies to all employees of Bayview Wellington Homes as well as to visitors, contractors and temporary staff.

This policy covers the smoking of any tobacco product, the use of smokeless (or spit) tobacco and electronic smoking devices (vaping).

Smoking will not be allowed within the building/work areas at any time.

Definitions

Smoking - is defined as the act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind. This includes electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars

Smoke free areas - all areas of buildings, premises, workplaces or vehicles operated by the Bayview Wellington Homes.

Enclosed Workplace means:

The inside of any place, building or structure or vehicle or conveyance or a part of any of them,

(i) that is covered by a roof

(ii) that employees work in or frequent during the course of their employment whether or not they are acting in the course of their employment at the time,

(iv) that is not primarily a private dwelling, or a prescribed place.

Responsibilities

Management/Supervisors:

- Ensure that employees are aware that smoking is prohibited in enclosed workplaces.
- Remove ashtrays and any object that server as one.
- Ensure that no one smokes in the workplace.
- Ensure a person who does not comply does not remain in the enclosed workplace.
- Ensure a compliance with any other prescribed obligations. *Smoke-Free Ontario Act, 2017, S.O. 2017, c. 26, Sched. 3, and The Municipal Code Chapter 709 – Smoking Bylaw*

Employees are required to:

- Be aware of the requirements of this procedure
- Comply with the hospital's smoke-free environment procedure

Procedure

The senior management group of Bayview Wellington Homes has the ultimate responsibility to ensure that all regulatory requirements are met and the appropriate standards applied.

Prohibition

> *9. (1) No person shall smoke tobacco or hold lighted tobacco in any enclosed public place or enclosed workplace. (2005, c.18)*

Employees will be informed of this policy through signs posted in buildings and vehicles, the policy manual, and will receive orientation and training from their supervisors.

Visitors will be informed of this policy through signs and it will be explained by their host.

Supervisors will discuss the issue of smoking breaks with their staff. Together they will develop an effective solution that will not interfere with the productivity of the staff but allow for the wishes of the employee to be met.

Supervisors will ensure periodic cleanups of the designated smoking area.

The company will assist employees who wish to quit smoking by facilitating access to recommended smoking cessation programs and materials.

Any violations of this policy will be handled through standard disciplinary procedures.

Smoking will be allowed in designated smoking areas outside the building.

All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers as provided.

With respect to a contravention of an employer's obligation and a contravention of the general prohibition against smoking, an individual could be subject to a maximum fine of $5,000, while there is no maximum fine for the corporation.

Evaluation

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References: Public Health Unit and the Smoke- Free Ontario

Fit For Duty Procedures

Purpose

The purpose of this Policy is to ensure that Bayview Wellington Homes employees are fully capable of performing their duties in a manner that ensures both personal safety and the safety of others, as well as the successful completion of work assignments. It is essential that employees are not impaired in any way by alcohol, drugs, medications, personal problems, or fatigue, as these factors can affect their judgment, performance, and overall health, posing a risk to themselves, co-workers, and the public. This Policy emphasizes the importance of an employee's physical, mental, and emotional well-being to safeguard the work environment and the well-being of the entire team.

Scope

This Policy applies comprehensively to all Bayview Wellington Homes employees, contractors, sub-contractors, volunteers, and others working at or on behalf of the company. It applies not only during work hours but also when employees are traveling to and from work locations, representing the company, or attending company-sponsored events. This wide scope ensures that employees remain fit for duty and accountable for their actions both on and off the job site, recognizing the potential risks that personal issues and external substances can have on performance.

Definitions

Fit for Duty: An employee is fit for duty when they are physically, mentally, and emotionally able to perform their job safely and effectively, without risk to themselves. This includes ensuring that their condition does not threaten the safety or health of themselves, coworkers, or the public.

Impairment: Any condition that reduces an employee's ability to perform their job safely, including alcohol, drugs (prescription or over-the-counter), fatigue, or health conditions affecting cognitive or physical abilities.

Disclosure: The act of sharing relevant personal information, such as health conditions or substance use, to enable the company to offer support or accommodations.

Recreational Drugs: Substances, legal or illegal, used for enjoyment and not prescribed by a medical professional. These can impair job performance and safety.

Medications: Pharmaceutical substances prescribed or recommended by a licensed professional for medical conditions. Non-prescription medications should also be disclosed if they impair job performance.

Accommodation: Adjustments made to policies, procedures, or the work environment to support employees with medical conditions or disabilities, ensuring they can perform their duties safely.

Undue Hardship: A situation where providing accommodation would cause significant difficulty, expense, or compromise workplace safety or efficiency. The company will assess each request individually

Disability: A physical or mental condition that limits one or more major life activities, as defined by the Ontario Human Rights Code (HR Code) and the Accessibility for Ontarians with Disabilities Act (AODA).

Procedures

All individuals working at or on behalf of Bayview Wellington Homes are required to be fit for duty at all times during work hours and breaks. This includes reporting to work free from the effects of alcohol, drugs, medications, or any other substances that might impair performance. Employees must also avoid situations that could compromise their ability to perform their job safely or effectively.

Bayview Wellington Homes maintains a strict policy prohibiting the use, possession, or distribution of illicit drugs, recreational drugs, or alcohol on company property, worksites, or during company-related activities, unless specifically authorized for medical purposes.

Accommodation

We will provide reasonable accommodations to employees who require assistance due to disabilities or medical conditions, including those related to substance abuse or addiction. Employees who voluntarily seek assistance for substance use issues will be supported through treatment programs and rehabilitation, and we will work with them to ensure they are fit for duty.

Employees with a Disability may require Accommodation, that is consistent with a worker's Functional Abilities and the Ontario Human Rights Code (HR Code) and the Accessibility for Ontarians with Disabilities Act (AODA). Employees are expected to request accommodation for any disability, including substance abuse disorder, at the earliest opportunity, and to cooperate with the procedural and substantive accommodation process.

We are committed to assisting Employees with individualized accommodation, treatment and rehabilitation in cases where they have medically validated dependency issues. We will support eemployees who voluntarily request help related to any disability that would affect their ability to remain fit for duty. *(Refer to Bayview Wellington Homes' Accommodation Procedure for details).*

Responsibilities of Workplace Parties

Responsibilities of Management

- Oversee the implementation and enforcement of the "Fit for Duty" Policy across the organization.
- Provide resources and support for employees needing accommodations.
- Develop and maintain procedures for addressing impairment issues in the workplace.
- Ensure that all employees are aware of their rights and responsibilities related to this policy.
- Maintain confidentiality in handling disclosures related to health conditions or substance use.
- Collaborate with supervisors and employees to provide support and determine appropriate disciplinary actions when necessary.
- Provide training for supervisors/managers on identifying and managing fitness-for-duty concerns.

Responsibilities of Supervisors

- Monitor and assess employee fitness for duty during work hours and breaks, ensuring that employees are not impaired by alcohol, drugs, medications, or fatigue.
- Identify and handle situations promptly where there are concerns about an employee's ability to safely perform their job duties.
- Take appropriate corrective actions when impairment is suspected, which may include sending an employee home and documenting the situation.
- Ensure employees understand the policy and know how to report being unfit for duty.
- Encourage disclosures and assist with accommodations.
- Assist employees who request accommodation due to medical conditions or substance use disorders, working with HR and management to find suitable solutions.
- Act promptly on violations and follow up with disciplinary actions in accordance with procedures.
- Ensure confidentiality when handling sensitive disclosures from employees about their health or substance use.
- Conduct investigations regarding potential violations, and document findings.

Responsibilities of Workers

- Report to work fit for duty, remaining fit for duty throughout working hours and breaks, free from impairment by alcohol, drugs, medications, or other substances.
- Immediately notify a supervisor or manager if they are unable to report to work fit for duty, or if their ability to remain fit for duty is compromised during their shift.
- Disclose any use of alcohol, drugs, medications, or other conditions (including fatigue or personal problems) that could impair their ability to perform their job safely.
- Report any concerns about a co-worker's fitness for duty if they suspect impairment or a violation of the policy.
- Cooperate with investigations into possible breaches of the "Fit for Duty" Policy and provide any necessary documentation or information when required.

- Request accommodation for any disability or medical condition, including substance use disorders, at the earliest opportunity.
- Indicate acceptance or refusal of any treatment options for substance use in writing, if applicable.
- Comply with any requests for medical assessments related to fitness for duty and provide medical documentation if necessary.

Medications
Employees using prescription or non-prescription medications that may impair their ability to work must inform their supervisor and provide necessary details. They should follow their healthcare provider's instructions and discuss any potential impairing effects to ensure they remain fit for duty.

Off-Duty Recreational Substance Use
Employees must ensure that recreational use of alcohol or drugs during off-hours does not affect their ability to report to work fit for duty. The effects of substances like marijuana or alcohol may extend beyond consumption, potentially impairing performance even if the employee feels unaffected.. It is recommended that employees exercise caution when using recreational drugs and avoid their use if they are uncertain of the potential impact on their ability to perform their job safely.

Disclosure of Substance Use Disorders
Employees who believe they have a substance use disorder or who are undergoing treatment for such an issue should disclose this to their supervisor at the earliest opportunity. Employees must disclose any personal situation, condition, or substance use issue that could affect their ability to perform their job, including the use of prescription medications, over-the-counter drugs, alcohol, or other substances. If employees suspect they have a substance dependency or emerging issue, they should report it to their supervisor promptly. Early disclosure allows for support and accommodations to address these issues before they impact work performance.

Employees who believe they have a substance use disorder or are undergoing treatment should disclose this at the earliest opportunity. Such disclosures will not result in disciplinary action and will be met with support for treatment and accommodation, in line with the company's commitment to assisting employees. No retaliation will occur for voluntarily disclosing a substance use disorder, and the company will support recovery within the limits of undue hardship.

All disclosures will be treated confidentially, with information shared only on a need-to-know basis to ensure proper accommodations or interventions.

Violations and Disciplinary Action
Failure to comply with this Policy can result in disciplinary action, up to and including termination. Violations include failure to report being unfit for duty, failure to disclose a substance dependency issue, or engaging in behaviors that impair job performance or safety. Employees who are found to be impaired while on duty will be sent home immediately, and their absence will be documented.

Training
Supervisors and managers will receive training to help them recognize signs of impairment and substance abuse issues in the workplace. They will also be trained in handling sensitive disclosures and ensuring that employees receive the support and accommodations they need to maintain their fitness for duty.

Additional Resources
- Addiction Research Foundation
- Ontario Drug & Alcohol Registry of Treatment
- Alcoholics Anonymous

ACCOMMODATION PROCEDURES

Scope

This policy applies to all current employees and applicants for employment of Bayview Wellington Homes including full and part-time, casual, contract, permanent, and temporary employees. This policy also applies to employees on approved leave including short and long-term disability leave.
This policy applies to all aspects of employment including, but not limited to recruitment, selection, training, promotion, transfers, work arrangements, compensation and benefits, and termination of employment.

Definitions

An **Inclusive Workplace** means that all employees have the opportunity to contribute and participate in the workplace in a barrier free environment. Critical to the notion of an inclusive workplace is a robust accommodation policy.

Accommodation means taking steps to adjust rules, policies, practices or situations that have a negative impact on an individual or groups, protected under the Canadian Human Rights Act.

Undue Hardship occurs when accommodation adjustments to the workplace would be prohibitively expensive, or create undue risks to health or safety. Each situation will be viewed as unique and assessed individually. A claim of undue hardship must be supported with facts and a detailed analysis of options, impressionistic or speculative reasons will not suffice.

The following are examples where accommodation could cause undue hardship:

- Bayview Wellington Homes cannot accommodate without seriously impacting business operations;
- Bayview Wellington Homes will not be able to return to work in the foreseeable future or is absent so often that it is no longer possible to accommodate them without causing Bayview Wellington Homes serious financial hardship;
- the employee's position is safety sensitive and, as a result, accommodation may pose a safety risk to the employee, his or her colleagues, clients and / or the public.

Responsibilities and Expectations

Accommodation is a shared responsibility between employees, supervisors and Bayview Wellington Homes as the employer.

Management is responsible for:

- eliminating barriers that prevent people from accessing, or being included in, the workplace;
- minimizing the need for individual accommodation by regularly reviewing rules, policies, by-laws and practices to ensure that they are not discriminatory;
- ensuring that all employees and job applicants are advised of their right to be accommodated;
- dealing with requests for accommodation in a timely, confidential and sensitive manner;
- providing individual accommodation to the point of undue hardship; and
- ensuring that this policy is effectively implemented.

Supervisors are responsible for:

- fostering an inclusive work environment by treating all employees and job applicants with respect and dignity;
- identifying and eliminating barriers that prevent people from accessing, or being included in, the workplace;
- dealing with requests for accommodation in a timely, confidential and sensitive manner;
- informing individuals requiring accommodation what information they need to provide to be accommodated;
- generating accommodation options based on the information provided about the individual's accommodation need(s)
- involving individuals requiring accommodation in the search for accommodation;

- initiating a discussion about accommodation when they are aware that an employee or job applicant may have a need for accommodation, but is unable, for any reason, to articulate that need.

Employees and job applicants are responsible for:

- making their accommodation needs known. This does not require the disclosure of the specific cause of their needs but only the effects which create the need for accommodation.
- helping to identify potential accommodation options;
- providing documentation in support of their request for accommodation, including information about any restrictions or limitations; and
- accepting an offer of accommodation that meets their needs, even if it is not their preferred accommodation option.

Employees and job applicants can expect:

- to be treated with respect and dignity;
- to have their needs accommodated up to the point of undue hardship; and
- to be informed of the reasons, if their accommodation request is denied.

Procedures for Accommodation

Job Applicants

When contacted for an interview, job applicants will be advised that Bayview Wellington Homes has an accommodation policy and asked whether he or she requires accommodation to participate in the hiring process.

Bayview Wellington Homes will evaluate the job applicant's request for accommodation and may request more information from the applicant to facilitate the accommodation.

If a request for accommodation is denied, the reasons why will be clearly communicated to the job applicant.

Employees

An employee may request accommodation by notifying his or her supervisor. Alternatively, accommodation needs may be identified through supervisor and employee collaboration in response to concerns raised by the supervisor.

The supervisor will document the request, including the employee's name, position and date of the request, any details provided by the employee and any accommodation options suggested by Bayview Wellington Homes or employee.

The supervisor may request supporting documentation from the employee in order to identify accommodation needs and options (e.g. details of restrictions or limitations).

When dealing with an accommodation request based on disability, the supervisor should refer to Annex A which provides guidance on asking for medical information to support the accommodation request.

The supervisor will consider accommodation options including, but not limited to: workstation adjustments; reassignment of job tasks; changes to scheduling or hours of work; leaves of absence; and temporary or permanent reassignment.

The supervisor will discuss available accommodation options with the employee. The accommodation preferences of the employee will be taken into account. However, the supervisor may proceed with an option that is less costly or easier to provide, when it meets the employee's accommodation needs. The supervisor will clearly communicate the reasons for his or her decision to the employee.

The supervisor will review the accommodation measures with the employee on a regular basis to confirm they continue to be necessary and effective.

If the available accommodation options raise the likelihood of causing undue hardship, the supervisor will refer the matter to Bayview Wellington Homes for decision.

Bayview Wellington Homes will ensure that all accommodation options short of undue hardship have been considered prior to refusing accommodation. If a request for accommodation is denied, Bayview Wellington Homes will clearly communicate the reasons why to the employee.

Appeals
If an employee or applicant has been denied accommodation, is not satisfied with the accommodation offered, or believes that his or her request has not been handled in accordance with this policy, he or she may request a second opinion Bayview Wellington Homes. An employee or applicant may also file a discrimination complaint with the Canadian Human Rights Commission.

Privacy and Confidentiality
All records associated with accommodation requests will be maintained in a secure location, separate from employees' personnel files and will only be shared with persons who need the information.
Bayview Wellington Homes and all individuals involved in the accommodation process will comply with the requirements **of applicable privacy legislation** to protect personal information.

Review
Bayview Wellington Homes will review this policy and related procedures on an annual basis, or as required, and will make adjustments as necessary to ensure that it continues to meet the needs of all employees.

Enquiries
Enquiries about this policy and related procedures can be made to your supervisor or Bayview Wellington Homes' **human resources department.**

Reference: Canadian Human Rights Commission.

RETURN TO WORK AND REINTEGRATION PROCEDURE

Scope and Objectives

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.

Definition 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 Bayview Wellington Homes

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 Bayview Wellington Homes' 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.[7]
- 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 worker's 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.

[7] Appendix: Functional Abilities Form

- 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 (3 days).
- 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 to 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 Bayview Wellington Homes 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.

Section 3

Emergency Response Planning

In this section, the company outlines its emergency response plans, designed to effectively address a variety of potential emergencies, from fires to severe weather. Clear procedures are provided for specific emergency scenarios, evacuation, and first aid protocols. The goal of this section is to ensure that all Bayview Wellington Homes' employees are prepared for emergencies and know the appropriate actions to take to minimize harm and ensure their safety.

EMERGENCY RESPONSE PLANNING OVERVIEW

Introduction

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.

While we hope that Bayview Wellington Homes will not experience any life-threatening emergencies, it is essential to plan for such occurrences. Without a well-defined emergency plan, confusion, fear, property damage, and potential injury or death can occur. A comprehensive emergency response plan ensures that all employees understand their roles and responsibilities, minimizing risk and facilitating a swift recovery.

Definition

An **emergency** is generally defined as any event causing loss of life, immediate property loss or an immediate threat to the public or workers. It 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. An emergency can be any of the following incidents as prescribed in section 11 of the Construction Regulations for the purposes of Section 53 of the Act:

- Any critical injury or death as defined by the Occupational Health & Safety Act.
- A worker falling a distance of three meters or more.
- A worker who falls and is arrested by a fall arrest system.
- A worker becoming unconscious for any reason.
- Accidental contact by a worker or by a worker's tool or equipment with a live electrical conductor or live electrical equipment [fuses, switches, disconnects].
- Contact by a backhoe, shovel, crane or similar lifting device or its load with an energized power line rated at more than 750 volts.
- Structural failure of all or part of false work designed by or required by the Act or its regulations to be designed by a professional engineer.
- Structural failure of a principal supporting member, including a column, beam, wall or truss, of a structure.
- Failure of all or part of the structural supports or a scaffold.
- Structural failure of all or part of an earth or water retaining structure, including failure of the temporary or permanent supports for a shaft, tunnel, caisson, cofferdam or trench.
- Failure of a wall of an excavation or of similar earthwork with respect to which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it.
- Overturning or the structural failure of all or part of a crane or similar hoisting device.

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

Emergency Procedures

The following plan has been established 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.

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**

SPECIFIC EMERGENCY SCENARIOS

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

Objective: To provide prompt, effective care in case of medical emergencies, ensuring the well-being of affected individuals.

1. **Initial Response:**
   - Assess the severity of the situation.
   - Contact a trained first-aider or medical personnel.
   - Call emergency services if needed (e.g., 911).
   - Administer first aid, CPR, or any required treatment based on the situation.
2. **Immediate Actions:**
   - Ensure the area is safe for responders.
   - Provide necessary assistance, such as performing CPR, stopping bleeding, or stabilizing the patient.
3. **Post-Incident:**
   - Document the incident details.
   - Ensure follow-up care and assist with transport if necessary.
   - Evaluate the incident for any necessary changes to procedures or safety measures.

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.
- 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.

Flood Emergency

Objective: To respond effectively to a flooding incident, ensuring the safety of personnel and minimizing damage.

1. **Immediate Actions:**
   - Evacuate employees from flooded areas and move to higher ground if needed.
   - Shut off water and electrical systems (if safe to do so).
   - Use sandbags or other barriers to prevent further water intrusion.
2. **Evacuation:**
   - Follow evacuation procedures to exit the premises quickly and safely.
   - Ensure safe routes are clear of hazards.
3. **Post-Incident:**
   - Assess damage and implement clean-up and recovery procedures.
   - Contact authorities for flood relief and assistance if needed.
   - Review flood preparedness and implement improvements if necessary.

Severe Weather Emergency

1. **Preparation:**
   - Monitor weather reports and anticipate potential weather-related events.
   - Communicate potential weather risks to all personnel and provide instructions on safety measures.
2. **Imminent Severe Weather:**
   - Secure equipment and materials to prevent damage from high winds or heavy rain.
   - Move employees to a safe location (e.g., designated shelters, interior areas of buildings).
   - Stop work activities if necessary and instruct employees to seek shelter.
3. **During Severe Weather:**
   - Follow instructions from local emergency officials.
   - Avoid unnecessary travel.
   - Stay informed about the situation through local news and weather alerts.
4. **After Sever Weather:**
   - Wait for official clearance before leaving the safe area.
   - Evaluate the workplace for damage, ensuring all personnel are accounted for.
   - Assess for any damage to the site, equipment, or structures.
   - Implement necessary repairs and clean-up procedures.
   - Review the response to the severe weather for improvements.

Evacuation Procedures

Objective: To ensure the safe and orderly evacuation of all personnel in the event of an emergency.

1. **Evacuation Plan Overview:**
   - Clearly define primary and secondary evacuation routes.
   - Ensure all employees are aware of evacuation procedures and routes through regular training and drills.
2. **Evacuation Process:**
   - Immediately alert all personnel of the evacuation order through alarms, announcements, or visual signals.
   - Assist employees with disabilities or those needing assistance to evacuate.
   - Direct personnel to the nearest safe exit and assembly area.
3. **Post-Evacuation:**
   - Account for all personnel in the designated assembly area.
   - Wait for the "all clear" signal from emergency responders before re-entering the building.
   - Report any missing individuals to emergency personnel for further search and rescue efforts.

EMERGENCY TELEPHONE NUMBERS

FOR IMMEDIATE RESPONSE

dial 9-1-1

(Ambulance, Fire, Police)

Local

Ambulance (Non-Emergency)	_____
Fire (Non-Emergency)	_____
Police (Non-Emergency)	_____
Hospital (Non-Emergency)	_____

Utilities Department

Gas	_____
Hydro	_____
Water	_____
Water (after hours)	_____
Other	_____

Senior Management

Office Number	_____

Government Contacts

Ministry of Labour	**1 877 202 0008**
24 Hour Response	**1 800 268 6060**
Ministry of Environment	**416 325 4000**
Poison Control	**1 800 268 9017**
Spills Centre (24 hr.)	**1 800 268 6060**
Ontario One Call (Utility Locate)	**1 800 400 2255**

Head Office Address

111 CREDITSTONE RD, CONCORD, ON L4K 1N3

EMERGENCY RESPONSE TRAINING

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.

The training program shall put emphasis on all employees understanding the function and elements of the emergency action plan, including types of potential emergencies, reporting procedures, alarm systems, evacuation plans, and shutdown procedures.

General training and instruction for all Bayview Wellington Homes employees shall address the following:

- Individual roles and responsibilities;
- Threats, hazards, and protective actions;
- Notification, warning, and communications procedures;
- Emergency response procedures;
- Evacuation, shelter, and accountability procedures;
- Location and use of common emergency equipment; and
- Emergency shutdown procedures.

Employees shall be trained or retrained when:

- Newly hired as an employee
- the ERP changes due to a change in the layout or design of the facility,
- new equipment, hazardous materials, or processes are introduced that affect evacuation routes,
- new types of hazards are introduced that require special actions.

Retraining and Practice Drills

- Effective plans entail retraining employees at least annually
- Training shall include practice drills in which employees can practice evacuating the workplace and gathering in the assembly area.
- After each drill, Bayview Wellington Homes management and employees to evaluate the effectiveness of the drill. Identify the strengths and weaknesses of your plan and work to improve it.

Bayview Wellington Homes will designate and train enough people to assist in the safe and orderly emergency evacuation of employees by;

- Ensuring all employees understand the function and elements of Bayview Wellington Homes emergency action plan, including types of potential emergencies, reporting procedures, alarm systems, and evacuation plans.
- review the plan with each employee when the employee is initially assigned the evacuation responsibility.
- review the plan with each employee when his/her actions or responsibilities under the plan change or when the plan changes.
- Educate employees about the specific types of emergencies that may occur and train them in the proper course of action.
- Discuss any special hazards onsite such as flammable materials, toxic chemicals, radioactive sources, or water-reactive substances.
- For those employees that are assigned to perform the task, make sure they are trained on emergency shutdown procedures.

Inform employees of the fire hazards to which they are exposed to and review with each employee those parts of the fire prevention plan necessary for self-protection.

First Aid Procedures

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

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

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.

First Aid Procedures

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.

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

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

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

4. A record of all first aid treatment provided is kept in the First Aid Log [8] located at all first aid kits.

5. 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.

[8] Appendix: First Aid Log

8. Medical Aid shall consist of assessing, cleaning, covering and/or preparing injured employees wound for internal or external purposes.

9. The supervisor is responsible for determining if external emergency medical aid is required and contacting the appropriate external responders.

10. 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.

11. If employee refuses provided transportation, 911 shall be called.

12. All worker(s) who accompany injured worker to Hospital, shall support and calm the injured worker in any way, shape or form.

1. Also, the worker shall hold any important documents and/or information pertaining to the injured worker.

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

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

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

First Aid Training Requirements

All Bayview Wellington Homes' worksites have a person trained in First Aid available at all times at our worksites.

Bayview Wellington Homes endeavors to meet the training requirements as stipulated by Regulation 1101 by at least one person who works in the vicinity of the first aid station as follows:

- Where the worksite consists of 1-5 workers; a holder of a valid St. John Ambulance Emergency First Aid Certificate or its equivalent shall be present
- Where the worksite consists of 6-15 workers; a holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent shall be present
- Where the worksite consists of 16-199 workers; a holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent shall be present
- Where the worksite consists of 200 or more workers; a holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent; shall be present and does not perform other work of a nature that is likely to affect adversely his or her ability to administer first aid

Section 4

Safe Work Practices

This section covers Bayview Wellington Homes' safe work practices that are designed to prevent accidents and injuries. These practices address various areas of safety, including general safety guidelines, housekeeping, personal protective equipment (PPE), fall protection, fire safety, and more. It also includes specific work procedures, such as material handling, electrical safety, and heat stress management. The purpose of this section is to provide employees with the knowledge and tools to perform their work in a safe manner while minimizing risk.

General Safety Guidelines for Working at Jobsites

Purpose:
To establish general safety procedures and guidelines to ensure a safe working environment on all Bayview Wellington Homes' job sites, including the use of PPE, equipment, parts, and chemicals.

Scope:
These guidelines apply to all Bayview Wellington Homes employees, contractors, and visitors on construction job sites. This policy is applicable to all aspects of construction activities, including planning, execution, and post-construction activities.

Safety Responsibilities

Management Responsibilities:

- Ensure implementation of safety policies and procedures.
- Provide necessary resources for safety training and equipment.
- Foster a culture of safety within the organization.

Supervisor Responsibilities:

- Conduct regular safety inspections and audits.
- Ensure employees adhere to safety protocols.
- Provide immediate response and support in case of safety incidents.
- Ensure that staff under their direct supervision has received proper training and instruction, , enabling the implementation of this policy.

Employee Responsibilities:

- Follow all safety guidelines and procedures.
- Report unsafe conditions and incidents to supervisors.
- Use personal protective equipment (PPE) correctly.

Safety Officer Responsibilities:

- Oversee the implementation of the safety program.
- Conduct safety training sessions.
- Investigate incidents and recommend corrective actions.

General Guidelines

By integrating these guidelines, Bayview Wellington Homes ensures a safer, more compliant, and efficient working. The adherence to these protocols will mitigate hazards, promote best practices in safety, and ensure compliance with legal and regulatory standards. Continuous improvement and regular updates will be essential to maintaining the effectiveness of these safety measures.

Site Access and Security

Site Hours of Operation: No person shall be on jobsite site after the posted "Hours of Operation" without a written authority &/or Competent Supervisor

Site Entry and Exit Procedures: Control access to the site to authorized personnel only. Maintain a log of all entries and exits.

Visitor Protocol: Provide safety orientation to visitors. Ensure visitors are accompanied by authorized personnel.

Security Measures: Implement measures to protect equipment and materials from theft or damage.

Tool and Training and Competency

Safety Training Programs: Conduct regular safety training sessions.

Orientation: Provide safety orientation to new employees.

Job-Specific Training: Offer training tailored to specific job tasks.

Refresher Courses: Provide periodic refresher courses on safety practices.

Competency Assessments: Assess employee competency in safety procedures.

Certification Requirements: Ensure employees obtain necessary safety certifications.

Pre-Job Planning

Job Hazard Analysis (JHA): Identify potential hazards associated with each task. Develop mitigation strategies for identified hazards.

Site Safety Plan: Outline specific safety measures and procedures for the job site. Communicate the safety plan to all workers.

Emergency Procedures

Emergency Response Plan: Prepare for potential emergencies with clear procedures and designated roles. Conduct regular drills to ensure preparedness.

Emergency Contact Information: Post emergency contact information at strategic locations.

Evacuation Procedures: Establish and communicate evacuation routes and procedures.

First Aid and Medical Response: Provide first aid kits and train personnel in basic first aid.

Incident Reporting and Investigation: Report and investigate all incidents promptly.

Communication and Language

Communication: Ensure all workers are aware of communication protocols. When an employee has a communication problem, special procedures must be developed by the employer to ensure they can perform the work in a safe manner and that they can be made aware of emergency situations

Language: When an employee cannot read or understand English, their supervisor is responsible for ensuring that they thoroughly understand the safety standards and regulations and all other pertinent safety requirements.

Personal Protective Equipment (PPE)

Inspect PPE before use, clean and store it properly after use, especially if shared. Ensure all personal protective equipment is in good working order prior to use. Appropriate personal respiratory protection must be worn when handling any hazardous materials/substances that pose an inhalation hazard. Refer to specific sections on Safety Glasses/Goggles, Safety Hard Hats, Safety Footwear, and Fall Arrest Systems.

Mandatory PPE:

- Hard Hats
- Safety Glasses
- Gloves
- Steel-Toed Boots
- High-Visibility Vests

Task-Specific PPE:

- Respiratory Protection
- Hearing Protection (CSA approved hearing protection must be worn on jobs exceeding noise levels of 85 dBA, primarily during drilling procedures)
- Fall Protection

Personal Protective Clothing: Wear appropriate protective clothing for the task.

PPE Maintenance and Inspection:

Regularly inspect and maintain PPE to ensure effectiveness. Ensure all PPE is in good condition and fits properly

Specific High-Visibility Clothing Requirements

High-Visibility Clothing: Safety clothing is required when an employee is around equipment and vehicular traffic. Approved safety vests will be supplied by the company; all other high-visibility

equipment must be provided by the employee and must meet the requirements set forth by the OH&S Act and Regulations. When flagging or working at night, arm bands and leg bands must be worn in addition to safety vests.

Personal Grooming and Attire

Beards: Employees must be clean-shaven when the nature of the work requires or may require the effective use of personal respiratory protection.

Hair: Long hair that may catch in equipment or other facilities must be appropriately contained to prevent entanglement.

Clothing/Jewelry: Do not wear neckties, loose sleeves, loose clothing, jewelry, rings, bracelets and necklaces which may be caught in machinery or other devices.

Contact Lenses: Contact lenses shall not be worn during any work which would expose the wearer to chemicals, gases, vapors, dust, or other materials that may harm the eyes or cause irritation.

Personal Conduct

Fit for Duty: All workers will be fit to work and conduct themselves in a safe and professional manner at all times

Treatment of Others: All workers are expected to treat others with respect, and dignity. The company has ZERO TOLERANCE for ***Harassment, Intimidation, Violence, Discrimination, Abuse*** – All such incidents will be investigated thoroughly and reported to the relevant authorities where applicable

Theft: Any worker caught will be subject to immediate dismissal, and will be referred to the proper authorities for possible investigation and prosecution.

Cell Phone Use: No use of cell phone whilst operating any company vehicle or equipment.

Equipment Safety

Inspection and Maintenance: Regularly inspect tools and equipment for defects. Perform routine maintenance to ensure proper functioning.

Proper Usage: Use tools and equipment according to manufacturer guidelines. Ensure workers are trained in the correct use of tools and equipment.

Power Tools and Machinery: Follow safety protocols for operating power tools and machinery. Use guards and safety devices as required.

Hand Tools: Keep hand tools in good condition and store them properly. Use the right tool for the job, maintain tools in good condition, use tools correctly, and store sharp tools in pouches or sheaths.

Equipment Storage: Store equipment in designated areas to prevent accidents.

Equipment Inspection: All mechanically powered vehicles, machines, tools, and equipment rated at greater than 10 horsepower shall be inspected by a competent worker.

inspections shall be performed before the vehicles or equipment are first used at the project and thereafter at least once a year or more frequently as recommended by the manufacturer.

Every replacement part for vehicle/equipment shall have at least the same safety factor as the part it is replacing. No modification to, extension to, repair to, or replacement of a part of a vehicle or equipment shall result in a reduction of the safety factor of the vehicle or equipment.

Hazard Communication

Hazard Identification: Identify and assess workplace hazards.

Hazard Reporting Procedures: Encourage prompt reporting of hazards by all employees.

Safety Data Sheets (SDS): Maintain and provide access to SDS for all hazardous materials.

Signage and Labeling: Use clear signage and labels to indicate hazards and safety information.

Safe Work Practices

Housekeeping: Keep the work area clean and free of debris. All aisles and stairways in the supply rooms, electrical rooms, and on job sites must be kept clear. Coil hoses, wires, and cables properly to prevent hazards. Clean greasy spots or minor spills on the floor immediately to prevent slip hazards.

Lifting Techniques: Use proper lifting techniques to avoid injury. Lift with your legs, not your back, and ask for help with heavy loads.

Ergonomics: Promote ergonomic practices to prevent strain injuries.

Working at Heights: Follow safety procedures for ladder and scaffolding use. Inspect ladders before use and use them correctly. Ensure scaffolding is erected and used according to safety standards.

Electrical Safety: Follow lockout/tagout procedures and use GFCI.

Hot Work: Implement safety measures for welding, cutting, and other hot work. Assign fire watch personnel as needed.

Compressed Air: Compressed air must not be used for cleaning clothes or directed towards any part of the body.

Knife Safety: A knife shall be used carefully and not as a screwdriver, pry bar, or weapon.

Prohibition of Running and Eating Protocols

Running: Not allowed on company property.

Eating and Drinking: Permitted only in designated areas after washing hands and face thoroughly.

Horseplay and Behavior

Horseplay: Startling, scaring, pushing, distracting, fighting, etc., are strictly forbidden.
Any horseplay which results in injury is grounds for immediate dismissal.

Substance Control

Alcohol/Unauthorized Drugs: Prohibited on company property and job sites. Any person under the influence of alcohol or illegal drugs will be refused entry or removed from the premises.

Prescription Drugs Personnel using a medically prescribed drug that may impair performance or judgment must inform their respective supervisor.

Marijuana: Is strictly prohibited on company property and job sites.

Provision of Potable Water

Potable water is provided on all construction sites.

Environmental Considerations

Waste Management: Dispose of Wast Materials Properly

Hazardous waste materials: Dispose hazardous waste in designated containers only.

Spill Response Procedures: Have procedures in place for responding to spills.

Dust and Noise Control: Implement measures to control dust and noise levels.

Weather-Related Precautions: Take precautions for adverse weather conditions.

Incident Investigation and Reporting

Reporting Procedures: Establish clear communication channels for reporting hazards and incidents, Establish clear procedures for reporting incidents. Report and all incidents promptly.

Investigation Process: Investigate incidents thoroughly and promptly to determine root causes.

Root Cause Analysis: Conduct root cause analysis to prevent recurrence.

Corrective Actions: Implement corrective actions based on investigation findings.

HOUSEKEEPING

Objectives

To ensure compliance with The Occupational Health and Safety Act, and to avoid conditions which may pose a hazard and to ensure identification of housekeeping issues through the internal responsibility system. Proper housekeeping and a preventive maintenance program are critically important in preventing injuries, illnesses, and even fatalities.

Hazards

Fatalities and Serious Injuries have been caused by:

- Not listening to concerns of worker's or supervisor's concerns during inspections
- Allowing workplace to become cluttered
- Not taking on any responsibility for creating a hazard or cleaning up the poor conditions
- Not following up on corrective actions regarding poor housekeeping

RESPONSIBILITIES

Management:

- Ensure housekeeping is discussed as a priority during training to supervisor and employees
- Ensure the proper storage devices are made available to supervisors and employees in assisting them maintain a clutter free work environment.
- Ensure annual audits are performed to confirm inspections are being completed

Supervisor/Foreperson:

- Ensure employees are reminded to maintain a clutter free workplace
- Ensure employees whom require to store equipment and materials are given the
- appropriate storage area/components
- It shall be the supervisor's responsibility to maintain the overall jobsite in an orderly fashion, which includes the maintenance of roadways and walkways in satisfactory conditions

Employees:

- It shall be each employee's responsibility to maintain their jobsite in the best-kept environment that conditions allow.
- Each employee shall be responsible to clean up their personal garbage due to their meals etc., which they produce on a daily basis.
- Employee's that create garbage due to the tasks, which they perform, shall also be responsible to have that garbage maintained in a safe manner and disposed of in a manner befitting the industry standards.

Hazardous conditions or poorly kept jobsites or areas must be reported to the Supervisor or lead hand immediately, at which time effective measures to address the conditions must be put in place as soon as practical.

WORKPLACE HAZARDS

Types of Hazards:

- Safety Hazards – debris, garbage, tools, etc., left on the floor unsafely
- Chemical Hazards – improper storage, or left unattended
- Ergonomic Hazards – working in cluttered area and reducing free movement
- Biological Hazards – debris, garbage and other hazards accumulating
- Physical Hazards- improper placement of tools/equipment/debris through movement

ESTABLISHMENT & EQUIPMENT TO BE MAINTAINED FREE OF CLUTTER

GHS/ WHMIS 2015

Purpose
To ensure the development, implementation and annual review of WHMIS Policies in accordance with OHSA legislation.

Our Company is committed to the protection of our employees from the harmful effects of hazardous workplace materials; therefore, we must ensure that we establish and maintain a functional Hazardous Workplace Materials Information System.

Hazardous materials may be used in our operations. In order to protect our employees from the possible harmful effects of hazardous products, we will use control measures such as elimination, substitution, engineering controls, Personal Protective Equipment, and/ or a combination of the above.

Scope
This standard applies to all areas of the workplace and all employees. Once a hazardous material has entered the workplace, our Workplace Hazardous Material Information System will control exposure to these materials through a combination of assessments, training, labelling, Safety Data Sheets and maintenance of this Program. All parties involved shall comply with Ontario Regulations 860 for WHMIS.

Background
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 Groups: Health, Physical and Environmental**.**

Procedure

- For every hazardous material that is handled, used and stored on any worksite, a Safety Data Sheet MUST be obtained from the supplier.
- Management shall ensure that an unexpired SDS is available in the workplace, including client/customer sites, and that it is easily accessible to all workers who may be exposed to any hazardous product, and to the Health and Safety Committee or Representative.
- No hazardous material shall be introduced, present, used or stored in the workplace unless the supplier or workplace label is affixed to the container.
- All hazardous material must be labeled with the supplier's label, if the supplier label is missing or illegible, it shall be replaced with a workplace label.
- No person shall remove, deface or alter the supplier label as long as any amount of hazardous product remains in the container
- When decanting any material, and transferring it from its original container to another container, ensure that current SDS labels or workplace labels are available and affixed to the container.
- Labels are not required on containers if:

  a) the container is for immediate use,
  2) it is under the control of and for the exclusive use of the worker who transferred it,

3) it is for use only on that shift
4) the contents are clearly identifiable.

Labels:

There are two types of labels;

- a **supplier** label; and
- a **workplace** label

Supplier Labels:

Are affixed on containers of hazardous products that are shipped from manufacturers or suppliers to individual workplaces. These labels are affixed by the supplier/manufacturer. 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:

Are required in the workplace once materials are removed from the supplier container and decanted into workplace containers. Any worker who decants a hazardous product must ensure that a workplace label is affixed onto the container. The information must be clearly and prominently displayed 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:

- Product Identifier: the name of the material;
- Precautionary Measures: how to handle it safely; and
- 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 BOOTS

REFER TO 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.

WHMIS Symbols

	**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.

Responsibilities

Management:

1. Review update and approve final version of the WHMIS Policy.
2. Supply any labels required when decanting material.
3. Ensure that all SDS material is available, kept current and up to date.
4. Provide the necessary training for WHMIS 2015.

Supervisors:

1. Review the WHMIS Policy and ensure all staff have training records on hand.
2. Are required to know where the SDS are kept and that they are readily available.
3. Report any missing or expired SDS material so that action can be taken.
4. Ensure that Workplace SDS labels are affixed to all decanted material.

Workers:

1. Ensure their WHMIS training is up to date and they have all relevant training cards on their person when at the workplace.
2. Workers have the responsibility to inform themselves as to where the SDS are kept, and have a duty to report to any missing, changed or inaccurate SDS so that action can be taken.
3. Have the responsibility to affix SDS labels to any container when decanting material.

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

Safety Data Sheets:
The Safety 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.

Safety Data Sheets are considered current if dated within 3 years. 16 categories of information are required on an 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 • Bio-accumulative 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 significant new data and the date on which it became available in writing.

Training

All employees must have formal training under the WHMIS regulation, that enables them to understand and apply the information on labels and SDS. Attendance and participation in instruction and training sessions is mandatory and will be documented. Upon completion of the course, a certificate will be issued.

Workplace Specific WHMIS 2015 Training

Workplace specific training must include:

- Instruction on the location of SDS in the workplace.
- Review of the contents, purpose and significance of the information contained on the SDS;
- Review of the contents, purpose and significance of a supplier and a workplace label.
- Procedures for safe use, storage, handling and disposal of hazardous products specific to the jobsite.
- Review of the requirement to affix workplace labels on decanted products.
- Have workers locate SDS for hazardous materials they work with.
- Ask workers to find information (e.g., first-aid, protective equipment) on the SDS noted above.

Training Evaluation/Refresher

Supervisors will review the employee's familiarity with WHMIS 2015 instruction and training on an annual basis. WHMIS 2015 refresher training will be conducted every year or sooner if knowledge retention has been poor, a significant Number of new products have been introduced or there have been changes to the WHMIS legislation.

WORKING ALONE PROCEDURES

Working alone includes employees who work by themselves or workers who work within a workplace with other employees but without regular contact with coworkers or supervisors. Working alone is increasing due to increase in technology, automation, sub-contracting and self-employment.

Working alone involves special situations which may include working outside of normal hours or late at night.

Risk Assessment and Prevention

- **Identify lone workers:** Determine employees who regularly work alone or in isolation.
- **Hazard assessment:** Conduct thorough risk assessments for lone worker roles, identifying potential hazards such as workplace violence, accidents, and environmental factors.
- **Risk mitigation:** Implement controls to minimize risks, including:
    - Buddy system or regular check-ins
    - Emergency communication systems
    - Workplace violence prevention training
    - Regular safety inspections

Employer Responsibilities

- **Risk management:** Continuously assess and address lone worker risks.
- **Training:** Provide comprehensive training on working alone procedures.
- **Monitoring:** Implement systems to monitor lone worker safety.
- **Support:** Offer emotional and psychological support to lone workers.

Employee Responsibilities

- **Adhere to procedures:** Follow established working alone guidelines.
- **Report hazards:** Immediately report unsafe conditions or incidents.
- **Utilize communication:** Maintain regular contact with designated contact person.
- **Emergency preparedness:** Know emergency procedures and how to access help.

Working Alone Guidelines

Always use the "buddy system" to avoid working alone. If it is necessary to do so, arrangements should be made to check on the worker at fifteen-minute intervals, by the worker's foreman.

Confined space work however, requires constant tendering of the isolated worker(s) and there are strictly regulated procedures to follow in this kind of situation. Check with your foreman for instructions before entering any confined space.

Workers working alone are at in increased risk of being the victim of workplace violence.

Best practices for Working Alone include:

- Bayview Wellington Homes' commitment to the health and safety of their employees
- Assessing the hazards of the workplace.
- Taking corrective actions or measures to prevent or minimize hazards or incidents for occurring.
- Training and educating workers so they can perform their jobs effectively and safely with the measure that have been put into place.
- Investigating an incident that has been reported by worker and following through with measures that will prevent the incident form occurring again.
- Re-evaluating current safety measures on a regular basis to ensure that these measures work, taking into account any changes in your business operations.

- Workers must have a system of communication that can always reach emergency services. This could be a cell phone, 2-way radio (if someone is constantly monitoring the channel), land phone line, etc.

When working alone or when you're the only person on site working in an isolated area out of view from other workers.

- Ensure you have a designated contact—employer, supervisor, or someone else who knows where you are and what you're doing.
- Communicate regularly with your designated contact
- Before beginning work, identify and eliminate, or control all hazards in the work area.
- Inform the site supervisor (or someone who can call for help) that you are on site and will check out with him or her when you leave.
- Make other workers aware of your presence so they can check up on you.
- With your designated contact, have a plan in case of emergency.
- Use the Personal Checklist for Working Alone
- Working alone is prohibited where the work involves:
    - High voltage
    - Toxic chemicals
    - Confined spaces
    - Trenches
    - Working over/around water
    - Use of aerial devices/bucket trucks
    - Night time calls (i.e. highway maintenance)

Employees Who Travel Alone

Some of the risk to workers who travel alone involves injuries from motor vehicle incidents. The risk is greater when workers cannot communicate in remote areas or unable summon help.

Equipment and Supplies – Well maintained vehicles prevent exposing employees to unnecessary risk. Appropriate first aid and emergency supplies must be provided.

Travel Plan – The supervisor will ensure that an appropriate system to communicate with the worker's whereabouts is put in place.

TOOLBOX SAFETY TALKS

Purpose

Toolbox Safety Talks will be held to provide Bayview Wellington Homes workers with regular awareness sessions and encourage our employees to actively participate in identifying and eliminating job hazards and Health and Safety.

These talks will be used as supportive Health and Safety Information sessions.

Procedure

Toolbox Safety Talks will be held on a weekly basis Toolbox Safety Talks will be held by our Foremen, Supervisors and/ or Health and Safety Coordinator. The topics to be discussed during these meeting will be arranged by the Supervisors/ Foremen after considering the following;

- specific workplace conditions
- safety issues brought to the attention of the Foreman and/ or Supervisor from other sources (e.g., Joint Health and Safety Committee concerns, Ministry of Labour Officers, etc.)
- mandatory topics may also be provided by management on a regular basis

All workers will be required to participate in Safety Toolbox Talks. During Safety Talks, the workers will be asked and encouraged to actively participate as to collectively recognize and control hazards on the jobsite.

Documentation

The person conducting the Toolbox Safety Talks[9] will maintain documentation of the meeting, including topics discussed, recommendations made and the names of all in attendance. Distribution of these Safety Talks will be as follows;

- maintained by the Foreman/ Supervisor
- maintained in the JHSC files
- maintained by the Health and Safety Coordinator

Records

All records of meetings will be maintained at the facility/ site for a period of five years.

[9] See Appendices: Toolbox Safety Talks

WORKPLACE INSPECTION PROCEDURES

Objective

The purpose of a Workplace Inspection program is important to maintaining a safe and healthy workplace and identifying existing or potential hazards in order that appropriate corrective or preventative action is taken.

Scope

This policy applies to all workers, management and subcontractors working Bayview Wellington Homes

Applicable Legislation

93. (3) All vehicles, machines, tools, and equipment shall be used in accordance with any operating manuals issued by the manufacturers. O. Reg. 145/00, s. 25 (2).

94. (1) All mechanically powered vehicles, machines, tools and equipment rated at greater than 10 horsepower shall be inspected by a competent worker to determine whether they can handle their rated capacity and to identify any defects or hazardous conditions. O. Reg. 145/00, s. 26.

(2) The inspections shall be performed before the vehicles, machines, tools or equipment are first used at the project and thereafter at least once a year or more frequently as recommended by the manufacturer. O. Reg. 145/00, s. 26.

Responsibilities

Senior Management

- Review monthly inspection reports and recommendations.
- Ensure corrective action is taken in a timely manner to address hazards identified.
- Assess and evaluate any recommendations put forth by the Joint Health and Safety Committee or Safety Representative
- Respond in writing to the committee or representative informing them of the decision

Health and Safety Coordinator

- Conduct monthly inspections with Joint Health and Safety Committee or Safety Representative using the Monthly Inspection Checklist and forward report and recommendations (if necessary) to senior management by end of week.
- Report hazards to the site supervisor
- Review site supervisor's weekly inspections and recommendations.
- Ensure corrective action is taken in a timely manner to address hazards identified.
- Discuss findings and follow-up actions from monthly inspections during safety meetings.

Supervisor

- Conduct formal weekly inspections using the Weekly Inspection Checklist and forward report and recommendations (if necessary) to Health and Safety Coordinator by end of week.
- Take immediate corrective action when notified of an unsafe act or when a dangerous circumstance is reported
- Discuss findings and follow-up actions from weekly/monthly inspections and Toolbox Talks.

Workers

- Conduct daily informal inspections of their workplace.
- Conduct formal inspection of vehicles, machines, tools and any equipment as outlined in the manufactures manual prior to use each day.
- Conduct daily hazard assessments.
- Report any hazards immediately to supervisor.

Joint Health and Safety Committee or Safety Representative

- Conduct monthly inspections with Health and Safety Coordinator using the Monthly Inspection Checklist.
- Report hazards to the site supervisor
- If necessary, put forth further recommendations for senior management to assess and evaluate.
- Conduct formal inspection of vehicles, machines, tools and any equipment as outlined in the manufactures manual prior to use each day.
- Report any hazards immediately to supervisor.

Inspection Procedure

Bayview Wellington Homes has established a workplace inspection policy to conduct consistent **reports** that the health and safety representatives and supervisors will conduct on predetermined intervals to recognize, assess and control health and safety issues. Conducting health and safety inspections on an on-going basis is necessary to evaluate our health and safety performance and to identify areas of concern that may need improvement or modification.

Inspection Schedule

- Monthly documented workplace (office/shop and project sites) inspections will be conducted as set out by applicable Health and Safety Regulations. Monthly inspections will be carried out by the Joint Health and Safety Committee or Safety Representative and Health and Safety Coordinator. Completed reports should be forwarded to senior management.
- Weekly documented workplace (project sites) inspections will be carried out by the site supervisor and a site worker. Completed reports should be forwarded to the Health and Safety Coordinator.
- Daily informal workstation or work area inspections will be completed by workers prior to starting work. Any unsafe conditions must immediately be reported to the site supervisor.

Inspection Forms

- Inspectors will use a standardized inspection form to complete monthly and weekly inspections.
- Inspectors will use a specific inspection form to complete pre-use inspections.
- Inspectors will review previous inspection forms and recent accident/incident and near miss forms to select target areas of concern.
- Inspect work areas and conditions, equipment, worker behavior and work procedures.
    - Be methodical with the inspection.
    - Use your senses to review and observe the working environment, equipment, behaviors, and procedures.
- Record on the appropriate inspection form any existing or potential hazard(s).
    - If hazards exist (potential or actual) report it to the site supervisor and review possible solutions.
    - If a hazard poses an immediate threat, report it to the site supervisor and take immediate action to eliminate the hazard.
- Forward all inspection reports to Management and other appropriate personnel for review, and recommendations (if necessary)

- Joint Health and Safety Committee or Safety Representative may put forth further recommendations for senior management to assess and evaluate

- A follow-up of all reports and action taken to eliminate hazards must be completed in a timely manner

Communication

- Inspection Procedures will be communicated to employees at a new worker orientation, training sessions and/or safety meeting.
- Any changes to the inspection procedure will be communicated to all employees immediately, or
- at the next meeting. The procedure is located in the health and safety manual.
- Inspection findings and follow-up actions during Toolbox talks with workers, and in safety meetings with other relevant parties
- All Inspection reports shall be sent to the Safety Coordinator who is responsible for posting them on company safety boards.

Documents and Record Keeping

Documents and records pertaining to Workplace Inspections shall be maintained as per OHS Regulation.

JOB HAZARD ANALYSIS (JHA'S)

Purpose

Job Hazard Analysis is a vital component of the Health & Safety Program. This analysis is undertaken to determine potential hazards, and the control strategies which must be employed to perform a job safely.

The individuals conducting the JHA will be trained to "break down" the job into individual components (tasks) and identify all requirements necessary to perform these tasks safely.

PROCEDURE

Job Hazard Analysis Requirement

The JHA is to be performed as part of the Health, Safety, and Environment Program using the JHA form.

Potentially hazardous jobs or work practices identified during the analysis will be documented.

Personnel involved in the activity (workers, supervisors, managers, etc.) will be provided with copies of the JHA and will have input into its development to ensure all hazards are identified and necessary controls are established and implemented.

1. Hazard Rating System:

The Hazard Rating System is used to evaluate the inherent severity of potential hazards associated with a job or task without considering the likelihood of their occurrence. It helps categorize hazards based on their potential impact.

A = Major. Potential for loss of life, severe injury or extensive property damage / environmental harm

B = Moderate. Potential for a disabling injury or serious property damage / environmental harm

C = Minor. Potential for non-disabling injury or non-disruptive property damage / environmental harm.

2. Risk Rating System

The Risk Rating System evaluates both the likelihood of a hazard occurring and the severity of the outcome if it does occur. It provides a combined risk level that helps prioritize control measures based on both factors.

Combined Consequence/Probability Table. *See Table below*

- **Consequence**: Evaluates the severity of the impact if the hazard occurs.
- **Probability**: Assesses the likelihood of the hazard occurring.

Consequence Levels:

Zero Injury/Damage/Effect/Impact: 0
Slight Injury/Damage/Effect/Impact: 1
Minor Injury/Damage/Effect/Impact: 2
Major Injury/Damage/Effect/Impact: 3
Single Fatality/Major Damage/ Effect/National Impact: 4
Multiple Fatalities/Extensive Damage/Effect/International Impact: 5

Probability Levels:

Has Occurred Within the Industry: 1
Has Occurred Within the Company: 2
Has Occurred Several Times Within the Industry: 3
Has Occurred Several Times Within the Company: 4

Risk Rating Calculation:

- Determine the consequence level based on the severity of the potential impact.
- Determine the probability level based on the likelihood of the hazard occurring.
- Use the Combined Consequence/Probability Table to calculate the risk rating

Risk Rating Interpretation:

0-3: Low Risk - Manageable with standard controls.
4-8: Medium Risk - Requires additional controls and monitoring.
9-15: High Risk - Immediate and comprehensive control measures required.
16-20: Extreme Risk - Requires urgent intervention and possibly a complete review of procedures**.**

Figure 2. Consequence/Probability Ratings

Consequence					Probability			
					1	2	3	4
Severity Rating	People	Assets	Environment	Repetition	Has Occurred Within the Industry	Has Occurred Within the Company	Has Occurred Several Times Within the Industry	Has Occurred Several Times Within the Company
0	Zero Injury	Zero Damage	Zero Effect	Zero Impact	0	0	0	0
1	Slight Injury	Slight Damage	Slight Effect	Slight Impact	1	2	3	4
2	Minor Injury	Minor Damage	Minor Effect	Minor Impact	2	4	6	8
3	Major Injury	local Damage	Local Effect	Considerable Impact	3	6	9	12
4	Single Fatality	Major Damage	Major Effect	National Impact	4	8	12	16
5	Multiple Fatalities	Extensive Damage	Extensive Effect	International Impact	5	10	15	20

Preparation for the Job Hazard Analysis

In order to adequately prepare for a workplace JHA the following simple steps must be taken:

1. Review past JHAs (if available), first aid logbooks, Incident Report Forms, Workplace Inspections, and MOL Orders or Inspection Narratives.
2. Determine the jobs to be audited from the Job Inventory (start with high-risk jobs first).
3. Use the JHA Form to conduct the analysis.

Job Hazard Analysis Procedure

Job Hazard Analysis will be broken down into the following categories:

1. **Breakdown the Job or Task**
   Step 1: Break down the job into logical, sequential steps.
   Step 2: Identify hazards and potential accidents associated with each job step.
   Step 3: Determine preventive measures to overcome the hazards and prevent potential accidents.

2. **The Job Hazard Analysis and Report**
   The person conducting the JHA will identify potentially hazardous situations/conditions and note the observed conditions on the JHA Form.

   Identifying potential hazards: to help identify potential hazards, the person conducting the JHA will need to consider the following (this list is not exhaustive):
   - Can any body part get caught in or between objects?
   - Do tools, machines, or equipment present any hazards?
   - Can the worker make harmful contact with objects?
   - Can the worker slip, trip, or fall?
   - Can the worker suffer strain from lifting, pushing, or pulling?
   - Is the worker exposed to extreme heat or cold?
   - Is excessive noise or vibration a problem?
   - Is there a danger from falling objects?
   - Is lighting a problem?
   - Can weather conditions affect safety?

- Is harmful radiation a possibility?
- Can contact be made with hot, toxic, or caustic substances?
- Are there dusts, fumes, mists, or vapours in the air?

3. **Determining Hazard Controls** *(in order of preference)***:**

a) **Eliminate the Hazard:** the most effective measure is elimination. These techniques should be used to eliminate the hazards:
   - Choosing a different process
   - Modifying and existing process
   - Substituting with a less hazardous substance
   - Improving environment (ventilation)
   - Modifying or changing equipment or tools

b) **Contain the Hazard:** if the hazard cannot be eliminated, contact might be prevented by using enclosures, machine guards, worker booths or similar devices.

c) **Revise work procedures:** Modify hazardous steps, change the sequence of steps, or add additional steps (e.g.: locking out energy sources).

d) **Reduce the exposure:** these measures are the least effective and should only be used if no other solutions are possible.
   - Minimize exposure by reducing the frequency of hazard encounters. For instance, modifying machinery so that less maintenance is necessary.
   - Use Personal Protective Equipment as needed.
   - To reduce the severity of an accident, emergency facilities, such as an eyewash station, may need to be provided.

4. **Immediate Control Strategies:**

Inherently hazardous situations will warrant immediate control strategies be implemented. All hazards will be noted on the JHA Form, along with any corrective actions taken at the time of the JHA.

5. **Review and Implementation:**

Once the JHA is complete, the Health and Safety Committee (HSC) will review the form to ensure completeness and offer suggestions for developing specific Safe Work Procedures to ensure controls are established and implemented.

Distribution

Upon completion of the JHA, the person(s) who conducted the analysis will complete and sign the JHA Form and distribute copies to the applicable personnel.

A copy of each completed JHA Form will be filed with the Job Inventory and Safe Work Procedures in the Health and Safety Files.

Records

All records of Job Hazard Analysis and will be maintained in the Health and Safety File for a prescribed time period specific to the work activity.

Training

Job Hazard Analyses will be performed by trained auditors and reviewed. All persons performing and reviewing these JHA's will receive training in hazard recognition and procedures for conducting JHA's and completing the "JHA Form".[10]

[10] See Appendices: JHA Form

REPORTING HAZARDS PROCEDURE

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

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

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

- Defective tools, equipment or materials
- Fire and explosion hazards
- Environnemental conditions (e.g., Gas, Dust, 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

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[11] 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.

[11] Appendix: Workplace Inspection Form

- 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*.)

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 [12] 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.[13] 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.

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.

****If a Critical Injury occurs on site, the same must be left in a preserved fashion for the Ministry of Labour Officer who shall be notified within 48 hours. ****

[12] Appendix: Supervisor's Injury/Illness/Incident Investigation Report
[13] Appendix: First Aid Log Form

Investigating Procedures

The following procedures apply to all accidents/incidents that occur at the jobsite. Bayview Wellington Homes shall actively participate in the investigation of ALL accident and incidents at our jobsites, including our subcontractor's incident investigations.

Supervisor's Responsibility

The Bayview Wellington Homes supervisor in charge is responsible for:

- Being the lead investigator in accident investigations
- Immediately investigating any accident or incident that occurs under their supervision.
- Evaluating the severity of the incident.
- Providing a verbal report of the accident to the upper management
- Completing the appropriate Accident Investigation Report forms.
- Participating as a member of the investigation committee, if one is required.
- Perform on-site assessment.
- Report all investigations to the JHSC.
- Report to the Ministry of Labour (MOL) all Critical Incidents and fatalities.
- Investigating to be completed within three (3) days of the accident.

Joint Health & Safety Committee (JHSC) Responsibility

The JHSC is responsible for:

- The review of the appropriate Accident Investigation Report forms at JHSC meeting.
- Participating as a member of the investigation committee (any worker representative), f one is required.
- Participating in investigations for Critical Injuries and fatalities.

Interviewing Worker(s)

The injured worker(s) shall be interviewed as soon as possible. This interview shall be recorded (Written/or taped) for documentation purposes and given to the Health and Safety Department, concerning the injured worker's observations regarding the accident.

Interviewing Witnesses(s)

The witnesses of the accident or incident shall be interviewed as soon as possible. This interview shall be recorded (Written/or taped) for documentation purposes and given to the Health and Safety Department. Whose written statement will include witnesses(s)' description of accident or incident.

On-Site Assessment of the Scene

The On-Site Assessment shall include:

- Inspection of site/equipment
- Photographs/diagrams of the accident scene
- Map/diagram of scene
- Collect data of sizes, distances and weights of appropriate items of the investigation.

Collection of the above information shall be conducted by either the site supervisors or a member of the Health and Safety Consultants.

Training
Proper investigation and follow-up of accidents is important and requires training to learn the basic skills. Management is responsible for training personnel (Supervisors, accident investigation team members, etc.) in accident investigation techniques.

Investigation Report Form
As soon as the incident occurs, it will be documented on the Accident/Incident Investigation Report Form.[14]

1. First Complete the following boxes:
   - Incident Date
   - Time (The time that the incident occurred)
   - Investigation Date
   - Incident Location/Facility
   - Department (Location of Incident)
   - Name of Injured person
   - Age
   - Sex
   - Department (Where the employee works)
   - Occupation
   - Work Cycle
   - Years of service
   - Years in Job
2. Second Step. Refer to Second page of incident report before completing the following boxes on Page 1:
   - Part of Body Affected
   - Nature of Injury/Illness (Use section of Type of Contact and Contact With from page 2.)
   - Immediate Causes (Use coding of Immediate Causes from page 2 on Substandard Practices and Substandard Conditions)
   - Basic Causes (Use Coding of Basic Causes from page 2 on Personal Factors, Job Factors, and Lack of Control)
   - Seriousness of Incident (Refer to Incident Severity Categories on page 2)
   - Level of Investigation (Refer to Incident Potential Matrix on page 2)

SERIOUS ACCIDENT/INCIDENTS

Definition of Serious
- Personal injuries involving medical assistance beyond first aid or with potential for Lost Time (LT) or Medical Aid (MA)
- All lost time accidents (LTA). A lost time accident is one where a worker loses time for work, following the date of the accident, due to the accident occurring while performing work.
- Property damage not resulting in business interruption, but resulting in insurance claims.
- Explosion.
- Fires handled by local staff or accidents/incidents with the potential for an of the above.
- Chemical Spills

[14] Accident/Investigation Report Form

Reporting Procedures

- Serious accident/incidents must be reported to upper management or supervisor, which will result in the completion of proper documentation of Accident/Incident Report Form and WSIB Form 7 to be complete accordingly.
- All critical accidents & Fires/Explosion must be reported to Ministry of Labour. For definition of a critical injury see R.R.O. 1990, Reg. 834, s.1 of the Occupational Health and Safety Act
- All chemical spills must be reported to the Ministry of Environment

* All incidents involving subcontractors shall be document and reported to the hiring client

MINOR ACCIDENTS/INCIDENTS

Definition

Minor:	Personal Injuries requiring first and treatment (cuts, scratches, minor burns, splinters, etc.)
	Minor property damage (dents, broken glass, broken minor parts to equipment, etc.)

Reporting Procedures

Minor accidents/incidents must be reported to foreman, then site supervisor and if required, management, which will result in the completion of proper documentation of First Aid Log, which will not result in and investigation.

UNSAFE ACTS/CONDITIONS INCLUDING NEAR MISSES

Unsafe acts/conditions and near-misses should be reported and investigated local with the involvement of the site Supervisor. The Accident Investigation Form Unsafe Condition/Action Report Form, should be completed as soon as possible after an unsafe act or condition is detected, allowing a reasonable amount of time for the investigation and correction process.

ACCIDENT/INCIDENT INVESTIGATION

This program provides for a thorough analysis of injuries, illnesses, vehicle accidents property damage or theft and environmental spills/releases. It is designed to detect any trends, so corrective measures may be implemented. Accident/Incident investigation will also be used to communicate problem areas to all employees.

Accident/Incident Report Form

- Management or supervisor will initiate and complete a formal investigation using the Accident/Incident Report Form. This information will be utilized to assist all location in reducing accident and incident recurrences.
- **The Site Coe, Personal Injury/Fatality Accidents, Investigation Results and Recommendations** are to be completed by the upper management or supervisor. The HS&E Coordinator may assist in the completion of some of these sections.
- The affected employee will be responsible for competing all other items on the reporting form

Investigation Guidelines

- The primary purpose of an accident/incident investigation is to gather information and to develop a solution to the problem so that it can be prevented from happening again. Therefore, fact finding is at the heart of the investigation and should be carefully and thoroughly performed. Always ask who, what, when, where, why, and how.
- Accident/incident investigations are designed to find solutions, not to point blame at the person involved in the accident. Keep an open mind during the investigation. If you fail to remain openminded to all possibilities you will defeat the purpose of the investigation which will prevent the proper solutions to be utilized to prevent a similar accident/incident from occurring.
- An investigation should begin as soon as possible after the incident. The severity of an incident will influence the time required to conduct a thorough and effective investigation.

Major:	Investigations of major accidents/incidents should be completed and documented two weeks from the date of the event. More time may be taken, if necessary, provided that weekly updates of the progress of the investigation team are forwarded to all applicable persons and/or agencies
Serious:	Investigation completed and documented two weeks from the date of the incident.
Minor:	Investigation completed and documented one week from the date of the incident.
Unsafe Act/Condition:	Investigation competed and documented 24 hours after the incident.

REMEDIATION ACTION(S)

Remediation action(s) are to be included in the Accident/Incident Investigation Report, which indicates the action party, target date or action and completion date of action.

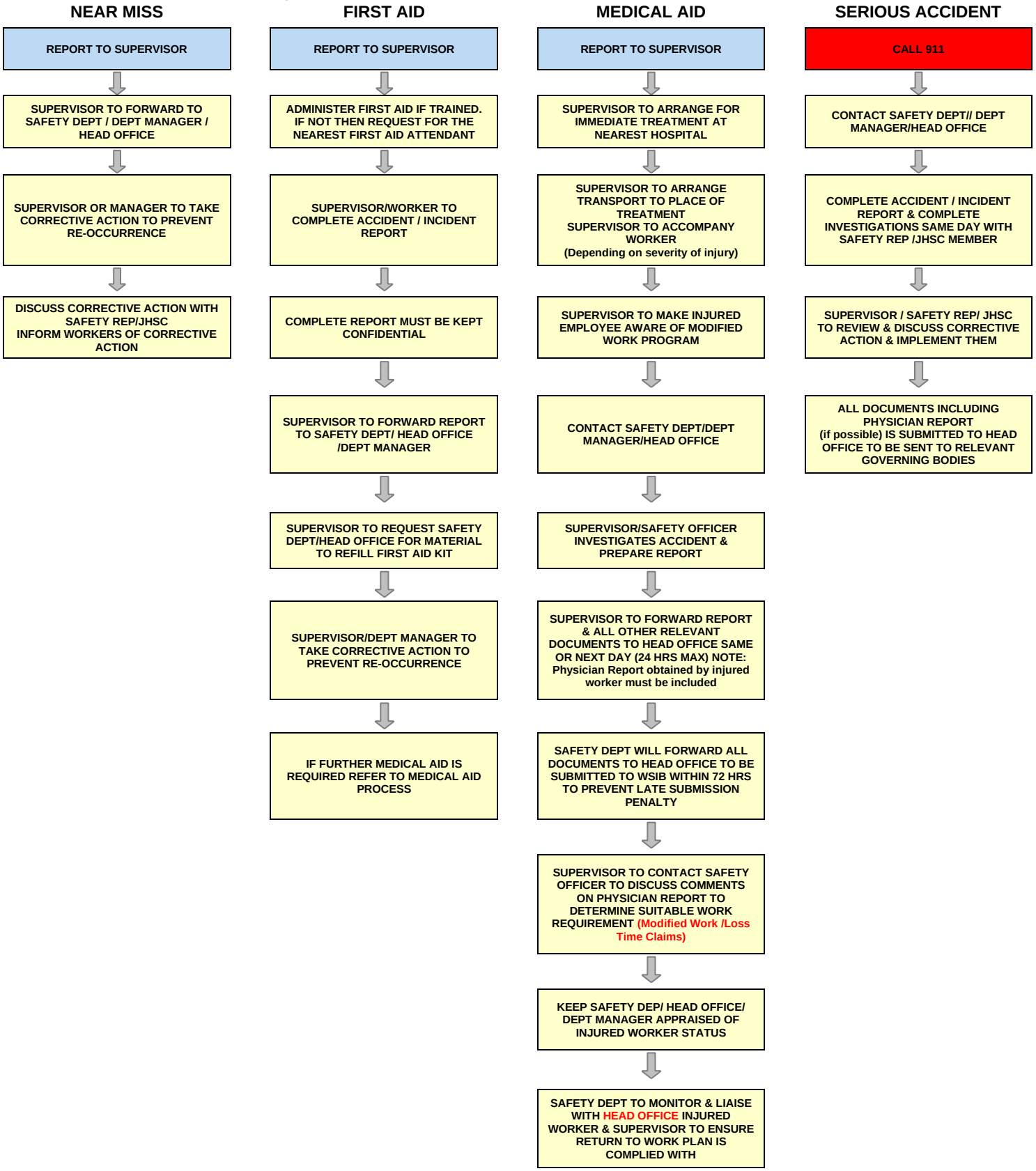
ACCIDENT/INCIDENT NOTICE

Upon receiving the completed investigation report or a major reporting and depending on the severity of the incident, the Accident/Incident Investigation Form shall be discussed at the Joint Health & Safety Committee Meeting.

The Accident/Incident Investigation Form will be reviewed by all employees at the meeting. The JHSC Minutes will be used to notify the employees of the accident, the outcome of the accident, the status of the employee and the corrective actions taken by the company.

Other methods of notifying company personnel concerning accidents and incidents will be during toolbox talks performed by the Health and Safety Department.

Figure 3. Accident/Incident Procedures Flow Chart



PERSONAL PROTECTIVE EQUIPMENT PROCEDURES

Purpose
To ensure the safety of all workers at Bayview Wellington Homes this procedure outlines the selection, usage, maintenance, and inspection of Personal Protective Equipment (PPE). All workers must wear the required PPE as per the Ontario Occupational Health and Safety Act (OHSA) Regulations, specifically Regulations 21 through 26, without exception.

Scope
This procedure applies to all Bayview Wellington Homes' employees, contractors, subcontractors, required to perform work using Personal Protective Equipment.

Responsibilities
Management
- Provide all PPE required by OHSA regulations, except for foot protection and fall protection equipment, which are the responsibility of the workers.
- Ensure regular inspections of PPE and replace it when damaged or expired.
- Provide workers with training on the proper selection, use, maintenance, and inspection of PPE.
- Ensure compliance with the OHSA regulations by all employees and subcontractors.

Workers:
Wear the designated mandatory PPE as required for their tasks, without exception.
Inspect and maintain personal PPE (including foot protection and fall protection equipment, if applicable).
Report damaged, defective, or expired PPE to their supervisor immediately for replacement.
Follow all PPE usage and maintenance instructions provided in training.

PPE Requirements
The following PPE is mandatory on all Bayview Wellington Homes worksites. Workers must wear the appropriate PPE based on their tasks and specific hazards present:

Head Protection:
CSA-approved hard hats must be worn at all times when there is a risk of head injury (e.g., falling objects, electrical hazards).

Foot Protection:
Workers must wear CSA-approved Grade 1 safety boots (green patch) at all times. Workers are responsible for purchasing and maintaining their own boots.

Eye and Face Protection:
CSA-approved safety glasses with side shields are required in areas with potential eye hazards (e.g., cutting, grinding, spraying, scraping).
Face shields must be worn in combination with safety glasses for additional protection against flying debris, chemicals, or hot liquids.

Dust Masks:
NIOSH-approved N95 or N99 dust masks must be worn in environments with airborne particulate hazards (e.g., cutting materials, mixing materials, drywall dust).

Hearing Protection:
Approved earplugs or earmuffs must be worn in areas with noise levels that exceed the allowable limits for safe hearing (e.g., machinery, power tools).
Hand Protection:

Gloves suitable for the task must be worn (e.g., chemical-resistant gloves when handling hazardous substances, heavy-duty gloves when handling rough materials).

Body Protection:
Workers must wear appropriate body protection, including long-sleeved shirts and long pants, when required. Workers should also consider wearing sunscreen in outdoor environments to reduce the risk of sunburn.

Fall Protection Equipment:
Workers who are exposed to fall hazards of 8 feet or higher must wear a complete fall protection system. This includes a harness, lanyard, rope, rope grab, and appropriate anchors. Workers are responsible for providing and maintaining their own fall protection equipment.

Training
All workers will receive comprehensive training on PPE selection, proper usage, inspection, maintenance, and the limitations of PPE. Training will be conducted:

- At the time of hiring for new employees.
- When a new type of PPE is introduced or when worksite hazards change.
- On an ongoing basis during safety meetings or toolbox talks.

PPE Usage and Maintenance

- **Usage:**
  Workers are required to wear PPE as designated for their tasks, and it must be worn correctly at all times to ensure maximum protection.
- **Maintenance:**
  Workers must ensure their PPE is kept in good working condition. This includes cleaning and storing PPE properly when not in use. Damaged or worn-out PPE must be reported to a supervisor for replacement.
  PPE that has a shelf life (such as filters, lenses, etc.) must be replaced when expired or degraded.
- **Inspection:**
  PPE must be inspected by workers before each use to ensure it is in proper working condition. Supervisors must also conduct periodic inspections of PPE to ensure compliance with safety standards.

Enforcement
Failure to wear the required PPE or to maintain it in good condition will result in disciplinary action, including but not limited to:

- Verbal or written warnings.
- Suspension from work until proper PPE is provided or repaired.
- Termination of employment if there is a repeated failure to comply with PPE requirements.

FALL PROTECTION PROCEDURES

Objective
To provide workers the essential requirements for preventing falls on a worksite by identifying and protecting fall hazard areas.

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)

As per Ministry of Labour requirements 26.2(1)
26.*2* *(1) An employer shall ensure that a worker who may use a fall protection system is adequately trained in its use and given adequate oral and written instructions by a competent person. O. Reg. 145/00, s. 13.*

Training
The company will ensure that all employees who may use a fall protection system complete valid Working at Heights Training. This training will adhere to the following requirements:

- Shall include adequate training in the use of the fall protection system, including comprehensive oral and written instructions from a competent person.
- The individual providing the training prepares a written record of the training and instruction for each worker, which will be signed by the trainer.
- The training record will include the worker's name and the dates on which the training and instruction were conducted.
- Training may be conducted in-house or provided by a third party, as appropriate.

Procedure
Fall Protection shall be applied where a worker is exposed to any of the following hazards:

1. Falling more than 3 metres. (10 feet)
2. Falling more than 1.2 metres (4 feet), if the work area is used as path for a wheelbarrow or similar equipment.
3. Falling into operating machinery.
4. Falling into water or another liquid.
5. Falling into or onto a hazardous substance or
6. Falling through an opening on a work surface.

A worker shall be adequately protected by a **guardrail system**. If it is not practicable to install a guardrail system, a worker shall be adequately protected by the highest ranked method that is practicable from the following ranking of fall protection methods:

1) A travel restraint system,
2) A fall restricting system,
3) A fall arrest system, other than a fall restricting system designed for use in wood pole climbing,
4) A safety net.

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.

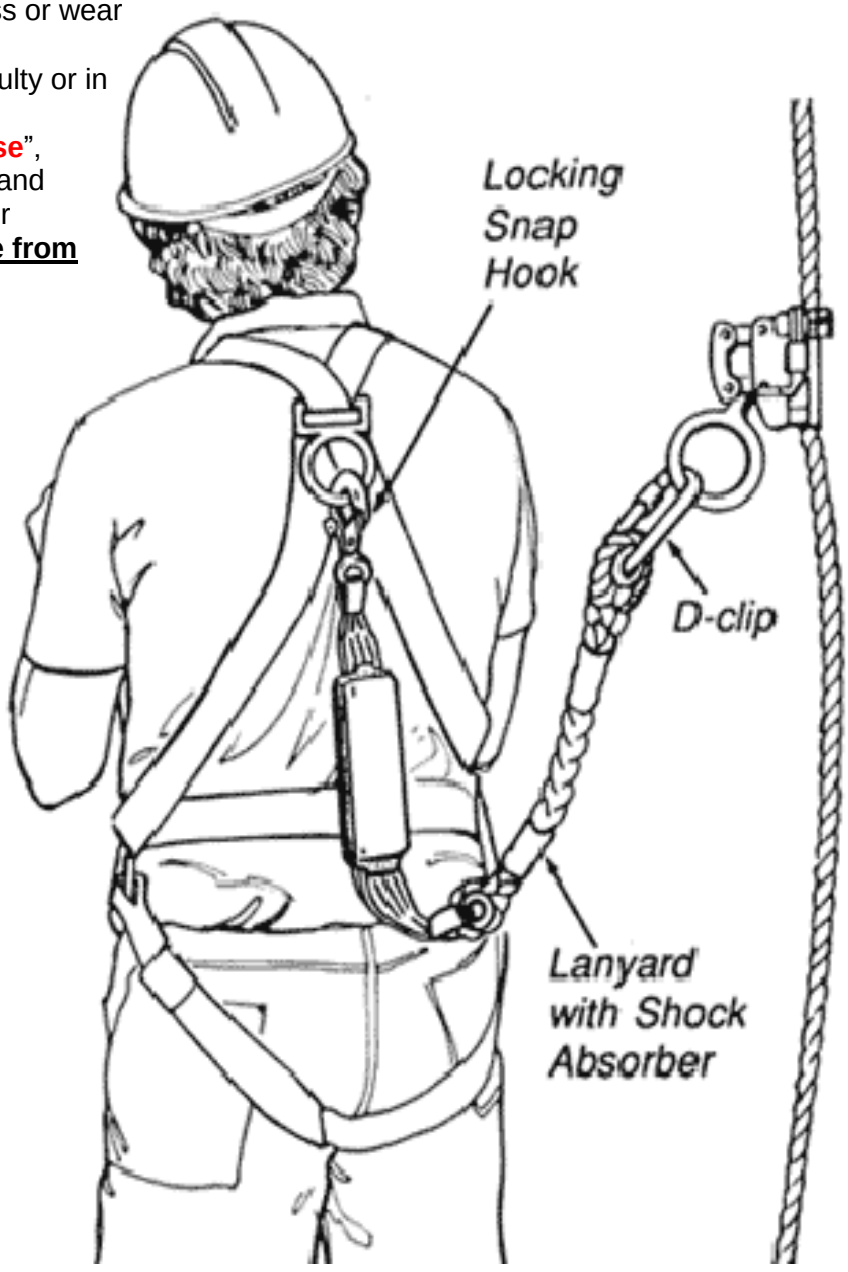
Anchorage is equally or more important when lanyards are tied off directly to the structure. Shock loads from a lanyard alone can be greater than a lanyard-lifeline combination, since the lifeline absorbs considerable energy.

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).**



FALL PROTECTION RESCUE PLAN

A fall arrest situation can occur despite the supervision and instruction to the site workers to comply with the Bayview Wellington Homes' policy and procedures.

In keeping in compliance with Ontario OH&S Regulation 213 Section 26.1 (4). a fall arrest rescue plan must be developed **before** workers may use a fall arrest system at any Bayview Wellington Homes' worksite[15]
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:
   - 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.

[15] See Appendices: Site Specific Fall Rescue Plan

FALL PROTECTION EQUIPMENT INSPECTION

The travel restraint system shall be inspected by a competent worker before each use. The fall arrest system shall be inspected by a competent worker before each use.

Service Life Policy

The adopted service life policy for all components of personal fall protection equipment is 5 years, unless otherwise indicated by the manufacturer. Immediately remove from service any component if the date of manufacture is past the adopted **service life po/icy.**

Defective Equipment

If a component of the travel restraint system is found to be defective on inspection, the defective component shall immediately be taken out of service. If a component of the fall arrest system is found to be defective on inspection, the defective component shall immediately be taken out of service. Also remove any component, if the tagging system is missing altogether or altered in a way that prevents from determining name of manufacturer, model or date of manufacture.

Inspection Guidelines

Full

Every harness must have a tag that identifies the harness' model, serial Number, date of manufacture, name of manufacturer, limitations and warnings.

Ensure that the harness is cleaned after each use and that surfaces are wiped clean from dirt.

Use the following guidelines to inspect the full body harness. If the harness fails any of the criteria, then remove it from service.

Webbing

Grasp the webbing with your hands and bend the webbing, checking both sides. This creates surface tension making damaged fibers or cuts easier to see.

Webbing damage may not show up through a visual inspection only — manual (touch) of the harness is equally important.

Stitching

- Pulled stitches
- Stitching that is missing
- Hard or shiny spots — indicates heat damage
- Cut Stitches

Visual touch and inspection (pass or fail)

- Cuts, nicks or tears
- Broken fibers/cracks
- Overall deterioration
- Modifications by user
- Fraying/Abrasions
- Hard or shiny spots
- Webbing thickness uneven
- Missing Straps
- Undue Stretching
- Burnt, charred or melted fibers
- Excessive hardness or brittleness

Hardware

- Distortion (twists, bends)
- Rust or corrosion
- Broken/distorted grommets
- Modification by users (i.e., additional holes)
- Tongue buckle should overlap the buckle frame and move freely back and forth in their socket
- Roller of tongue buckle should turn freely on frame
- Bars must be straight
- All springs must be in working condition
- Cracks or breaks
- Rough or sharp edges

Shock Absorber Lanyard

Visual and touch inspection

(pass/fail criteria)

- Cuts, nicks or tear
- Broken fibers/cracks
- Overall deterioration
- Modifications by user
- Fraying/Abrasions
- Discoloration of material - Dependent on cause of discoloration
- Hard or shiny spots - Indicates heat damage
- Change in core size - Indicates possible fall
- Missing or popped flag - Indicates possible fall
- Undue Stretching - Indicates possible fall
- Burnt, charred or melted fibers - Indicates heat damage
- Excessive hardness or brittleness - Indicates heat or UV damage
- Knots in lanyard

Stitching:

- Visual and Touch Inspection
- Pulled stitches
- Stitching that is missing
- Hard or shiny spots - Indicates heat damage
- Cut Stitches

Snap Hooks:

- Snap hooks should be of the self-locking type
- No hook or eye distortion (twists, bends or elongation)
- Latch/keeper should seat into the nose w/o binding, should not be distorted or obstructed
- Overall deterioration/Excessive wear
- Rust/pitting/corrosion
- No cracks
- No missing parts
- No excessive wear
- No rough or sharp edges

Fire Safety Procedures

Purpose

This procedure outlines the fire prevention and protection measures to be implemented on the construction jobsite. The objective is to minimize the risk of fire ignition, spread, and damage to property and personnel. By following this procedure, we aim to create a safe work environment for all employees, contractors/subcontractors, and visitors on the jobsite.

Scope

This procedure applies to all personnel working on the jobsite, including employees, contractors/ subcontractors, and visitors. It covers fire prevention measures, fire extinguisher use, emergency procedures, and the responsibilities of all personnel involved in fire safety.

Responsibilities

- **Project Manager:** Oversees the implementation of the fire protection plan, ensures compliance with regulations, and provides necessary resources.
- **Site Supervisor:** Enforces fire safety procedures, conducts regular inspections, and coordinates fire drills.
- **Fire Warden:** Responsible for coordinating fire prevention activities, conducting inspections, and evacuating personnel during emergencies.
- **All Employees:** Comply with fire safety procedures, report fire hazards, and participate in fire drills.

Fire Prevention Measures

- **Housekeeping:**
  - Maintain a clean and organized jobsite, free from debris and combustible materials.
  - Dispose of waste materials promptly in designated containers.
  - Store flammable and combustible materials in appropriate, labeled containers and in designated areas.
- **Smoking:**
  - Designate smoking areas and ensure proper disposal of cigarette butts.
  - Prohibit smoking in areas where flammable materials are present.
- **Hot Work:**
  - Obtain a hot work permit for activities such as welding, cutting, or grinding.
  - Provide proper fire watch and fire extinguishing equipment during hot work.
  - Ensure the area is clear of combustibles before, during, and after hot work.
- **Electrical Safety:**
  - Inspect electrical equipment regularly for damage or wear.
  - Avoid overloading electrical circuits.
  - Use extension cords safely and temporarily.
- **Fire Extinguishers:**
  - Provide appropriate fire extinguishers in accessible locations throughout the jobsite.
  - Conduct regular inspections and maintenance of fire extinguishers.
  - Train employees on the proper use of fire extinguishers.
- **Emergency Exits:**
  - Ensure emergency exits are clear of obstructions and accessible at all times.
  - Conduct regular exit drills to familiarize personnel with evacuation routes.
- **Fire Detection and Alarm Systems:**
  - Install and maintain smoke detectors and fire alarms in accordance with local regulations.
  - Test fire alarm systems regularly.

Fire Extinguisher Use

Classification:

- Understand the different types of fire extinguishers (A, B, C) and their appropriate uses. *
- Select the correct extinguisher for the type of fire.

PASS Method:

- Follow the PASS method when using a fire extinguisher: Pull the pin, Aim the hose at the base of the fire, Squeeze the trigger, Sweep the extinguisher from side to side.

Limitations:

- Be aware of the limitations of fire extinguishers. They are intended for small, contained fires.
- If the fire is too large or spreading rapidly, evacuate the area and call the fire department immediately.

Emergency Procedures

Develop and communicate clear emergency procedures for fire incidents, including evacuation routes, assembly points, and emergency contact information.
Conduct regular fire drills to familiarize employees with emergency procedures.

Recordkeeping

- Maintain records of fire extinguisher inspections, maintenance, and training.
- Document fire incidents and corrective actions taken.

Classes of Fire Extinguishers

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.

HEAT STRESS PROCEDURES

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 unacclimated 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 4 are the common heat disorders with the accompanying symptoms and appropriate first aid measures. (This table will be posted in all site trailers).

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.

3. **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:

   A. 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.
   B. Workers will be encouraged to take more frequent breaks in cooler areas, such as the “cooling station” located at each site trailer.
   C. 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.
   D. Workers will be encouraged to work in a “buddy-system” in order for workers to watch out for each other and maintain constant communication.

4. **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”.

5. **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.

6. **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

Table 3: 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

COLD STRESS PROCEDURES

Purpose

The purpose of this practice is to ensure that cold-stress related illnesses are recognized by workers and management and that appropriate steps are taken to prevent the onset of cold stress (hypothermia) when environmental cold exposures are elevated. Bayview Wellington Homes ensures that every reasonable precaution is taken towards the health and safety of all of our employees. It is the policy of Bayview Wellington Homes that preventative measures be taken in order to control the hazards associated with cold stress.

Definitions

Hypothermia:

- An abnormally low body temperature, often caused by prolonged exposure to cold.

Core Temperature:

- The body tries to maintain an internal (core) temperature of approximately 37 Celsius (98.6 Fahrenheit). This is done by reducing heat loss and increasing heat production.
- Under cold conditions, blood vessels in the skin, arms, and legs constrict causing the blood flow to the extremities to decrease. This minimizes cooling of the blood and keeps critical internal organs warm.
- At very low temperatures, however, reducing blood flow to the extremities can result in lower skin temperature and a higher risk of frostbite.

Wind Chill:

- Wind chill involves the combined effect of air temperature and air movement. The wind chill cooling rate is defined as heat loss (expressed in Watts per Meter Squared) resulting in the effects of air temperature and wind velocity upon exposed skin.

Exposure to cold causes two (2) major health concerns: Frostbite and Hypothermia;

Frostbite

Frostbite is a common injury caused by exposure to severe cold or by contact with extremely cold objects.

Signs and Symptoms

- Occurs more readily from touching cold metal objects than from exposure to cold air. Heat is rapidly transferred from skin to metal
- Frostbite symptoms vary and are not always painful but often include a sharp, prickling sensation
- The first indication of frostbite is skin that looks waxy and feels numb. Once tissues become hard, the case is a severe medical emergency. Severe frostbite results in blistering that usually takes about 10 days to subside.
- Once damaged, tissues will always be more susceptible to frostbite in the future.

First Aid Measures (frostbite):

- Warm frostbitten area **gradually** with body heat, DO NOT RUB
- Do not thaw hands or feet unless medical aid is distant and there is no chance of freezing.
- Apply sterile dressings to blister to prevent breaking, get medical attention.

Hypothermia

Hypothermia occurs when the body can no longer maintain its core temperature by constricting blood vessels, it shivers to increase heat production. Maximum shivering develops when the body temperature has fallen to 35 Celsius (95 Fahrenheit)

Signs and Symptoms

- The most critical aspect of hypothermia is the body's failure to maintain its deep core temperature. Lower body temperature presents the following signs and symptoms;
- Persistent shivering – usually starts when core temperature reaches 35 Celsius (95 Fahrenheit);
- Irrational or confused behaviour;
- Reduced mental awareness;
- Poor coordination, with obvious effects on safety;
- Reduction in rational decision making

In addition, acute exertion in cold can constrict blood vessels in the heart. This is particularly important for older workers or workers with coronary disease who may have an increased risk of heart attack.

First Aid Measure (hypothermia):

- Stop further cooling of the body and provide heat to begin re-warming, and;
- Carefully remove the affected person to shelter – sudden movement or rough handling can upset heart rhythm"
- Keep the affected person awake
- Remove wet clothing and wrap the person in warm covers
- Apply direct body heat or use safe heating devices
- Re-warm neck, chest, abdomen and groin – but not extremities
- Give warm, sweet drinks, but only if conscious
- Monitor breathing; administer artificial respiration if necessary
- Call for medical help or transport casualty carefully to nearest medical facility

Controls

The best protection against cold-related health risks is to be aware and be prepared. Workers should recognize the signs and symptoms of overexposure in themselves and others. Pain in the extremities may be the first warning sign. Any worker shivering severely should return indoor and out of the cold.

Cold Stress General

- Ensure that the wind-chill factor is understood by workers, especially those working out in the open
- Ensure that workers are medically fit to work in excessive cold
- Ensure that workers understand the importance of high-caloric foods when working in the cold. Warm sweet drinks and soups should be encouraged at the work site to maintain caloric intake and fluid volume. Coffee should be discouraged because it increases water loss and blood flow to extremities
- Personnel working in isolated cold environments whether indoors or outdoors should have back-up
- Provide hot drinks and regular breaks under extremely cold working conditions.

Clothing – Select proper clothing to suit the cold, the job, and level of physical activity

- Wear several layers of clothing rather than one thick layer
- Wear synthetic fabrics such as polypropylene next to the skin because they wick away sweat; clothing should not restrict flexibility and be applicable to work being performed
- If conditions are wet as well as cold, ensure that the outer clothing worn is waterproof or at least water-repellent. Wind resistant fabrics may also be required under some conditions
- At air temperature of 2 Celsius (35.6 Fahrenheit) or less, workers whose clothing gets wet for any reason must be immediately given a change of clothing and be treated for hypothermia

- Encourage the use of hats and hoods to prevent heat loss from the head and to protect the ears; balaclavas or other face covers may be necessary under certain conditions
- Tight fitting footwear restricts blood flow. Footwear should be large enough to allow wearing either one thick or two thin pairs of socks. Wearing too many socks can tighten the fit of the footwear and harm rather than help
- Workers who get hot while working should open their jackets but keep hats and gloves on

Shelter – For work performed continuously in the cold, allow rest and warm-up breaks. Heated shelters such as trailers will be available nearby. Encourage workers to use these shelters at regular intervals depending on the wind-chill factor.

- Workers showing signs of shivering, frostbite, fatigue, drowsiness, irritability, or euphoria should immediately return to the shelter.
- Workers entering the shelter should remove their outer layer of clothing and loosen other clothing to let sweat evaporate. In some cases, a change of clothing may be required.

NOISE EXPOSURE MANAGEMENT

Noise may be defined as unwanted sound energy. A major long-term problem industry is hearing loss, continuous exposure to 85 dB of sound (exposure duration of 8 hours) will cause permanent hearing loss.

Ontario OH&S Regulation 381 sets out parameters for the management of noise levels which must be adhered to in the workplace.

Bayview Wellington Homes is committed to identify noise hazards, take corrective action to control the hazard, communicate hazardous information to employees, ensuring that hearing loss protective devices are provided and worn by workers and post warning signs in areas where high levels of noise exist.

Objective: This policy aims to inform workers of the risks associated with noise exposure and implement systems to prevent premature hearing loss. The preferred method of reducing exposure is through engineering controls that modify noise sources. If engineering controls are insufficient, personal protective equipment (PPE) such as hearing protection must be provided.

Noise Control Measures

The best and **preferred** way of reducing exposure is by controlling the noise at source, which includes elimination or substitution of noise sources, or engineering controls that make changes to processes, machinery or equipment so that the workers are exposed to less noise. Some measures such as:

- separating the noisy area from other workspaces by a sound-reducing partition
- enclosure of noisy machinery with sound-absorbing material
- avoiding metal-to-metal contact by using plastic bumpers
- using absorbent lining on surfaces to cushion the fall or impact of objects
- fitting sound-absorbing materials to hard reflective surfaces
- using acoustical silencers in intake and exhaust systems
- using rubber mounts to isolate vibrating noise source to separate it from the surface it's mounted to maintaining optimum speed of machinery or its particular components
- repairing and replacing loose rotating parts, worn bearings and gears
- using sound-absorbing material on walls, ceiling and floors to reduce the noise level due to reverberation
- undertaking regular maintenance on equipment (very effective in reducing noise emission if carried out regularly).

It is not always possible to engineer noise out of the Bayview Wellington Homes environment, it is therefore a basic necessity that if engineering controls are not available, hearing protection be provided and worn by employees exposed to noise.

Hearing Protection and Compliance

Hearing protection used on all sites is to be in compliance with O. Reg. 381/15 of the Occupational Health and Safety Act, and if it is not practicable to reduce noise levels to or below the noise exposure levels of 85 dB the employer must:

- When practicable, implement options to reduce worker exposure to below the exposure limits by using suitable hearing protection (earmuffs, plugs, etc.).
- Within the company shop facilities post and maintain clearly worded signage that warns
- individuals they are entering an area where dangerously high levels of noise exist.
- Supply all workers in such areas with the appropriate hearing protection based on the
- workers eight-hour exposure.
- Use worker safety meetings to include discussions regarding options to assist the project in reducing workplace noise to permissible limits and the need to wear hearing protection in noisy areas.

Employee Responsibilities

Employees are responsible for:

- Using hearing protection when required.
- Maintaining hearing protection equipment in good condition.
- Complying with O. Reg. 381/15 regarding noise exposure limits

Occupational Exposure Limits & Common Noise Levels

The table outlines the allowable exposure duration based on noise level (dBA). The greater the noise level, the shorter the exposure duration allowed.

Table 4:Occupational Exposure Limits for Noise

Exposure level (dBA)	Exposure duration
82	16 hours
83	12 hours and 41 minutes
84	10 hours and 4 minutes
85	8 hours
88	4 hours
91	2 hours
94	1 hour
97	30 minutes
100	15 minutes
103	8 minutes
106	4 minutes
109	2 minutes
112	56 seconds
115 and greater	0

Below is some common noise levels associated with typical workplace activities:

Table 5: Common Noise Levels associated with workplace activities

Activity		Decibel Noise Levels (dBA)
Framing		91
Concrete Work		92
Drywall Installation		89
Skill saw (cutting 2” x 6” lumber)		102
5” hand grinder (grinding concrete)		97
Chop saw	cutting hollowpipe	110
	cutting rebar	95
Table saw (110 V-cutting plywood)		92
Drill (Makita-with mixer blade)		100.5
Roof Installation		88
Bosch drill (small unit-drilling through 2” x 4” lumber into concrete)		103.5
Mobile Equipment Operation		91
Sheet Metal Installation		111.5
Sheet Metal Fabrication		113.2

**** Information for this table was taken from multiple sources including: Work Safe BC, Noise Study April 15, 1998 at SMED International Plant and The University of Washington Sheet Metal Worker Noise Exposure Study.***

Section 5

Safe Work Procedures (SWP)

The Safe Work Procedures (SWPS) section outlines detailed safety procedures for various tasks and equipment used by Bayview Wellington Homes' employees. This includes guidelines on material storage, traffic control, driving safety, electrical work, and equipment operation. These procedures are designed to guide employees in performing specific tasks safely, with an emphasis on preventing accidents and reducing risks associated with hazardous tasks or equipment.

PRE PROJECT-REQUIREMENTS

Before the commencement of any work on a construction site, the safety and well-being of all workers must be ensured. This can only be achieved by addressing critical safety measures in advance. The **Pre-Project Requirements** are a set of essential tasks that must be completed before work begins, providing a foundation for a safe and compliant work environment throughout the project.

These pre-project steps are more than just a matter of regulatory compliance; they are about proactively identifying and mitigating risks, fostering a culture of safety, and ensuring that all workers are equipped with the necessary knowledge, tools, and resources to work safely. These measures also guarantee that the site is prepared for any emergency situations, ensuring a prompt and effective response when needed.

The **Pre-Project Checklist** is a vital tool for supervisors and managers to verify that all required safety practices are in place before starting the project. This checklist ensures that safety measures are standardized and that nothing critical is overlooked. Key areas to address include:

1. **Posting Required Notices:** Ensure that workers and visitors are immediately aware of safety rules, potential hazards, and other essential safety information. This includes posting notices such as the **Occupational Health and Safety Act (OHSA)** requirements, site-specific safety regulations, and safety hazard warnings.
2. **Appointing Competent Supervisors:** For projects involving five or more workers at a time, the appointment of a **Competent Supervisor** is essential. The supervisor is responsible for monitoring safety on-site, overseeing daily operations, ensuring compliance with safety standards, and conducting regular site inspections to identify and address hazards.
3. **Emergency Preparedness:** It's critical that all emergency procedures are clearly outlined and easily accessible in the event of an emergency. This includes ensuring emergency contact numbers, evacuation routes, first-aid provisions, and medical response plans are clearly posted and known to all personnel.
4. **Providing Safety Equipment and Resources:** Confirm that essential safety equipment, such as **first-aid kits**, **fire extinguishers**, and **personal protective equipment (PPE)**, are readily available and in proper working order. Ensure that workers have access to adequate resources such as **potable drinking water** and **toilet facilities**.
5. **Legal Compliance and Documentation:** Complying with legal requirements is fundamental. Ensure that documents such as the **WSIB Form 82**, health and safety policies, and relevant regulations are visible on-site and that the project meets all applicable legal standards before work begins.
6. **Communication and Coordination:** Ensure that all workers, contractors, and subcontractors are aware of the project's health and safety policies and their respective roles and responsibilities. Clear communication channels should be established so that safety information is effectively conveyed to all involved parties.
7. **Site Safety and Hazard Assessment:** Identify and address potential hazards on-site before work commences. This includes putting up appropriate signage to warn workers of specific dangers and ensuring all workers have received proper training to handle the tasks at hand.
8. **Worker and Contractor Orientation:** Prior to the start of work, ensure that all workers and contractors undergo an orientation on-site safety protocol, potential hazards, emergency procedures, PPE requirements, and general safety expectations.

By addressing these Pre-Project Requirements, the site is set up to minimize risks and ensure compliance with legal and safety standards. This proactive approach helps to establish a safe working environment for everyone on-site, reducing the likelihood of accidents and injuries.

Documenting Compliance
Once the Pre-Project Checklist is completed, it should be reviewed and signed by the responsible supervisor or manager. The completed checklist should then be posted on the safety bulletin board for visibility. Regular checks should be conducted to ensure these requirements remain in place as the project progresses.

Completing the **Pre-Project Requirements** before any construction work begins is not merely a regulatory obligation; it is an essential step to ensure safety, protect workers, and minimize risks from the start of the project. Properly executing these tasks helps foster a culture of safety, increases project efficiency, and contributes to the success of the project.

Pre-Project Safety Checklists
The **Pre-Project Checklist**[16] is an essential tool for supervisors and managers to verify that all required safety practices are in place before starting the construction project. This checklist covers essential elements, including posting required notices, appointing competent supervisors, ensuring first-aid provisions, and providing emergency information, among others. It ensures the project site meets all health, safety, and legal standards, helping to minimize risks and prevent incidents.

The completed checklist should be reviewed, signed by the responsible party, and then posted on the safety bulletin board for visibility. It is crucial to ensure that these requirements are verified before the start of any work to maintain a safe working environment for all personnel on-site.

Ongoing Safety Checks:
Ongoing safety checks are essential to maintaining a safe and compliant construction site throughout the duration of the project. While the Pre-Project Requirements lay the foundation for safety at the outset, continuous monitoring and assessment are necessary to ensure that safety measures are upheld as work progresses. These checks help identify and address emerging risks, confirm that all safety protocols are being followed, and ensure that safety equipment and resources remain in good condition.

The **Ongoing Safety Checks** are designed to be a systematic and consistent process that ensures safety measures are not only implemented initially but are maintained throughout the lifecycle of the project. Regular reviews and updates of safety protocols contribute to a culture of safety, minimizing risks, and protecting workers, contractors, and visitors on-site.
This ongoing process involves daily inspections, clear communication, and real-time corrective actions when necessary. By regularly reviewing safety measures, project managers, supervisors, and workers can identify hazards early, ensure compliance with legal requirements, and ultimately support a safe working environment from start to finish.

Site Safety Checklist
The Site Safety Checklist[17]form is to be used onsite ensure all ongoing site safety measures are in place and being maintained. This checklist serves as a comprehensive tool for ensuring the safety of the project site. It provides a clear and systematic approach to confirming that all the critical safety elements are in place while the project is gong on. It also helps the team track which tasks have been completed and which ones still require attention.

- The checklist should be reviewed regularly, especially as work progresses and more safety elements are put into place.
- It is the responsibility of the **site supervisor** to ensure the accuracy of the checklist and that all requirements are met on-site.
- Completed checklists should be stored for reference and follow-up actions.

[16] See Appendices : Pre Project-Checklist
[17] See Appendices Site Safety Checklist

MATERIAL HANDLING PROCEDURE

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

Purpose
The purpose of this procedure is to establish and promote safe material handling practices in the workplace, reducing the risk of injury and improving overall safety.

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.

Safe Lifting Technique

Proper lifting techniques are essential to maintaining a safe work environment and preventing injuries. By following safe lifting practices, you can reduce the risk of strain, muscle injuries, and long-term damage to your body.

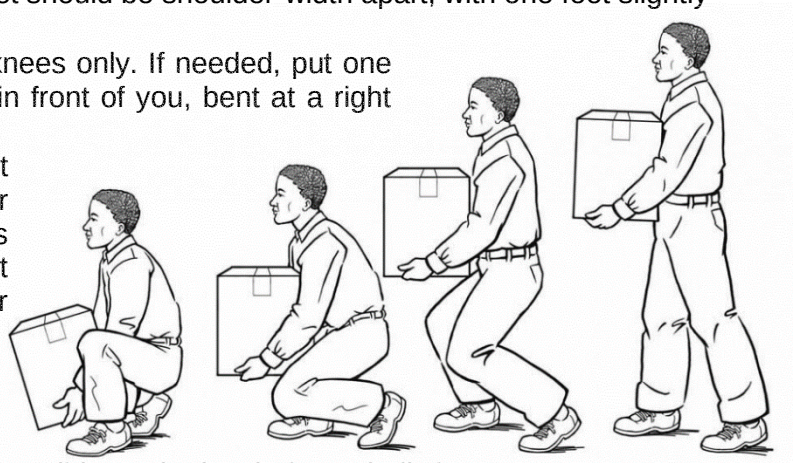
Lifting Hazards

Back injuries are among the most common workplace injuries. Using proper lifting techniques is the most effective way to prevent back strain and other injuries.

- **Awkward or Sustained Posture**: Improper lifting techniques, such as bending at the waist or twisting while holding an object, significantly increase stress on the muscles and joints of the back, leading to injury.
- **Forceful Exertions**: The amount of weight that can be safely lifted varies from person to person. Lifting heavy loads beyond your physical capability can cause injury.
- **Repetitive Movements**: Repeated lifting or similar motions can lead to fatigue, reducing strength and making it harder to lift safely over time.

Proper Lifting Technique

- **Keep a wide base of support.** Your feet should be shoulder-width apart, with one foot slightly ahead of the other (karate stance).
- **Squat** down, bending at the hips and knees only. If needed, put one knee to the floor and your other knee in front of you, bent at a right angle (half kneeling).
- **Keep good posture.** Look straight ahead, and keep your back straight, your chest out, and your shoulders back. This helps keep your upper back straight while having a slight arch in your lower back.
- **Slowly lift** by straightening your hips and knees (not your back). Keep your back straight, and don't twist as you lift.



- **Hold** the load as close to your body as possible, at the level of your belly button.
- **Use your feet** to change direction, taking small steps.
- **Lead with your hips** as you change direction. Keep your shoulders in line with your hips as you move.
- **Set down** your load carefully, squatting with the knees and hips only. Proper lowering is as important as proper lifting. Bend the knees, keep the back straight,

Keep in mind:

- Do not attempt to lift by bending forward. Bend your hips and knees to squat down to your load, keep it close to your body, and straighten your legs to lift.
- Never lift a heavy object above shoulder level.
- Avoid turning or twisting your body while lifting or holding a heavy object.
- Never try and catch a falling load
- Dropping or throwing loads is hazardous
- Test the weight of the load. Before lifting, check if the load feels too heavy or awkward. If it does, get help or use a mechanical lifting aid to assist with the load.

MATERIAL STORAGE PROCEDURE

Policy:

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

- Compressed gas cylinders (e.g., propane)
- Welding
- Flammable/combustible materials
- General Material Storage
- Hazardous materials
- Fire protections

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

Compressed Gas Cylinders:

Handle compressed gases with extreme caution. Compressed gas cylinders may only be transported or hoisted on site where a suitable crib, secured from movement, is used.

Only trained competent authorized workers are to handle compressed gas cylinders.

Use/ store and transport all compressed gas cylinders adequately secured in an upright position. Storage cages or racks must be made available in a safe location away from work areas and other areas where damage may occur (e.g., roadways).

After using a compressed gas cylinder, ensure the valve has been closed. Cylinder valves must also be covered with their appropriate screw on caps, as required.

Upon discovery of a compressed gas leak from a cylinder, hose, valve or other connection, discontinue use, remove from work area (if safe) and report immediately. Under no circumstances, is a leaking compressed gas cylinder to be used! Cylinders should be tested with soapy water.

Empty containers of compressed gases should be stored separately from full or partial containers. Flammable materials should be stored separately from oxygen. Only one day's supply or less of compressed gas is to be stored indoors, at any time.

Store cylinders in cages/compounds identified with the company name when not in use.

Welding/ cutting torches, hoses, regulators and flashback arrestors must be inspected prior to each use and used by trained personnel only.

Propane

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

Keep sources of ignition a minimum of 3 metres (10 feet) from a propane cylinder.

An approved and charged fire extinguisher must be readily available.

Only trained competent, authorized personal with a record of training (ROT) may handle/ connect compressed gas cylinders.

Always handle compressed gas cylinders and their contents with extreme caution.

After using a compressed gas cylinder, ensure the valve has been closed.

Unless designed for horizontal use, store all propane cylinders in an upright position, adequately secured in an approved, identified storage crib.

Empty propane cylinders should be stored separately from full or partially full containers.

Upon discovery of a propane leak from a cylinder, hose, valve or other connection, close valve if possible and safe to do so, warn others, leave the area and notify your supervisor immediately.

Welding/Cutting/Soldering or other operations creating sparks

Where cutting, welding or other spark producing work is performed above or in an area where workers or the general public have access and/or combustible materials are stored or used, the Subcontractor shall take the necessary precautions to prevent the outbreak of fire.

The Subcontractor shall utilize a fire-watch and/or provide fireproof tarpaulins where it is necessary to cover equipment or combustible materials.

Performing operations that generate sparks or open flames in the vicinity of flammable liquids is not permitted.

Flammable/ Combustible Materials

Flammable liquids must be stored in approved containers with flash arresting caps in place. Containers must be grounded and bonded during decanting.

Flammable or combustible materials must not be stored or situated in areas where welding, cutting or open flames are produced.

Flammable materials must be stored outside in isolated or fenced areas outside of units (see the Site Supervisor for appropriate storage areas). Such areas shall be appropriately marked with “NO SMOKING and/or Sources of Ignition allowed in this area”.

All flammable or combustible materials must be clearly labelled as to their contents, hazards (i.e., WHMIS Regulations).

Draining of gasoline, fuel oil, motor oil or other flammable liquids onto the ground or into an open sewer is strictly prohibited.

Hazardous Materials

Hazardous materials must be stored in areas designated by the Site Supervisor. The Subcontractor must notify the Site Supervisor of special storage requirements for particularly hazardous or designated substances.

All hazardous materials brought on site must have appropriate labelling and current Safety Data Sheets (not more than 3 years old). SDS must be provided to the Site Supervisor and be available on site.

All workers must have received WHMIS training and such training shall be current. This should include specific training to ensure they are fully aware of use, storage, emergency and disposal requirements for the hazardous materials they may use. Proof of training must be available on the worker.

Improper use handling, storage and disposal of hazardous materials may create imminent hazards, which could result in a serious accident. To ensure proper storage of hazardous materials, refer to Safety Data Sheets.

Spills or discharges of any hazardous material must be safely contained and reported to the Site

General

Large shipments must be pre-arranged with the Site Supervisor. All materials are to be stored in an organized manner in the designated storage areas outside the building.

Materials must be stored in such a manner that they will not tip, collapse, and fall or protrude from a load in a dangerous manner. Care must be taken while unloading/packing trucks and crates.

Doorways, aisles, roadways and work areas are to remain unobstructed, by materials and other objects.

Materials must not be stored within 6 feet (1.8 m) from the edge of a roof, floor, excavation or other openings.

Materials must be adequately secured in place to prevent movement in strong winds or other inclement weather conditions.

Approval must be obtained from the Site Supervisor for receiving of materials from the roadway. Appropriate signaling, traffic control and electrical conductor precautions must be taken.

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 labelled by the manufacturer according to the manufacturer and CSA standards.

Gas Cylinder Storage Procedure

Purpose
To provide our employees with 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:

1. Never use compressed air to blow debris or to clear dirt from clothing.
2. Ensure that the air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools.
3. Any hose that may whip shall be attached to a rope or chain to prevent whipping.
4. 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.
5. 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.
6. A proper pressure regulator and relief device shall be included in the system to ensure that correct pressures are maintained.
7. The correct air supply hoses shall be used for the tool / equipment being used.
8. 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.

Propane Safety Procedure

Purpose

The purpose of these guidelines is to establish safe practices for the handling, storage, transportation, and use of propane cylinders in order to minimize the risks associated with propane gas and ensure the safety of workers and the worksite.

Scope

This procedure applies to all employees and contractors who handle, store, transport, or use propane cylinders as part of their duties. All personnel must adhere to these safety practices to prevent accidents, injuries, and property damage.

Propane Cylinder Handling and Storage

Proper handling and storage of propane cylinders are crucial to preventing accidents, including leaks, explosions, or fires. Follow these guidelines to ensure safe propane cylinder management:

1. **Storage of Cylinders**:
   - Cylinders must always be stored **upright** to prevent leakage and ensure the proper functioning of valves.
   - Store cylinders **in a well-ventilated area**, away from sources of heat, open flames, or other potential ignition sources.
   - Propane cylinders should be stored in designated **outdoor storage areas**, **not inside enclosed spaces** such as buildings, basements, or underground locations unless approved.
   - Cylinders should be stored at least **10 feet away from flammable liquids** or other hazardous materials, and **away from traffic areas**.
   - Store **empty cylinders** separately from full cylinders, ideally in a secure outdoor location, and tie them to a **structural feature** using a chain or rope.
   - **Cylinders containing oxidizers** must not be stored near cylinders containing flammable substances.
2. **Handling and Transportation**:
   - Always **secure cylinders during transport** to prevent rolling or shifting. Use **properly rated cylinder carts or vehicles** that are designed for propane transportation.
   - **Valves and regulators** must be **removed from cylinders** when not in use and **valve caps** should be **kept in place** to protect the valve.
   - Cylinders should not be subjected to **high temperatures** or **mechanical shocks** during handling or transportation.
   - Always **check cylinders for leaks** before and after transportation using an approved leak detection method (e.g., soapy water test).
3. **Regulator and Hose Maintenance**:
   - Ensure that all **hoses and regulators** are regularly inspected for damage, including **cuts, bulges, or other deformities**.
   - **Repair or replace damaged hoses** immediately, ensuring that all repairs are documented, and record all inspections.
   - **Regulators** should be in proper working condition and **checked for leaks** regularly. They must include **relief valves** to ensure correct operating pressure.

Safe Use of Propane Equipment

To ensure safe use of propane-powered tools and equipment, observe the following safety practices:

1. **Equipment Setup**:
   - Always use **approved and correctly rated hoses and regulators** for each specific piece of propane equipment.

- **Verify that the air supply hoses** are appropriate for the equipment being used and the required pressure.

2. **Operational Safety**:
   - Before using propane-powered equipment, ensure that the **area is clear of any ignition sources**, including open flames or sparks.
   - **Inspect equipment** prior to use to ensure there are no leaks, faulty hoses, or malfunctioning components.
   - **Never use compressed air** to blow debris from propane equipment or clear dirt from clothing.
3. **Pressure Regulation**:
   - Always ensure the correct **pressure regulator and relief device** are used for each propane system to avoid excessive pressure build-up.
   - Ensure that **pressure levels are checked** and adjusted to comply with the manufacturer's specifications.

Propane Leak Detection and Emergency Response
Prompt detection of propane leaks and knowing the appropriate emergency response measures are essential for preventing serious accidents.

1. **Leak Detection**:
   - Regularly check for propane leaks using **approved leak detection methods**, such as a **soapy water solution** applied to all connections.
   - If a leak is detected, **immediately shut off the gas supply** and **evacuate the area** until it is safe to return.
   - Use **gas detection equipment** (e.g., gas detectors with low-exposure thresholds) to monitor air quality, particularly in confined spaces.
2. **Emergency Response**:
   - In the event of a propane leak or spill, follow these steps:
     - **Evacuate** all personnel from the affected area and ensure the area is clear of any ignition sources.
     - **Shut off the main gas supply** and stop the flow of propane if it is safe to do so.
     - **Call emergency services** immediately if the leak or emergency cannot be controlled or poses significant risk.
     - If a cylinder is involved in a fire or explosion, **do not attempt to extinguish** it with water—allow professionals to handle the situation.
3. **Fire or Explosion**:
   - In case of fire, evacuate the area immediately and **call emergency services**. Ensure that all personnel are accounted for and that no one re-enters the area until it is declared safe.

Personal Protective Equipment (PPE) for Propane Handling
The following PPE should be worn by all personnel involved in propane handling, transportation, or use:

1. **Eye and Face Protection**:
   - Wear **safety glasses or face shields** to protect against potential gas leaks, flying debris, or chemical exposure.
2. **Hand and Skin Protection**:
   - Use **protective gloves** when handling cylinders, hoses, and regulators, especially if they have been exposed to cold temperatures or pressurized propane.
   - Wear **long sleeves and long pants** to protect against exposure to cold burns or frostbite from propane escaping from cylinders.

3. **Respiratory Protection**:
   - If working in a confined space or an area with potential for significant propane leaks, wear an **approved respiratory mask** (e.g., a half-face respirator with a proper gas cartridge) to protect against inhalation of propane vapors.
4. **Foot Protection**:
   - Wear **steel-toe boots** to protect against potential cylinder drops and other heavy object impacts.

Training Requirements for Propane Safety

1. **Authorized Personnel**:
   - Only **trained and authorized personnel** are allowed to handle, store, transport, or use propane cylinders.
   - Personnel must receive training on **safe handling procedures**, **leak detection**, **emergency response protocols**, and **proper PPE use**.
2. **Ongoing Training**:
   - All personnel must undergo **refresher training** at least **annually** or whenever new propane equipment or procedures are introduced.
   - Ensure that all **training records** are maintained and reviewed by the site supervisor to confirm that employees are properly qualified.
3. **Certification**:
   - Employees must obtain certification from an accredited training provider, confirming their understanding of propane safety standards and emergency protocols.

Propane Gas Detection Equipment

1. **Gas Detectors**:
   - Use **calibrated propane gas detectors** that can detect leaks at low concentrations to ensure the air is safe to breathe. These detectors should be able to sense leaks even in low-level exposures to propane.
   - Regularly **calibrate gas detectors** and check their batteries to ensure functionality.
2. **Portable Detectors**:
   - Ensure that portable gas detectors are available at all work sites where propane is used. Workers should carry them if working in confined spaces or high-risk areas.
3. **Alarm Systems**:
   - Install **fixed gas detection systems** in high-risk areas, which can provide **immediate alarm signals** in the event of a leak.

Evaluation

This propane handling procedure will be **reviewed annually** to ensure that it remains current with any regulatory changes, equipment upgrades, or improvements in safety practices. This review will include:

- Evaluating safety records and incident reports.
- Revising protocols based on emerging safety concerns.
- Ensuring that training programs are up-to-date.

TRAFFIC CONTROL PROCEDURES

Scope

This procedure applies to all workers, management, representatives and sub-contractors. All will be required to abide by these procedures while at any Bayview Wellington Homes' sites.

Objectives

1. To protect construction workers and the motoring public by regulating traffic flow.
2. To stop traffic whenever required by the progress of work. Otherwise, to keep traffic moving at reduced speeds to avoid tie-ups and delays.
3. To allow construction to proceed safely and efficiently.
4. To ensure that public traffic has priority over construction equipment

Traffic Control Person Requirements

As per Section 69(4), a traffic control person who is required to direct vehicular traffic:

1. shall be a competent worker;
2. shall not perform any other work while directing vehicular traffic;
3. shall be positioned in such a way that he or she is endangered as little as possible by vehicular traffic; and
4. shall be given adequate written and oral instructions, in a language that he or she understands, with respect to directing vehicular traffic, and those instructions shall include a description of the signals that are to be used

As per Section 69(2) and Section 69(3), a traffic control person who is required to direct vehicular traffic:

1. Shall not direct vehicular traffic for more than one lane in the same direction.
2. Shall not direct vehicular traffic if the normal posted speed limit of the public way is more than 90 kilometers per hour.

Other requirements include:

1. Has the required training
2. Sound health, good vision and hearing, mental and physical alertness.
3. Mature judgment and a pleasant manner.
4. A good eye for speed and distance to gauge oncoming traffic.
5. Preferably a driver's license.
6. The ability to give motorists simple directions, explain hazards, and answer questions.
7. Liking, understanding, and respect for the responsibilities of the job.

Equipment Requirements

1. Slow/Stop Paddle
2. Flashlight (Nightwork)

PPE Requirements

1. Hight Visibility Vest
2. Hand/foot Protection
3. Head Protection

Pre-Job Procedures

Before starting work, the traffic control person must know:

1. What type of work will be involved — paving, installing pipe, grading, cut and fill, etc.
2. The type of equipment to be used, such as scrapers, trucks, compactors, and graders
3. How the equipment will be operating—for instance, crossing the road, along the shoulder, in culverts, or on a bridge
4. Whether you will have to protect workers settling up components of the traffic control system such as signs, delineators, cones, and barriers
5. Any special conditions of the contract governing road use
6. How public traffic will flow—for example, along a two-lane highway, around curves or hills, by detour or on a road narrowed to a single lane. – This is a very common situation and requires two traffic control persons to ensure that vehicles do not move in opposing directions at the same time. In some cases, where the two cannot see one another, a third is necessary to keep both in view and relay instructions.
7. When meal, coffee, and toilet breaks are – These are to be arrange with the supervisor.

Also, before starting work, the traffic control person should check the following before each use:

1. Make sure that the STOP/SLOW sign is clean, undamaged, and meets height and size requirements.
2. Place the “TRAFFIC CONTROL PERSON AHEAD” sign at an appropriate distance to afford motorists adequate warning.
3. Remove or cover all traffic control signs at the end of day or when traffic control is temporarily suspended.

Traffic Control Person Responsibilities

1. Stand the correct distance from the work area. (Refer to TCP Table on Next Page.)
2. Do not stand on the travelled portion of the roadway and always face oncoming traffic.
3. Be alert at all times. Be aware of construction traffic around you and oncoming traffic on the roadway.
4. Stand alone. Don't allow a group to gather around you.
5. Stand at your post. Sitting is hazardous because your visibility is reduced and the ability of a motorist to see you is reduced.
6. Adjust distances to suit road, weather and speed conditions. Remember these points:
    a. Traffic must have room to react to your directions to stop (a vehicle can take at least twice the stopping distance on wet or icy roads).
    b. Stand where you can see and be seen by approaching traffic for at least 150 meters (500 feet).
    c. Beware of the danger of being backed over or hit by your own equipment.
7. If there are 3 Traffic control persons - The job of the Traffic control person in the middle is to relay signals between the other two.
8. Once you have been assigned a traffic control position by your supervisor, look over the area for methods of escape—a place to get to in order to avoid being injured by a vehicle heading

your way, if for some reason the driver has disregarded your signals. If this should happen, protect yourself by moving out of the path of the vehicle and then warn the crew.

Supervisor Responsibilities

1. Develop Traffic Control Plan for each day or need of traffic control.
2. Arrange Meals, Coffee, and toilet breaks for traffic control person, ensure replacement meets traffic control person requirements.
3. Ensure the right number of traffic control persons - Hills and curves call for three TCPs or some other means of communication.
4. Ensure traffic control personnel have the appropriate training.
5. Review plan with workers before starting any work.

Table 6: TCP Distances

TCP TABLE

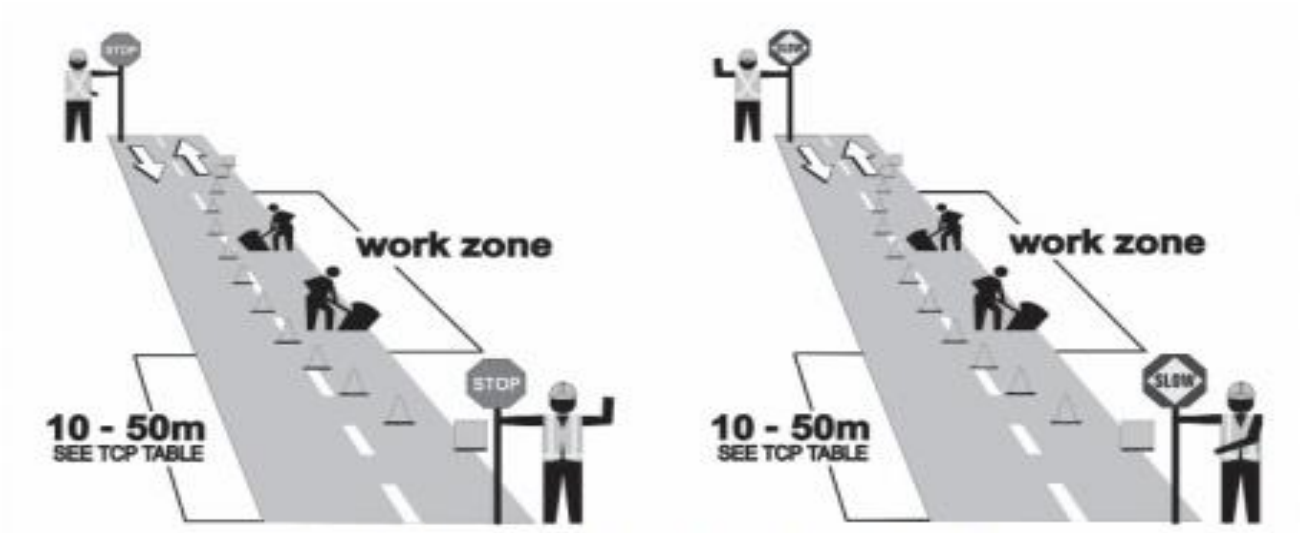
POSTED SPEED	60 km/h OR LESS, ONE LANE OR REDUCED TO ONE LANE IN EACH DIRECTION		70 km/h TO 90 km/h, ONE LANE OR REDUCED TO ONE LANE IN EACH DIRECTION	
TRAFFIC VOLUME	LOW	HIGH	LOW	HIGH
DISTANCE OF TCP FROM WORK ZONE	10 – 15 m	20 – 30 m	30 – 40 m	40 – 50 m

Source: *Ontario Traffic Manual, Book 7: Temporary Conditions*

Procedure

1. Stop the first lane of traffic (closest to the curb).
2. Walk to a point where you can be seen by traffic in the second lane but not directly into the path of oncoming traffic.
3. Display the “Stop” sign and your raised free hand while maintaining eye contact.
4. When the first vehicle is stopped, walk to a position where you can be seen by traffic coming up behind the stopped vehicles.
5. Keep the “Stop” sign held high, maintain eve contact and keep your free hand raised with the palm facing traffic.
6. Allow construction activity to proceed after it is safe to do so while maintaining a safe distance from the equipment.
7. When it is safe for traffic to proceed, walk in a straight line back to the side of the road.
8. If there is more than one lane stopped, release one lane at a time as you move toward the curb.
9. Turn the paddle to display the “Slow” sign to the stationary vehicles and with your free arm wave the traffic through.
10. Do not wave the stop/slow paddle.

Figure 4:Traffic Control Person Placement



Typical Arrangement on Two-lane Roadway

SAFE DRIVING PROCEDURES

Purpose

To reduce vehicle incident and at-fault work related road collision costs and injuries at Bayview Wellington Homes by promoting a safe driving culture within the organization. ***Serious violations of the Highway Traffic Act, such as careless driving, may result in termination. Operators are responsible for any fines that are levied by a peace officer.***

Objectives

1. To make drivers aware of the main risks they face or create when driving for work
2. To make sure that employees who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.
3. To maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce the impacts of company vehicles on the environment – this also applies to personal vehicles used for work purposes.

Scope

This policy applies to anyone who drives as part of their work, whether driving their own vehicle or one provided by Bayview Wellington Homes.

Driving Procedures & Responsibilities

Employer Responsibilities

Bayview Wellington Homes will take all steps to ensure our company vehicles are as safe as possible and will not require employees to drive under conditions that are unsafe or likely to create an unsafe environment, physical distress or fatigue. The employer will do this by:

- Fitting all vehicles with a first aid kit, a securely fitted fire extinguisher, a high visibility jacket for each seat in the vehicle, a torch and an emergency triangle if required
- Ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by:
  - servicing the vehicles according to manufacturers' recommendations
  - setting up procedures where employees check their vehicle's oil, water, tire pressures and general cleanliness on a monthly basis, then record the inspections on a pre-use check sheet
  - keeping maintenance schedules in the glove boxes of all vehicles, which are completed each time the vehicles are serviced in any way
  - following the maintenance schedules in the vehicles' manuals
  - setting up a procedure to identify and rectify all defects no how matter how small, as soon as practicable
- Monitoring and managing driving time and driver hours; arranging work schedules to ensure they do not encourage unsafe driving practices by:
  - requiring professional drivers of Heavy commercial and light commercial vehicles and to comply with both drivers' hours regulations (if applicable)
  - requiring non-commercial drivers to take 15-minute breaks every two hours of driving
  - Taking into account individual drivers' needs by requiring employees to keep driving logs that are regularly checked by a supervisor or manager.
- Identifying driver training needs and arranging appropriate training or refresher training, including providing:
  - a thorough induction to the company's road safety policies and procedures
  - driver training opportunities to all employees

- driver assessment and required training as part of all employees' inductions
- training aimed at managing the driving risk or specific practical training as required and identified
- regular employee seminars or refresher meetings on safety features, fatigue, driver responsibility, drink-driving and fuel-efficient driving
- driver training log updates on personnel files

- Encouraging safe driving behavior by:
  - not paying employees' speeding or other infringement fines
  - forbidding the use of mobile phones in vehicles while driving
  - encouraging regular breaks while driving
  - providing taxis and designated drivers to and from work social events
  - providing food and non-alcoholic drinks at work functions
  - encouraging the use of public transport, taxis and buses whenever possible
  - making sure the employer is informed if existing employees become unlicensed

Employee Responsibilities

While driving Bayview Wellington Homes' or your own vehicles for work purposes, employees must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

Every driver of a Bayview Wellington Homes vehicle must:

- hold a current driver license for the category of vehicle they are driving and this license is carried when driving a company vehicle
- must provide a driver's abstract.
- immediately notify their supervisor or manager if their driver license has been suspended or cancelled, or has had limitations placed upon it
- take time to familiarize themselves with the vehicle's handbook
- be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
- carry out a full daily walk around check prior to using the vehicle
- display the highest level of professional conduct when driving a company vehicle
- regularly check the oil, tire pressures, radiator and battery levels of vehicles they regularly use
- comply with the Rules of The Road at all times
- assess hazards while driving and anticipate 'what if' scenarios
- drive within the legal speed limits, including driving to the weather conditions
- wear a seat belt and make sure all occupants wear their seat belt at all times
- only drive when fit to do so – never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness
- avoid distraction when driving – if you need to, adjust or set sat-navs / car stereos / mirrors before setting off. If you need to re-adjust whilst driving pull over safely in order to do so
- report any near-misses, crashes and scrapes, including those that do not result in injury, and follow the collision procedures outlined in this policy
- report vehicle defects before the next vehicle use
- never carry any hazardous substances without the prior approval. *Hazardous goods may only be carried in full compliance with relevant legislation

In addition, it is required that all drivers:

- take regular and adequate rest breaks, at least every two hours
- stop when tired
- plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments
- stay overnight if driving time and non-driving duties exceed 10 hours in one day

Drivers using their own car for work

- If an employee is driving their own vehicle for work, the same policies apply.

In addition:

- the employee must seek the employer's agreement before using their vehicle for work
- the car must be legally registered, authorized and insured for the purposes of work – the employee must show evidence of this on request
- the employee must not carry loads for which the vehicle is unsuited. Ensure that all loads are covered and properly secured.
- the employee may they carry more passengers than there are seat belts
- the vehicle must not be used in conditions for which it was not designed (such as off-road)
- the employee must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than there are seat belts
- the vehicle must not be used in conditions for which it was not designed (such as off-road)

Defensive Driving

Defensive driving does not come easily. We must constantly improve our skills and observations and coordination. We must go over situations in our minds and plan our defenses. Seeing the hazard, knowing the defense and acting in time will keep us safe on the road.

Defensive driving requires that you manage visibility, time and space while driving in traffic. This can help reduce the risk of a collision.

All drivers must apply this formula to prevent accidents in spite of the actions of other drivers or the presence of adverse driving conditions. A defensive driver must be able to accurately predict the outcome of traffic situations in order to apply the defense in time to prevent an accident.

Once you see the hazard and decide upon a defense, you must act immediately. Never assume that the condition will clear up. The sooner you act, the more time you will have to avoid the accident.

When practicable, avoid driving in adverse weather conditions. Where this is not practicable, utilize defensive driving techniques to maintain overall safety.

Drivers must constantly process information to make accurate decisions. You can do this by:

- Searching the roadway and off-road areas 20 to 30 seconds ahead for information that can help plan a path of travel.
- Identify objects or conditions ahead that could interfere with the path of travel.

Once we see the hazard and decide upon a defense, we must act immediately. Never assume that the condition will clear up. The sooner you act, the more time you will have to avoid the accident.

- Focus on the road and don't become distracted by scenery or phones.
- Keep a safe distance from other vehicles
- Check your rear-view mirror whenever slowing down and check your blind spot before passing.
- Stay within speed limit requirements, and adjust your speed for weather conditions.
- Pay attention to signs such as speed limit, curves, bridge ahead, etc.

Other practices for planning your trip safely includes:

- Planning your travel route:
  - Consider all stopping points when planning your route to minimize travel time if practical
  - Be aware of daylight and nightfall times to maximize daytime travel if practical
  - Utilize maps or GPS as necessary to be familiar with the planned travel route
  - If travelling long distances in a vehicle, ensure appropriate emergency kit materials are available
- Make available a reliable means of communication in the event of an emergency

- Advise others of your planned travel route
- Plan breaks and rest accordingly to avoid fatigue
- **Drive Defensively Not Aggressively**

Winter Driving

Perhaps the deadliest danger of all is "black ice." Black ice is ice which forms on a roadway, usually due to snow melting and re-freezing. Se it is almost invisible; drivers fail to recognize black ice conditions and may drive at normal speeds-often resulting in very serious accidents.

Always be alert to the possibility of black ice when temperatures are near or below freezing. Pavement that looks dry but appears darker in color and dull-looking should alert you to the presence of black ice.

Failing to allow enough time to stop is a major cause of winter driving accidents. During slippery conditions stopping distances can triple.

- Driving at a slower speed
- Anticipating stops at traffic lights and intersections,
- Applying brakes sooner than normal will help ensure accident-free stops. When braking, brake carefully with short, rapid application of the brakes. Always allow plenty of extra space between you and other vehicles to minimize the need for quick stops.

Acceleration, turning, and passing also present dangers during winter.

- Accelerate slowly to avoid loss of traction and subsequent loss of control
- Turn slowly, with caution, to avoid sliding into a stationary object or the path of an oncoming vehicle.
- Avoid sudden movements. Pass with care because passing lanes are not maintained as well as driving lanes.
- Leave extra space between yourself and other vehicles so there's room to maneuver in case something goes wrong.
- During a skid, steer cautiously turn in the direction you want the car to go.

Here are some other tips you should remember for driving safely in winter:

- Always use your seatbelt.
- Turn on your headlights during adverse weather conditions. Overcast skies and falling snow limit visibility. It is important to see and be seen.
- follow what all the signs say, bridges and overpasses freeze before the roadway. Use extra caution on these.
- Remember that driving in winter weather conditions cause physical and mental fatigue and reduces reaction times. Get plenty of rest and adequate Nutrition. Don't drive while you're sleepy or on medication that causes drowsiness.
- Prepare your vehicle well ahead of time. Prior to use, check fluid levels, tire pressure, lights etc. as per the trip inspection. Failing to do proper trip inspections can lead to accidents.
- Avoid using your cell phone while driving. Distractions will reduce your response time.

Vehicles/ Cell Phone Usage Safe Work Practices

Employees are prohibited from being distracted while driving, including eating, reading, and using electronic devices.

To that end, employees are required to use a “hands-free” kit for use of a cellular phone or other mobile device while driving.

The use of electronic devices for sending or checking email while driving is strictly prohibited by this policy

Accidents/Incidents in Bayview Wellington Homes' Vehicle

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic.

1. Apply the handbrake and switch off the engine.
2. Switch on the vehicle's hazard warning lights.
3. Ensure your own safety first, put on your hi-vis vest before exiting the vehicle.
4. Ensure any passengers put their hi-vis vest on before getting out.
5. If the vehicle is on fire – get out immediately if it is safe to do so.
6. Help any injured people and call for assistance if needed.
7. Try to get the following information:
   - details of the other vehicle(s) and registration Number(s)
   - name(s) and address(es) of the other vehicle owner(s) and driver(s)
   - name(s) and address(es) of any witness(es)
   - name(s) of insurer(s)
8. Give your name and address and company details.

If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

Police

Contact the Police:

- if there are injuries
- if there is a disagreement over the cause of the crash
- if you damage property other than your own
- if damage to the vehicle looks to be substantial

Only move the vehicle if:

- Instructed to do so by a member of the emergency services
- It would be more dangerous to others keep it at its current location
- You know that the police have not been called to the scene
- Any damage is only slight and leaving the vehicle where it was would cause serious
- inconvenience to other road users
- It is safe to do so and you have already provided your name and address as well as the name and address of the vehicle's owner, registration and insurance details.

Breakdowns

In the event of a breakdown do not try to repair the vehicle. Contact the breakdown assistance provider (details should be kept in the vehicle's glove-box)

1. Ensure nothing is done to endanger yourself or others
2. Make sure you and other passengers wear the hi-vis vests
3. Move passengers to the safest location – on highways or other busy roads passengers
1. should be taken onto the embankment as far away from the traffic as possible
4. Move the vehicle off the carriageway (onto the hard shoulder on a highway) and
2. switch off the engine
5. Switch on the vehicle's hazard warning lights
6. Phone the emergency services or breakdown service as appropriate. Make sure to give accurate location details

Stalled or Damaged Vehicles

If the vehicle cannot be driven:

- Arrangements must be made for its removal
- All valuables should be secured

- Communicate with your Supervisor/Manager/Head Office
- If there is an injury or major damage, report the crash to your manager as soon as you can.

Breaches of Conduct

The following actions in Bayview Wellington Homes' vehicles will be viewed as **serious breaches of conduct and dismissal may be a consequence**:

- drinking or being under the influence of drugs while driving
- driving while disqualified or not correctly licensed
- reckless or dangerous driving causing death or injury
- failing to stop after a collision
- acquiring penalty points leading to suspension of license
- any actions that warrant the suspension of a license

How the success of the policy will be measured

The success of this policy will be measured by the increase or decrease in:

1. the Number of collisions involving Bayview Wellington Homes' vehicles
2. the Number of avoidable collisions involving Bayview Wellington Homes' vehicles
3. the Number of traffic infringements received
4. the costs of repairs and maintenance
5. other financial costs associated with vehicle use
6. the average cost of vehicle-related employee compensation claims

Policy review

This policy will be reviewed after its first year and every year thereafter.

REVERSING VEHICLES PROCEDURES

Purpose

The purpose of this procedure is to establish a safe process for the reversing and/or moving of vehicles, machines and equipment. The driver's awareness of people or objects may be hindered by the size of the vehicle, by equipment on the vehicle. Environmental noise or the noise of the vehicle when it is reversing can also be a driver distraction. Environmental conditions such as poor weather can also hinder the driver's visibility.

Scope

This procedure applies to all employees, supervisors, management and sub-contractors employed with Bayview Wellington Homes.

Definitions

Vehicles, Machines & Equipment:
Any owned, leased or rented mobile equipment including but not limited to: Pick-up Trucks, Vans, Graders, Back-hoes, Dump Trucks, Trailers, etc., or such similar vehicles, where the "line of sight" of the intended path of travel is restricted, even if the vehicle, machine and equipment is equipped with a "back-up warning device"

Line of Sight:
The Operator of the vehicles, machines and equipment must have full, unobstructed and clear view of any possible activity along the intended path of travel either forward or in reverse.

Back Up or Warning Device:
A device, installed on the vehicle, machine or equipment, which emits a loud, intermittent beeping sound to provide clear warning that the vehicle has been placed in reverse gear and will be moving in reverse.

Procedure

The Driver/Operator is responsible for the safe operation of the vehicle, machine and equipment being operated.

Every work activity shall be planned and organized so that vehicles, machines and equipment are **NOT** operated in reverse or are operated in reverse as little as possible.

The main problem with reversing is poor visibility. Since many vehicles, machines or other equipment being operated, are designed in such a manner that it is sometimes difficult to have a full and clear sight of the intended path of travel while moving or reversing, the following shall apply:

- The Operator shall always attempt to park the vehicle in such a manner as to eliminate the need for reversing, where possible.
- If you cannot see behind the vehicle, leave the cab and check behind the vehicle before reversing
- Ensure that there is adequate space for reversing.
- Avoid reversing over long distances.
- Always be aware of pedestrians.
- If you lose sight of the signallers stop immediately.
- Reverse slowly, checking mirrors at all times.
- Use the relevant auxiliary devices and visibility aids provided. Keep your vehicle
- mirrors and windscreen clean and in good repair. Ensure that your mirrors are
- correctly aligned

- Where possible, reverse into parking spaces rather than out of them
- Report any defects in equipment, such as faulty CCTV cameras or reversing sirens,
- or systems of work or any accidents, incidents or near misses to your employer.
- If there are particular sites where reversing is unsafe notify management.
- Vehicles, machines and equipment shall NOT be operated in reverse INSIDE or ON the premises of ANY Bayview Wellington Homes site without the assistance of a qualified "Signaler" who is;
    - A competent person, other than the operator of the vehicle, who is properly trained in this procedure and proper signaling protocols, and is available to direct the vehicle along its intended path of travel, staying in clear view of the operator and clear of the intended path of the vehicle, at all times.
    - Wearing appropriate high visibility personal protective equipment
    - In full view of the driver at all times during vehicle movements. Drivers must stop
    - immediately if the guide goes out of view at all.
    - In a safe position where they can guide the vehicle and be a safe distance from the
    - vehicle. The reversing assistant should never stand directly behind the vehicle.
    - Using recognizable hand signals, which must be obeyed and, enforced if not obeyed.
    - A clear signaling system should be agreed in advance with the driver prior to any reversing activities being carried out.
    - Portable radios or other communication devices may also be of assistance

Electrical Safety Procedures

Purpose:
To establish safety practices for working with electrical systems and equipment to prevent accidents, injuries, and property damage.

Scope:
This procedure applies to all employees and subcontractors working with or near electrical systems and equipment at our job sites.

Responsibilities:
- **Management:** Ensure compliance with electrical safety procedures and provide necessary resources and training.
- **Supervisors:** Monitor adherence to safety procedures and provide guidance on electrical safety practices.
- **Employees:** Follow all electrical safety procedures and report any hazards or unsafe conditions to a supervisor.

Procedure
Accidental contact with electrical components can have deadly consequences. Always refer to the manufacturer's recommended operating practices prior to using new electrical appliances, tools and equipment. Use the following guidelines to reduce the risk of personal injury.

1. General Safety Requirements
- **Qualified Personnel:** Only qualified and trained personnel shall perform electrical work.
- **Work Permits:** Obtain an electrical work permit for any tasks involving electrical systems.
- **De-energizing Equipment:** Ensure that equipment is de-energized and properly locked out/tagged out before working on it.
- **Inspection:** Inspect electrical equipment and tools before use to ensure they are in good working condition.
- **Extension Cords & Power Supply:**
- An employer shall ensure that any electrical extension or power supply cord used for supplying energy to any electrical equipment:
    - Is approved for the intended use and location.
    - Is fitted with approved cord end attachment devices installed in an approved manner.
    - Includes a grounding conductor.
    - Is maintained and protected from physical or mechanical damage.
    - Is plugged into an approved GFCI plug adapter or GFCI receptacle if used in a damp location.

2. Personal Protective Equipment (PPE)
- **Appropriate PPE:** Wear appropriate PPE, such as insulated gloves, safety glasses, and flame-resistant clothing, as required.
- **PPE Maintenance:** Regularly inspect and maintain PPE to ensure it remains effective.

3. Safe Work Practices
- **Avoid Water:** Do not work with electrical equipment in wet or damp conditions unless equipment is rated for such environments.
- **Keep Dry:** Ensure that hands, tools, and work areas are dry before working with electrical systems.
- **Proper Tools:** Use insulated tools and equipment specifically designed for electrical work.
- **Avoid Overloading Circuits:** Do not overload electrical circuits or use damaged wiring.
- **Flammable Materials:** Do not store or place flammable materials close to electrical equipment.

4. Lockout/Tagout (LOTO)

- **Procedure:** Follow the lockout/tagout procedure to ensure that electrical equipment is safely de-energized before maintenance or repair work begins.
- **Locks and Tags:** Use appropriate locks and tags to indicate that equipment is being serviced and must not be operated.

5. Electrical Safety Inspections

- **Regular Inspections:** Conduct regular inspections of electrical systems, tools, and equipment to identify and address potential hazards.
- **Documentation:** Document findings from inspections and take corrective actions as necessary.

6. Emergency Procedures

- **Electrical Shock:** In the event of an electrical shock, immediately call for emergency medical assistance and disconnect power if safe to do so.
- **Fire:** In case of an electrical fire, use a CO2 or dry chemical fire extinguisher. Never use water on electrical fires.
- **Report Incidents:** Report all electrical incidents, near misses, or injuries to a supervisor and document them according to company procedures.

7. Training and Awareness

- **Basic Electrical Safety Training:** All employees shall receive training on basic electrical safety, working safely with electricity, recognizing electrical hazards, preventing electrical shock and arc flash, and identifying electrical shock and arc flash hazard labels. Training may be provided in-house or by a 3rd Party.
- **Arc Flash Hazards:** Ensure employees are trained in recognizing electrical shock and arc flash hazard labels.
- **Refresher Training:** Provide refresher training and updates on electrical safety procedures as necessary.

8. Documentation and Records

- **Records:** Maintain records of electrical safety training, inspections, and incident reports.
- **Access:** Ensure that documentation is accessible to all relevant personnel.
- reports.
- **Access:** Ensure that documentation is accessible to all relevant personnel.

Review and Revision:

This procedure will be reviewed annually and revised as needed to reflect changes in regulations, technology, or company practices.

For further information, see the appropriate current Occupational Health & Safety Legislation.

WORKING WITH OR WITHIN CLOSE PROXIMITY TO POWERLINE/ELECTRICAL HAZARDS

Purpose

To ensure that all Bayview Wellington Homes' workers are familiar with the key safety steps when working near overhead Power Lines.

To meet or exceed the standards set by the current Ontario Occupational Health and Safety Act (OHSA) and Regulations, and federal and provincial health and safety regulations.

Training

Only authorized workers or workers under the direction of an authorized worker may perform work on or in proximity to exposed energized apparatus.

All Bayview Wellington Homes' workers conducting work on or in proximity to powerlines shall;

- be formally trained on The Electrical Utility Safety Rules by an approved training provider
- be trained on these procedures prior to commencing work
- have a copy of Electrical Utility Safety Rules, and shall be trained in the application of the rules. Workers shall follow all rules applicable to their particular duties and to the duties of any employee they supervise.

A documented Safe Work Procedure (SWP) shall be reviewed and agreed to by each worker confirming understanding prior to commencing work each individual project.

Procedure

Pre-Job Planning

In order to establish a safe work area, all work must be properly planned and communicated, giving ample consideration to all workers, the general public, approved work procedures, equipment, and the physical and environmental conditions of each particular workplace.

1. Conduct a hazard assessment before starting work; determine the location of the power line. 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. performing a visual check of the location of the power line and mark the safe distance or limit of approach to ensure that appropriate barriers are installed.
    B. If the work is on the ground, use cones or barriers made of materials having an adequate electrical insulation value. Barriers used to protect against mechanical hazards must be of adequate strength for the purpose intended.
    C. Visual barriers must be used wherever practical to identify clearly the safe work area(s) for the worker(s), and/or to restrict access to unauthorized people, and must be;
        a. made of approved materials;
        b. posted with the appropriate warnings;
        c. installed before the work begins;
        d. respected in the same manner as other safety barriers
    D. Using a person as a spotter will work as well.
    E. 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.
    F. 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.
    G. Make room for swing areas for tools, ladders and cranes.
2. Workers shall write out a procedure indicating specifics on what work will be performed near power lines.

3. Prior to the commencement of work performed workers shall call **The Controlling Authority** to cover hydro lines when there is high voltage with barriers, or energized equipment above 750V. *Refer to Overhead Powerlines Protection Checklist.*
4. A means of communication shall be put in place and be readily available at all times between the controlling authority and any work crews performing work in proximity to apparatus energized above 750 V.
5. 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.
6. OHSA requires the use of a signaller when working in proximity to power lines. Signaller must be a competent worker.
7. Supervisors will perform a safety talk with all workers working around power lines about this procedure.
8. If a change is encountered in the job, work must stop, and the new hazard must be identified and eliminated or controlled. The revised job plan must be communicated to all workers and, where necessary, to the controlling authority before re-starting work.

During Work

1. 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.
2. 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.
3. 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.
4. Signs posted to warn workers of the dangers of power lines if a work location has overhead power lines running through it.
5. Workers must ensure that the barriers are installed properly and that they are in position for the duration of the work being performed.
6. Where the electrical system equipment exists, a hold-off shall be established for equipment protection and must **not** be used in place of a work permit whenever:
    - live line work procedures are being performed;
    - stringing, sagging, raising, or lowering conductors or stringing ropes in proximity to energized apparatus;
    - installing or removing loops of airbrake switches, load interrupters, load break switches, and bypass tubes;
    - installing or removing live line openers (conductor and clamp assembly);
    - moving energized cables over 750 V; or
    - a supervisor, worker, or controlling authority considers it necessary or it is determined during job planning.
9. Do not allow equipment or objects to approach the overhead power line closer than the safe limit of approach specified.
10. If work is being carried out near the safe limit of approach, assign a worker to act as an observer to ensure that the required distance is maintained as follows:

Table 7 : Minimum safe distances from Powerlines

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

11. Do not place materials under or adjacent to the overhead power line if it reduces the clearance above ground required by O.H. & S. Regulations. Contact the power line operator for assistance to determine the required clearance between the power line and the ground.
12. If at any time the barriers are displaced, Toronto Hydro must be contacted immediately so that the protection barriers can be restored.

Changes to Work 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

What should I do if I think I am too close to overhead power lines?

- Check with both jurisdictional authorities and electrical utility company when working, driving, parking, or storing materials close to overhead power lines.
- Do not work close to power lines. If you are unsure about the recommended distances contact utility company.
- If you must be close to power lines, you must first call your electrical utility company and they will assist you.

If you make contact with electrical lines

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.

Until help is received, a competent person should remain in control of the situation to warn others of the danger of electrocution.

- DO NOT get out of your vehicle.
- Assume all electrical lines are live and are capable of delivering a fatal shock:
- Do not allow anyone to touch or approach any part of the plant or any fallen wires or exposed cables. Simply being too close can kill
- Do not move or interfere with the area.
- Call 911 and your local utility service for help.

LOCK OUT/TAG OUT PROCEDURES

Responsibilities

Senior Management

Senior management shall:

- Develop a written corporate Tagging and Lockout Procedure.
- Ensure that work-specific or site-specific tagging and lockout procedures conform to requirements of the company's health and safety program.
- Provide general and system-specific tagging and lockout training.

Supervisors

The supervisor shall:

- Provide workers with tags, individual keys, padlocks and scissors.
- Consult with management and/or the owner/client if a secure lockout is not possible.
- Check that all workers are clear of work area before re-energizing the system.
- Obtain the owner/client's authority to re-energize any system.

Workers

All workers shall:

- Comply with the corporate Tagging and Lockout Procedure and/or the owner/client's tagging and lockout procedure or risk disciplinary action.

FORMS OF ENERGY

When most people think of uncontrolled hazardous energy, they think of electricity. But construction crews doing work in industrial or office settings often have to lock out and tag a variety of energy sources. Here are the main types:

Table 8 : Forms of Energy

Electrical	Electrical panels, generators, lighting systems, etc.
Mechanical (the energy of moving parts)	Flywheels, blades, fans, conveyor belts, etc.
Potential (stored energy that can be released during work)	Suspended loads, compressed air, electrical capacitors, accumulated bulk goods, coiled springs, chemical reactions, changing states (solid—liquid-gas), etc.
Hydraulic	Presses, rams, cylinders, cranes, forklifts, etc.
Pneumatic	Lines, compression tanks, tools, etc.
Thermal	Steam, hot water, fire, etc.
Chemical	Flammable materials, corrosive substances, vapours, etc.

Some equipment may involve more than one type of energy, and pose unexpected hazards. For example, a machine may have an electrically operated component with a hydraulic or pneumatic primary power source, or it may become activated on a timed schedule.

With some equipment, gravity and momentum can present unexpected hazards. You must recognize and control conditions such as these.

Switches, power sources, controls, interlocks, pneumatics, hydraulics, computer-controlled sources, gravity-operated sources—all of these must be locked out and appropriately tagged by each worker involved.

Isolation Procedure

Lockout, Tag and Testing Procedure for Electrical & Non-electrical Systems

1) Safety Requirements

- Training/instruction: Ensure all employees have received all required training as required by (company) H&S Program

Position Responsible: Field Supervisor

- PPE requirements: Ensure all employees have all necessary PPE as required, including individually keyed locks and tags

Position Responsible: 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.

Position Responsible: 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.

Position Responsible: 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.

Position Responsible: Field Supervisor / Qualified Designate & Employees involved in task

- A lock and tag are 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, 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

Position Responsible: Field Supervisor / Qualified Designate &

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. 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	Employees involved in task
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	**Position Responsible:** 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. **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).	**Position Responsible:** Field Supervisor / Qualified Designate & Employees involved in task
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 i.e. if it is inoperable because of equipment/system failure or prior isolation. 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.	**Position Responsible:** Field Supervisor / Qualified Designate & Employees involved in task.
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	**Position Responsible:** Field Supervisor / Qualified Designate & Employees involved in task.

- Wear electric shock resistant footwear
- Wear safety glasses with UV protection

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.

Position Responsible: Field Supervisor / Qualified Designate

6) Lock / Tag Removal

- **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.

Position Responsible - Field Supervisor / Qualified Designate & Employees involved in task.

- **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.

Position Responsible - Field Supervisor / Qualified Designate & Employees involved in task.

7) Safety Zone

- A "safety zone" must be established where nearby equipment may pose a hazard however isn't in the immediate work area and cannot be locked out or otherwise de-energized. This zone must provide a warning perimeter or physical barrier preventing accidental contact with nearby equipment or utilities.

Position Responsible: Field Supervisor / Qualified Designate & Employees involved in task.

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.

Position Responsible: Management / Field Supervisor

TOOLS/POWER TOOLS SAFETY PROCEDURES

The Construction Regulation (O.Reg. 213/91) requires that tools and equipment be used according to manufacturers' operating manuals, that operating manuals for tools and equipment rated at more than 10 horsepower be kept readily available on the project, and that tools and equipment be inspected regularly by a "competent" worker to determine whether they can handle their rated capacity and to identify any defect or hazardous conditions.

The regulation further stipulates that inspections shall be performed **before the first use at the project** and thereafter at **annually at minimum,** or more frequently as recommended by the manufacturer.

Basic hazard awareness can prevent serious injuries with hand and power tools.

Hands can be caught in machines, crushed by objects, or cut by sharp-edged tools such as chisels, knives, and saws. Hands can also be damaged by being burned, fractured, or sprained

Eyes are highly susceptible to injury from tool use but eye injuries are almost always preventable. Use the guards and personal protective equipment are needed but are oftentimes overlooked,

Noise is a hazard inherent in construction. Tools and the working environment can both be noisy, particularly for construction trades operating in plants and mills. Exposure to excessive noise can impair hearing. Prolonged excessive exposure can result in permanent damage to the hearing and eventually deafness. Hearing protection should be worn whenever there is a risk of excessive exposure.

Common Causes of Accidents

Typical causes of hand and power tool accidents include the following:

- using the wrong tool for the job
- sharp tools carried in pockets
- using cheaters on tool handles
- tools falling from overhead
- carrying tools by hand up or down ladders
- using damaged electrical cords or end connectors
- failure to support or clamp work in position
- using tools with mushroomed heads
- failure to use ground fault circuit interrupters (GFCIs), especially outdoors.
- excessive vibration

As a general rule follow the safe practices listed below.

1) Always wear eye protection.
2) Use the right tool for the job.
3) Use tools as recommended by the manufacturer.
4) Damaged or broken tools should be removed from service.
5) Maintain tools in safe operating condition. Keep handles secure and safe. Replace handles that are split, chipped, or that cannot be refitted securely. Keep hand tool cutting edges sharp.
6) Never climb ladders with tools in your hand. Tool holders and pouches When carrying tools up or down from elevated places, put them in substantial bags or boxes and raise and lower them with strong ropes.
7) Spark-resistant tools (non-ferrous tools) are recommended where flammable materials or explosive dusts or vapours might be present.

8) Protect the cutting edges of tools when carrying them. Carry them in such a way that they won't be a hazard to yourself and others.
9) Keep your hand tools clean.
10) Lubricate adjustable and other moving parts to prevent wear and misalignment.
11) When swinging a tool, be absolutely sure that no one else is within range or can come within range of the swing or be struck by flying material.
12) Falling tools are a dangerous hazard for workers below. Keep track of tools, especially when working at heights on scaffolds or other access equipment If practical, tie tools off when working at heights.
13) Hearing protection should be worn whenever there is a chance of excessive noise exposure.

Power Tools

1. Read the manual carefully to learn your power tool's applications, limitations and any potential hazards.
2. Ground your tool unless it is double insulated.
3. Do not use power tool in rain, damp or wet locations or in the presence of explosive atmospheres (gaseous fumes, dust or flammable materials).
4. Remove materials or debris that may be ignited by sparks.
5. Keep work area clean and well lit.
6. Do not wear loose clothing or jewelry.
7. Wear a protective hair covering to contain long hair, which may be caught in moving parts.
8. Wear rubber gloves and insulated non-skid footwear outdoors.
9. Keep hands and gloves away from moving parts.
10. Wear safety goggles or glasses with side shields that comply with current safety standards.
11. Hearing protection is a must during extended use of a power tool.
12. Wear a dust mask for dusty operations.
13. Wear other personal protective equipment as required.
14. Keep a fire extinguisher nearby.
15. All bystanders must be kept at a safe distance from the work area to protect themselves and the operator.
16. Provide barriers or shields as necessary to protect others in the work area from sparks and debris.
17. Secure work with a clamp, vise or other practical means of holding work secure. Use both hands to control tool.
18. Do not use a tool or attachment to do a job for which it is not recommended. Do not alter a tool.
19. Non-recommended accessories may be hazardous and shall not be used. Install and maintain accessories as per tool instructions.
20. Do not defeat a guard or other safety device when installing an accessory or attachment.
21. Inspect guards and other parts before use. Check for misalignment, binding of moving parts, improper mounting, broken parts and any other condition that my affect operation.
22. If abnormal noise or vibration occurs the tool must be turned off immediately and the problem corrected before further use of the tool.
23. Check that all adjusting keys and wrenches are removed from the tool before the power is turned on.
24. Prevent body contact with grounded surfaces, such as pipes, radiators, ranges and refrigerators.
25. When making blind or plunge cuts, always check the work area for hidden wires or pipes.
26. Hold your tool by insulated non-metal grasping surfaces.
27. Use a Ground Fault Circuit Interceptor (GFCI) to reduce shock hazards.

28. Do not force a tool to perform at a rate other than for what it was designed. Excessive force causes operator fatigue, increased wear and reduced control.
29. Keep hands away from all cutting edges and moving parts.
30. Never carry tool by its cord or unplug it by yanking cord from the outlet. Pull plug rather than cord to reduce the risk of damage.
31. Keep the cord away from heat, oil, sharp objects, cutting edges and moving parts.
32. Do not overreach. Maintain proper footing and balance at all times. Use extra care when using tool on ladders, roofs, scaffolds, etc.
33. Do not use a tool when you are tired, distracted or under the influence of drugs, alcohol or any medication which decreases control.
34. Unplug tool when it is not in use, before changing accessories or performing recommended maintenance.
35. Maintain tools. Keep handles dry, clean and free from oil and grease. Keep cutting edges sharp and clean. Follow instructions for lubricating and changing accessories.
36. Periodically inspect tool cords and extension cords for damage.
37. When power tools are not in use, store them in the proper storage cases. If equipment does not have a proper storage case, store in an on-site job box with lock, or return to storage crib at the shop.
38. Report any damaged tools immediately so a replacement or repair can take place. Tag the damaged tools with "DO NOT USE".
39. Maintain labels and nameplates.
40. Watch what you are doing and use common sense.

Defective Tools - What to look out for

If a tool is defective in some way, - DO NOT USE IT!

Inspect all tools prior to use and ensure defective tools are repaired. Watch of problems like:

a) broken or inoperative guards

b) insufficient or improper grounding due to damage of double insulated tools - e.g., cracked casings.

c) no ground wire (broken ground post) on plug or frayed cords.

d) on/off switch is not in good working order - e.g., jams, releases.

e) improper grinding wheel speeds or chipped/cracked blades.

Ladder Safety Procedures

Policy
Our organization places the utmost importance on the safety and well-being of all employees. We recognize that ladders are indispensable tools across various industries, facilitating tasks that require access to elevated areas. However, we also acknowledge the inherent risks associated with their use.

To mitigate these risks and ensure a safe work environment, we have implemented a comprehensive ladder safety policy.

This policy is designed to address the critical aspects of ladder safety, including inspection, securing, and proper usage. By emphasizing the importance of adherence to industry standards and regulations, we aim to minimize accidents and injuries related to ladder use. Through consistent training and enforcement of this policy, we strive to instill a culture of safety among all employees, regardless of their role or level within the organization.

Training:
In line with our commitment to fostering a culture of safety, all employees who use ladders as part of their job must undergo ladder safety training. This training covers essential topics such as proper ladder inspection, securing techniques, and safe usage practices.

Employees will learn to identify potential hazards, recognize ladder defects, and implement corrective measures to ensure their safety and the safety of others. Additionally, specialized training will be provided for employees who frequently work with specific types of ladders, such as extension or fixed ladders. By ensuring that those who use ladders are trained in safety procedures, we can reduce accidents and maintain a safe work environment.

Procedure:
Ladders serve as essential tools in our work environments, enabling tasks ranging from routine maintenance to complex construction projects. However, their improper use or neglect of safety measures can lead to serious accidents and injuries. To ensure the safe and effective utilization of ladders, it is imperative to follow established safety procedures and guidelines.

Inspection:
Regular inspection of ladders is paramount to identifying potential hazards and defects. Inspections should be conducted upon receipt of new ladders, before each use, and after any falls or incidents. Key points to inspect include loose or missing steps, damaged parts, corrosion, and overall structural integrity. Defective ladders should be promptly tagged and removed from service until repairs are made.

Safe Use:
Proper securing of ladders is essential to prevent accidents caused by slips or falls. Portable ladders should be securely positioned against solid surfaces or with stays, and their bases should be firmly secured to prevent movement. Extension ladders must be erected with proper overlap and tie-offs to ensure stability. It is imperative to avoid using ladders near electrical wires or on slippery surfaces to minimize the risk of electrocution or slips.

Fixed Ladders:
Fixed ladders, commonly found in industrial settings, require regular inspection and maintenance to ensure safety. Checks should include worn rungs, corroded parts, damaged handrails, and overall structural integrity. Climbers should maintain three-point contact while ascending or descending and utilize safety devices as necessary.

Portable Ladders:
Setting up portable ladders on firm, level surfaces is crucial to stability and safety. Care should be taken to maintain three-point contact while climbing and to avoid overreaching. Additionally, it is essential to inspect the ladder for defects before and after each use and to reject any ladders that do not meet safety standards.

Step Ladders:
Step ladders are commonly used for tasks requiring access to moderate heights. It is important to choose a ladder of appropriate height and to ensure stability by keeping it close to the work area. Climbers should avoid overreaching, overloading, and using the top platform, as these actions can increase the risk of falls.

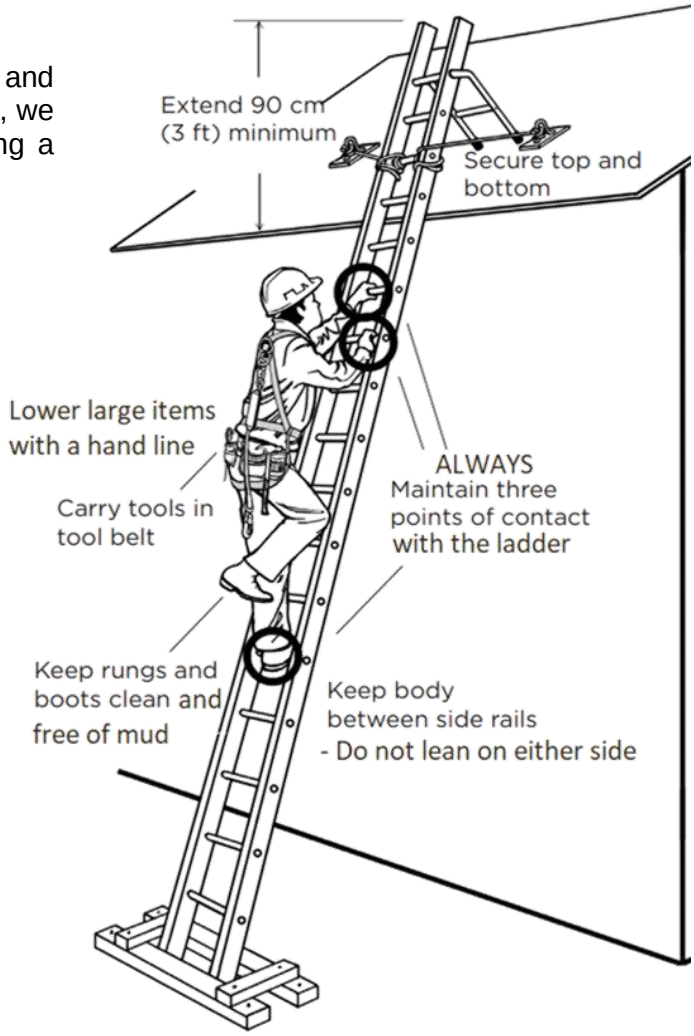
Avoid:
To further enhance ladder safety, it is crucial to avoid making makeshift repairs or using damaged ladders. Climbing ladders near electrical wires or on unstable surfaces should be strictly prohibited. Additionally, climbers should refrain from overreaching, using ladders as scaffolds, or leaving ladders unattended, as these actions pose significant safety risks.

- Avoid climbing with wet soles
- Do not carry tools or materials in your hand while climbing. Carry small tools in a tool pouch.
- Do not jump from a ladder. Check footing before descending a ladder.
- Do not hurry up or slide down a ladder.
- Do not use a ladder in a horizontal position as a scaffold plank or runway.
- Do not carry objects in your hands while on a ladder. Hoist materials or attach tools to a belt.
- Do not work from top three rungs. The higher a person goes on a ladder, the greater the possibility that the ladder will slip out at the base.
- Do not use items such as a chair, barrel or box as a makeshift ladder.
- Do not use a portable ladder when other equipment is available. Replace a ladder with a fixed stairway or scaffold.
- Do not join two short ladders to make a longer ladder. Side rails are not strong enough to support the extra load.
- Do not paint wooden ladders. Defects may be hidden by the paint. Wood preservatives or clear coatings may be used.
- Do not use a ladder in passageways, doorways, driveways or other locations where a person or vehicle can hit it. Set up suitable barricades or lock the doors shut.
- Do not place a ladder against flexible or moveable surfaces.
- Do not straddle the space between a ladder and another object.
- Do not erect ladders on boxes, carts, tables, scaffold or other unstable surfaces.
- Do not use ladders on ice.
- Do not stand a ladder on any of its rungs. Ladders must rest on both side rails.
- Do not allow anyone to stand under a ladder.
- Do not overreach from a ladder; move as required.
- Do not use any type of ladder near electrical wires.
- Do not overreach. Move a stepladder when needed.
- Do not "shift" or "walk" a stepladder when standing on it.
- Avoid pushing or pulling stepladders from the side. Repeated sideways movement can make ladders wobbly since they are weaker or less stable in those directions.
- Do not stand, climb, or sit on the stepladder top or pail shelf.
- Do not overload. Stepladders are meant for one person.

- Do not use a stepladder as a brace or as a support for a work platform or plank.
- Do not climb a stepladder that is leaning against a wall. Use a straight ladder instead.
- Do not use stepladders on slippery surfaces
- Do not use stepladders on soft ground where one leg may sink farther into the ground than others.
- Do not place stepladders on boxes, unstable bases or on scaffolds to gain additional height.
- Do not climb the back of a stepladder.
- Do not push or pull stepladders sideways.
- Do not use ladders in passageways, doorways, driveways or other locations where a person or vehicle can hit it. Set up suitable barriers or lock doors shut.
- Do not use ladders near electrical wire.
- Do not set up or take a ladder down when it is extended.
- Do not overextend. Maintain minimum overlap of sections.
- Do not climb higher than the fourth rung from the top of a ladder.
- Do not use ladders on ice, snow or other slippery surfaces without securing ladders' feet.
- Do not extend top section of a ladder from above or by "bouncing" on a ladder.
- Do not leave ladders unattended

By strictly adhering to these guidelines and incorporating them into our daily operations, we demonstrate our commitment to maintaining a safe work environment for all employees.

Through continuous training, reinforcement, and proactive measures, we strive to create a workplace where safety is paramount and accidents are minimized.



SCAFFOLDING PROCEDURES

The erection and dismantling of scaffolds must be carried out under the supervision of personnel knowledgeable and experienced in such operations. Fall protection will usually be required.

a) Workers erecting and dismantling a scaffold more than 2.4 metres (8 feet) high must be tied off with a full body harness and lanyard equipped with a shock absorber.

b) Scaffolds shall have all braces, pins, screw-jacks, baseplates and other fittings required by the manufacturer installed as erection proceeds.

c) Scaffolds must be adequately braced horizontally and vertically.

d) Scaffold platforms shall be protected by guardrails consisting of a top rail, intermediate rail and toeboard. Where a platform cannot be adequately guarded, a worker on the platform shall use a fall arrest system.

e) Scaffolds are to be erected and maintained in a reasonably plumb and square condition.

f) Where the base is to rest on soil, 2" X 10" mudsills spanning two or more consecutive feet are to be used. Base plates are to be located centrally on the mudsill and secured in position. Mudsills are to be fully supported by the ground and are not to span voids, ditches, trenches etc.

g) Prior to assembly, all components are to be inspected for serviceability. Components which are not serviceable are to be tagged and removed from the site.

h) Scaffolds are to be tied in to a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices deployed. Where scaffolds cannot be tied in to the building, guide lines shall be used to provide increased stability.

i) Scaffolds greater than 15 metres (50 feet) in height must be designed by a professional engineer and constructed in accordance with the design. All variations from the design must be approved in writing by the designing engineer.

j) Scaffold planks are to be rough sawn full 2" X 10" and permanently identified as No. 1 spruce or better, free of splits, loose knots, splits, dry rot or other defect which would reduce weight bearing capacity.

k) Scaffold planks are to be securely fastened to prevent them from sliding.

l) Scaffold planks must be installed so that they overhang by at least 15 centimetres (6 inches) but no more than 30 centimetres (12 inches).

m) Defective planks are to be removed from the site or so modified that they cannot be incorporated into scaffold platforms. Planks are to overhang their supports by not less than 150 millimetres (6") and not more than 300 millimetres (12") and be so arranged that their span does not exceed 2.1 metres (7 feet).

n) Manufactured platforms are to be inspected for delamination of veneer planks, hook condition and any other defect which may reduce weight bearing capacity. Defective platforms are to be removed from the site.

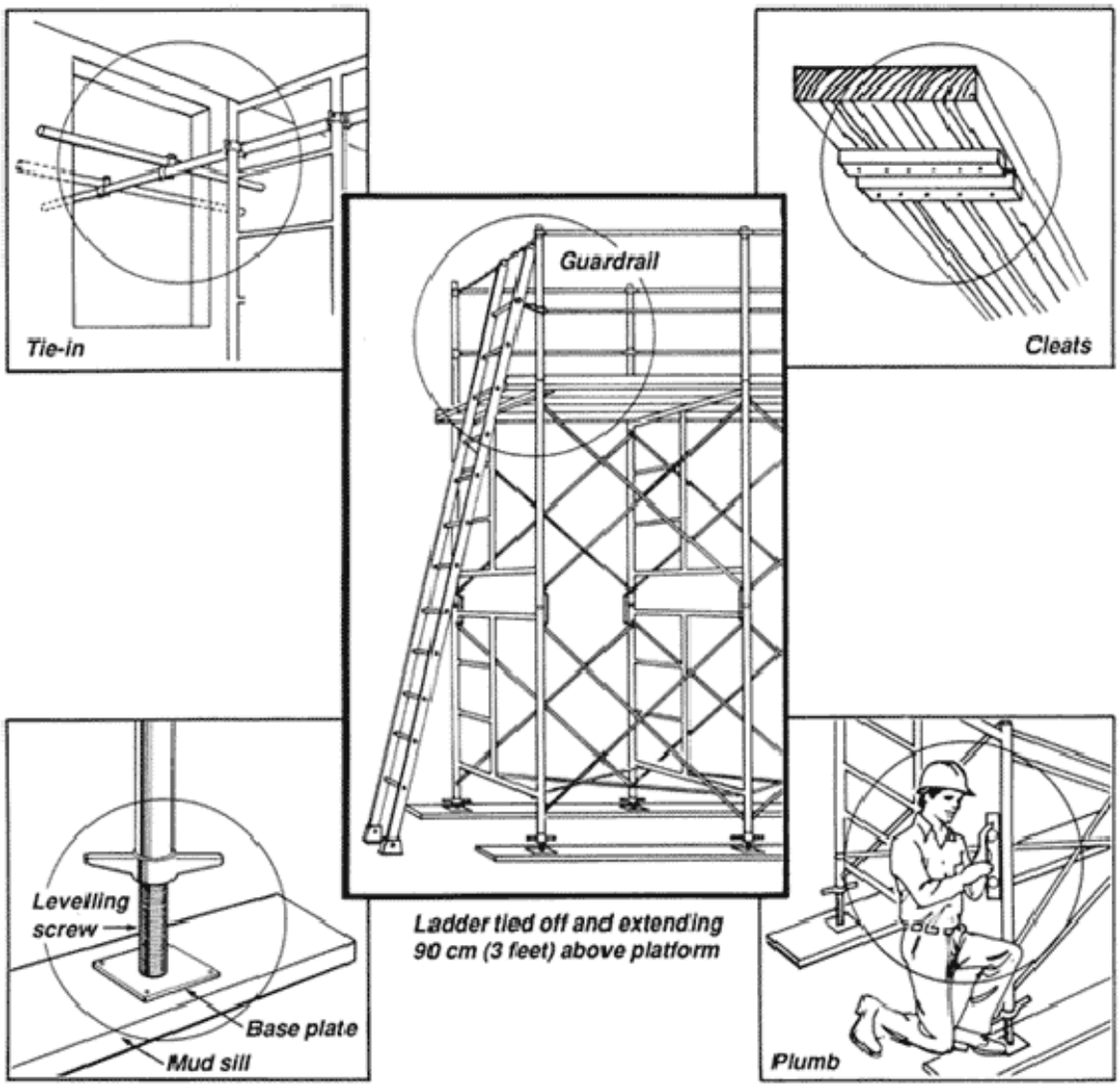
o) Scaffold platforms must be at least 46 centimetres (18 inches) wide and if they are over 2.5 metres (8 feet) high they are to be planked across their full width. Ensure that the platform is maintained free of accumulations of ice, snow, oil grease and other slippery materials. The work platform shall not have any unguarded openings. Access to the platform shall be by stairs, ladder, ramp or runway.

p) Scaffold frames must be properly pinned together where scaffolds are two frames or more in height or where they are used as rolling scaffold towers.

q) Wheels or casters on rolling scaffolds must be equipped with braking devices and securely pinned to the scaffold frame.

r) Remove ice, snow, oil, grease and other slippery material from the platform, and apply sand to the surface.

s) Scaffolds must be equipped with a proper ladder for access. Vertical ladders must be equipped with 15-centimetre (6 inch) stand-off brackets and a ladder climbing fall protection device or safety cage when they are more than 3 metres (10 feet) high.

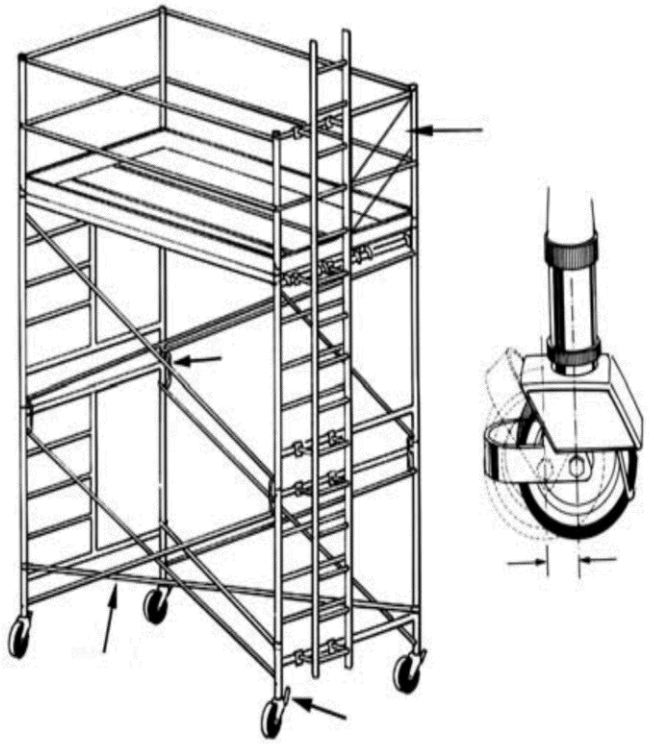


ROLLING SCAFFOLDS

j) Wheels or castors on rolling scaffolds must be equipped with functional braking devices and be securely pinned to the scaffold frame. The braking devices shall be applied whenever a worker is on the scaffold.

k) A rolling scaffold is to be used on a level surface. Care shall be taken to ensure that the rolling surface is free of indentations or openings which could cause the scaffold to shift.

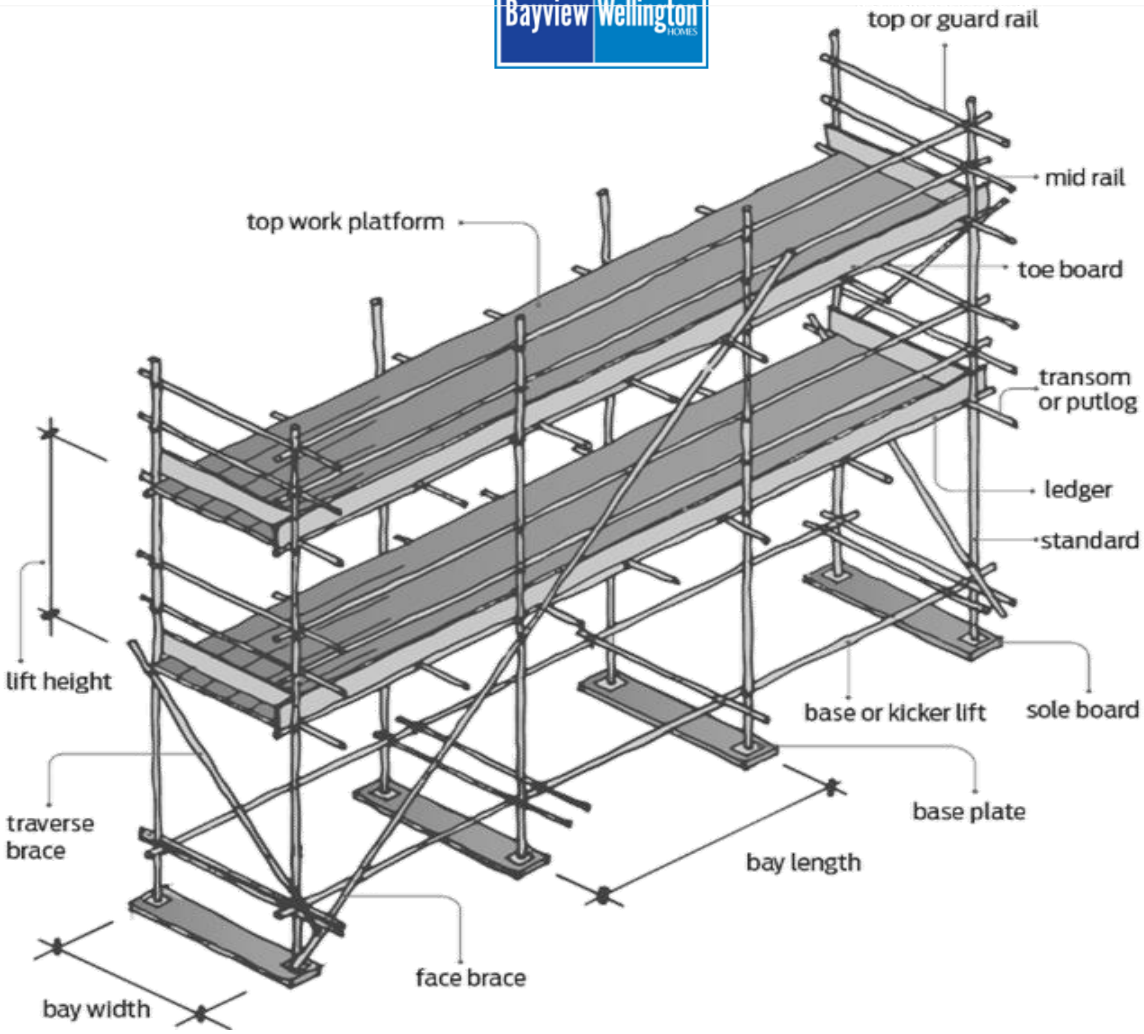
l) No scaffold mounted on wheels or castors that has a scaffold platform more than 2.4 metres (8 feet) above the base shall be moved when a worker is on it unless the worker is wearing a full body harness as part of a fall arrest system attached to a fixed support, and the scaffold is being moved on a firm level surface.



WOOD SCAFFOLDS

The construction of wood scaffolds is closely regulated by legislation. Materials and material dimensions are specified in detail in the *Regulations for Construction Projects*.
Construction of scaffolds can vary greatly as to use, shape, location and the type of job to be done. Consequently, they sometimes are built in a haphazard manner. To avoid this, the following safe work practices are a minimum requirement.

- The construction, alteration, design and removal of wood scaffolds are to be done by competent workers.
- The material used to construct these scaffolds should be sound, close grained and finished on all four sides.
- The scaffold must be capable of supporting four (4) times the load that might be imposed on it.
- All component parts should be tight together and properly fixed to each other.
- Proper guardrail must be set in place (top rail, intermediate rail, toe board).
- The scaffold work platforms shall extend for the full width of the scaffolding.
- When used as a scaffold work platform, planks shall be secured from movement by the use of cleats or by being wired in place.
- Safe access and egress are to be provided to all work platforms by the use of ladders.
- Scaffold work platforms shall not span more than 2.1 meters.



DO

- Get trained before using a scaffold
- Use a safety harness and lifeline at all times
- Ensure the scaffold is inspected by a competent person and prior to use
- Ensure the scaffold is completely assembled with all components – guardrails installed, planks secured, access ladders, toe boards, baseplates etc.
- Ensure tools are secured with lanyard
- Use fully planked scaffolds
- Ensure proper access to scaffold
- Plumb and level
- Ensure and complete all guardrails
- Ensure stable footing

DO NOT

- Use a ladder or boxes on top of a scaffold to increase your height
- Climb or stretch out over guardrails
- Use incomplete scaffolds
- Stand on guardrails
- Overload the scaffold and leave anything on the scaffold at the end of your shift
- Climb on any portion of the scaffold not meant for climbing
- Overcrowd scaffold with people, supplies, or equipment

TARPING PROCEDURES FOR SCAFFOLDS

Introduction

It is the responsibility of all members of Bayview Wellington Homes to be aware of and comply with the provisions of the Occupational Health and Safety Act (R.S.O. 1990 c. O-1), applicable regulations, and any amendments thereto. These guidelines are designed to assist in the safe methods and procedures for tarping or enclosing masonry scaffolds.

These guidelines are not intended to replace the need for site-specific engineering drawings but will offer general guidance for the installation of environmental enclosures and tarping of masonry scaffolds used during winter operations. **This procedure is applicable to typical 6'-6" x 5'-0" arch-type scaffold frames, often used on low-rise residential housing sites, and is restricted to scaffolds that are no higher than three frames, or approximately 20 feet.**

Please note that the control measures provided here may not be applicable to all projects. A detailed risk assessment should be conducted for each project to determine the specific control measures necessary.

These guidelines are based on the recommendations of the Masonry Contractors' Association of Toronto and are intended for general education and guidance. They should not replace individualized legal advice or a detailed risk assessment. The Ontario Ministry of Labour has not endorsed these guidelines.

Wind Loading on Scaffolds

When installing tarps or other environmental enclosures on scaffolds, wind loading is a primary concern. Tarps can increase wind loads on scaffolds by as much as ten times, which can significantly affect the tie-ins and bracing of the scaffold. These wind loads can vary depending on factors like wind speed, location, exposure, and the height and shape of the structure.

Wind loads exert both pressure (toward the building) and suction forces (which can topple the scaffold away from the wall). The CSA standards for scaffolding require scaffolds to be constructed to resist wind pressures, as specified in the provincial building codes. Under typical conditions, wind pressure on a scaffold is approximately 10 to 15 pounds per square foot.

To ensure safety, it is essential that proper lateral external ties and bracing are installed to prevent scaffold movement or collapse, especially under wind loading conditions.

Lateral External Ties

- **Height Limitations:** The height of a free-standing façade scaffold should not exceed three times the least lateral base dimension. For example, a scaffold that is 20 feet high must have a base dimension of at least 6.67 feet for stability, unless tied to the structure.

- **Tie Types:** Ties must be capable of sustaining both tension (pull) and compression (push), referred to as "push-pull" ties. Proper ties provide lateral support to prevent scaffold movement, which could lead to collapse.

- **Preferred Tie Methods:** The most common type of external tie in the housing sector is an adjustable steel tube or bar with attachment fittings that can be secured to the wall or roof fascia board. Twisted wire or 2x4 type ties should be avoided, as their capacity to resist lateral forces may not be sufficient.

Location of Ties

- For scaffolds over 15 feet high, external lateral ties should be installed at every third frame vertically and every second frame horizontally. These ties should always be installed at the top of the scaffold, spaced every 14 feet horizontally.
- For two-bay scaffolds, each end frame should be tied.
- Even if no planks are installed at the top, a tie should be placed at the highest point of the scaffold.

Securing the Tarping Material

- Tarping must be securely attached to the building at both the roof level and the base of the scaffold. If intermediate attachment to the scaffold is necessary, it should occur at the platform level or the level of intermediate ties.
- **Avoid attaching tarping to x-braces**, as this can interfere with the structural integrity of the scaffold.

Inspection of the Enclosed Scaffold

Before use, a competent person must inspect the scaffold to ensure all components are properly installed. Use the following checklist during inspections:

1. **Building Ties:** Ensure sufficient "push-pull" ties are installed at the top of the scaffold, spaced every 14 feet horizontally. If the scaffold is installed as two-bay units, each end frame must be tied.
2. **Tie Attachment:** Confirm that ties are securely attached to both the building and the scaffold frame. Tie bars should be fixed to the building using proper fittings and at least two ¼" x 2½" lag screws. The bars should be securely clamped to the frame.
3. **Attachment of Tarping:** Tarping should be securely fastened at both the base of the scaffold and the roof level of the building. Intermediate attachment should occur as close as possible to the building ties or platform level.
4. **Bracing:** Ensure that braces are properly installed on both sides of each frame and bay. Do not attach the tarping to the braces.
5. **Base Plates and Mudsills:** Confirm that mudsills are level and firmly supported on solid ground. If necessary, use screw jacks to adjust the level. Ensure base plates are securely attached to mudsills using double-headed or bent nails.

General Precautions

- Scaffolds must be erected following accepted scaffold erection practices and comply with the scaffolding provisions of **O.Reg. 213/91 - Regulations for Construction Projects**.
- All parties must adhere to the duties and responsibilities set out in the Occupational Health and Safety Act and the applicable regulations for construction projects.

Proper installation of tarping on masonry scaffolds is critical to worker safety and effective winter operations. Follow these best practices for securing scaffolds, tarping materials, and tie-in systems, while also conducting regular inspections to ensure safety compliance.

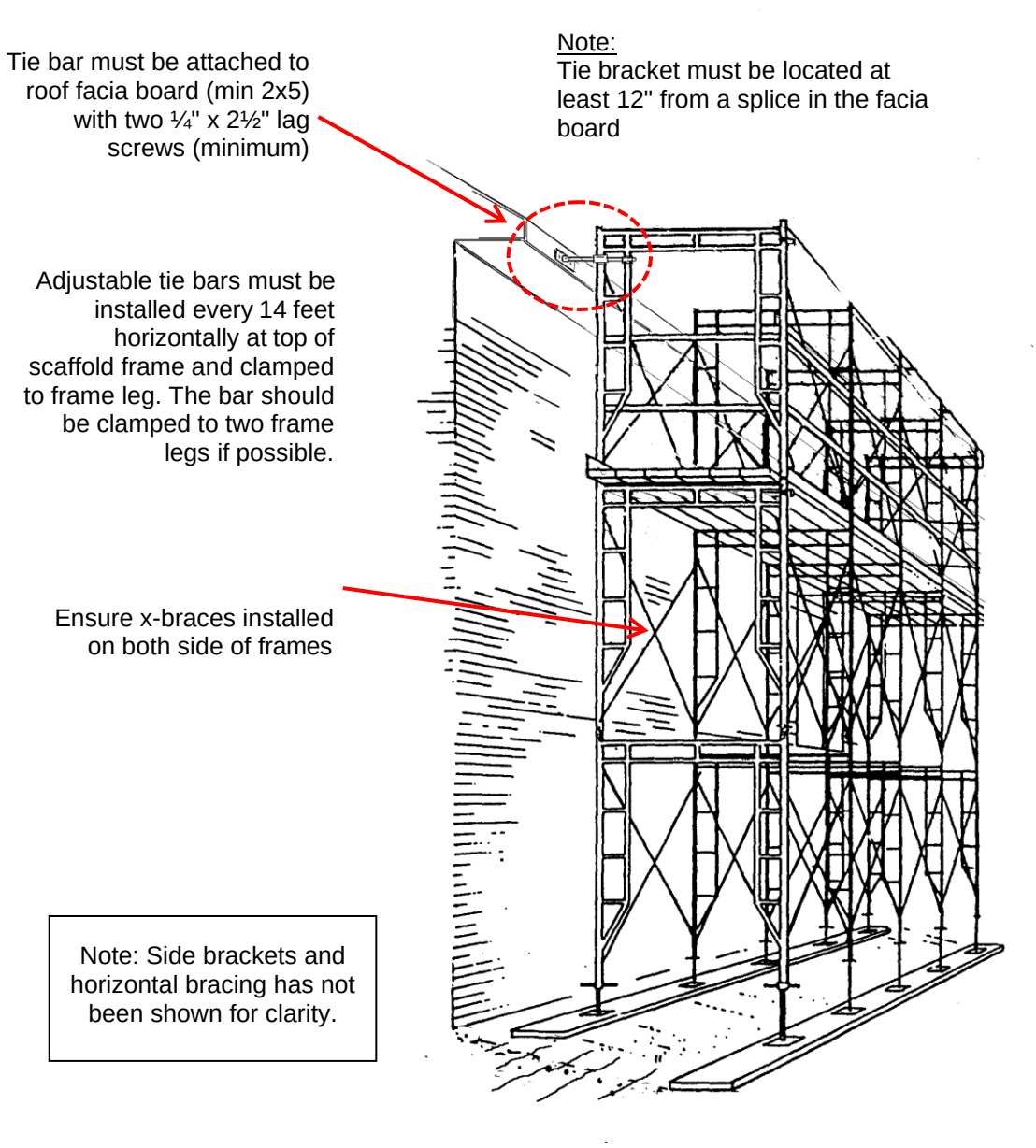


Figure 5: Diagram of scaffold showing adjustable tie bar installed at top of scaffold

Securing the Tarping Material

The tarping should be continuously secured to the building at the roof level and base of the scaffold using wood strips or similar material. If intermediate attachment to the scaffold is required it should be located at the platform level or at the level of the intermediate ties.

Diagram below illustrates tarping installed on a typical masonry scaffold.

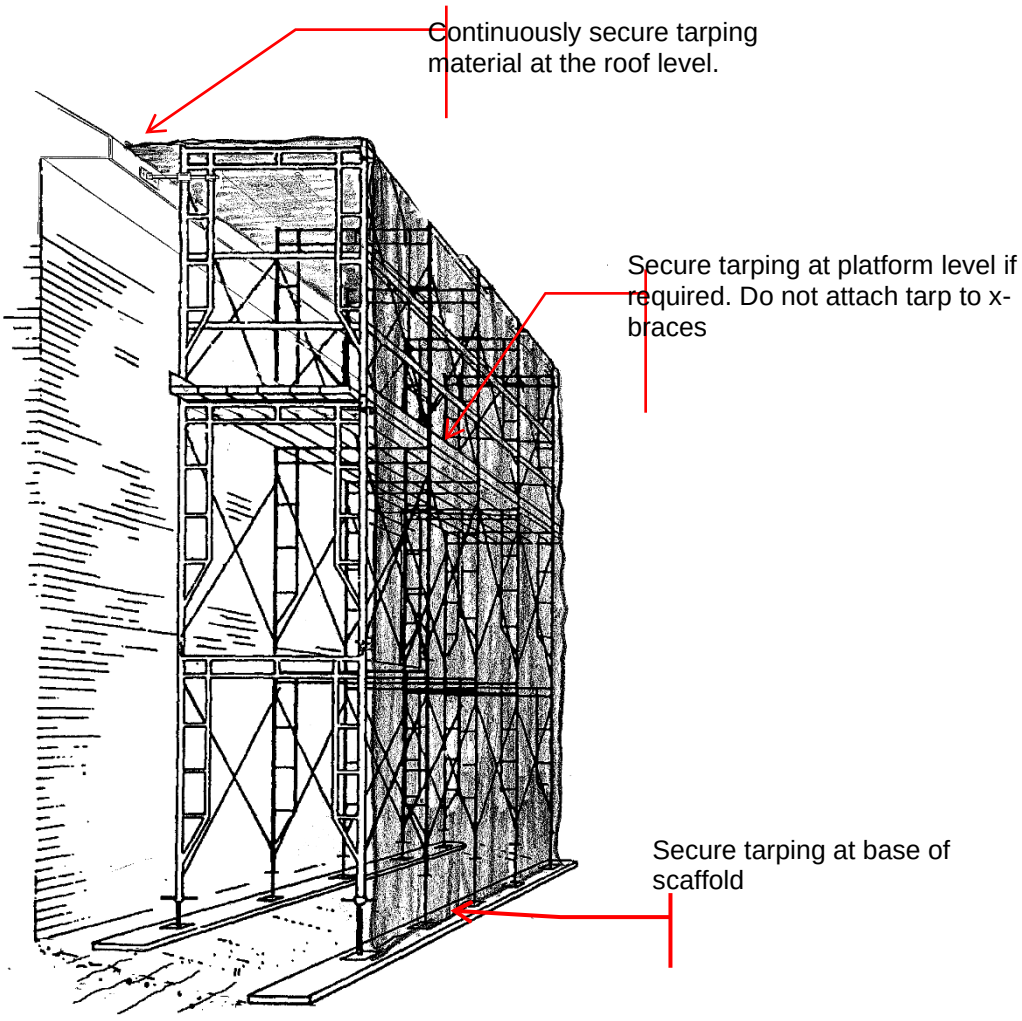


Figure 6: Diagram of scaffold showing tarping installed.

Inspection of the Enclosed Scaffold

A scaffold should always be inspected by a competent person prior to using or loading the scaffold to ensure that all the components are properly installed. The following is a brief checklist to assist in the inspection of an enclosed or tarped scaffold:

Building Ties

Ensure that there are an adequate number of ties. The ties must be a "push-pull" type located at the top of the scaffold and spaced at least every 14 feet horizontally. Note that if scaffolds are installed as two bay units, each end frame of the unit must be tied.

Tie Attachment

Ensure the tie is solidly attached to the building and scaffold frame. The tie bar or tube should be attached to the building with the proper fitting using at least two ¼" x 2½" lag screws. The bars must be securely clamped to the frame legs.

Attachment of Tarping

Tarping should be solidly attached at the base of the scaffold and at the roof level of the building. Intermediate attachment to the scaffold should be located as close as possible to the building ties or platform level.

Bracing

Ensure that all the braces are properly installed on both sides and every bay of the scaffold. Do not attach the tarping to the braces.

Base Plates and Mudsills

Ensure the mudsills are level and have solid bearing on firm soil. Heating the enclosure can often cause local thawing so screw jacks should be used to facilitate any required levelling. Base plates should be properly attached to the mudsills with double headed or bent nails.

General Precautions

- The scaffolding must be erected in accordance with generally accepted scaffold erection practices and comply with the scaffolding provisions of the Regulations for Construction Projects O.Reg. 213/91.
- The duties and responsibilities set out in the Occupational Health and Safety Act and Regulations for Construction Projects must be followed by all parties at the project.

Heavy Equipment Safety Procedures

Purpose
The purpose of this safety procedure is to ensure the safe operation of heavy equipment in the construction industry, in compliance with Ontario laws and regulations. This procedure aims to prevent accidents, injuries, and fatalities by promoting safe practices and creating a safe work environment.

Scope
This procedure applies to all employees, contractors, and subcontractors who operate or work around heavy equipment on construction sites. Heavy equipment includes, but is not limited to, excavators, bulldozers, loaders, cranes, and forklifts.

Definition
Heavy Equipment: Large machinery used for construction, earthmoving, demolition, and other substantial industrial tasks. Examples include:

- Excavators
- Bulldozers
- Loaders
- Backhoes
- Cranes
- Graders

Training
All employees must receive training on the safe operation of heavy equipment before operating any machinery. Training must cover:

- Safe operation techniques
- Pre-operation inspections
- Emergency procedures
- Understanding of load limits and equipment capabilities
- Use of personal protective equipment (PPE)
- Relevant Ontario safety regulations and standards
- Refresher training must be conducted annually or as needed.

Hazard Identification and Control
Identify potential hazards related to heavy equipment operation, including:

- Equipment malfunction
- Operator fatigue
- Poor site conditions (e.g., uneven terrain, poor lighting)
- Proximity to other workers and equipment
- Control measures include:

Conducting regular equipment inspections and maintenance

- Implementing strict operational procedures
- Ensuring clear communication among workers
- Establishing safe zones and barriers to keep unauthorized personnel away from operating areas
- Providing adequate lighting and signage

Responsibilities
Management: Ensure all heavy equipment operators are trained and certified, provide necessary PPE, and enforce safety procedures.
Supervisors: Monitor compliance with safety procedures, conduct regular safety audits, and address any safety concerns immediately.
Employees/Operators: Follow all safety procedures, complete pre-operation checks, report any equipment defects, and use PPE as required.

Procedure

- **Pre-Operation Checks:**
  - Conduct a thorough inspection of the equipment.
  - Verify that all controls and safety devices are functioning properly.
  - Check fluid levels, tires/tracks, and load-handling devices.
- **Operation:**
  - Operate equipment only within its designated capabilities and limits.
  - Maintain awareness of surroundings, including other workers and equipment.
  - Use seatbelts and other safety restraints.
  - Follow designated routes and speed limits on site.
- **Post-Operation:**
  - Park equipment on level ground.
  - Lower all attachments and apply brakes.
  - Shut down the equipment following manufacturer's instructions.

Emergency Procedures
In case of an emergency:

Immediate Response:
Stop the equipment safely.
Report the incident to the supervisor immediately.
Administer first aid if necessary.

Evacuation:

Follow site-specific evacuation procedures.
Assemble at the designated muster point.

Reporting:
Document the incident as required.
Participate in incident investigation to determine cause and preventive measures.

Review and Monitoring
Conduct regular safety audits and inspections.
Review incident reports and implement corrective actions.
Hold regular safety meetings to discuss concerns and improvements.
Update this procedure annually or as needed to reflect changes in regulations or site conditions.

Applicable Laws and Regulations
This procedure is in accordance with the following Ontario laws and regulations:
Occupational Health and Safety Act (OHSA)
Regulation 213/91: Construction Projects
CSA Standard Z150-98: Safety Code on Mobile Cranes
Ontario Traffic Manual Book 7: Temporary Conditions
Compliance with these regulations ensures that our heavy equipment operations meet provincial safety standards and protect the well-being of all workers on site

POWERED ELEVATED WORK PLATFORMS PROCEDURES

OBJECTIVE

The Power Elevated Work Platform Procedure ensures that prior to performing work with machinery or equipment; employees are informed of Safe Operating procedures with the Power Elevated Work Platform.

PURPOSE

The purpose of this procedure is to review the basic principles of working with a Power Elevated Work Platform (EWP) and the general rules that must be followed prior to operating a Power Elevated Work Platform.

POTENTIAL HAZARDS

- Falls
- Powerline contact
- Overloading equipment
- Equipment overturning

PROCEDURE

1. All power elevated work platforms shall be thoroughly inspected and certified by a licensed mechanic as being safe to operate. The mechanic will place a service tag at the machine's controls, indicating his name and date of the most recent inspection and approval
2. All other relevant documentation shall be physically present on the machine i.e. – manufacturer's operational manual, certificate of authorization and maintenance records/logs
3. The supplier shall have a competent person provide instruction, demonstrations and training on the safe use of the machine to those workers who will operate it
4. Workers shall wear a full body harness & shock absorbing lanyard attached to platform during the machine's operation when it is in motion
5. Before moving the WEP, the boom shall be retracted to its original position
6. All operators shall conduct a daily maintenance and safety check prior to operating any power elevated work platform

TO PERFORM WORK SAFELY ON A POWER ELEVATED WORK PLATFORM:

DO

1. Get trained on the type of machine you'll be using and on fall protection requirements.
2. Read and understand the operating manual before using the machine.
3. Do a proper prestart check of the machine, path of travel, and work area.
4. Make sure that all controls are clearly labeled with action and direction.
5. Check the machine's load-carrying capacity and keep all loads below this limit.
6. Position the boom in the direction of travel when you can.
7. Keep ground personnel away from the machine and out from under the platform.
8. Secure loads and tools on the platform so that machine movement won't dislodge them.
9. Make sure that extension cords, air hoses, or welding cables are long enough for the full platform height and won't get pinched or severed by the scissor mechanism.
10. Before moving the platform, make sure you have a clear view and there is no threat to workers or the stability of the machine.

11. Check the brakes before going down a slope.
12. Make sure you're tied off before leaving the platform.
13. Prior to starting and moving the power elevated work platform worker shall tie off to the designated anchor point in the machine (not the guardrail).
14. Keep guardrails in good condition and ensure that the gate is closed securely before moving the platform.
15. An elevating work platform is not a crane.
16. Now worker may commence moving the machine.
17. Once arriving at work area, ensure that stabilizers, extendable axles, and outriggers are in place according to the manufacturer's instructions.
18. Once the platform is raised to the work area and the machine is stopped the work may be performed.
19. Once work has been completed clean up shall be attended to.
20. Shut off the power and insert the required blocking before maintenance or servicing.
21. Ensure you are familiar with controls, operator's manual, and trained prior to use

Do Not

1. Use makeshift extensions – such as ladders or buckets within the platform to gain height.
2. Place the boom or platform against any structure to steady either the platform or the structure.
3. Leave the machine unattended without locking it or otherwise preventing unauthorized use.
4. Exceed the load capacity – this includes tools, equipment, items, and personnel.
5. Suspend loads from it or use it to position materials.
6. Remove guardrails when the platform is raised.
7. Get to the platform by walking on the boom or climbing scissors. Get on the platform by using the ladder provided and maintaining 3-point contact.
8. Try to push or move the machine by telescoping the boom.
9. Operate the equipment in windy conditions. For safe wind speeds, refer to the operator's manual for the specific make and model you are using.

SCISSOR LIFT:

1. Position the work platform directly below or next to the work area
2. Lock wheels/jacks/outriggers prior to boarding
3. Board the power elevated work platform
4. Close gates / ensure all sides are guarded
5. Raise the platform level to reach the work area
6. After work is complete, lower the platform to its original starting position
7. Reset all settings and turn off the machine

FORKLIFT SAFETY PROCEDURE

Scope/Objective
Bayview Wellington Homes is committed to providing a safe and healthy workplace in which no workers and sub-contractors are faced with a situation where anyone's health, safety or well being is compromised. The Forklift Truck Procedure ensures that prior to performing work with machinery or equipment; employees are informed of Safe Operating procedures with the Forklift Truck. Properly operated forklifts make material handling effortless.

Purpose
The purpose of this procedure is to review the basic principles of working with a Forklift Truck and the general rules that must be followed prior to operating a Forklift Truck.

Competency of operators
A person must not operate mobile equipment unless the person

1) has received adequate instruction in the safe use of the equipment,
2) has demonstrated to a qualified supervisor or instructor competency in operating the equipment,
3) is familiar with the operating instructions for the equipment, and has been authorized to operate the equipment.

Operator requirements for operating the forklift truck

- Know the recommended load limit of the forklift and never exceed it.
- Know how to assess the weight of the load to be lifted
- Do a visual and operational check of the forklift at the start of the shift.
- Check for adequate overhead clearance before raising the load.
- Operate a forklift smoothly when stopping, starting, lifting and tilting.
- Know the blind spots of the lift truck with and without a load.
- Keep pedestrians away from a forklift in operation.
- Stop when anyone crosses the route being travelled.
- Operate only as fast as conditions safely permit.
- Remain alert and prepare for the unexpected.
- Note anything that affects the normal operation of the forklift and tell the supervisor immediately.
- Keep hands, arms, head, feet and legs inside the confines of a moving forklift.
- Stay in the truck in case of overturn.
- Report any collisions, damage or near-miss accidents to a supervisor immediately.

Operational Safety Checks

- Do not use engine-powered forklifts in poorly ventilated areas.
- Always be on the lookout for pedestrians.
- Do not allow any person to ride on the forks.
- Ensure that lifting loads are secured and that the load is stable before lifting or driving off.
- Be careful of ceiling clearance or overhead obstructions when raising the mast.

- Do not lift a load with the mast tilted forward.
- Always put the heavy end of the load against the load backrest.
- Never travel with the load elevated as it restricts vision.
- When approaching a blind corner, use horn and drive slowly.
- Always have someone guide you if a load restricts your vision.
- Slow down when changing direction or on wet or greasy surfaces.
- Do not travel with forks raised or reach mechanism extended.
- Avoid harsh braking, especially when carrying a load.
- Do not attempt to turn on an incline or sloping surface.
- Do not leave forks elevated when forklift is unattended.
- Do not dismount from a forklift while the engine is running unless the transmission is in park position and the parking brake is effectively engaged.

Ending Operations and Parking Forklifts

1. Park your truck in a designated or authorized area only. Do not park on a slope and do not block gangways, halls or exits
2. Do not park on a slope and do not block halls, exits, access/egress routes
3. Fully lower the forks to the floor and apply the park brake, and neutralize controls
4. Secure and immobilize unattended vehicles against accidental movement; when you leave the truck, lower the forks, set the break, neutralize controls,
5. Shut power; turn the truck "off" and remove the key.

PPE – Forklifts

It is mandatory for any worker operating a Forklift to wear the following Personal Protective Equipment

1) Hard hat
2) High reflective vest
3) Safety boots/shoes

Hoisting and Rigging Procedures

Objective

To provide a procedure for all workers for rigging and hoisting operations. This procedure will also outline the safe operation in or about hoisting areas.

Purpose

When completing hoisting and rigging tasks, all workers are required to use hoisting & rigging components in accordance with the manufacturer's instructions and in accordance with the Occupational Health & Safety Act and the Regulations.

All hoisting & rigging components shall be inspected and/or maintained as per the manufacturer's specifications.

Training

1. Every person swamping (rigging) must be trained in rigging to be a "competent worker" as defined by Law and this Safety Procedure. O. Reg. 213/91, s.1.(1), "competent worker", in relation to specific work, means a worker who,
   (a) is qualified because of knowledge, training and experience to perform the work,
   (b) is familiar with the Occupational Health and Safety Act and with the provisions of the regulations that apply to the work, and
   (c) has knowledge of all potential or actual danger to health or safety in the work;
2. The Operating Engineer's Rigger Training Course is the preferred training course.
3. The crane operator and the swamper must be trained in this procedure
4. The crane operator must keep a copy of this procedure posted in the crane cab
5. A swamper must not exceed the limits of his competence
6. The foreman must ensure that no one except a swamper trained in this procedure or a person being instructed by a swamper trained in this procedure is permitted to rig a load.

Communication

1. Swamper must be in radio contact with the crane operator at all times
2. If radio contact is not possible, the swamper will communicate with the operator by Operating Engineer's stand hand signals
3. If radio contact is not possible, the swamper must be in clear sight of the operator whenever a load is leaving or entering a landing area.

General Precautions

1. The swamper must wear a safety vest at all times.
2. The swamper must ensure all material in the load is secure.
3. The swamper is always responsible for the security of the load.
4. The swamper must ensure that the load at least 3 meters clear of powerlines
5. The swamper must ensure he can escape if a load comes down unexpectedly.

Guidelines for Hoisting

1. Determine load weight and proper rigging procedures before rigging a load.
2. All rigging equipment such as hooks, slings, blocks, beams, and hoisting lines must be counted as part of the load.
3. No worker shall operate a hoisting device capable of raising, lowering, or moving material that weighs more than 7,260 kilograms unless the worker is certified as a hoisting engineer.

4. Never exceed the safe working load of slings and other rigging devices, as noted on equipment.
5. All equipment must be kept up to standard. Use of defective hardware / tackle is not permitted under any circumstances.
6. Keep wire rope out of distance from damaging factors such as cutting and welding operations.
7. Rigged loads must be properly fastened to prevent the load from loosening or coming apart.
8. Never wrap a wire rope sling around a hook. The tight radius will damage the sling.
9. Hoisting hooks must be equipped with safety catches and should be loaded at the middle of the hook.
10. Use taglines to guide heavy or awkward loads. ***See Guidelines Below***
11. Stand clear when loads are being lifted or lowered and when slings are being pulled out from under a load.
12. Avoid hoisting in high winds, poor visibility, and other limiting factors.
13. Always look for overhead obstructions and power lines.
14. Keep rigging, load, and hoisting equipment at least ten (10) feet away from overhead power lines.
15. Communication between crane operator and signal person must always be clear and concise. The signal person must be a supervisor or a competent, trained person (hand signals for hoisting operations) appointed by the supervisor.
16. Hoisting devices shall have a permanent record of all inspections, tests, repairs, modifications and maintenance of the hoisting device kept with the equipment.

Guidelines for Rigging

1. A competent and properly trained person shall be involved in rigging devices.
2. Inspect ropes, slings, and chokers and other rigging devices regularly and before each use. Discharge or repair items that are found in poor condition.
3. Identify the signal person by the use of a vest or other distinguishing clothing.
4. Never place yourself between material, equipment, or any stationary object while placing a load.
5. Check the area where the load is to be set and remove debris and obstructions that may cause the load to tip or cause damage.
6. Never stand under a load, and keep out from under the boom as much as possible.
7. The swamper must check the chain hooks to ensure the locks are working. A set of chains with an inoperative hook lock must be replaced immediately.
8. The swamper must ensure the load rating tag is on the chains and that the tag is legible.
9. The swamper must check the inside of both loops on a choker for broken wire. A choker with more than one broke wire in a loop must be replace immediately.
10. The swamper must check the slings for cuts and tufts. A sling with damage that is anything more than superficial must be replaced immediately.
11. A tag line or lines must be used when there is any chance that wind could affect the movement of the load.
12. Each rigger shall be sure they are in the clear before they give the “all ready” signal to the signal person. When you have positioned the sling or choker release it before giving the “all ready” signal.
13. If it is not possible to release the sling or choker before giving the “all clear” signal, be sure that your hands are clear of all pinch points.

14. Watch for the roll or swing of the load. Since it is almost impossible to position the load in the center of the hook, there will almost always be a swing or a roll. Anticipate the swing or roll of the load and work away from it.
15. Be sure to keep hands, feet and other body parts clear when lowering or setting a load. Set load down easy and slowly to prevent any mishaps.
16. Use tag lines to control the loads. Refer to the Construction Regulations for additional information and requirements.

Load Path – Load Over People

1. The swamper must ensure landing areas are clear of all workers until the load has been lifted clear or has been landed and stabilized
2. The crane operator is responsible for ensuring that the load path is clear of workers
3. When workers will not get out of the way, the crane operator must STOP the load.
4. The crane operator will radio the foreman. The foreman will remove the workers.
5. **Never fly a load over a worker.**

Multiple Load Lifts - steel

When two loads are being moved in the same lift, either;

- The higher load must be entirely within the spread of the lower load's rigging.
- Both loads must be set down before either load is unhooked, or,
- The crane must set down the lower load and then swing the upper load away a few feet so the swamper can unhook without being under the upper load.

Multiple Load Lifts – wall forms

When two wall forms are being landed;

- the wall from on the long chains will be landed and stabilized before the second wall from on the shorter chains is landed and stabilized.
- The swamper must use a ladder to climb wall form when the hook is higher than 9 feet (one step up on the wall form).
- In windy conditions, the swamper must ensure that wind gusts cannot blow a raised wall form into another wall form

Rebar Columns

1. The weight of rebar columns varies widely
2. The steel foreman (or his designate) shall ensure:
    - The attachment points are adequate for the weight of the column
    - The column is attached at the proper points of the column
3. The hooks should be attached to vertical bars, whenever practical
4. Stirrups must;
    - Be double tied before being used an attachment point
    - Always be hooked from inside the column

Blind Lifting

Where crane operators may have to work under conditions where they have no line-of-sight to the load, a situation known as a blind lift.

1. Blind lifts require additional planning and communication before the work starts.
2. The crane operation under blind lift conditions is to have the operator maintain radio contact with a rigger or a signalperson to guide the operator during the lift, at all times
3. The rigger shall guide the crane operator on the movement of the load, from the initial lift, until the load is set down.

GUIDELINES FOR HOW TO USE TAG LINES

"A tagline is a rope attached to a lifted load for controlling load spinning and pendular motions, or used to stabilize a bucket or magnet during material handling operation."

- Using tag lines is a major way to prevent injuries during overhead lifts.
- They help you to avoid having to put hands directly on a load.
- A tag line helps the lift go smoothly
- As a rule of thumb, use as many as needed to adequately control the load.

TAG LINES SHOULD BE…

- Made of a fiber material and non-conductive.
- Long enough to reach the ground from the highest point of the lift.
- Free of knots or defects in the rope (NO spliced together ropes).
- Larger than ¼" diameter – a large rope is easier to hold on to.

WHEN TENDING TAG LINES…

- Never loop the line around your hand, arm, or body.
- Always wear gloves (rope burns, better grip, etc.).
- Make sure YOUR travel path is clear (you will be watching the load, rather than where you are going).

References: IHSA & Occupational Health and Safety Act

Skid Steer Procedures

Purpose
The purpose of this procedure is to illustrate the proper use of Skid Steer at the worksite. Adhering to the following general operating rules can greatly reduce the risk of personal injury and property damage.

Objective
Bayview Wellington Homes is committed to providing a safe and healthy workplace in which no workers and sub-contractors are faced with a situation where anyone's health, safety or well-being is compromised.

Skid Steer Procedure
Properly operated Skid Steer make material handling effortless. However, when the Skid Steer or operator limitations are exceeded, they can be very dangerous.

It is important for the operator of a skid steer to be task trained and have a certificate of training for every piece of equipment operated.

It is also important for the operator to become familiar with all of the skid steer features and functions. Familiarity with the skid steer enables the operator to quickly note when irregularities occur that may affect the equipment's operation.

Never operate a skid steer that is malfunctioning in a way that puts the safety of personnel at risk.

Every worker responsible for operating a skid steer must read the operating manuals associated with it. The manuals contain pertinent information about safely starting up and operating the skid steer, and about securing the equipment under various operating conditions.

Operators are responsible for the safe and proper operation of the skid steer.

Pre-Operating Procedures
- Ensure you are familiar with all machine operations and controls and are trained to operate a skid steer
- Know the manufacturer's manual. Daily inspection checks shall be performed by the operator in accordance to the manufacturer's recommendations
- Do a 360 degree walk around* the machine before climbing into the cab to operate it.
- Perform a pre-use inspection and inspect all parts; thoroughly inspect Skid Steer before starting work to maintain Skid Steer safety
- Check brakes, lights and horn before use.
- Ensure reversing beeper and warning lights are operational.
- Ensure seat belt/safety restraint is in good condition.
- Check gas-powered vehicles for gas leaks in fuel lines.
- Check tire pressures. Never drive with a flat or under-inflated tire.
- Check fluid levels (oil, water and hydraulic fluid)
- Check the brakes, steering controls and other operational items for proper function
- Pay attention to the surrounding environment. Plan and inspect your route for possible hazards, and for adequate space allowances for safe turning and/or backup, etc.
- Inform supervisor of any problems identified
- Do not use faulty equipment; immediately report suspect machinery
- Ensure you are wearing the required PPE
- Ensure your seatbelt is engaged and workers are aware of Skid Steer operation

Operating Skid Steer

- Always follow the three-point rule when climbing up, down, on, and off the skid steer
- Do not operate your machine until you KNOW that no person OR obstruction is nearby. Watch out for pedestrians. Remember that your equipment has many blind spots.
- ALWAYS be sure to take the time to stop and look.
- When approaching a blind corner, use horn and drive slowly.
- Slow down when changing direction or on wet or greasy surfaces.
- Avoid harsh braking,
- Operate a Skid Steer only while in the seat or operator's station. Never start or operate the controls while standing beside the skid steer
- The operator must keep their hands/arms, feet/legs inside at all times if in operation
- Keep speed low at all times. Obey speed limits for vehicle
- Face in the direction of travel, look behind you before going backwards
- Slow down or stop when your vision is blocked
- When vision is blocked, stop and sound the horn at doors, corners, exits, etc.
- Always reverse when going down an incline
- Report faulty brakes right away. Never drive with faulty brakes
- Do not Operate Skid Steer if visibility is poor – acquire help from a signaler. Always have someone guide you your vision is obstructed
- Do not drive with wet or greasy hands. You could lose steering control
- Do not drive into an area where there may be flammable or explosive dust or vapours unless the truck is designed and approved for such hazardous areas
- Do not drive over objects such as pieces of wood scattered on the ground
- Do not carry passengers
- No horse-play or stunt driving

Ending Operations and Parking Skid Steer

- Park your truck in a designated or authorized area only.
- Do not park on a slope and do not block gangways, halls or exits
- Do not park on a slope and do not block halls, exits, access/egress routes
- Secure and immobilize unattended vehicles against accidental movement; when you leave apply the park the break, neutralize controls,
- Shut power; turn the truck "off" and remove the key.

PPE – Skid Steer

It is mandatory for any worker operating a Skid Steer to wear the following Personal Protective Equipment:

- Hard hat
- High reflective vest
- Safety boots/shoes

EXCAVATOR SAFETY PROCEDURES

Purpose

This Safe Work Procedure (SWP) outlines the essential steps to ensure the safe operation of excavator machinery and prevent accidents, injuries, and damage. It applies to all personnel involved in excavator use, including operators, ground crew, and anyone working near the excavation area.

Responsibilities

Site Supervisor:

- Ensures all personnel are aware of the SWP and have the proper Personal Protective Equipment (PPE).
- Ensure that the work area is properly prepared and that all necessary safety measures are in place.
- Conduct regular safety inspections and provide feedback to operators.
- Investigate and address any safety concerns promptly.

Operator:

- Must be trained and certified in excavator operation. They are responsible for pre-operation checks, safe operation of the machine, and clear communication with ground crew.

Ground Crew:

- Responsible for assisting the operator, ensuring a safe work zone, and providing hand signals.
- Communicate clearly with the operator using established hand signals or communication devices.
- Observe and warn the operator of any potential hazards.
- Assist in setting up and maintaining a safe work zone.

Training and Competency

Operator Training:

- Only trained and authorized personnel are allowed to operate the excavator.
- Operator training must include topics such as machine operation, safety regulations, site awareness, emergency procedures, and the use of attachments
- Operators must complete a recognized training program.
- Refresher training must be conducted periodically as required

Competency Assessment:

- Operators must demonstrate competency through practical assessments.
- Supervisors will regularly evaluate operator performance.

Pre-Start Checks

1. **Authorization:** Ensure you have the proper authorization and training to operate the excavator.
2. **Personal Protective Equipment (PPE):** Ensure all personnel wear high-visibility vests, hard hats, safety glasses, sturdy boots, and hearing protection (if necessary).
3. Machine Inspection:

- Conduct a walk-around inspection of the excavator. Look for leaks, damage, and ensure all guards are secure.
- Check fluid levels (hydraulic oil, engine oil, coolant).
- Inspect the condition of the tracks/tires. Verify proper tire pressure.
- Test all controls (including alarms, lights, and emergency stop).
- Check for any leaks (oil, fuel, hydraulic fluid).
- Inspect the condition of the tracks/tires. Verify proper tire pressure.
- Ensure the bucket and attachments are secure and in good condition.
- Check for any visible damage to the machine body.

- Verify that all lights, signals, and safety devices are functional.
- Ensure mirrors and cameras are clean and properly adjusted.
- Check fluid levels: oil, coolant, hydraulic fluid, and fuel.
- Inspect fire extinguisher and first aid kit availability and condition.

Cabin Inspection:

- Ensure the seat and seatbelt are in good condition.
- Confirm that controls and pedals move freely without sticking.
- Verify that the emergency stop switch is functional.
- Clean the cabin, removing any obstructions or loose items.

Work Area Assessment:

- Conduct a walk-around inspection of the work area.
- Locate underground utilities by contacting utility locating services. Mark their locations on the ground.
- Identify any overhead hazards (power lines, trees) and maintain a safe distance.
- Check ground conditions for stability, especially when working on slopes or near trenches.
- Clear the work area of debris, obstacles and bystanders.
- Inspect the trench for potential cave-ins and take appropriate shoring measures if necessary.

Safe Machine Operation

1. **Communication:** Establish clear communication signals between the operator and ground crew. Use hand signals or radios.
2. **Entry and Exit:** Perform a three-point check (mirrors, blind spots, behind) before entering or exiting the excavator. Use handrails and steps securely. Always maintain three points of contact (two hands and a foot) when entering or exiting the excavator.
3. **Seatbelt and Controls**: Fasten your seatbelt before starting the engine. Familiarize yourself with all controls and ensure they function properly.
4. **Starting the Machine:** Ensure the parking brake is engaged and the bucket is lowered to the ground before starting the engine.
5. Operating the Excavator:
    - Maintain a safe speed and avoid sudden movements. and travel slowly, especially on uneven terrain.
    - Only operate the excavator on level ground or prepared slopes. Avoid operating the excavator on unstable ground or slopes
    - Be aware of the excavator's swing radius and keep bystanders clear.
    - Do not overload the bucket.
    - Look out for overhead and underground hazards before moving the boom or arm.
    - Travel with the bucket lowered close to the ground and the boom tucked in.
    - Use extreme caution when working near trenches or edges.
    - Never leave the excavator unattended while the engine is running.
    - Be aware of your surroundings and maintain a safe distance from other workers and obstacles.
    - Do not overload the bucket.
    - Swing loads only when necessary and ensure the machine is stable before swinging.
    - Communicate clearly with hand signals or a spotter when necessary.
    - Avoid using the excavator on slopes that exceed the manufacturer's recommendations.
    - Use only approved attachments and ensure they are properly installed and maintained

Excavation Procedures

- **Digging Sequence:** Begin digging at the farthest point from the excavator and work your way back towards the machine to maintain stability.
- **Overhead Hazards:** Be mindful of overhead power lines and maintain a safe distance. If unsure, shut down the excavator and contact the utility company.
- **Trenching:** When trenching, follow all applicable trenching and shoring regulations."
- **Underground Utilities:** Exercise extreme caution when digging near underground utilities. Mark their locations clearly and avoid direct contact.
- Place spoil piles at a safe distance from the edge of the excavation to prevent cave-ins
- Ensure the bucket is empty before traveling.
- Dig by moving the boom and arm, not by swinging the entire excavator while the bucket is in the ground.
- Avoid using the bucket as a hammer or for breaking rock.
- Use designated tools for such tasks.
- Exercise caution when working near trenches to prevent cave-ins.
- Maintain a safe distance between the excavator and the trench edge.
- Be aware of underground utilities and avoid hitting them.

Shut Down and Lock Out/Tagout

Follow the company's lockout/tagout procedures before performing any maintenance or repair work

- Lower the boom and bucket to the ground
- engage the parking brake.
- Shut down the engine and remove the key.
- Lock and tag out the controls according to workplace procedures to prevent accidental startup during maintenance or repairs.

Parking:

- Park the excavator on a level surface if possible.
- Lower the bucket and other attachments to the ground.
- Put all controls in the neutral position.
- Set the parking brake.

Engine Shut-Down:

- Allow the engine to idle for a few minutes to cool down.
- Turn off the engine and remove the key.
- Secure the machine by locking the cab and storage compartments.

Post-Operation Inspection:

- Conduct a walk-around inspection to check for any damage or leaks.
- Report any issues or maintenance needs to the supervisor.
- Complete and submit an equipment usage and inspection log.

Additional Safety Precautions

- Always wear a seatbelt while operating the excavator.
- Avoid operating the excavator during severe weather conditions (e.g., heavy rain, strong winds, thunderstorms)
- Take breaks to avoid fatigue, which can impair judgment.
- Report any unsafe conditions or equipment malfunctions immediately.
- Always follow the manufacturer's instructions for your specific excavator model.
- Be aware of weather conditions and adjust your operation accordingly.
- Take regular breaks to avoid fatigue and maintain focus.

- Report any unsafe work conditions or equipment malfunctions immediately.
- Wear high-visibility clothing at all times while operating the excavator.
- Maintain a clean work environment by keeping the cab, windows, and mirrors free of debris for optimal visibility.
- Only operate the excavator within its designated working load limits.
- Be aware of weather conditions and adjust your operation accordingly. Avoid operating during heavy rain, strong winds, or low visibility.
- Report any malfunctions, damage, or near misses immediately.
- Never allow anyone to ride in the excavator unless they are in a designated passenger seat and are wearing a seatbelt.
- Communicate effectively with other workers in the vicinity to prevent accidents.

Ground Crew Safety
- Stay outside of the excavator's swing radius and path of travel at all times.
- Never walk under a suspended load.
- Maintain eye contact with the operator and follow their instructions.
- Use proper hand signals to communicate with the operator.
- Be aware of overhead and underground hazards.
- Wear appropriate PPE, including high-visibility clothing, safety glasses, and steel-toed boots

Emergency Procedures
In Case of Fire: activate the fire alarm and follow the company's emergency evacuation procedures.
- Shut down the machine if safe to do so.
- Use the on-board fire extinguisher.
- Evacuate the area and notify the site supervisor immediately.

In Case of Injury:
- Stop the machine and secure the area.
- Provide first aid if trained and qualified. Do not attempt to move or treat seriously injured individuals unless you are trained to do so.
- Contact emergency services immediately
- Report the incident to the site supervisor.
- Follow Incident/Accident Reporting Procedure

In Case of Equipment Failure:
- Stop the machine and notify the site supervisor.
- Tag out the equipment to prevent use until repairs are completed.

Documentation and Record-Keeping
- Maintain daily pre-operational and post-operational inspection logs.
- Record all maintenance and repair activities.
- Document and report all incidents, near-misses, and unsafe conditions.
- Review reports to identify and address recurring issues.

Environmental Considerations:
Minimize environmental impact by preventing fuel spills and properly disposing of waste materials.

Review and Continuous Improvement
- This Safe Work Procedure will be reviewed annually or after any incident.
- Updates will be made as necessary to improve safety and operational efficiency.

CONFINED SPACE PROCEDURE

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 the confined space located at: Bayview Wellington Homes.

Scope

This procedure applies to all Bayview Wellington Homes managers, supervisors, employees and subcontractors in our employ or under contract required to perform work at Bayview Wellington Homes.

Definitions

A **confined space** means a fully or partially enclosed space;

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

If you have a space that is fully or partially enclosed, the two conditions – (1) and (2) above – must both apply before the space can be considered a 'confined space".

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

Procedure

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.

Workers who perform work in a confined space must ensure:

- They have received the appropriate training.
- They are trained on the equipment pertaining to their role (e.g., monitoring devices, retrieval devices, etc.)

- 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 are trained to recognize any warning signs or symptoms of exposure to a dangerous situation.
- They know the signs to look out for when to get out (e.g., difficulty breathing, dizziness, etc.).
- They perform the work inside the confined space in a safe and appropriate manner.
- They clean all personal protective equipment prior to and after they have exited the confined space.

Working in Confined Spaces

1. PRIOR TO ENTRY

a. Obtain an entry permit
b. Appoint an attendant
c. Set-up sign in/out system
d. Set up communications
e. Define responsibilities
f. Review and discuss:
   - Responsibilities
   - Entry permit details
   - Rescue procedures
g. Test air quality
h. Determine PPE

2. DURING ENTRY

a. Ventilation
b. Attendant
c. Perform required duties in the space

3. AFTER ENTRY

a. Complete job
b. Notify supervisors of deficiencies
c. Maintain and record

1. Prior to Entry

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

- Site Area should be cordoned off by fencing and danger due to signs at manhole entrance
- A work platform shall be built at the bottom of confined space
- No vehicles shall cross over work area while worker is in confined space
- Water shall be shut off prior to entering the confined space
- A lockout system shall be in place
- The confined space shall be tested prior to entry. Air Testing shall be conducted:
  - First - outside of the confined space area
  - Second - at the entrance 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.*

- Ensure that the Retrieval System is connected.
- The confined space shall be purged and ventilated to provide an atmosphere that is safe for workers prior to them entering the space. Check Confined Space Area with Air Monitor

- Prior to entering the Confined Space, a lockout device may be installed shall install to de-energize the power of the mixer. (Locks are provide to all employees who are trained)
- All employees entering the Confined Space shall use a lock, which has a one key entry.
- When entering a Confined Space, always have two-man systems (buddy system) as a precaution for emergency procedures.
- The person stationed outside of the confined space shall be trained in rescue operations and have, in their possession, an emergency alarm.
- 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.
- Monitoring of oxygen content is required at all times to assist in the detection of “Oxygen Deficient” or “Oxygen Enriched” environments.
- 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.
- 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.

2. During Entry

a. Ventilation

The confined space must be ventilated as follows:

- Where possible, the confined space shall be continuously vented to maintain safe air quality and minimize the concentration of atmospheric hazardous, even after mechanical venting has corrected the hazard.
- The confined space must also be continuously monitored while personnel are working there
- Where mechanical venting has corrected hazardous levels of fumes, gases or oxygen deficiency in a confined space but cannot be continuously provided, workers entering the space must wear a rescue harness that are attached to individual lifelines.
- A worker must be posted at the entrance prepared and equipped to provide rescue in case of emergency. In some situations, workers entering the confined space should also wear supplied-air respirators.
- Keep Air Testing Monitor on Person entering the Confined Space.

b. Attendant

The confined space attendant is responsible for:

- continuously monitor the levels of atmospheric hazards inside.
- maintaining constant communication with worker(s) inside the confined space.
- maintaining their position outside of the confined space even in an emergency; they must not leave unless relieved of their duties by a qualified person.

Air Monitoring

Normal outside air contains about 21% oxygen. If the oxygen is over 23% it is considered oxygen enriched.
If is less than 18% the environment is considered oxygen deficient.

Attendant

- Ensure 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.

In the event of a confined space rescue:

The attendant does not enter the confined space but immediately summons a rescue response from the on-site rescue team, using the means of communication described in the attached “on-site rescue plan”.

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

- Steel toed footwear
- Harness and Lanyard
- Hearing protection
- Eye protection
- Head protection
- 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.

Records

The records of training will be maintained in the employee’s personnel file.

UNDERGROUND UTILITIES SAFETY PROCEDURE

Purpose

To establish safe work practices for identifying, locating, and working around underground utilities to prevent accidents, injuries, and damage.

Scope

This procedure applies to all employees and contractors involved in excavation, drilling, or any activities that may impact underground utilities at worksites.

Training

Workers must receive training in identifying and avoiding underground utilities, proper excavation techniques, and emergency procedures. Regular refresher training sessions must be conducted.

Hazard Identification and Control

Hazard Identification:

- Underground Utilities: Risk of striking gas or communication lines, electrical cables or water mains,
- Excavation Equipment: Risk of injury from operating mechanical digging equipment.
- Environmental Conditions: Risk from working in adverse weather or unstable ground conditions.
- Confined Spaces: Risk associated with working in trenches or confined spaces.

Control Measures:

- Pre-Excavation Planning: Use utility locators and follow Ontario One Call procedures to identify and mark utilities before excavation.
- Safe Digging Practices: Hand-dig within the tolerance zone of marked utilities.
- Training and PPE: Ensure workers are trained and equipped with necessary personal protective equipment (PPE).
- Emergency Preparedness: Have emergency procedures in place for utility strikes and other incidents.

Responsibilities

Project Manager: Ensure compliance with this procedure, provide necessary training, and coordinate utility locating services.
Supervisors: Enforce safety procedures on-site, ensure all workers are trained, and monitor ongoing work for adherence to safety practices.
Workers: Follow the safety procedure, use PPE as required, and report any unsafe conditions or utility strikes immediately.
Utility Locators: Accurately mark the location of underground utilities and provide relevant information to the project team.

Procedure

In order to minimize and possibly eliminate the hazard, the following procedures and pre-cautions should be taken:

Planning and Preparation

- **Site Assessment:** Conduct a preliminary site assessment to identify potential underground utilities. Review project plans, maps, and any available utility records.
- **Utility Locating:** The responsibility of getting the locates rests with the person or organization performing the excavation. Contact local utility companies and request utility locating services (e.g., Ontario One Call). Wait for utility locators to mark the location of underground utilities on the site. Locate markings and locate documents are only valid for 30 days and must be kept on site for the duration of the project.
- **Safety Briefing:** Conduct a safety briefing with all workers before commencing any excavation or drilling work. Review this safety procedure, emergency procedures, and the location of marked utilities.

Identifying and Marking Utilities

- **Marking Utilities:** Ensure all underground utilities are clearly marked using appropriate color codes. Use flags, paint, or stakes to mark the exact location and type of utility (e.g., gas, water, electrical).
- **Verification:** Verify the accuracy of the utility markings with utility locators before starting work. If discrepancies are found, contact the utility company for clarification.
- Utilities depth location is sometimes inconsistent and extreme CAUTION should be taken while excavating.
- Where the proposed excavation is to be parallel and within the boundary limits of a utility line, the excavator shall expose the utility line by hand digging a series of test holes along the entire route at regular intervals. The separation between test holes shall not exceed 4.5 metres (15 feet).
- When locate markings are removed by the excavation, it is the responsibility of the excavating person or organization to re-mark all underlying layers until the utility is uncovered.

Excavation and Drilling

- **Hand Digging:**
  - TSSA / ESA Guidelines prescribe that excavation is to be conducted by hand within 1 meter of the locate markings.
  - Use hand tools to expose underground utilities when working within the tolerance zone usually within one meter of marked utilities
  - **CAUTION**: Locate markings will identify within 1 meter the location of the underground services but they do not identify at what depth the utility is located.
  - Avoid using mechanical excavation equipment until utilities are fully exposed and identified.
- **Spotting:**
  - Assign a spotter to observe the excavation or drilling process and ensure safety protocols are followed.
  - Stop work immediately if any unmarked or unexpected utilities are encountered.
- **Mechanical Excavation:**
  - Only use mechanical excavation equipment outside the tolerance zone or after utilities are exposed and verified.
  - Operate equipment carefully to avoid damaging utilities.

Protection Against Cave-ins

While excavating, ensure your trench or excavation is protected against cave-ins. Any trench deeper than four (4) feet must be protected against trench cave-ins. There are three basic methods of protecting workers against trench cave-ins:

1. Sloping 2. Trench boxes 3. Shoring

- **Sloping** is one way to ensure the trench will not collapse. Although sloping can reduce the risk of cave-in, the angle must be sufficient to prevent soil not only from sliding back but from exerting too much pressure on the trench wall. No vehicles should drive or park within 1 metre of the excavation edge. Ladder(s) should be provided for getting into and out of the trench.
- **Trench boxes** are part of the engineered support system and they may consist of:
  - Timbering and shoring that meets requirements to withstand the pressure of the soil
  - Prefabricated support system
  - Hydraulic support system

- Engineered support system: If required to use trench boxes review engineering design and operating instructions for the installation and usage of the engineered support system. Consult with a design engineer in case there are any questions.

- **Shoring** support system must be installed and used in accordance with the engineering design. If a shoring support system is required a design engineer must be consulted.

Prior to excavating, compare the locate sheet to the markings on the ground and if available also to the job blue print to ensure accuracy. If you notice any discrepancies between a locate sheet and marking on the ground such as: missed markings or utilities that have not been located, stop digging and call for another locate. Do not take a chance that the utility is not there, it may have been missed marked or wrongly located.

Ensure that all excavating subcontractors on site have valid locates issued under their own company name. Subcontractors need to understand the location of the underground utilities and be able to read locate sheets.

Working Around Utilities

- **Safe Work Practices:** Maintain a safe distance from exposed utilities. Use insulated tools when working near electrical utilities. Avoid creating sparks or open flames near gas utilities.
- Utilities depth location is sometimes inconsistent and extreme CAUTION should be taken while excavating.
- **Communication:** Maintain constant communication among workers and supervisors. Use radios or other communication devices to report progress and any issues.

Post-Work Procedures

- **Inspection:** Inspect the work area to ensure all utilities are intact and properly covered. Report any damage to utilities to the appropriate utility company immediately.
- **Documentation:** Document the location of all encountered utilities and any incidents or near-misses. Update site plans and records to reflect the findings for future reference.

Emergency Procedures

Gas Line: If a gas line is broken, Call 911 immediately.
Injury: Provide first aid and call emergency services if a worker is injured. Follow the site's emergency response plan.
Utility Strikes: Stop work immediately if a utility strike occurs. Evacuate the area if necessary and contact emergency services. Notify the affected utility company and follow their instructions.

Review and Monitoring

Supervisors must regularly review work practices and compliance with this safety procedure.
This procedure must be updated as necessary to address new hazards or changes in work procedures.

Applicable laws and regulations

- *Occupational Health and Safety Act (OHSA),*
- *Ontario Regulation 213/91 - Construction Projects*
- *Technical Standards and Safety Authority (TSSA)*

Excavation & Trenching Procedure

Objective

The objective of this procedure is to ensure that workers performing excavation and trenching work maintain the integrity of excavation walls, the surrounding soil, and implement necessary safety measures to prevent accidents.

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. **Cutbacks or Sloping**: Cutbacks or sloping of trenches or excavation walls shall be performed according to Construction Regulations, considering the soil type.
2. **Soil Type Determination**: Soil type shall be determined based on visual and physical examination. Documentation of the soil type must be kept on-site. In cases with more than two soil types, the most hazardous type shall be used for classification.
3. **Utility Services**: Gas, electrical, and other services shall be accurately located, marked, and documented before digging.
4. **Support for Pipes and Cables**: Pipes, conduits, and cables in excavation areas shall be adequately supported to prevent failure or breakage.
5. **Water Accumulation**: Excavations where workers are present must remain free of water accumulation.
6. **Minimum Clearance**: A minimum distance of 18 inches must be maintained between excavation walls and other structures (e.g., walls, formwork).
7. **Loose Materials**: Loose rock or debris that could slide or fall should be removed from trench walls.
8. **Secondary Worker**: A secondary worker must be stationed above ground in close proximity to the trench at all times.
9. **Emergency Communication Line**: An emergency communication line running to the trench work area is recommended if trench boxes or shoring are not used.
10. **Clear Area Above Trench**: A 1-meter level area at the top of the trench must remain clear of equipment and materials.

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.

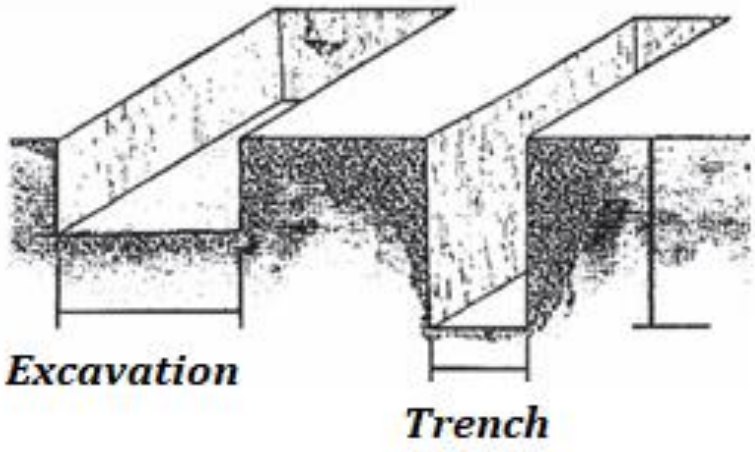
Regulations and Requirements for Excavation Work

Excavation and trenching operations must comply with the **Occupational Health and Safety Act** and the **Construction Regulations (O. Reg. 213/91)**. Specific regulations include:

- **Trench Safety**: Trenches deeper than 1.2 meters (4 feet) must be protected against collapse using methods such as shoring, trench boxes, or sloping.
- **Work Area Signage**: Proper warning signs and barriers should be placed around excavation sites to prevent unauthorized access.
- **Soil Classification**: The classification of soil types and required protection methods must be in accordance with the Ministry of Labour regulations, including measures for different soil types (Types 1-4) and corresponding sloping or shoring techniques.
- **Engineered Systems**: If engineered trench support systems (e.g., shoring or trench boxes) are used, they must be designed by a professional engineer and adhere to the specifications.

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.

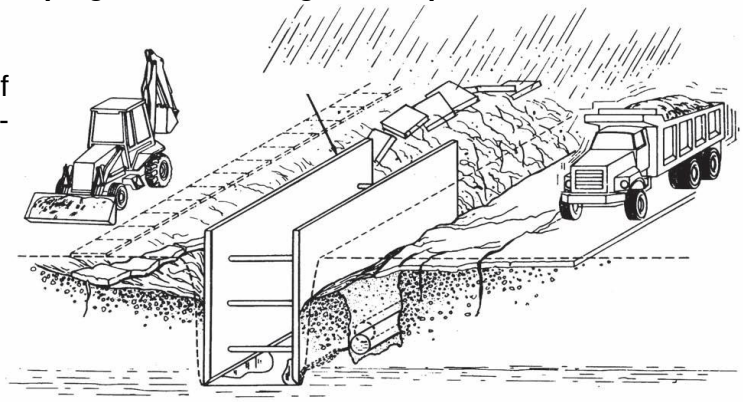
Causes of Cave-Ins

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: Shoring, Sloping, and Benching Techniques

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

- sloping
- trench boxes
- shoring

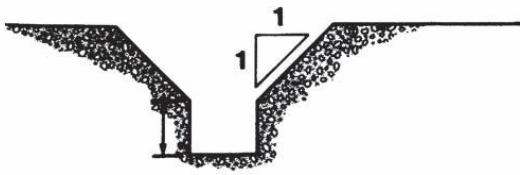


Most fatal cave-ins occur on small jobs of short duration such as service connections and excavations for drains and wells. Too often people think that these jobs are not hazardous enough to require safeguards against collapse. Unless the walls are solid rock, never enter a trench deeper than 1.2 metres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

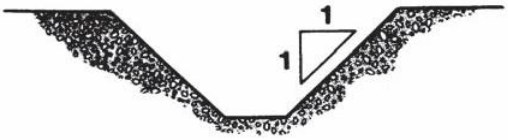
Sloping

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.



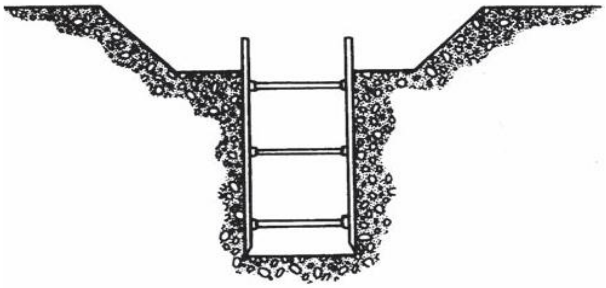
- For Type 4 soil, slope the walls at 1 to 3. That's 3 metres back for every 1 metre up from the trench bottom. Although sloping can reduce the risk of a cave-in, the angle must be sufficient to prevent spoil not only from sliding back but also from exerting too much pressure on the trench wall.

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.

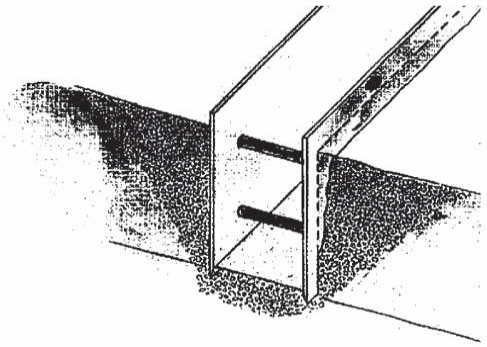
Trench boxes

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.

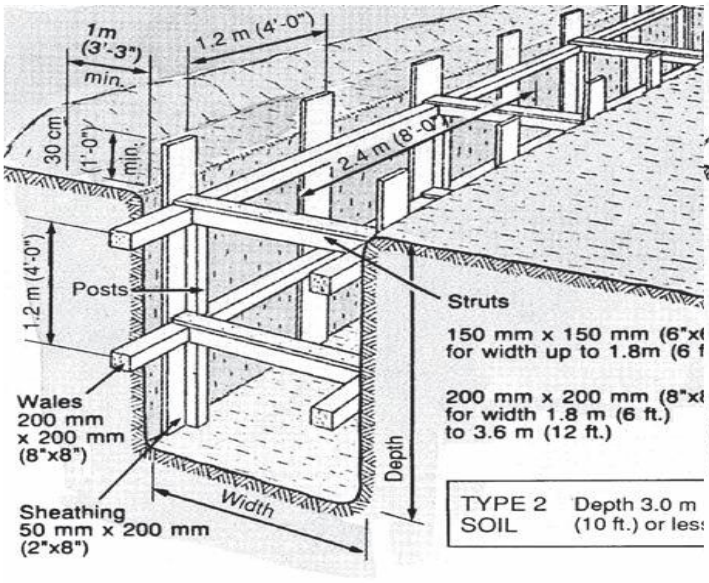


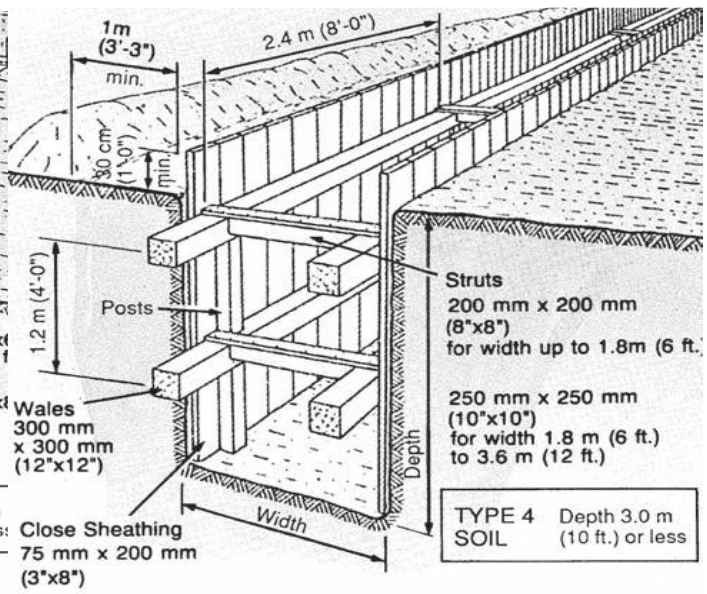
The two reasons for this are

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:

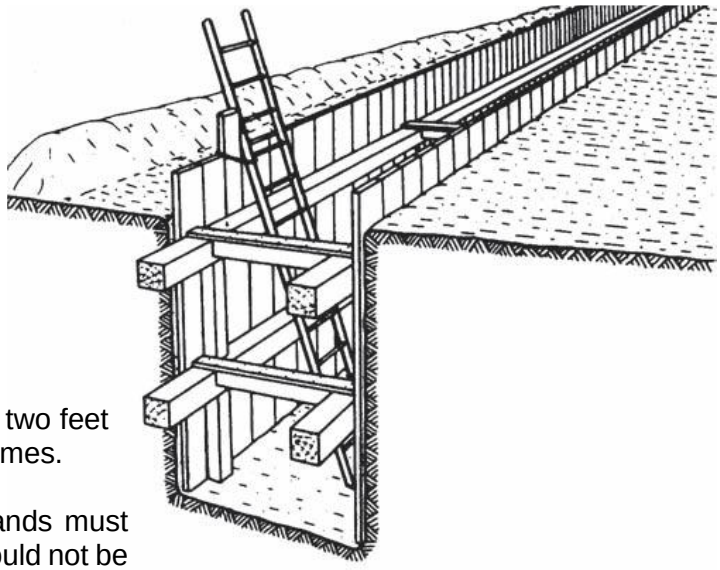
- Light enough to be installed by one worker
- Gauge-regulated to ensure even distribution of pressure along the trench line
- Able to "pre-load" trench walls, thereby using the soil's natural cohesion to prevent movement.
- Easily adapted to suit various trench depths and widths.

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.

Safe Access and Egress Procedures

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.

Work Site Signage and Barriers

Proper signage and barriers must be in place around excavation areas to ensure worker safety and prevent unauthorized access:

Warning Signs:

- Clearly mark excavation zones with warning signs indicating "DANGER: EXCAVATION AREA."
- Signage should include the depth of the trench and potential hazards such as unstable soil or the presence of underground utilities.

Safety Barriers:

- Use physical barriers such as fencing or barricades to prevent accidental entry into hazardous excavation zones.
- Barriers should be high enough to prevent workers or equipment from inadvertently falling into open trenches.

Trench Collapse and Rescue Procedures

In the event of a trench collapse:

1. **Immediate Response**:
   - Workers must stop work immediately if a trench collapse occurs.
   - Rescue teams must be trained in trench collapse rescue protocols and equipped with necessary tools to extricate trapped workers safely.
2. **Rescue Procedures**:
   - Only qualified personnel should attempt rescues, and they must follow safe practices such as shoring up the collapsed trench before attempting to rescue victims.
   - Rescue equipment should include emergency shoring, breathing apparatus, and communication devices.
3. **Rescue Team**: Ensure a designated rescue team is familiar with the site layout and equipped for trench collapse scenarios.

By implementing these **Excavation & Trenching Safety Procedures**, the risks associated with trenching and excavation work can be mitigated, ensuring the safety of all personnel involved in such operations.

References: IHSA - Occupational Health and Safety Act

Section 6

Subcontractor Safety Guidelines

This section focuses on ensuring Bayview Wellington Homes' subcontractors are aware of, and adhere to the company's safety requirements. The contractor and subcontractor procedures, safety recommendations, and forms are provided to ensure that external parties are aligned with the company's safety standards. The goal is to ensure that subcontractors uphold the same high safety standards expected of the company's direct employees.

INTRODUCTION

Bayview Wellington Homes is committed to the reduction and elimination of workplace accidents/injuries and other loss-causing situations. With the cooperation of our entire team, this health and safety program will ensure high standards for workplace safety.
The Health & Safety Program is to be used by our supervisory personnel to ensure high safety standards. It is to be used in all of our workplaces and may be modified to suit site-specific needs.

Appointed supervisory staff must ensure that they understand the components of this manual and the methods required to build a system in the workplace which protects all of the workers, attains compliance with the legislative requirements, and provides documented proof that reasonable precautions have been taken for the protection of workers.

Any information which is not available from the subcontractor or where a below-average Workplace Safety and Insurance Board (WSIB - formerly WCB) CAD-7 experience rating is indicated; Management should be notified.

Purpose of Subcontractor Safety Package
This Subcontractor Safety Package outlines procedures and requirements for all subcontractors engaged by Bayview Wellington Homes to ensure a safe and healthy work environment for all employees, including subcontractor employees. The primary purpose of this package is to:

- **Protect the health and safety of all workers:** by establishing clear expectations for subcontractor safety performance.
- **Prevent workplace injuries and illnesses:** by promoting safe work practices and minimizing hazards.
- **Ensure compliance with all applicable legislation:** including the Occupational Health and Safety Act (OHSA) and all relevant regulations.
- **Maintain a positive safety culture:** by fostering a collaborative and proactive approach to safety among all parties.

Commitment to Subcontractor Safety
Bayview Wellington Homes is committed to providing a safe and healthy work environment for all employees, including those employed by our subcontractors. We believe that all workers have the right to return home safely at the end of each workday.
We recognize that subcontractor safety is an integral part of our overall safety program and that we have a responsibility to ensure the safety and well-being of all workers on our job sites. We will work collaboratively with our subcontractors to achieve a shared commitment to safety excellence.

Scope and Applicability
The Subcontractor Safety Package applies to all subcontractors engaged by Bayview Wellington Homes, regardless the nature or duration of the work. This includes, but is not limited to:

- General contractors
- Specialty contractors (e.g., electricians, plumbers, masons)
- Suppliers
- Service providers

This section outlines the minimum safety requirements expected of all subcontractors. Subcontractors are responsible for ensuring that their employees are aware of and comply with all applicable safety requirements outlined in this package and in Bayview Wellington Homes 's overall Safety Manual.

Selection of Subcontractors
Prior to commencing any work, all subcontractors shall provide Bayview Wellington Homes site supervisor with the following documentation:

- Ministry of Labour approved registration form from trade and each sub-trade

- Proof of Training – e.g., Working at Heights, WHMIS, Forklift Certificate, Scaffold Assembly, Competent Supervisor
- WSIB Clearance Certificates
- A current WSIB CAD-7 Experience Rating
- Subcontractor Safety Policy/Subcontractor Health and Safety Program
- A declaration of any convictions under Ontario Health and Safety Legislation

The information must be obtained and reviewed during the contract pre-award process.
As per the Occupational Health and Safety Act, s. 25(2)(j) and (4), an employer must have a policy and program if they employ 6 or more workers. If a contractor does not have a safety policy and program, Bayview Wellington Homes will assist the contractor where possible or suggest using a third party to attain compliance with this stipulation.

Pre-qualification Criteria (Experience, Safety Performance, Certifications)
When selecting subcontractors, we will consider the following:

- **Safety Performance:**
  - Prior safety performance record (e.g., incident rates, WSIB experience rating)
  - Existence and implementation of a comprehensive safety program
  - Commitment to continuous safety improvement
- **Experience:**
  - Relevant experience in the specific trade
  - Successful completion of similar projects
- **Certifications and Qualifications:**
  - Required licenses and certifications (e.g., WSIB clearance, relevant trade certifications)
  - Proof of required training for workers (e.g., WHMIS, fall protection, confined space entry)

Subcontractor Due Diligence
We will conduct due diligence on all potential subcontractors, including:

- Verifying safety certifications and licenses.
- Reviewing their safety program and procedures.
- Conducting site visits to assess their safety performance.
- Obtaining references from previous clients.

Contract Award
The Project Manager staff must ensure an accurate description of job performance; quality and safety requirements are in the contract.

The following information should be supplied by the successful bidder at the time of Contract Award and/or during the Subcontractor Orientation meeting on site:

- A WSIB "Certificate of Clearance" after award
- Specific Procedures for Hazardous Work
- Safety Data Sheets and procedures for chemical use, handling, storage, and disposal
- Name of the Supervisor "Competent Person" to oversee safety
- Declaration that all on-site workers have received, or will receive prior to entering onto the project, WHMIS and any other training prescribed by Ontario Health, Safety and Environmental Legislation.

Prospective contractors must be provided with a copy of:

- Project Safety Package
- A copy of Bayview Wellington Homes Occupational Health & Safety Program

Contractual Requirements (Safety Clauses, Insurance, Permits)
The contract will include specific clauses related to:

- **Safety Performance:** Requirements for maintaining a safe work environment and achieving specific safety goals.
- **Insurance:** Adequate liability and workers' compensation insurance coverage.
- **Permits:** Obtaining all necessary permits and approvals for the work to be performed.
- **Incident Reporting:** Prompt reporting of all incidents and accidents.
- **Right of Entry:** Bayview Wellington Homes right to access the subcontractor's work site for safety inspections and audits

Consequences of Non-Compliance

Failure to comply with the safety requirements outlined in the contract may result in:

- Written warnings
- Suspension of work
- Contract termination
- Legal action

Subcontractor Orientation

All subcontractors will be required to attend a mandatory safety orientation before commencing work.

Pre-Start Orientation (Topics, Delivery Methods, Documentation)

The pre-start orientation will cover the following topics:

- Bayview Wellington Homes safety policies and procedures.
- Site-specific safety hazards and controls.
- Emergency procedures (e.g., fire, medical emergencies, evacuation).
- Use of personal protective equipment (PPE).
- Confined space entry procedures (if applicable).
- Excavation safety procedures (if applicable).
- Working at heights safety procedures (if applicable).
- Incident reporting procedures.

Orientation may be delivered through various methods, including:

- In-person presentations
- Online training modules
- Video presentations

Bayview Wellington Homes will provide documentation of the orientation to each subcontractor.

Ongoing Worker Orientations

Subcontractors may be required to conduct additional safety orientations for their workers as needed, such as when:

- New workers are hired.
- New hazards are identified on the job site.
- Changes are made to safety procedures.

General Requirements for Subcontractors

Subcontractors are responsible for:

- Complying with all applicable legislation, including the Occupational Health and Safety Act (OHSA) and all other relevant regulations.
- Providing a safe and healthy work environment for their employees, including but not limited to:
  - Providing adequate supervision.
  - Ensuring safe access and egress.
  - Implementing appropriate control measures for identified hazards.
- Implementing and maintaining a comprehensive safety program, including but not limited to:
  - Conducting regular safety meetings (e.g., weekly, bi-weekly).
  - Conducting job hazard analyses.
  - Implementing appropriate control measures.

- Investigating and addressing all safety incidents, including near misses.
- Cooperating with Bayview Wellington Homes on all safety matters.

Site-Specific Safety

Each work site presents unique safety challenges. Subcontractors must recognize and address these site-specific hazards. This may include, but is not limited to:

- **Identifying and mitigating hazards specific to the project:** This may involve conducting site-specific risk assessments, developing job hazard analyses (JHAs), and implementing appropriate control measures.
- **Adapting safety procedures to the specific conditions of the work site:** This may include adjusting fall protection plans, traffic control measures, and emergency procedures based on the unique characteristics of the site.
- Cooperating with the General Contractor and Bayview Wellington Homes to identify and address any site-specific safety concerns**.** This may involve participating in site safety meetings, conducting joint inspections, and sharing information about potential hazards.

By acknowledging and addressing the unique safety challenges of each work site, subcontractors can significantly enhance worker safety and reduce the risk of accidents and injuries.

Subcontractors shall ensure that their employees:

- Work in a manner and with the protective devices, measures, and procedures that are prescribed by the Occupational Health and Safety Act and Regulations.
- Wear the required personal protective equipment (PPE), ensure its proper fit and function.
    a) a) Wear safety headwear, boots, and vests at all times while on the project, unless otherwise specified by the site-specific safety plan.
    b) b) Wear fall protection whenever a worker is exposed to a fall of a distance of 3 meters (10 feet) or more, as per the site-specific fall protection plan.
    c) c) Wear appropriate eye, respiratory, hearing, and skin protection where there is a risk of injury or exposure to hazards.
- Participate in site clean-up. This is everyone’s responsibility. It is suggested that clean-up be attended to on a daily basis.
- Report all injuries, illnesses, and unsafe acts or conditions, including near misses, property damage, and equipment damage, promptly and accurately to the site supervisor to ensure timely investigation and administration.
- Notify the site supervisor immediately in the event of any site emergency.
- Ensure that all floor openings are covered entirely and secured down. Openings may also be protected by the installation of guardrails, including top rail, mid rail, and toe board. If any guardrails or railings are removed, they shall be reinstalled immediately.
- Use ladders (extension or step) safely:
    - Ensure ladders are in good condition, maintained, and installed properly.
    - Operate ladders according to manufacturer’s instructions.
    - Secure the ladder at the top and bottom.
    - Never stand higher than the third step from the top of a step ladder.
    - Ensure the extension ladder is installed three rungs above the level being worked at.
- Use extension cords safely:
    - Ensure extension cords are in good condition (no cuts, fraying) and have a ground prong.
    - Use extension cords only for temporary purposes.
    - Connect extension cords to a Ground Fault Circuit Interrupter (GFCI).
- Follow all Bayview Wellington Homes health and safety policies and procedures.

Site Safety Requirements

- Comply with all permit requirements (hot work, confined space entry, etc.).
- Adhere to the site-specific fall protection plan and procedures.
- Follow all working at heights safety measures (scaffolding, ladders, harnesses).

- Comply with excavation safety protocols (trench collapse prevention, shoring).
- Adhere to fire safety procedures and know the location of fire extinguishers.
- Follow emergency evacuation plans.
- Adhere to housekeeping and waste management guidelines.

Failure to comply with the regulations set out in the Occupational Health and Safety Act and Bayview Wellington Homes Health and Safety Policy and Procedures will result in disciplinary action, up to and including termination of employment. A “Zero Tolerance” rule is in effect.

Safe Work Procedures

Subcontractors are expected to **create and implement** safe work procedures to foster a safe and healthy work environment. For specific Standard Work Procedures (SWPs) related to:

- Fall Protection, Excavation, Confined Spaces
- Personal Protective Equipment (PPE)
- Housekeeping and Workplace Organization
- Hazard Identification and Control
- Incident Reporting

Please refer to the corresponding sections within our Safety Manual.

Subcontractor Management

Monitoring and Inspections

Bayview Wellington Homes will conduct regular safety inspections of subcontractor work sites. Detailed Inspection Procedures can be found in the relevant section of the manual:

- Inspections will be conducted by qualified safety personnel, such as site supervisors, safety officers, or designated representatives.
- Inspection frequency will vary depending on the nature and complexity of the work, but may include:
    - Pre-start inspections before work commences.
    - Regular periodic inspections throughout the duration of the project.
    - Inspections following any reported incidents or near misses.
- Inspection findings will be documented and communicated to the subcontractor.
- Corrective and preventive actions will be identified and implemented as necessary.

Performance Evaluations

Bayview Wellington Homes will conduct regular performance evaluations of subcontractors based on their safety performance. Evaluation criteria may include:

- Incident and accident rates.
- Compliance with safety requirements.
- Cooperation with Bayview Wellington Homes safety program.
- Effectiveness of the subcontractor's own safety program.
- Overall safety performance and attitude.

- Performance evaluations will be conducted periodically throughout the project and at project completion.
- Subcontractors with consistently poor safety performance may be subject to disciplinary action, up to and including termination of the contract.

Addressing Non-Compliance

Bayview Wellington Homes will promptly address any observed or reported instances of non-compliance with safety requirements. This may include:

- Issuing verbal or written warnings to the subcontractor.
- Requiring the subcontractor to correct the identified safety deficiencies immediately.
- Suspending work until the safety issue is resolved.

- Withholding payment for work performed until the safety issue is resolved.
- Terminating the contract with the subcontractor in cases of serious or repeated non-compliance.

Communication and Coordination

Bayview Wellington Homes will maintain open and effective communication with all subcontractors regarding safety matters. Detailed Communication Procedures can be found in the relevant section of the safety manual.

- Regular safety meetings will be held between Bayview Wellington Homes Bayview Wellington Homes representatives and subcontractor representatives to discuss safety issues, address concerns, and coordinate safety efforts.
- Bayview Wellington Homes will provide subcontractors with timely updates on any changes to safety requirements or procedures.
- Subcontractors are encouraged to communicate any safety concerns or issues to Bayview Wellington Homes representatives promptly.

This section outlines the key aspects of subcontractor management related to safety. It emphasizes the importance of ongoing monitoring, regular inspections, performance evaluations, and open communication to ensure a safe and productive work environment for all.

Applicable Legislation

Refer to "Legislation" in the manual

Continuous Improvement

Bayview Wellington Homes is committed to continuous improvement in subcontractor safety.

Regular Reviews and Updates

The Subcontractor Safety Package will be reviewed and updated on an annual basis, or more frequently as needed, to:

- Reflect changes in legislation and regulations.
- Incorporate industry best practices.
- Address any identified deficiencies or areas for improvement.
- Reflect changes in our own safety policies and procedures.

Audits and Inspections

- Regular safety audits and inspections will be conducted to assess the effectiveness of the Subcontractor Safety Package and identify areas for improvement.
- Audit findings will be analyzed and used to revise/update our Subcontractor Safety Package.

Feedback and Communication

- Bayview Wellington Homes will actively solicit feedback from subcontractors on the effectiveness of the Subcontractor Safety Package.
- Feedback from subcontractors will be reviewed and considered during the review and update process.
- Open communication channels will be maintained to ensure that all concerns and suggestions regarding subcontractor safety are addressed promptly and effectively.

Bayview Wellington Homes emphasizes the importance of ongoing evaluation and improvement of the subcontractor safety program. By regularly reviewing, updating, and refining the program, we can ensure that it remains effective and contributes to a safe and healthy work environment for all.

Subcontractor Orientation Checklist

Project: **Subcontractor:**	**Owner:**
Trade: **Est. # of Employees (Start) (Max)**	**Supervisor(s):**

ORIENTATION TO PROJECT SAFETY PROGRAM	Provided	Discussed	Comments
1. Safety Policy Statement			
2. Project Safety Package			
3. Accident Investigation/ Refusal to Work Procedures			
4. Site Inspections and Follow-up			
5. Cooperation with Governing Authorities			
6. Housekeeping (Access/Egress, Cleanliness, Guardrails, etc.)			
7. Material Storage Requirements			
8. Personal Protective Equipment Policy			
9. Equipment and Machinery Policy			
10. Emergency/First Aid. (Map to hospital, emergency telephone Numbers)			
11. General Public and Occupant Safety Policy			
12. JHSC/ Worker Trades Committees			
13. Safe work Requirements and Procedures			
SUBCONTRACTOR PROGRAM	**Provided**	**Discussed**	**Comments**
1. Subcontractor/ Supplier Safety Policy, Program, etc.			
2. Subcontractor Training Information			
3. Subcontractor/ Supplier WSIB CAD-7 Rating			

Acceptance

We have reviewed all policies and procedures required on-site and agree to perform all work according to these requirements and Ontario Health and Safety Legislation. Any documentation listed as pending will be provided prior to the work being performed.

Subcontractor Project Manager	Subcontractor Supervisor	Date	Time

Reviewed By:

Representative	Date	Time

Subcontractor Safety Recommendation Form

Date of Submission: ……

Project Name: …….…….……. Site Location: ……

Name of Person Submitting: …….. Contact Information…….

1. Description of Current Safety Issue or Potential Hazard:

2. Suggested Improvement or Corrective Action:

3. Supporting Evidence or Documentation (e.g., photos, sketches):

4. Acknowledgment of Receipt

Name of Site Supervisor: …….. Signature: …….. Date : ……

5. Review and Evaluation

Review Date: ……

Decision: Approved ☐ Not Approved ☐

Comments/Reasons for Decision:

6. Implementation

Implementation Date: …….. Responsible Person: ……

Follow-Up Date: ……

7. Feedback and Monitoring

Feedback from Workers: Positive Impact ☐ No Impact ☐ Negative Impact ☐

8. Additional Comments:

Thank you for your commitment to safety. Your recommendation helps us maintain a safer work environment for all. For any questions or further assistance, please contact the Site Supervisor

Subcontractor Evaluation Checklist

Subcontractor:	Type of Work:

Performance evaluation of	Collective Rating			Comments
	Good	Fair	Poor	
Foreman/Manager				
Planning				
Compliance with site safety requirements				
Compliance with safety Training				
Cooperation with Governing Authorities				
Housekeeping				
Quality of work				
Service & follow up				
Overall Rating				

Additional Comments:

Signed: Supervisor/Project Manager

Section 7

APPENDICES:

CHECKLISTS & FORMS

The Appendices section contains a variety of forms, checklists, and other resources designed to assist Bayview Wellington Homes with the implementation of safety procedures. These forms can be used for reporting hazards, conducting inspections, documenting injuries, and ensuring compliance with safety regulations. This section provides practical tools for both employees and supervisors to help maintain a safe working environment and keep track of important safety records.

Table of Contents (Apendicies)

APPENDIX A: 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** ☐ **Return to Work Program** ☐ **First Aid Location**	☐ **OHSA Training** ☐ **Review of Hazards (SOP)** ☐ **Emergency Procedures** ☐ **Fire Extinguisher Locations** ☐ **WHMIS & SDS 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 policies 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:

APPENDIX B: ACKNOWLEDGEMENT OF SAFETY POLICY & PROCEDURES

I, ……. confirm that I have read Bayview Wellington
Employee Name
Homes' Procedures completely and thoroughly.

I also attest that I understand them to the fullest extent, and agree to abide by the guidelines they establish.

I acknowledge that by signing this, I have read and understood the following procedures and the repercussions that arise from violations:

(i) Alcohol & Drug Policy
(ii) Marijuana/Cannabis
(iii) Fit for Duty Policy

I also understand that any violation of these policies will result in appropriate corrective action, which may include disciplinary action up to and including the termination of my employment for cause.

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.

If at any time, I am unclear about a policy or have a question, I will consult my supervisor and/or manager.

Dated this …… day of ……..… 20…..…

…….

(Employee Signature)

APPENDIX C: ACKNOWLEDGEMENT OF ACCOMMODATION

ACCEPTANCE / REFUSAL OF TREATMENT OPTIONS OFFERED:

I, also confirm that I have been offered assistance for substance use and understand, that this treatment is voluntary.

I, …… of my own volition,
Employee Name
Bayview Wellington Homes' offer of options for treatment/ assistance

- ❑ **Accept**
- ❑ **Refuse**

Dated this …… … day of …,,,…… … 20……

…….

Employee Signature)

Appendix D: Reporting Suspected Impairment Form

Reporting Employee Name:			
Date of Incident or Concern: yyyy – mm - dd			
Description of Incident or Concern and those involved			
Behaviour	❑ Nervous?	❑ Insulting?	❑ Sleepy?
	❑ Exaggerated politeness?	❑ Confused?	❑ Combative?
	❑ Excited?	❑ Quarrelsome?	❑ Fatigued?
	❑ Uncooperative?	❑ Poor memory?	❑ Overly talkative?
	Other (please describe)?		
Unusual Actions	❑ Sweating?	❑Slow reactions?	❑ Crying?
	❑ Quick moving?	❑ Tremors?	❑ Fighting?
	❑ Other (please describe)?		
Speech	❑ Slurred?	❑ Slow?	❑ Confused?
	❑Thick?	❑ Rambling?	❑ Pressured?
	❑ Other (please describe)?		
Balance	❑ Staggering or Unsteady gait?	❑ Falling?	❑ Unsure?
	❑ Needs support?	❑ Stumbling?	❑ Normal?
	Other (please describe)?		
Other Employee/s Involved:			
Witness/s:			
Supervisor Actions:			
Signature:			
Date: yyyy – mm - dd			

Appendix E: Responding to Suspected Impairment Form

Responding to Suspected Impairment	
Employee Name:	Date:
Supervisor Name:	
Observer Name:	
Incident or Concern Details:	
Action Note: If there is concern employee may be or may become violent or threatening, or may in need of medical assistance, summon security, police, or call 911	
Observations:	
Concerns regarding safety, health, or other work-related issues:	
Details from discussion with employee:	
Discussion of available services, if applicable:	
Safe arrangements (driven by/taxi, other work assigned, etc.):	
Next steps / Return to work process:	
Notifications made to:	

Employee Signature:	Date: yyyy – mm - dd
Supervisor Signature:	Date: yyyy – mm - dd
Observer signature:	Date: yyyy – mm - dd

APPENDIX F: 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.

:

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 G: VIOLENCE AND HARASSMENT COMPLAINT FORM

Contact information of Complainant:	
Date of Incident:	Address of Incident:
Name:	
Telephone Number:	Job Title/Position:
Home Address:	
Contact information of the Alleged Offender (If available):	
Name:	
Telephone Number:	Job Title/Position:
Home Address:	
Contact information of Witness(es) (If available):	
Name:	
Telephone Number:	Job Title/Position:
Home Address:	

Details of the Workplace Violence/Harassment Complaint:

Please describe in as much detail as possible the violence/or harassment incident(s), including:

(a) the names of the parties involved;

(b) any additional witnesses to the incident(s);

(c) the location(s), date(s) and time(s) of the incident(s);

(d) details about the incident(s) (behavior and/or words used);

(e) any additional details. (Attach additional pages if required)

Relevant Documents/Evidence:

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach these, and they are relevant to your complaint, please list the documents below

Name	Address	Telephone Number	Email Address

If someone else has relevant documents, please note in the following table.

Name	Address	Telephone Number	Email Address

Signature…… Date……

APPENDIX H: HAZARD REPORTING FORM

Report by:
Name of Employee:
Reported to:
Working location:
Date of Report:

Location of hazard concern:
Please describe hazard concern:
Please describe safety issue:
Rate Hazard Class using criteria listed below: Hazard Class "A" (Major) High Risk (Immediately dangerous to life and health) "B" (Moderate) Medium Risk (Medium term potential for non-life threating injury) "C" (Minor) Low Risk (Long term potential for slight injury or illness)
Actions Taken/ Response Given:
If this is a repeat issue, whom have you reported it before?

Signature…… Date: ……

APPENDIX I: SUPERVISOR'S INJURY/ILLNESS/INCIDENT INVESTIGATION REPORT

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

PERSONAL INJURY		**PROPERTY DAMAGE**	
Name of Injured Person	**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 J: 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:** YYYY – MM - DD

Names of Witnesses:

APPENDIX K: 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:

Appendix L: Functional Abilities Form

wsib ONTARIO

Mail to: 200 Front Street West Toronto ON M5V 3J1

or Fax to: 416 344-4684 OR 1-888-313-7373

Please PRINT in black ink

FAF

Functional Abilities Form
for Planning Early and Safe Return to Work

Claim No.

A. Section A to be completed by the employer and/or worker.

Worker's Last Name	First Name		Telephone
Address (no., street, apt.)	City/Town	Province	Postal Code

Employer's Name	Date of Birth (dd/mm/yyyy)
Full Address (No., Street, Apt.)	Date of Accident/ Awareness of Illness (dd/mm/yyyy)
City/Town | Prov. | Postal Code	Employer Telephone
	Employer Fax No.

1. Type of job at time of accident (where available, please attach description of job activities)	Area(s) of injury(ies)/illness(es)
2. Have the worker and the employer discussed Return To Work ☐ yes ☐ no	If no, will be discussed on dd mm yyyy
3. Employer contact name	Position

B. Worker's Signature

By signing below, I am authorizing any health professional who treats me to provide me, my employer and the Workplace Safety and Insurance Board (WSIB) with information about my functional abilities on the WSIB's "Functional Abilities for Planning Early and Safe Return to Work" form.

Signature	Date dd mm yyyy

C. Health Professional's Billing Information
For billing purposes fax or mail pages 2 and 3 to the WSIB.

Health Professional's Designation
☐ Chiropractor ☐ Physician ☐ Physiotherapist ☐ Registered Nurse (Extended Class) ☐ Other _____

PROVIDER BILLING INFORMATION IN THE BOLDED AREA OF SECTION C SHOULD NOT BE PROVIDED TO THE WORKER OR EMPLOYER.

Are you registered with the WSIB? ☐ yes Please enter the **WSIB Provider ID.** in the box provided ▶
☐ no Please call **1 - 800-569-7919** to register

Health Professional's Name (please print)	WSIB Provider ID.
	Your Invoice Number
	Service Code **FAF**
	▼ Complete these fields if **HST** is applicable to this form ▼
Address (No. Street, Apt.)	HST Registration Number | Service Code **ONHST** | HST Amount Billed **$** .

City/Town	Province	Postal Code	Fax

I hereby declare that the information being submitted in Sections C, D, E and F of this form is true and complete. It is an offense to knowingly make a false or misleading statement or representation to the WSIB.

Health Professional's Signature	Telephone	Date dd mm yyyy

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Bayview Wellington HOMES

wsib ONTARIO

Mail to:
200 Front Street West
Toronto ON M5V 3J1

or Fax to:
416 344-4684
OR 1-888-313-7373

Please PRINT in black ink

FAF

Functional Abilities Form
for Planning Early and Safe Return to Work

Worker's Last Name	First Name	Claim No.

D. The following information should be completed by the Health Professional to identify the patient's overall abilities and restrictions.

1. Date of Assessment dd mm yyyy

2. Please check one:

- ☐ Patient is capable of returning to work with **no restrictions.**
- ☐ Patient is capable of returning to work **with restrictions.** Complete sections **E and F.**
- ☐ Patient is physically unable to return to work at this time. Complete section **F.**

E. Abilities and/or Restrictions

1. Please indicate **Abilities** that apply. Include additional details in section 3

Walking:
- ☐ Full abilities
- ☐ Up to 100 metres
- ☐ 100 - 200 metres
- ☐ Other (please specify)

Standing:
- ☐ Full abilities
- ☐ Up to 15 minutes
- ☐ 15 - 30 minutes
- ☐ Other (please specify)

Sitting:
- ☐ Full abilities
- ☐ Up to 30 minutes
- ☐ 30 minutes - 1 hour
- ☐ Other (please specify)

Lifting from floor to waist:
- ☐ Full abilities
- ☐ Up to 5 kilograms
- ☐ 5 - 10 kilograms
- ☐ Other (please specify)

Lifting from waist to shoulder:
- ☐ Full abilities
- ☐ Up to 5 kilograms
- ☐ 5 - 10 kilograms
- ☐ Other (please specify)

Stair climbing:
- ☐ Full abilities
- ☐ Up to 5 steps
- ☐ 5 - 10 steps
- ☐ Other (please specify)

Ladder climbing:
- ☐ Full abilities
- ☐ 1 - 3 steps
- ☐ 4 - 6 steps
- ☐ Other (please specify)

Travel to work:
- Ability to use public transit: ☐ yes ☐ no
- Ability to drive a car: ☐ yes ☐ no

2. Please indicate **Restrictions** that apply. Include additional details in section 3

- ☐ Bending/twisting repetitive movement of (please specify)
- ☐ Work at or above shoulder activity:
- ☐ Chemical exposure to:
- ☐ Environmental exposure to: (e.g. heat, cold, noise or scents)
- ☐ Limited use of hand(s): Left ☐ Gripping ☐ Pinching ☐ Other (please specify) Right ☐
- ☐ Limited pushing/pulling with: ☐ Left arm ☐ Right arm ☐ Other (please specify)
- ☐ Operating motorized equipment: (e.g. forklift)
- ☐ Potential side effects from medications (please specify) Do not include names of medications.
- ☐ Exposure to vibration: ☐ Whole body ☐ Hand/Arm

3. Additional Comments on **Abilities and/or Restrictions.**

4. From the date of this assessment, the above will apply for approximately:
☐ 1 - 2 days ☐ 3 - 7 days ☐ 8 - 14 days ☐ 14 + days

5. Have you discussed return to work with your patient? ☐ yes ☐ no

6. Recommendations for work hours and start date: ☐ Regular full-time hours ☐ Modified hours ☐ Graduated hours

Start Date dd mm yyyy

F. Date of Next Appointment

Recommended date of next appointment to review **Abilities and/or Restrictions.** dd mm yyyy

I have provided this completed Functional Abilities Form to: ☐ **Worker** **and/or** ☐ **Employer**

APPENDIX M: PRE-PROJECT SAFETY CHECKLIST

Please post a copy of this report on the safety bulletin board when complete.

Site: _____ Date: _____

Completed By: _____ Title: _____

Requirement	Met(Yes/No)	Comments
SUPERVISION & ADMINISTRATION & COMMUNICATION		
Assign a "Competent Supervisor" (for 5 or more workers working simultaneously)		
Supervisor or Competent Person appointed to conduct safety inspections (weekly)		
Provide telephone or two-way radio		
Post hours of work on site.		
POSTINGS AND SIGNAGE		
Post all site postings as per the pre-project checklist		
• Post notice of project		
• Post Occupational Health and Safety Act and Regulation 213/91		
• Post WSIB Form 82 (black/yellow)		
• Health & Safety Policy Statement		
• Warnings to the public and notices to visitors		
• Post Signage - CSAO "Danger Due To" - CSAO 'Danger Work Overhead" - CSAO "Construction: Keep Out" - CSAO - lock-out tags - Yellow Caution Tape		
EMERGENCY & FIRST AID		
Emergency Information to contractors, numbers, map & directions to nearest Hospital		
First Aid Kit		
Provide a first aid injury Log		
Post Location of Nearest Hospital/Medical Clinic		
Ensure means for transportation to medical facilities (hospital)		
SITE SETUP AND BOUNDRIES		
Identify Site Boundaries		
• hoarding/fencing		
• parking areas		
• traffic routes (minimize need for backing-up of vehicles)		
• emergency access/egress		
• covered walkways		
• temporary site access/egress		
• permanent site access/egress		
DEFINE		
Offloading areas		
Lay down areas		
Location of man/material hoist		

FIRE PREVENTION		
Location of Fire Extinguisher(s) (4A408C)		
Fire hydrants / Stand Pipes		
Flammable and combustible storage area Site Plan		
Location of waste storage containers (at least 30’ from the structures)		
Fire Extinguisher Training		
SANITRAY FACILITES AND WATER		
Ensure contractors have a reasonable supply of potable drinking water for workers.		
Washroom Facilities		
Arrange for the use of flush toilet and clean-up facilities		
Ensure contractors have a reasonable supply of potable drinking water for workers.		
WASTE		
Location of waste storage containers (at least 30’ from structures)		
Location of waste containers		
Location of Waste Chutes		
CRANES (If Applicable)		
• Copy of Operators License		
• Location		
• Adjacent structures		
• Utilities		
• Swing path		
• Test blocks		
• NDT Testing		
• Communication system		
• Crane Manual		
• Crane Log Book		
• Foundation Eng. drawings		
HIGH VOLTAGE CONDUCTORS		
• Identify high-voltage conductors with signs and notify applicable trades		
• Ensure locates are done before any surface penetrations		
• Maintain proper working distances from high-voltage conductors		
• Develop plan for work in area, including relocation of conductors if necessary		
• Ensure insulation and/or lockout procedures are in place		
FORMWORK		
Ensure Formwork contractors have Competent person designated by P. Eng. to inspect formwork/falsework prior to pours		
Ensure P. Eng. Design drawings for all formwork/falsework		
OTHER		
Identify confined spaces		
Propane Training		
Compressed Gas Storage Location		

CSAO refers to Construction Safety Association of Ontario (416) 674 -2726.

APPENDIX N: PROJECT SAFETY CHECKLIST (ONGOING)

The following form is to be used as guide for ongoing site safety measures.

For Items that do not apply – note N/A **SITE NAME:……...**

ITEMS OF CONSIDERATION	DATE OF REVIEW	ACTIONS	DATE OF COMPLETION
• parking areas			
• traffic routes			
• site access/egress			
• emergency access/egress			
• Off-loading areas			
• Lay down areas			
• Location of fire extinguishers			
• Location of waste storage & waste containers			
• Location waste disposal			
• Flammable and combustible storage area Site Plan			
• Fire hydrants / Stand Pipes			
• Compressed Gas Storage Location			
• Fire Extinguisher Training			
• Washroom facilities			
• First-Aid Facilities			
• Location of the nearest hospital and medical clinic			
• Post all site postings as per the **pre-project checklist**			
• Warnings to the public and notices to the visitors			
• Identify confined spaces			
• Training Records Valid			
• SDSs			

Completed By: …….

Followed Up By: ……. Date:…….

APPENDIX O: 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.		

APPENDIX P: 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:					
1. Atmospheric checks:			**Acceptable Conditions (%)**		
	Oxygen	____ % O_2	19.5 – 23.5		
	Explosive	____ % L.E.L	<10% L.E.L./L/F/L		
		____ ppm	0-35 ppm Carbon Monoxide (CO)		
	Toxic	____ 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?:				☐	☐ ☐
5. Atmospheric checks **AFTER** isolation and ventilation, if applicable:			**Acceptable Conditions (%)**		
	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:				☐	☐ ☐
8. Entrant(s), attendant(s), and rescue personnel (if applicable) have successfully completed required training.				☐	**(Y)** ☐ **(N)** ☐
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:** ……

APPENDIX Q: PEWP INSPECTION FORM

This inspection checklist is to be completed on a DAILY basis, or when the equipment is used.
All completed reports are to be kept on file for auditing purposes.

Date of Inspection: _____ Equipment No/ Serial Number: _____

Name of Inspector: _____ _____

Print Name Signature

Indicate by: X – Defective √ - Good N/A – Not Applicable.

Vehicle Inspection	Mon.	Tues.	Wed.	Thu.	Fri.
Oil Level					
Hydraulic Oil Level					
Fuel Check					
Check the Lift and surronding area for leaks					
Coolant Level					
Tire pressure and condition of wheels and tires					
Battery and charger					
Ground Control switches					
Check Operations	**Mon.**	**Tues.**	**Wed.**	**Thu.**	**Fri.**
Horn					
Gauges					
Brakes					
Lights/Horn					
Steering (Left/Right)					
Drive (Forward/Back)					
Attachements or accessories					
Backup alarm or warning buzzer					
Emergency Stop Buttons					
Warning lights					
Platform Lift Equipment Inspection	**Mon.**	**Tues.**	**Wed.**	**Thu.**	**Fri.**
Lift and travel controls and switches					
Placards, decals and control ID labels					
Tilt Alarm (Slope Warning Device)					
Safety Prop Arm (Scissor Lifts)					
Outriggers/Stabilizers/Pothole Protection					
Function Enable (Dead Man), Pedal/Switch					
Manual/Auxiliary Lowering Controls					
Interlock Devices/Limit Switches					
Handrails, guardrails and safety chains					
Deck: Extension/Ground & Platform Controls					
Toe boards					
Worksite Inspection	**Mon.**	**Tues.**	**Wed.**	**Thu.**	**Fri.**
Weather (Wind)>30kmh, Lightning, Rain, Etc...					
Traffic (Pedestrians, Vehicles, Equipment)					
Electrical Lines (stay away as per regulations)					
Work Surface (Slopes >5 degrees, cracks, holes debris, drop offs, etc)					
Pinch Points/Crushing/Collisions/atmosphere					
Tape off work area if required and signage as site requirements					

If the equipment fails any part of this inspection, remove the key and report the problem to your supervisor/lead hand or safety. Do not attempt to make repairs unless you are trained and authorized service person.

Record any malfunctions, damages or problems:

APPENDIX R: FORKLIFT INSPECTION FORM

Operator:_____ **Make & Model:**_____

Company:_____ **Hour Meter Reading:**_____

Location:_____ **Date:** _____ **Unit No.:**_____

POWER OFF CHECKS	Status OK	NO	N/A
Wheels & Tires	☐	☐	☐
Lights/Stobes	☐	☐	☐
Mirrors/Visibility aids	☐	☐	☐
Engine/Engine Compartment	☐	☐	☐
a)Belts/Hoses	☐	☐	☐
b)Cables/Wires	☐	☐	☐
c)Debris	☐	☐	☐
Battery/Battery Compartment			
a)Cables & Connectors in working order	☐	☐	☐
b)Clean/Dry/Secure	☐	☐	☐
Hydraulics			
a)Cylinders/Rods	☐	☐	☐
b)Hoses/Lines/Fittings	☐	☐	☐
Fluids			
a)Engine Oil Level Leaks	☐	☐	☐
b)Engine Coolant Level Leaks	☐	☐	☐
c)Hydraulic Oil Level Leaks	☐	☐	☐
d)Fuel/Battery Level Leaks	☐	☐	☐
Data/Capacity Plate	☐	☐	☐
Windows/Glass/Doors	☐	☐	☐
Lifting attachments	☐	☐	☐
Counterweight/Counterweight bolt(s)	☐	☐	☐
Hood/Covers/Panels	☐	☐	☐
Air Filter Indicator	☐	☐	☐
Mast/Boom - Chains/Rollers/Wear pads	☐	☐	☐
Overhead Guard/Cab	☐	☐	☐
Seatbelt	☐	☐	☐

POWER ON CHECKS	Status OK	NO	N/A
Unit Starts and Runs Properly	☐	☐	☐
Instruments/Gauges	☐	☐	☐
Warning lights/Audible alarms	☐	☐	☐
Fuel/Charge level	☐	☐	☐
Horn/Audible warning device(s)	☐	☐	☐
Function Controls			
a)Mast & Carriage - raise/lower/tilt	☐	☐	☐
b)Lifting attachment - proper movement	☐	☐	☐
c)Drive - forward/reverse	☐	☐	☐
d)Steer - left/right - all modes	☐	☐	☐
e)Frame level controls	☐	☐	☐
f)Outrigger controls	☐	☐	☐
Braking	☐	☐	☐
a)Service/Inching/Park	☐	☐	☐
b)Plugging	☐	☐	☐
Emergency quick disconnect	☐	☐	☐
OTHER:	☐	☐	☐

WORKPLACE INSPECTION	Status OK	NO	N/A
Drop off or holes	☐	☐	☐
Bumps and Floor/Ground Obstruction	☐	☐	☐
Debris	☐	☐	☐
Overhead Obstruction	☐	☐	☐
Energized Powerlines	☐	☐	☐
Hazardous locations	☐	☐	☐
Ground surface and support conditions	☐	☐	☐
Pedestrian/Vehicle traffic	☐	☐	☐
Wind and weather conditions	☐	☐	☐

GENERAL	Status OK	NO	N/A
Housekeeping	☐	☐	☐
Manufacturer's operating manual	☐	☐	☐
Decals/Warnings/Placards	☐	☐	☐
Misc. Parts - Loose/Missing/Broken	☐	☐	☐

OTHER POSSIBLE HAZARDS:	Status OK	NO	N/A
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

Report any problems found to your supervisor/employer. ALWAYS lock/tag-out unsafe equipment.

COMMENTS:

Operator's Initials:_____ Alternative Operator's Initials:_____

APPENDIX S: EXCAVATOR INSPECTION FORM

This inspection checklist is to be completed on a DAILY basis, or when the equipment is used. All completed reports are to be kept on file for auditing purposes.

Date of Inspection: _____ **Equipment No/ Serial Number:** _____

Name of Inspector: _____ **Location/Jobsite:** _____

Indicate: X – Not Functional √ - Good N/A – Not Applicable.

POWER ON CHECKS	Mon	Tues	Wed	Thu	Fri
Unit Starts and Runs Properly					
Instruments/Gauges					
Hour Meter					
Warning lights/Audible alarms					
Fuel level					
Horn/Audible warning device(s)					
Function Controls					
a)Hold to run					
b)Drive - Forward/Reverse					
c)Steer - Left/Right					
d)turret rotate					
e)Accessories					
Emergency/Auxiliary controls					
Wipers					
Seatbelt inspected & Fastened					
GENERAL	Mon.	Tues.	Wed.	Thu.	Fri.
Housekeeping					
Manufacturer's operating manual					
Decals/Warnings/Placards					
Misc. Parts - Loose/Missing/Broken					
WORKPLACE INSPECTION	Mon.	Tues.	Wed.	Thu.	Fri.
Drop off or holes					
Bumps and Floor/Ground Obstruction					
Debris					
Overhead Obstruction					
Energized Powerlines					

Record any malfunctions, damages or problems:

If the equipment fails any part of this inspection, remove the key and report the problem to your supervisor/lead hand or safety. Do not attempt to make repairs unless you are trained and authorized service person. ALWAYS lock/tag-out unsafe equipment.

POWER OFF CHECKS	Mon	Tues	Wed	Thu	Fri
Under Carriage:					
a)Track Shoes/Wheels & Tires					
b)Track Links					
c)Rollers/Sprockets/Idler wheels					
Lights/Stobes					
Mirrors/Visibility aids					
Engine/Engine Compartment					
a) Belts/Hoses					
b) Cables/Wires					
c) Debris					
Battery/Batteries					
a)Terminal Tight					
b)Clean/Dry/Secure					
Hydraulics					
a) Cylinders/Rods					
b) Hoses/Lines/Fittings					
c)Pins/Locks					
Fluids					
a) Engine Oil Level Leaks					
b) Engine Coolant Level Leaks					
c) Hydraulic Oil Level Leaks					
d) Fuel/Battery Level Leaks					
Turret					
a) Cab/Glass/Doors					
b) Emergency Exit					
c) Entry/Exit Steps					
d) ROPS/FOPS/TOPS					
e) Counterweight/Counterweight bolt(s)					
f) Fire Extinguisher/Suppression System					
Digging Assembly					
a)Boom/Dipper/Attachment					
b)Articulated Joints					
OTHER:					

APPENDIX T: SCAFFOLD INSPECTION CHECKLIST

SCAFFOLD INSPECTION CHECKLIST

DATE _____ PROJECT _____ LOT# _____

TRADE NAME _____ CREW FOREPESON _____ WEATHER _____

SCAFFOLD INSPECTION ITEMS

1	Work area clear of debris and ground reasonably graded?	YES ❑	NO ❑
2	Mud sills are in place with base plates securely attached?	YES ❑	NO ❑
3	Scaffold frames appear to be in good condition (level/plumb, no bent frames)?	YES ❑	NO ❑
4	Scaffold frames are spaced properly (less than/equal to 7 feet)?	YES ❑	NO ❑
5	Platforms are fully planked with #1 grade spruce 2 x 10-inch planks in good condition?	YES ❑	NO ❑
6	All planks are secure (cleats/wire) and overhang frames between 6-12 inches?	YES ❑	NO ❑
7	Vertical cross bracing in place between all frames?	YES ❑	NO ❑
8	Lateral bracing ("goosers") in place between all frames on 1st level?	YES ❑	NO ❑
9	Connecting pins (banana pin/pigtail clip) used in all frame legs?	YES ❑	NO ❑
10	Scaffold secured to home (tie-backs) when scaffold is more than two sections high?	YES ❑	NO ❑
11	All working levels have proper guardrails in position?	YES ❑	NO ❑
12	Separate access ladder installed and secured?	YES ❑	NO ❑
13	Overhead power lines have been protected if in immediate vicinity?	YES ❑	NO ❑
14	Propane heaters/cylinders being stored properly?	YES ❑	NO ❑

Additional Comments: _____

Person Completing Inspection: _____ _____

Name Date

APPENDIX U: WORKPLACE INSPECTION RECORDING FORM

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.

APPENDIX V: FIRST AID LOG

Employee Name	Injury Code	Part of Body	Date of Injury	Time of Injury	Treatment Required	Names of witnesses	Exact Location

Injury Codes

01-Cut	03-Bruise	05-Crush	07-Sprain	09-Burn
02-Cut requiring stitches	04- Pinch	06-Strain	08-Break	10-other

APPENDIX W: FIRST AID KIT INSPECTION CHECKLIST (6-15 KIT)

REQUIREMENTS (6-15 kit)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Current edition of a standard St. John Ambulance First Aid Manual												
• one card safety pins												
Dressings consisting of:												
• 24 adhesive dressings, individually wrapped												
• 12 sterile gauze pads, 3 inches square												
• 4 rolls of 2-inch gauze bandage												
• 4 rolls of 4-inch gauze bandage												
• 4 sterile surgical pads suitable for pressure dressing, individually wrapped												
• 6 triangular bandages												
• 2 rolls of splint padding, and												
• one roll-up splint												
Current First Aid Certificates posted												
First Aid Log Book maintained up-to-date												
Latex Gloves (at least 2 pair)												
1-way valve (mouth to mouth unit)												
INSPECTOR INITIALS												

* **per Regulation 1101 of the Workplace Safety and Insurance Act**

APPENDIX X: FIRST AID KIT INSPECTION CHECKLIST (16-200 KIT)

REQUIREMENTS (16-200 kit)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Current edition of a standard St. John Ambulance First Aid Manual												
• 24 safety pins												
1 Basin												
Dressings consisting of:												
• 48 adhesive dressings, individually wrapped												
• 2 rolls of 1-inch adhesive tape												
• 12 rolls of 1-inch gauze bandage												
• 48 sterile gauze pads, 3 inches square												
• 8 rolls of 2-inch gauze bandage												
• 8 rolls of 4-inch gauze bandage												
• 6 sterile surgical pads suitable for pressure dressing, individually wrapped												
• 12 triangular bandages												
• splints of assorted sizes												
• 2 rolls of splint padding												
Current First Aid Certificates posted												
First Aid Log Book maintained up-to-date												
Stretcher												
Two Blankets												
Latex Gloves (at least 2 pair)												
1-way valve (mouth to mouth unit)												
INSPECTOR INITIALS												

* **per Regulation 1101 of the Workplace Safety and Insurance Act**

APPENDIX Y: DAILY FALL ARREST INSPECTION FORM

HARNESS MAKE/MODEL: …… SERIAL NUMBER: ……
LANYARD MAKE/MODEL: …… SERIAL NUMBER: ……
MAKE/MODEL: …… SERIAL NUMBER: ……
MAKE/MODEL: …… SERIAL NUMBER: ……

- MONTH - YEAR		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	27	30	31
HARNESS	STITCHING																															
	WEBBING																															
	HARDWARE																															
	ROPES & LINES																															
LANYARD	STITCHING																															
	WEBBING																															
	HARDWARE																															
ANCHOR POINT																																
ROPE GRAB																																

MAINTENANCE PERFORMED:

APPENDIX Z: JOB HAZARD ASSESSMENT FORM

Contractor/Trade		Combined Consequence/Probability Table								
Work Activity/Task		Consequence					Probability			
Location Within Project		Severity Rating	People	Assets	Environment	Repetition	1	2	3	4
Project #							Has Occurred Within the Industry	Has Occurred Within the Company	Has Occurred Several Times Within the Industry	Has Occurred Several Times Within the Company
Project Name		0	Zero Injury	Zero Damage	Zero Effect	Zero Impact	0	0	0	0
Prepared By: Name/Title		1	Slight Injury	Slight Damage	Slight Effect	Slight Impact	1	2	3	4
		2	Minor Injury	Minor Damage	Minor Effect	Minor Impact	2	4	6	8
Note: Any task that has a risk score of 6 or higher is classed as a critical task and requires to have a detailed step by step safe working procedure in place. Any task that still has a score of 6 or higher after the controls are in place requires the risk matrix to be completed once again, for the task to be approved the risk score has to be below 6.		3	Major Injury	local Damage	Local Effect	Considerable Impact	3	6	9	12
		4	Single Fatality	Major Damage	Major Effect	National Impact	4	8	12	16
		5	Multiple Fatalities	Extensive Damage	Extensive Effect	International Impact	5	10	15	20

Job Steps/ Tasks	Hazard	Risk	Risk Rating	Controls	Residual Risk Rating

Comments:

Reviewed with:

Name	Signature

Prepared By

Print Name : ……Signature: ……Date: ……

Approved By

Print Name : ……Signature: ……Date: ……