

GOLD PARK HOMES

PRESIDENT'S MESSAGE

GOLD PARK HOMES is committed to a strong Health & Safety Program that protects its Employees, Contractors, Clients, and the Public from injury or property damaged caused by accidents and/or incidents.

GOLD PARK HOMES is committed to continuous improvement to health and safety in the workplace, through the participation of all personnel. In fulfilling this commitment:

- The Company will provide and maintain a safe and healthy workplace, as prescribed by accepted safety practices, procedures, and legislated requirements.
- The Company will strive to eliminate foreseeable hazards that could result in personal injury or illness, damaged property and loss due to other causes.
- The Company will provide proper and relevant worker training, job specific safe work procedures and practices, equipment operating and maintenance procedures, and safety guidelines that focus Management, Workers and Contractor's awareness on reducing the risk of accidents and/or incidents in all activities.
- The President will ensure this policy is reviewed annually.

GOLD PARK HOMES believes that all accidents are preventable. Active participation at all levels will ensure ZERO accident can be achieved.

GOLD PARK HOMES' supervisors, workers, and contractors are responsible to work safely, report unsafe and unhealthy conditions, fully comply with all Health and Safety Standards and Regulations, and for cooperating with management in the continuous improvement of this program.

GOLD PARK HOMES is committed to protecting the environment in all aspects of its operations.

GOLD PARK HOMES supervisors, workers, and contractors are collectively responsible to ensure compliance with Ontario Occupational Health, Safety, and Environmental Regulations.

President

GOLD PARK HOMES

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1 RESPONSIBILITIES

CONSTRUCTORS (sometimes referred to as the General Contractor) are responsible for the protection of every worker's health and safety on a construction project. They are also responsible to ensure that all other employers and subcontractors comply with OH&S legislation. They also have the same responsibilities as an employer.

EMPLOYERS (our company) must also ensure that the health and safety of our employees, subcontractor's and their employees, is protected at all times. In order to accomplish this we will:

1. All employers and employees on our projects and workplaces comply with the Ontario occupational health & safety act and its regulations.
2. Safe work procedures and practices are carried out on the project at all times.
3. The equipment, materials and protective devices required by law are provided, maintained in good condition and used as prescribed.
4. Only **competent** persons are appointed as supervisors who are capable of organizing their work safely and are aware of the hazards and safety laws applicable to their work.
5. Information, instruction and supervision is provided to workers.
6. Every precaution reasonable in the circumstances is taken to protect the health and safety of the workers.
7. Accidents/incidents are investigated and the proper authorities are notified as prescribed and the findings forwarded to senior management for action.
8. All workers are made aware of any actual or potential hazards that they may be exposed to during the course of their work.
9. All employers and employees ensure that all material safety data sheets and corresponding labeling are provided for all hazardous materials delivered to the workplace, as per WHMIS regulations.
10. Safety violations are dealt with in accordance with the governing corporate safety policy.

SUPERVISORS must supervise the work in progress and ensure that the work is done in compliance with all OH&S laws, our company health & safety manual, policies and procedures. In addition, your supervisor will:

1. Supervise your work personally, or
2. In their absence, appoint a competent person to do so.
3. Ensure all workers comply with the OH&SA and applicable Regulations.
4. Advise workers of safety hazards and potential hazards associated with our work.
5. Provide and/or arrange for training in required health and safety related topics.
6. Explain and circulate the health and safety manual as required.
7. Discipline and worker that violates our health and safety policies or OH&S laws.
8. Have a copy of the OH&SA and associated Regulations available for reference.
9. Work with the safety representative, or a JH&SC as required.
10. Implement the program to ensure our company policies are known and followed.
11. Monitor and implement our Early & Safe Return To Work Policy.
12. Investigate all accident and incident reports and institute corrective actions required.
13. Encourage the immediate reporting of unsafe acts and/or conditions.
14. Conduct health and safety meetings and toolbox talks.
15. Ensure that all required safe work procedures are in place.
16. Ensure that PPE is available and used as required.
17. Take every reasonable precaution to protect workers from injury and/or illness.

WORKERS are expected to know and understand the basic principles of this manual, OH&S law and the common sense of safe work habits. You have the right to work in a healthy and safe environment and are expected to comply with the following requirements at all times:

1. Work in compliance with the occupational health and safety act and its regulations.
2. Work in compliance with the governing corporate health and safety policy, and program.
3. Use any personal protective equipment that is required by the employer or constructor.
4. Report any hazardous conditions or unsafe practices immediately to his or her supervisor.
5. Work in a manner that will not endanger himself/herself or other workers.
6. Report any accidents or incidents regardless of its severity, to his/her supervisor, without delay.
7. Not remove or make ineffective, any protective device required by law or by the employer without first using an alternate means of protection that affords the same or greater protection.
8. Not engage in any prank, contest, and feat of strength, unacceptable or boisterous conduct.
9. Facilitate first aid treatment where necessary and notify the supervisor and emergency personnel immediately.
10. Use fall protection as per section 26 of the construction regulations. Guardrails are always the preferred method of fall protection and shall be used when a worker is exposed to a fall hazard of more than 2.4 meters.

2 SUBCONTRACTOR PROGRAM GUIDELINES

The GOLD PARK HOMES contractual commitment with subcontractors and other vendors, suppliers or service firms engaged at the work site requires their active participation in our site safety program and adherence to the rules and procedures as set out in this safety policy.

The Subcontractor shall ensure that any subcontractors, suppliers or persons working on their behalf, are provided with a copy of these Subcontractor Guidelines. These guidelines include our corporate health and safety rules to assist them in reducing accidents and incidents, and in complying with the Ontario Occupational Health and Safety Act and its Regulations.

SUBCONTRACTOR RESPONSIBILITIES:

- On our projects and workplaces, the Subcontractor shall actively promote safe work practices and procedures among their employees. All Subcontractors must ensure their supervisory personnel have received the required legislated training in Health & Safety and have a good working knowledge of the Occupational Health and Safety Act and Regulations and that they are competent to perform all required work in a safe and compliant manner. Subcontractor supervisors are required to abide by our specified supervisory responsibilities as listed in our safety policy.
- All subcontractors shall ensure that our safety policy and guidelines are communicated and understood by their supervisors and workers and that the provision of the Policy is implemented and enforced.
- In the event of a death or critical injury of a worker, all subcontractors are to ensure that the accident scene is not disturbed or tampered with. Exceptions are listed in section 51(2) of the OHSA.

WORKPLACE MEETINGS:

All supervisors on our projects/workplaces, whether working directly or sub contractually for GOLD PARK HOMES are expected to perform their duties and responsibilities in a manner which ensures that workers under their authority have the knowledge, training and experience to perform their job tasks in the safest manner possible. All supervisors must ensure their workers are familiar with the actual and

potential hazards of the job and with an understanding of the safety standards and regulations that apply to their work.

- Health and Safety “tool box talks” are to be held by the subcontractor supervisors at least once a month or as often as the supervisor establishes, and records of these sessions are to be submitted to the project supervisor for review and filing.
- Subcontractors on our projects shall attend all safety meetings and management production meetings as required by the Contractor/ Constructor/ Employer.

SUB-CONTRACTOR’S LABOUR SAFETY REPRESENTATIVE:

Each trade is to be represented by an on-site Labour Health & Safety Representative elected by their trade workers or their union, in accordance with Ontario’s legislative requirements. Subcontractors are to co-operate in causing their respective labour safety representatives to be selected. These representative will from time to time, be required to participate in our Joint Health and Safety Committee Meetings or in Worker Trade Committee meetings (where applicable).

SUB-CONTRACTOR PARTICIPATION IN JHSC MEETINGS:

Subcontractor labour safety representatives or their unions shall appoint, among them, one who is to act as the Joint Health & Safety Committee’s Labour Representative on behalf of all labour safety representatives on the project/workplace. This Joint Health & Safety Committee member shall exercise his/her rights as outlined in Ontario’s Occupational Health & Safety Act. The Subcontractor must provide training for this representative as required, to meet “Certified Member” standards (when applicable).

SUB-CONTRACTOR’S PROVISION OF DOCUMENTATION:

The subcontractor shall provide GOLD PARK HOMES all of the following:

- Copy of their health and safety policy and procedures
- Any design drawings and specifications for equipment or structures
- Any licenses or permits, log books and operator manuals for equipment/operators
- Any documents required by Ontario’s Occupational Health & Safety Act and Regulations
- Written safe work procedures as required. Material Safety Data Sheets and proof of WHMIS training.

The Subcontractor shall maintain copies of all documentation that are required to be kept on site, in accordance to applicable legislation, prior to the commencement of work and the arrival of material/equipment arriving on site. This includes but is not limited to the above.

NOTIFICATION OF NEAR MISSES, INCIDENTS OR ACCIDENTS:

- Subcontractors, their employers, supervisors or workers are required to report all incidents, accidents or near misses to the GOLD PARK HOMES site superintendent.
- Submit copies of documentation required by provisions of Ontario's Occupational Health and Safety Act or the Workers Safety Insurance Board (WSIB), for reporting accidents, incidents and injuries to the authorities shall be submitted to the governing authorities and the GOLD PARK HOMES supervisor for review.

INVESTIGATING AND REPORTING PROCEDURES:

All Subcontractors must conduct a full investigation of any accident or incident causing personal injury or property loss. Near miss incidents should also be fully investigated. The investigation should include the events leading to the accident, incident or near miss, along with the root causes, witness statements, and measures to be taken to prevent a recurrence.

Subcontractors are to ensure the authorities are notified and the appropriate reporting forms are submitted within the prescribed time restraints as set out in legislation. GOLD PARK HOMES requires to be notified within twenty-four hours of any claim made by anyone against the Constructor or a Subcontractor for any accident, incident, or property damage.

ENSURING COMPLIANCE ON OUR WORK SITES:

Subcontractors will be held accountable to their obligations to ensure compliance to all provisions of Ontario's Health and Safety Act and its Regulations for Construction Projects, and to our own Corporate Health and Safety Policy requirements and rulings.

Subcontractors are required to enforce the above, and ensure safe work practices and work site conditions prevail on our projects. In accordance to the GOLD PARK HOMES – SUBCONTRACTOR HEALTH AND SAFETY AGREEMENT, penalties may be assessed against the Subcontractor for non-compliance of their employers, employees and suppliers.

Any remedial action taken by GOLD PARK HOMES for any reason, to correct Subcontractor work site conditions or neglect, and other reasons as per our agreement; such costs incurred by GOLD PARK HOMES shall be back charged to the Subcontractor.

SUBCONTRACTOR PERFORMANCE REVIEW:

An evaluation of any Subcontractor on our projects may be conducted to determine at intermittent stages of their contract and an overall rating assessed. Such assessments will be forwarded to GOLD PARK HOMES management for record and review. Subcontractor's exhibiting poor ratings may not become eligible for future contract considerations.

The corporate health and safety rulings below are meant as a guide to establishing safe work practices and conditions. They are not all inclusive and Subcontractors are advised to refer to the provisions of the various Ontario statutes (legislation) and industry standards for further guidance.

3 DISCIPLINARY ACTION

The primary focus of disciplinary action is to establish that a violation of our health and safety policy, safe work procedures and/or a provincial regulation has occurred. We cannot and will not tolerate violations of this nature as it serves to weaken and diminish our entire program.

Disciplinary action will be administered in the following manner:

1. For a first violation – a verbal warning.
2. For a second similar or other violation – a written warning.
3. For a third similar or other violation – a suspension or immediate termination.

Violations of major health and safety concerns, which are immediate danger to life or health, shall result in immediate suspension and/or termination. Examples of these circumstances could be (and without limiting) not wearing fall-arrest when required,

fighting or horseplay on the job, the use of illegal substances or selling these on the job, failure to report accidents immediately etc.

Initially, disciplinary action allows a person to understand and realize that health and safety is essential and is a vital part of our company's operations. Repeat violations usually indicate the person has little or no regard for our program and as such they will be dealt with in a swift and just manner. These actions also provide a clear commitment to the majority of our other employees who comply with our program each and every day.

All disciplinary action shall be recorded by the supervisor/manager itemizing the violation(s), the worker involved, the date of violation, circumstances of the violation, site locations and corrective actions required. A copy of this shall be given to the worker, a copy placed in the worker's file and a copy placed in the disciplinary action file.

4 ACCIDENT CATEGORIES AND REPORTING

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

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

1. **First Aid** refers to treatment for a minor injury that will not require that attention of a doctor or other qualified medical practitioner. Examples may be a minor cut or scrape.

First Aid cases must be immediately reported to your supervisor, or their designate, and they will record the required information in the first aid logbook.

2. **Medical Aid/Health Care** refers to an injury that will require a doctor's attention or the attention of another qualified medical practitioner. These injuries will not result in lost time from work.

Medical Aid/Health Care cases must be immediately reported to your supervisor, or their designate, as they will ensure prompt medical attention and initiate an investigation into the causes of the accident. The WSIB and the MOL must be notified within specified time frames.

3. **Lost Time Injury** refers to an injury that will result in the injured worker missing one or more days of work, after the date of injury.

Lost Time Injury cases are very serious, as the injured person will require time off work to recuperate. Immediately report the injury to your supervisor in order that they can arrange for prompt medical attention and initiate the investigation into the cause of the accident.

4. **Critical or Fatal Injuries** refers to extreme circumstances when a worker is killed or critically injured. A critical injury is any injury that:

- a) places life in jeopardy,
- b) produces unconsciousness,
- c) results in a substantial loss of blood,
- d) involves the fracture of a leg or arm,
- e) involves the amputation of a leg, arm, hand or foot,
- f) causes burns to a major portion of the body, or
- g) causes loss of sight in an eye.

Critical or Fatal Injuries present extremely stressful conditions and must be handled by trained personnel. If you are first on the scene, the following crisis management steps must be followed:

- a) send someone to notify the supervisor immediately,
- b) if qualified to do so, render first aid until help arrives,
- c) send someone to call 911 to report the accident and request an ambulance,
- d) send someone to guide the ambulance to the scene,
- e) send someone to call our main office to activate our crisis response,
- f) stay with the injured person until the supervisor arrives or the ambulance arrives,
- g) turn the scene over to the supervisor once they have arrived,
- h) restrict access to the accident scene,(other than Emergency personnel/MOL),
- i) rope off the accident area for the accident investigation team and ensure nothing is disturbed,
- j) notify the safety representative or the JH&SC and union if any.

Where a person is killed or critically injured at the workplace, no person shall except for the purposes of:

- A) Saving life or relieving human suffering;**
- B) Maintaining an essential public service or a public transportation system; or**
- C) Preventing unnecessary damage to equipment or property;**

Interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission to do so has been given by an inspector of the Ministry of Labour.

A SECTION 51 REPORT SHALL INCLUDE THE FOLLOWING:

1. NAME AND ADDRESS OF THE EMPLOYER AND CONSTRUCTOR.
2. THE NATURE AND CIRCUMSTANCES OF THE OCCURRENCE AND A DESCRIPTION OF THE BODILY INJURY SUSTAINED.
3. A DESCRIPTION OF THE EQUIPMENT INVOLVED.
4. THE TIME AND PLACE OF THE OCCURRENCE.
5. THE NAME AND ADDRESS OF ALL WITNESSES.
6. THE NAME AND ADDRESS OF THE INJURED OR KILLED.
7. THE NAME AND ADDRESS OF THE PHYSICIAN OR SURGEON, IF ANY, BY WHOM THE PERSON WAS OR IS BEING ATTENDED TO, FOR THE INJURY.
8. THE STEPS TAKEN TO PREVENT A RECURRENCE.

IMPORTANT: NOTIFY THE MINISTRY OF LABOUR

- a) IMMEDIATELY BY TELEPHONE, FACSIMILE, ETC. and;
- b) PROVIDE A REPORT OF OCCURRENCE WITHIN (48) HOURS.

5 JOINT HEALTH & SAFETY COMMITTEES AND HEALTH & SAFETY REPRESENTATIVES

HEALTH AND SAFETY REPRESENTATIVES:

Where required under the Occupational Health and Safety Act, the Project Superintendent shall cause the workers or their unions to select at least one Health and Safety Representative from among the workers on the work site. Where the Project Superintendent has 5 or more workers but less than 20 workers employed at the work site, one of them should stand as a candidate for the position of Health and Safety Representative, and accordingly shall have the appropriate training for this function.

RESPONSIBILITIES OF SAFETY REPRESENTATIVES:

- a) Conduct monthly site safety audits and report to the committee.
- b) Become familiarized with the project he/she will be monitoring
- c) Become familiar with the basic safety laws of this province.
- d) Represent workers concerns at work refusals and safety meetings. Report all hazards and other safety concerns to his supervisor.

JOINT HEALTH AND SAFETY COMMITTEES:

Where required under the Occupational Health and Safety Act, the Project Superintendent shall be responsible for establishing and maintaining a Joint Health and Safety Committee.

The GOLD PARK HOMES Project Superintendent for the worksite shall act as the Management Safety Representative, unless management decides otherwise. It is similarly expected that a GOLD PARK HOMES labourer will stand for the position of the Joint Health and Safety Committee Labour Representative, representing the workers, provided this is acceptable with the worksite labour force. Both the Management and Labour Safety Representatives for the Joint Health and Safety Committee, shall, if the project make-up requires it, become “CERTIFIED MEMBERS” as defined under the Occupational Health and Safety Act.

PROVISIONS FOR HEALTH AND SAFETY REPRESENTATIVES AND JOINT HEALTH & SAFETY COMMITTEES FOR THE WORKPLACE

NUMBER OF WORKERS GENERAL REQUIREMENTS AT PROJECT REGULARLY

-5 (five) or more	One health and safety representative. (see sect.8 (1))
-20 (twenty) or more	A joint health and safety committee of two persons. One committee representative selected by management and one committee representative selected by the workers or if it is a unionized project, their unions. (see sections 9(2), 9(5)(a), and 9(5)(b))
-50 (fifty) or more	<p>A joint health and safety committee of at least four persons. Two management committee representatives and two labour committee representatives. At least one labour and one management representative must be certified. (see section 9(5f), 9(5g) and 9(8a))</p> <p>A worker and trades committee. The joint health and safety committee shall cause a worker and trades committee to be formed. (see sections 10)</p>

THE DURATION OF A PROJECT MUST EXCEED 3 (three) MONTHS before the Joint Health and Safety Representative Certification, and Worker Trades Committee requirements apply. (see section 9(1); 9(50) and 9(5g); and 10(1) respectively).

6 EMPLOYEE SUBSTANCE ABUSE

It is the policy of GOLD PARK HOMES to assist any employee in dealing with substance abuse. We recognize the inherent dangers to other workers who have to work with a worker who is impaired through substance abuse, as well as the personal problems associated with the substance abuser. All crew foremen and worksite Superintendents are to keep a watchful eye for any signs or symptoms associated with possible substance abuse by workers on our worksites. Workers suspected of being impaired shall not be allowed to continue working but rather shall be interviewed at the site office trailer and if necessary, escorted back home for his personal safety.

Our company management will follow these procedures:

- a) The site supervisor will discuss the situation with the shop steward or Labour Safety Representative of the crew or the Joint Health and Safety Co-chair members. These people will talk and assess the problem. Where the third party concurs that the employee is unfit for work, the employee should be taken home.
- b) Where there is not an agreement after the third party assessment, assistance will be obtained from the certified members of the Joint Health and Safety Committee.
- c) The employee will be made to understand that management cannot allow him to continue working until he seeks medical attention and treatment to eliminate his dependence or practice of substance abuse. The worker will be suspended from working until his treatment is completed and his reliance to the substance(s) is over.
- d) Management will assist in setting up such treatment necessary in collaboration with the substance abuser's family doctor.

7 ENVIRONMENTAL PROTECTION

HAZARDOUS SPILL CONTINGENCY PLAN

In the event of a hazardous substance spill, the site foreman will secure the affected area and report the incident to the GOLD PARK HOMES Spills Coordinator for further action.

EMERGENCY RESPONSE

Ensure no danger to personnel – Evacuate them and secure the spill area.

- 1. Assess the situation and notify the GOLD PARK HOMES Spills Co-coordinator immediately.
- 2. The GOLD PARK HOMES Spills Co-coordinator shall assess the situation and report to head office senior staff. Depending on the nature and quantity of the spill, the Spills Co-coordinator may need to call the ONTARIO SPILLS ACTION CENTER and provide notification and other related information.

3. The Spills Co-coordinator shall begin Containment of the Hazardous Spill with the assistance of the SPILLS ACTION CENTER DUTY OFFICER and the local authorities.
4. The Spills Co-coordinator shall notify the owner of the property if necessary.
5. Clean up efforts shall be carried out under the direction of the GOLD PARK HOMES Spills Co-coordinator,
6. ONTARIO SPILLS ACTION CENTER and local authorities in charge.

SPILLS CO-COORDINATOR: _____

SPILLS ACTION PHONE # 1-800-266-6060

8 MINISTRY OF LABOUR/MINISTRY OF ENVIRONMENT

The MOL and MOE are charged with the responsibility of enforcing the laws as they pertain to the OH&S and the environment. We will always encourage a spirit of cooperation with all government agencies and their officials at all times.

These officials have very broad powers when it comes to enforcing the laws and Regulations. They have the right to inspect any workplace to examine the level of compliance, investigate accidents, attend to work refusals, write and issue orders to comply or issue stop work orders. It is an offence to impede or disrupt a Ministry official in their efforts to perform their duties. Any worker involved in this practice or failing to cooperate with a Ministry official will be subject to disciplinary actions up to and including discharge.

Any orders issued by a Ministry official shall be posted in the workplace in such a manner that it will come to the attention of workers. If you disagree with a decision by the Ministry official, do not argue the point but rather raise your concerns to your immediate supervisor for their review. Violations of the laws and/or Regulations can result in fines to the worker, supervisor and our company.

If an inspector has concerns, they are usually very helpful in pointing out areas of concern and will offer guidance as to the corrective actions to be taken. We view this as a positive step and ask that you provide them with every courtesy at all times.

9 WORK REFUSALS

The right to refuse unsafe work is not only mandated in legislation but is also a required code of conduct in our company. A work refusal, for safety reasons, is viewed by our firm as a positive effort to bring to our attention an issue that could pose a serious safety threat. It allows us to collectively review the circumstances and take the appropriate action to resolve the problem.

If any worker has reason to believe that their safety is in jeopardy they should advise their supervisor immediately of the concerns and refuse to work. The supervisor must notify a member of senior management and the JH&SC immediately of any work refusal and provide a description of the circumstances involved. An investigation into the refusal shall be conducted with the worker, JH&SC member(s) and supervisor to establish the facts involved. If, after consulting with the above noted participants, the supervisor asks you to return to work and you feel that you have **reasonable grounds to believe** that your safety is still in jeopardy, you should again advise the supervisor of your refusal to work.

At this point the company will make the necessary calls to the MOL and request that an inspector be dispatched to deal with the work refusal. The worker who refused to work will be given alternative work until the inspector arrives. No disciplinary action or other actions will be taken against any employee who has a legitimate concern over their health and safety and exercises their right to refuse.

It is the policy of GOLD PARK HOMES to insist that all employees, including subcontractor employees, understand and strictly adhere to the provisions of the Occupational Health and Safety Act and its Regulations. Your Foreman or Job Superintendent will inform you of any additional safety rules and procedures, as the need arises.

10 SAFE WORK PROCEDURES

➤ **PERSONAL PROTECTIVE EQUIPMENT**

Personal Protective Equipment (PPE) is an essential part of every worker's defense against accidental injury. Although some workers do not like wearing PPE, it provides the required protection for a variety of working situations. It has been proven on many occasions that the proper use of PPE will save lives. The following PPE is required:

1. **HEAD PROTECTION** – C.S.A. approved class “B” or “E” hardhats must be worn at all times while you are on the project. Ensure that the hardhat is in good condition and free of cracks, holes and any other defects and worn in accordance to the manufacturer.
2. **FOOT PROTECTION** – C.S.A. approved (standard Z195-M1984) must be worn at all times while you are on the project. Ensure that the work boots are in good condition and free of defects and worn in accordance to the manufacturer.
3. **SKIN PROTECTION** – may include protective clothing such as coveralls, masks, gloves or lotions. Protective clothing, masks and gloves may be used to protect against chemical or airborne contaminants in the form of gas, vapour, liquids, dusts or hot molten substrates. Lotions, like sunscreens, may be used to protect against radiant heat.
4. **FACE PROTECTION EYE AND** – may consist of glasses, goggles or a full-face shield depending on the circumstances. All should be CSA approved. It must be used whenever there is a risk of injury to the eyes or face. The glasses, goggles or face shield should fit properly, be in good condition and be used in accordance with the manufacturer's recommendations.

Other personal protective equipment, such as safety belts and body harnesses, respirators, Reflective vests, floatation devices, hearing protection, etc., must be worn as required by legislation depending on the task at hand.

FRAMING & TRUSS ERECTION PROCEDURE

GROUND FLOOR FRAMING

- All ramps providing direct access to the work area must be in place before starting work. Three 2x6 with 2x2 foot grips at 16 inch intervals may be utilized.
- If an excavated porch exists, openings must be covered before floor framing begins.
- Install perimeter sill plates before ground floor joists. Erect and nail joists from outside the foundation walls.
- Once all the joists have been fastened vertically, sheathing may begin. If the height of the basement excavation is 2.4 metres or more than fall protection is required. (Fall protection will consist of the worker laying a 4x8 sheet of plywood and securing it to the joists. A safety strap will then be secured to the plywood and used as an anchor point for **travel restraint purposes only**. The worker will then progressively lay the sheathing, securing it while utilizing a lifeline with a rope grab attachment.) Add cross bracing and blocking at required locations.
- Fasten joists vertically adjacent to the stair opening.
- Install a guardrail around or secured labelled cover over the floor opening.

FIRST FLOOR WALL FRAMING

- Assemble exterior first floor walls and wall sheathing horizontally on the ground floor platform.
- Before raising the wall, attach an approved temporary second floor perimeter guardrail system to the top of the stud wall.
- Install kick out plates at the edge of floor framing to prevent wall from sliding off the floor.
- Walls will be strapped every five feet.
- Raise wall, plum into position and secure in place.
- Adequate temporary bracing should be installed to resist wind loads and maintain square during construction. Temporary bracing is only to be removed after permanent bracing is completed.

SECOND FLOOR FRAMING

- After all bracing is completed, second floor joists can be installed.
- Install sill plates and erect and nail joists from a ladder, stand joists up and fasten in place to supports.
- Once all the joists have been fastened vertically, sheathing may begin. Fall protection is required to be utilized at this point. (Fall protection will consist of the worker laying a 4x8 sheet of plywood and securing it to the joists. A safety strap will then be secured to the plywood and used as an anchor point for **travel restraint purposes only**. The worker will then progressively

lay the sheathing, securing it while utilizing a lifeline with a rope grab attachment.) Add cross bracing and blocking at required locations.

- Install temporary stairs with handrails in the stair opening.
- Guardrails must be installed around the stairs and all floor openings.
- Once the sheathing is completed, walls are to be constructed on the second floor. Temporary perimeter guardrails can be removed to install the wall however; workers shall be protected by an adequate means of fall protection.
- Window openings with sills lower than 36 inches shall have a 2x4 installed acting as a top rail of a guardrail.

TRUSS PLACEMENT

- Erect an 18" work platform, 36-42" below the top of the outside wall. This platform must be secured vertically every 6 feet. If platform is higher than 8 feet, a guardrail must be erected.
- Erect an 18" platform down the centre of the home.
- The height of the brackets will be 4" less than the wall plate elevation.
- Once constructed, trusses will be no more than eight feet apart and crossed braced.
- Two 2x10 planks will be placed on top of the run of brackets to create a work platform.
- The centre bracket will not be placed unless any openings to below the floor deck unless than opening is covered.
- A work platform will then be erected along the inside of the outer walls to a height that will not allow a worker to stand with his waist above the outer wall plate. Workers will secure trusses to plate walls from this platform.
- Workers will stand on the inner work platform and never on top of a wall plate.

ROOF SHEATHING

- Place and secure a ladder (top and bottom), in a manner that the ladder extends 3 feet above the point of egress on the trusses.
- Place one or more anchor points at the peak of the roof line, using appropriate travel restraint components.
- Always remain on the ladder until connected to the travel restraint equipment and only then access the roof. Also, when ready to egress from the roof, always remain connected to the travel restraint equipment until both feet are on the access ladder.

➤ ACCESS & EGRESS

Access/egress refers to the areas, which lead to and from assigned work areas. These areas must be kept free and clear of any and all obstructions, at all times, to ensure that in the event of an emergency, evacuations or rescue operations are not hindered or delayed.

Access to and from a work area shall be by way of ramp, ladder, stairs or runway.

- Snow, ice or other slippery material should be removed from the area and treatments of sand or salt should be used to assist in keeping ice and snow buildups
- Runways and ramps should be constructed in a manner that will support all potential loads without displacement. They should be in good condition, 18” wide and cleated as required.

➤ **LADDERS**

Falls from ladders continue to be one of the most serious accident causes in construction so you are advised to follow all of the requirements set forth and refer to the Regulations on ladders for any additional requirements or concerns you may have.

- Ladders should be used in accordance with the manufacturers recommendations for safe use and load limitations.
- Ladders shall be free of defective or loose rungs and side rails with rungs spaced 12” apart at the centres and have side rails spaced a minimum of 12” apart.
- Ladders shall be placed on a firm and solid base or footing and if required a mudsill shall be used.
- Ladders shall be set up at an angle such that the horizontal distance between the top support and the base is not less than one quarter or greater than one third the vertical distance between these points.
- Ladders used as a regular means of access shall be tied off or otherwise secured to prevent movement at the top and bottom.
- All ladders erected between levels must be securely fastened, top and bottom to prevent movement, extend 900 millimeters (3 feet) above the top landing and afford clear access at top and bottom.
- Stepladders use requires that the legs be fully extended and the spreader bar be locked in place.
- When a task must be done while standing on a step ladder, the length of the ladder should be such that the worker stands on a rung no higher than the second rung from the top.
- When climbing up or down, workers should always face the ladder.
- Ladders should not be erected on boxes, carts, tables, and scaffold or man lift platforms or on vehicles.
- Metal or wire reinforcing ladders, must not be used near energized electrical conductors.

- Ladders should not be used horizontally as substitutes for scaffold planks, runways or any other service for which they have not been designed.
- Workers on a ladder should not straddle the space between the ladder and another object.
- Three points of contact should always be maintained when climbing up or down a ladder (two feet and one hand or one foot and two hands).
- If the work to be performed on a ladder will cause heavy exertion by the worker or the worker to overextend to the sides, in this situation it is best to utilize a scaffold platform.
- Under no circumstances should a worker attempt to hand carry – materials or equipment, while climbing or descending on a ladder. It is important to maintain three point contact at all times. Use a rope or hoist to lower or raise items from one level to another.
- According to regulatory requirements, there must be a minimum clearance of six inches between ladder rungs and any surface. This will ensure the worker obtains a firm footing.

➤ **WORK BENCHES AND PLATFORMS**

Work platforms shall be a minimum 18” wide and be designed and constructed to support and resist all anticipated loads. Workers are to refrain from using spools, ladders as a support for planking, poorly constructed benches, loose objects or inadequate materials.

➤ **WALL BRACING**

During construction, timber walls require temporary bracing until installation of the permanent structural members. Ensure that the walls are braced prior to any poor weather.

MECHANICAL LIFTING DEVICES

- To avoid overexertion, use dollies and carts to move panels and material. When using dollies and carts, always stay uphill of the load.
- Make sure the load is secure, whether it is on a dolly, cart, front-end loader, forklift or any other piece of equipment. Do not walk beside the load to keep it stable when it is in motion.

MANUAL MATERIAL HANDLING

- Keep stored material neat and orderly to reduce the hazards of tripping and being struck against objects.
- Where possible, store materials on a stable platform at heights that reduce or eliminate the need to bend while lifting.
- Get someone to help you lift when a mechanical lifting device is not available.

➤ FIRE PROTECTION

Fire extinguishers must be readily accessible at adequately marked locations, properly maintained and promptly refilled after use. Also they must be inspected for defects or deterioration at least once a month by a competent worker who shall record the date of the inspection on a tag attached to it.

At least one fire extinguisher must be provided where flammable liquids are stored, handled or used; where temporary oil-fired or gas fired equipment is used; where welding or open-flame or gas fired operations exist and on each storey of an enclosed building being constructed or altered; and for each workshop with 300 or fewer square meters of floor area; Every fire extinguisher must be of a type whose contents are discharged under pressure and shall have an Underwriter's Laboratories of Canada 4A40BC rating.

➤ SCAFFOLDING

1. The erection, alteration and dismantling of scaffolds must be carried out under the supervision of a competent person.

2. All scaffolds must be supported on solid surfaces or well-compacted ground.
3. Scaffolds must have footings, sills, or supports that are sound, rigid and capable of supporting two times the maximum anticipated load without settlement or deformation.
4. Scaffolds must be tied (secured) to the buildings at vertical intervals, not exceeding three times the least lateral dimension of the scaffolding. Guidelines or outriggers may be used to increase the scaffolding base width and establish stability.
5. All scaffold footplates, screw jack legs, coupler pins, castors, and braces must be installed in accordance to the manufacturer's instructions and design drawings.
6. Guardrail protection is required for all scaffold platforms placed over eight feet in height, or at any height if platforms are situated over machinery, water or other dangerous objects.
7. Platforms must be provided with secured ladder access.
8. All platforms must consist of rough sawn (2"x10") planking, free from defects and secured from slippage.
9. Load cubes of masonry materials directly over framing.
10. Have clean platforms and grounds, free of ice, snow, oil, debris, banding wire and other slippery material, to prevent hazards.
11. Workers shall wear and use full-body harnesses, attached to the project when erecting or dismantling scaffolding, above 2.4 meters in height.
12. Scaffold platforms must be at least 18 inches wide and if they are over 8 feet high, they must consist of planks laid tightly side-by-side, the full width of the scaffold frame. The planks shall also be cleated to prevent lateral movement.

REFER TO THE PROVINCIAL SAFETY REGULATIONS FOR FURTHER REQUIREMENTS

➤ **TRAFFIC CONTROL**

A worker when required to direct traffic shall be a competent worker for such purposes and shall not perform other work while directing traffic; shall be given written instructions in a language the worker can read and understand, setting out the signals the worker is to use; and shall have the instructions explained to him or her orally. The traffic control person shall wear a vest that is reflective fluorescent and colored blaze orange or red.

➤ **TRUCKS AND HEAVY EQUIPMENT BACKING UP**

All vehicles shall be equipped with back-up beepers and where workers are nearby and possibly in danger, a traffic control person will position himself or herself in view of the vehicle operator and his intended path and direct the operator. The operator should make the traffic control person and workers in the area aware of the vehicle's blind spots. The traffic control person shall wear a vest that is reflective fluorescent and colored blaze orange or red.

➤ **COMPRESSED GAS CYLINDERS**

Compressed gas cylinders pose a real risk to workers, if they are not handled and used properly. Always use compressed gas cylinders with extreme caution. Some basic safety rules are:

- a) Only competent and authorized workers are to handle compressed gas cylinders.
- b) All compressed gas cylinders should be stored in a secured and upright position.
- c) After using a compressed gas cylinder, always ensure that the valve has been closed and that the protective valve cap is in place.
- d) Upon discovery of a compressed gas leak from a cylinder, hose, valve or other connection, discontinue use until the problem has been rectified. Under no circumstances is a leaking compressed gas cylinder to be used. Evacuate the area and notify your foreman.
- e) Ensure that no empty cylinders are left inside any enclosed building. Remove them to an outdoor compound.

- f) When storing compressed gas cylinders, always store empty ones separately from full or partially filled cylinders.
- g) Compressed gas cylinders should be stored in a designated outdoor compound, affording adequate ventilation and explosion proof characteristics.
- h) Always keep compressed gas cylinders at least 15 feet away from any heat generating sources.
- i) Overhead protection should be provided to the valves and connections to compressed gas cylinders when there is a risk of materials falling from above.

➤ **FALL PROTECTION SYSTEMS**

The following systems create the Fall Protection procedures:

- Guardrail System
- Protective Cover System
- Travel Restraint System
- Fall Restrictive System
- Fall Arrest System

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

1. Falling more than 3 metres.
2. Falling more than 1.2 metres, if the work area is used as a 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 object.
6. Falling through an opening on a work surface.

A **GUARDRAIL SYSTEM** shall be used if a worker has access to the perimeter of an open side of any of the following work surfaces and is exposed to a fall of 2.4 metres or more:

1. A floor, including the floor of a mezzanine or balcony,

2. The surface of a bridge,
3. A roof while formwork is in place, or
4. A scaffold platform or other work platform, runway or ramp.

A guardrail system shall consist of a top, intermediate and toe board. A guardrail system shall have top rail at a height no more than 3'7" and no less than 3'. If the guardrail system is located at the perimeter of a work surface, the distance between the edge of the surface and the guardrail system shall not be greater than 1 ft. A guardrail system may be removed temporarily to perform work in or around the opening if a worker is adequately protected and signs are posted.

A guardrail system shall be capable of resisting anywhere along the length of the system the following loads when applied separately, without exceeding the allowable unit stress for each material used

- A point load of 675 newtons applied in a lateral direction to the TOP rail.
- A point load of 450 newtons applied in a vertical downward directions to the TOP rail.
- A point load of 450 newtons applied in a lateral or vertical downward direction to the intermediate rail, or midway between the TOP rail & the TOE board.
- A point load of 225 newtons applied in a lateral direction to the TOE board.
- If the distance between any two adjacent posts of the guardrail system is greater than 2.4 metres, the system shall be capable of resisting the loads specified by the previous four increased in proportion to the greater distance between the posts.
- The wood shall be free of sharp objects such as splinters and protruding nails.

A **PROTECTIVE COVER** shall be used to prevent a worker from falling through an opening on a work surface. The employee shall completely cover the opening with an identified cover that is securely fastened. The cover shall be made from material that is adequate to support all loads to which the cover may be subjected. The cover must be capable of supporting a live load of at least 2.4 Kilopascals (50 psf) without exceeding the allowable unit stresses for the material used. A protective covering may be removed temporarily to perform work in or around the opening if a worker is adequately protected and signs are posted.

If it is not possible to install a guardrail system as previously defined, a worker shall be adequately protected by a travel restraint system, a fall restricting system, fall arrest system or a safety net.

The **TRAVEL RESTRAINT SYSTEM** shall consist of a full body harness with adequate attachment points or a safety belt. The full body harness or safety belt shall be attached by a lifeline or lanyard to a fixed or temporary support. A competent person before each use shall inspect the system. All defective components shall be removed and tagged as “out of service”.

*The **FALL RESTRICTIVE SYSTEM** shall consist of an assembly of components that is designed and arranged in accordance with the manufacturer’s instructions so that a worker’s free fall distance does not exceed 0.6 metres and is attached to an independent fixed support. A competent worker before each use shall inspect the system. All defective components shall be removed and tagged as “out of service”.*

The **FALL ARREST SYSTEM** shall consist of a full body harness with adequate attachment points and a lanyard equipped with a shock absorber or similar device. The system shall be attached by a lifeline or by the lanyard to an independent fixed support or temporary support. The system shall be arranged so that a worker cannot hit the ground or an object or a level below the work. A shock absorber shall not be used if it allows the worker to hit the ground or an object or a level below the work. The system shall not subject a worker who falls to a peak fall arrest force greater than 8 Kilonewtons (1,800 lbs). A competent worker before each use shall inspect the system. All defective components shall be removed and tagged as “out of service”.

All safety belts, full body harnesses and lanyards must be C.S.A. certified and carry a C.S.A. label. Safety harnesses and belts are to be snug-fitting and worn with all hardware and straps intact and properly fastened. Lanyards are to be 5/8” diameter nylon or equivalent. The D-rings on the safety belts should be centered on the person’s back. When the lifeline consists of wire rope, or the connecting lanyard consists of nylon webbing, a shock absorber device must be used at the lanyard connection.

A **FIXED SUPPORT** is a permanent anchor system that is installed according to the Building Code.

A **TEMPORARY FIXED SUPPORT** used in a fall arrest system that is capable of supporting a static force of at least 8 kilonewtons (1,800 lbs of force) without exceeding the allowable unit stress for each material used. If a shock absorber is used in the fall arrest system the temporary fixed support shall be capable of supporting a static force of at least 6 kilonewtons (1,350 lbs of force) without exceeding the allowable unit stress for each material used. A temporary fixed support used in a fall restricting system must be capable of supporting a static force of at least 6 kilonewtons (1,350 lbs of force) without exceeding the allowable unit stress for each material used. A temporary fixed support used in a travel restraint system that is capable of supporting a static force of at least 2 kilonewtons (450 lbs of force) without exceeding the allowable unit stress for each material used.

VERTICAL LIFELINES: All lifelines shall be:

- 16 millimeters (5/8”) diameter polypropylene or equivalent.
- Used only by one worker at a time.
- Free from any danger of chafing.
- Free of any cuts, abrasions, other defects.
- Long enough to reach the ground or knotted at the end to prevent the lanyard from running off the lifeline.
- Connected at right angles to the worker’s position.
- Ensure that CSA approved compatible rope grabs are utilized.

HORIZONTAL LIFELINE

A Professional Engineer shall design all Horizontal Lifelines. A Professional Engineer or a competent worker designated by the supervisor shall inspect the lifeline before each use. The drawings for the lifeline shall be kept on the site as long as the system is in use.

TRAINING

All workers who may use a fall protective system shall be adequately trained in its use and given adequate oral & written instructions by a competent person. A written copy of the training & instruction record for fall protection shall be kept on site and a copy forwarded to senior management.

RESCUE PROCEDURES

Before any use of a fall arrest system or a safety net by a worker at a project, the worker's supervisor shall develop written procedures for rescuing the worker after his or her fall has been arrested.

➤ HOUSEKEEPING

GOLD PARK HOMES will not tolerate an untidy worksite. It is the responsibility of each direct and sub contractual site crew foreman to clean-up his respective work areas and route ways to his work areas on a daily basis or as often as necessary to maintain a clean and unobstructed condition. If for any reason such clean-up does not occur by a subcontractor crew, GOLD PARK HOMES will undertake the clean-up on behalf of the delinquent sub-contractor and back charge accordingly. No warnings need be given prior to such action, however, our standard clean-up directive may be used initially to maintained at all times and appropriate measures shall be taken to isolate waste disposal areas and bins from public access.

➤ **ELECTRICAL**

No worker other than an electrician certified under the *Trades Qualifications and Apprenticeship Act* to do electrical work or a person with equivalent qualifications by training and experience shall connect, maintain or modify electrical equipment or installations.

Every reasonable precaution shall be taken to prevent a hazard to a worker from a energized electrical conductor or equipment.

1. ELECTRICAL EQUIPMENT

- a) Access to electrical station rooms, the interiors to electrical power panels, service boxes, etc. are restricted to trained and authorized personnel only. Electrical rooms with live services shall have signs posted at doors, forbidding unauthorized entry.
- b) Prior to performing any maintenance or repairs on electrical equipment, all power sources must be locked out. Subcontractor supervisors must have proper tagging and lock-out procedures for their workers to follow.
- c) Electrical panels and fuse boxes should not be covered or hidden by articles or clothing, materials or machinery. Keep the area in front of these services clear of obstruction and water.
- d) All electrical power tools must be effectively grounded and have Ground Fault Circuit Breaker Interrupter Devices when used outdoors or in wet locations.

2. ELECTRICAL SAFETY TAG & LOCKOUT

Lockout/tagging procedures are an important requirement during any activity when a piece of equipment or system represents a potential hazard to life or property.

- 1. The minimum procedure is that of existing codes, statutes or manufacturer's specifications. The most stringent of the instruction rules or regulation apply with respect to tagging and lockout procedures.

2. Employees shall follow written job procedures for lockout/tagging as directed by their supervisor or as outlined the site-specific tag and lockout procedure.
3. Only the person who placed a lock and tag on a system may remove it. No one else has the authority to remove safety locks.
4. When multiple tags and locks are required, a multiple lock clamp should be used to ensure that the system is not re-energized until all locks are removed.
5. All tags and locks must be placed at the primary source of the energy whenever possible. If this is not always possible, the locks should be placed as close to the primary energy source as possible. The primary energy source must also be flagged and monitored to prevent re-energizing the system prematurely.

3. GENERAL EQUIPMENT

1. When work is being done on or near live exposed parts of installations, equipment, or conductors the workers shall wear the proper personal protective equipment and have a written SWP in place.
2. No employee shall open or close any circuit unless he/she is thoroughly competent and has full knowledge concerning the circuits affected and giving ample warning to other workers who may be endangered.
3. The worker shall stand on the opposite side to the hinge of a switch box when opening or closing a circuit.
4. The worker shall never use their bare fingers to determine a live wire.
5. When the worker is splicing into a de-energized circuit, finish the first joint including insulation before starting the second.
6. Do not work on conductors until you know their voltage.
7. Do not depend on the insulating cover of wires.
8. Electrical equipment and lines shall always be considered as “live”. Always test, isolate and ground prior to your work.
9. The worker shall never use steel rules near energized systems.
10. Never wear jewellery or other metal objects while working on energized systems.
11. Equipment shall be meggered upon completion of work before re-closing.
12. Fuse pullers or rubber gloves shall be used to insert or extract fuses.
13. Whenever possible, disconnect and de-energize power before working on any electrical equipment.
14. When it is absolutely necessary to work on or near live “circuits”, always place yourself in a position so that a shock or slip will not bring you in contact with live parts (2 points of contact).
15. Portable electrical tools shall be effectively grounded, protected or be of “double-insulated” construction.

16. The casing and frame of portable electrical generators shall be effectively grounded.

4. PERSONAL PROTECTIVE EQUIPMENT AND DEVICES

- a. Protective clothing, equipment and devices shall comply with requirements and shall be used/worn as per manufacturer's specifications.
- b. Rubber gloves shall meet CSA standards Z259.4-M1979 and shall:
 - Be stored and maintained in a serviceable condition;
 - Never be worn inside out or without leather protectors;
 - Be lab-tested every 60 days of in-service use, and no test period shall exceed five (5) months combined in service use and shelf life;
 - Be exchanged when worn or damaged; and
 - Be visually inspected immediately prior to every use.

➤ **FLAMMABLE AND COMBUSTIBLE MATERIALS**

1. All flammable materials must be stored in approved containers with caps in place and stored in well ventilated areas, away from heat, open-flame and ignition sources.
2. Quantities of flammable materials greater than 235 liters must be stored outside in an isolated and fenced area, away from exits and entrances and with "no smoking" signs posted.
3. All flammable or combustible materials must be clearly labeled as to their inherent danger, Re: WHMIS supplier and workplace labeling requirements.
4. Supervisors are to ensure their workers are aware of the volatile characteristics of the flammable and combustible materials they store, use, handle or transport. Safe work procedures must be provided by the supervisor for the worker(s) health and safety.
5. Be aware of possible vapor build-up in confined spaces and low lying areas such as pits and trenches.

➤ **CRANES AND OTHER HOISTING DEVICES**

- All hoisting equipment shall be operated by licensed and/or qualified personnel.
- The operator must never leave the controls of the equipment unattended while it is running.
- In the event that the view of the operator is obstructed, he shall request the assistance of a competent signal person.
- Hydraulic equipment must never be left unattended while any part is in a raised position.
- Loads being hoisted are not to pass over workers or handled in such a manner which might endanger a worker.
- All log books and maintenance records are to be present with the hoisting equipment and kept up to date. A thorough pre-job maintenance of the hoisting equipment shall be performed and recorded in the appropriate logbooks. An inspection/approval report is to be provided to the site superintendent and signed by the licensed mechanic, before the machine is brought on site.
- No hoist operator shall swing any loads over existing buildings without prior approval from the building's owners.
- The operator must perform daily inspections of his hoist equipment prior to use and record such inspection results in his daily inspection log.
- No crane shall be loaded beyond its rated capacity.
- The operator shall ensure the hoist boom or device is kept a safe distance from all high power sources as per regulations.

➤ **RIGGING REQUIREMENTS**

- All rigging equipment shall be inspected for defects prior to and during the shift to ensure safety. Damaged or defective slings shall be immediately removed from service.
- Wire rope slings shall be lubricated as necessary during use to prevent corrosion.
- Only competent workers trained in rigging and signaling shall be allowed to rig and handle loads.
- All rigging equipment shall have at least a safety factor of five.
- All rigging devices including slings shall have permanently of fixed identification stating size, grade, rated capacity and the name of the manufacturer.
- Wire rope slings shall be padded or softeners used to protect it from damage due to sharp corners.
- Loads handled by slings shall be landed on cribbing so that slings need not be pulled from under or be crushed by the load.

➤ **AIR-POWERED TOOLS**

Accidental injury may result if an air tool is removed from its supply hose while it is under pressure. Use the following safety procedures when removing an air tool from its hose:

- a. Shut off the valve supplying air to the hose.
- b. Hold the air tool in a safe position, open the throttle or trigger. Vent the hose to the atmosphere through the air tool.
- c. When all air pressure is exhausted, immediately disconnect the tool from the hose. Prompt removal is necessary to avoid pressure buildup in the hose because of a leak in the air supply valve.

➤ **POWER ELEVATED WORK PLATFORMS**

- a. 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 the date of the most recent inspection and approval.
- b. All other relevant documentation shall be physically present on the machine, i.e. – manufacturer's operational manual, certificate of authorization and maintenance records/logs.
- c. The supplier shall have a competent person provide instruction, demonstrations and training on safe use of the machine to those workers who will be permitted to operate it.
- d. Shall not be moved unless all workers on it are protected against falling by a safety belt attached to the platform.
- e. All operators shall conduct a daily maintenance and safety check prior to operating any power elevated work platform.
- f. Shall not be loaded in excess of its rated working load.
- g. Shall be used only on a firm level surface.
- h. Shall not be loaded and used in such a manner as to affect its stability or endanger a worker.

➤ **POWER ACTUATED TOOLS**

- a. Only employees who have furnished evidence of having been trained by the manufacturer in its use shall be allowed to operate a power actuated tool.
- b. Eye and head protection shall be worn by all personnel exposed to the use of this type of tool.
- c. Tools shall not be loaded until just prior to use and loaded tools shall not be left unattended.

- d. These types of tools are not to be used in or near an explosive or flammable atmosphere and cartridges (power source) shall be kept separated from all other material.
- e. The operator and any workers within the confines of an enclosed area up to 50 feet from the point of discharge and 25 feet in outdoor locations shall wear hearing protection.
- f. All loads except while in actual usage shall be stored in a location approved for that purpose.
- g. All misfired loads shall be placed in a water-filled container on the project until the misfired load is removed from the project.

➤ **USE OF GRINDERS AND CUT OFF SAWS**

Abrasive wheels can cause serious injury. Proper storage, use and maintenance of these wheels must be observed.

- Familiarize yourself with the manufacturer's operation manual before using the tool. Follow all safety instructions.
- Ensure proper guards are in place and that all necessary protective equipment is used for your personal safety.
- Never exceed the maximum wheel speed (every wheel is marked). Check the marked speed and compare it with the speed of the grinder.
- When mounting the wheels, check them for cracks and defects ensure that the mounting flanges are clean and that mounting blotters are use. Do not over tighten the mounting nut.
- Before grinding, run newly mounted wheels at operating speed to check for vibrations. A vibrating or defective wheel could explode causing injury.

➤ **DEFECTIVE TOOLS**

– What to look for:

If a tool is defective in some way, - DO NOT USE IT
Inspect tools prior to use and ensure defective tools are repaired.

Watch for problems like:

- a) broken or inoperative guards
- b) insufficient or improper grounding due to damage 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 or releases
- e) improper grinding wheels speeds or chipped/cracked blades.

➤ **WELDING, TORCH CUTTING OR BURNING**

Work involving welding, torch cutting or burning can increase the fire and breathing hazards on any job. The following guidelines should be considered prior to the start of work.

- a. Always ensure that there is adequate natural or mechanical ventilation, since hazardous fumes can be created causing respiratory harm.
- b. Always use the necessary personal protective equipment such as respirators, cutting goggles and protective clothing.
- c. Ensure there are fire extinguishing equipment suitable for the requirements of the operation, nearby for immediate use.
- d. Check cables and hoses to protect them from slag and sparks.
- e. Check the work area for combustible material and possible flammable vapors before starting work. If combustible materials or sensitive equipment cannot be removed, fire blanket protection or fire watch must be maintained.

- f. Never weld or cut lines, drums, tanks, etc. that have been in service without first making sure that all flushing, ventilating, purging precautions have been carried out and permits obtained.
- g. Never enter, weld or cut in a confined space without first conducting proper air tests and all other necessary confined space procedures and required lockout and tagging.
- h. Working overhead, cordon off your work zone below and post signs warning other workers to stay clear. Use fire resistant materials (fire blankets, tarps, etc.) to conduct or contain slag or sparks.
- i. Contact lenses should never be worn by working near welding operations.

➤ **PORTABLE PROPANE HEATING SYSTEM**

Ontario's Energy Act now requires employers to provide written evidence certifying the competency of person assigned to connect, activate, handle and disconnect portable propane heating systems with inputs of 400,000 btus or less. No persons other than those who have been certified are allowed to handle this equipment. Ensure fire-extinguishing equipment is present in close vicinity.

➤ **WIND RELATED HAZARDS & MATERIAL STORAGE**

Strong winds and gusts pose a real risk to workers. In these conditions, refrain from handling materials at heights for risk of being blown over. Walls and structures are vulnerable to collapse and special bracing precautions should be taken.

- Material or equipment at a project shall be stored and moved in a manner that does not endanger a worker.
- Material and equipment at a project shall be piled or stacked in a manner that prevents it from tipping, collapsing or rolling.
- No material shall be stored, stacked or piled within 1.8 metres of an opening in a floor or roof; the open edge of a floor, roof or balcony; or an excavation.

➤ **MATERIAL HANDLING**

1. Workers should know their physical limitations and the approximate weight of materials they are trying to lift. Workers should be encouraged to get help when a lifting task may be more than they can safely handle. Remember! When lifting, try to keep your back erect and lift with your legs. Avoid torsion rotation of your back while lifting materials. Seek help if necessary. Your back is very susceptible to injury in a bent position.
2. Employees working in sewer and water main installation should use precautions. Keep fingers and hands clear when joining pipes, fittings, manholes, etc. Be alert and use common sense, especially when working with very heavy items. Use care when connecting lifting cables and avoid catching your fingers.
3. Where practical, heavy lifts should be done only with the assistance of mechanical devices.
4. All employees on our work sites must carry proof of generic WHMIS training and be trained specifically on how to store, use, handle and dispose of hazardous materials used at the workplace.
5. Be aware of smoking restrictions around flammable and combustible materials.
6. When in doubt about proper procedures in handling a hazardous material, always refer to the MSDS (Material Safety Data Sheet) or ask your supervisor.
7. Use all the personal protective equipment and control measures required for the safe use of the hazardous material you will be handling.
8. All materials should and equipment should be stored, moved, piled or transported in a manner that will not endanger workers.
9. No material on a work site shall be piled or left within 1.8 meters (six feet) to an edge of a floor, roof, balcony or excavation.
10. Keep your respective areas clean and free of trip or slip hazards.

11. Communications between crane operators and ground crew must be clear and concise. Only competent signalers should be used to direct crane operators.

➤ **FORKLIFTS**

- a. The operator shall perform daily inspection checks in accordance to the manufacturer's recommendations. Only qualified personnel shall operate forklifts.
- b. Do not drive with wet or greasy hands. You could lose steering control.
- c. Face in the direction of travel. Look behind before backing up.
- d. Make sure that the forklift is able to carry the load.
- e. Recheck the brakes with the first load, and when changing to heavier loads. Never drive with faulty brakes. Report faulty brakes right away.
- f. Avoid sudden stops, starts or turns. You could spill the load.
- g. When vision is blocked, stop and sound horn at doors, corners, exits, etc. Use a signal person when necessary.
- h. Drive slowly on wet or slippery surfaces and rough ground.
- i. Cross railroad tracks very slowly, on an angle if possible.
- j. Keep forks close to the ground (4"-6") and tilted slightly back.
- k. Always be aware of and stay well clear of overhead power lines.
- l. No horseplay or stunt driving and no passengers.
- m. Do not lift someone on the forks unless a platform (approved by a professional engineer) is used.
- n. Do not work under raised loads.
- o. Keep all parts of the body inside running lines of the truck.
- p. When driving up or down a slope, the load must always be uphill. Do not drive across a slope and do not park on a slope.

- q. Whenever you leave the truck, lower the platform or fork, set the brake, neutralize controls, and shut off power.
- r. Do not block gangways, exits, or emergency equipment.
- s. Never leave the forks raised with the controls unattended.

➤ **HEAVY EQUIPEMNT SAFETY**

All vehicle and equipment operators are responsible for circling their vehicle or equipment before starting up, to ensure that the immediate vicinity is clear and open to movement.

All operators must ensure that their path is clear before backing up their machine. This means clear not only of other equipment but of materials and especially anyone on foot. Never assume that because no one or nothing was there 30 seconds ago, the way might still be clear. Operators of backhoes and cranes must also check that the wing area is clear also. Make sure that the way is always visibly clear before proceeding or that workers in the area know that you are about to move and in which direction. Use the services of a competent signaler is necessary to direct you.

1. WINTER PRECAUTIONS (for outdoor works)

Cold weather construction is quite common and requires extra care in accident and injury prevention. Snow and ice produce slippery conditions which pose dangers in:

- Mounting and dismounting machinery
- Handling materials and tools
- Moving around jobsite – on foot, on machines, or in vehicles.

Note: Always dress appropriately for weather conditions.

2. SAFETY

- Position trucks as close to the unloading area as possible.
- Equipment should be positioned on terrain as level as possible
- Keep equipment away from overhead power lines.
- Truck wheels should be blocked or chocked during unloading.

- Before mounting equipment, scrape off your boot to avoid slips. Climb up and down facing the equipment, maintaining 3-point contact at all times (two hands and one foot or two feet and one hand).

The riding of heavy equipment without sitting in a seat with a seatbelt by anyone is strictly prohibited.

No worker shall operate a vehicle at a project unless he or she is competent to do so.

If steps and handrails are provided use them; stepping on tires or hubs affords poor footing.

On heavy construction equipment such as trucks, the starting system must be made inoperative or locked when the equipment is not in operation.

It is the responsibility of all operators to ensure their equipment is in safe working order at all times. Report all problems immediately.

All mounting facilities must be maintained in a safe, clean condition.

All operating manuals for heavy equipment must be with the equipment at all times.

3. GENERAL SERVICE PROCEDURES

Disengage power and stop before servicing. Attach a DO NOT OPERATE tag to the controls.

Support equipment on adequately sized blocks or stands. Never take a chance of being crushed by equipment attachments or parts. Lower all equipment attachments to the ground and engage safety locks.

Be aware of and protect yourself from hot equipment parts. Clean up spilled oil, grease, fuel or other slipping hazards.

Use jacks and hoists to move and handle heavy components. Remember your back is very susceptible to injury in a bent position when lifting. When using mechanical hoisting assistance inspect its cables, chains or slings before use.

Specific safety information about hand tools, power tools, welding and flame cutting power sources and mechanical lifting devices can be obtained from the manufacturer's safe operating manuals and the safety manual called "Shop Maintenance" published by the Construction Safety Association of Ontario.

Do not work with unfamiliar equipment and tools. The company requires that all employees be properly instructed in the use of tools and equipment. Do not use tools or equipment without proper instruction.

Follow all recommendations in operating, service and maintenance manuals that have been provided to you.

4. REFUELING AND SERVICING

Oiling and servicing shall be done only when the equipment is shut off.

When refueling the driver or operator must remain with the unit. Smoking and other sources of ignition must be extinguished before refueling.

If a spill should occur notify your supervisor immediately for instruction.

5. OVERHEAD WIRES AND UNDERGROUND UTILITIES

- Make sure locates are obtained from all utilities before digging.
- All equipment must be kept a safe distance from overhead power lines. All activities adjacent to existing utilities must conform to the provisions of the Occupational Health and Safety Act and its Regulations for Construction Projects.
- Limits of Approach- Stay a minimum of ten (10) feet away from all energized electrical conductors

6. COMPANY VEHICLES AND EQUIPMENT

When equipment is operated, persons other than the operator must not be allowed in the cab unless proper seating is provided.

All employees must wear seat belts where available when driving or riding in a company vehicle. Heavy equipment operators must use their restraining devices.

All employees who drive or operate company vehicles or equipment must have the appropriate licenses.

Fire extinguisher protection should be carried in all vehicles and heavy equipment or should be readily available for emergencies.

➤ **CONFINED SPACE ENTRY**

A confined space is defined as a fully or partially enclosed space,

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

1. PROGRAM

If a workplace includes a confined space that workers may enter to perform work, the employer or the worker shall ensure that a written program for the confined space is developed and maintained in accordance with the Regulation before a worker enters the confined space.

The program shall be developed and maintained in consultation with the JH&SC or the health and safety representative, if any. A copy shall be provided to any other employer of workers who perform work to which the program applies, every worker who performs work within the confined space and the JH&SC or the Health & Safety representative.

The program shall be adequate and provide for:

- A method for recognizing each confined space;
- A method for assessing the hazards to which workers may be exposed;
- A method for general training of workers; and
- An entry permit system that sets out the measures and procedures to be followed when work is to be performed in a confined space to which the program applies.

2. ASSESSMENT

Before any worker enters a confined space, the worker's employer shall ensure that an adequate assessment of the hazards related to the confined space has been carried out.

The assessment shall be recorded in writing and shall consider, with respect to each confined space,

- The hazards that may exist due to the design, construction, location, use or contents of the confined space; and
- The hazards that may develop while work is done inside the confined space.

The record of the assessment may be incorporated into an entry permit.

The employer shall appoint a person with adequate knowledge, training and experience to carry out the assessment and shall maintain a record containing details of the person's knowledge, training and experience.

The assessment shall contain the name of the person who carries out the assessment.

The employer shall ensure that the assessment is reviewed as often as is necessary to ensure that the relevant plan remains adequate.

On request, the employer shall provide copies of the assessment to:

- The JH&SC or the health and safety representative, if any; or
- Every worker who performs work to which the assessment relates, if the workplace has no JH&SC or health and safety representative.

3. PLAN

Before any worker enters a confined space, the employer shall ensure that an adequate written plan, including procedures for the control of hazards identified in the assessment, has been developed and implemented by a competent person for the confined space.

The plan may be incorporated into an entry permit.

The plan shall contain provisions for:

- The duties of workers;
- On-site rescue procedures;
- Rescue equipment and methods of communication;
- Personal protective equipment, clothing and devices;
- Isolation of energy and control of materials movement;

- Attendants;
- Adequate means for entering and exiting;
- Atmospheric testing;
- Adequate procedures for working in the presence of explosive or flammable substances; and
- Ventilation and purging.

One plan may deal with two or more confined spaces that are of similar construction and present the same hazards as identified by the assessment.

The employer shall ensure that the plan is reviewed as often as is necessary to ensure that it remains adequate.

4. HAZARD RECOGNITION AND OTHER GENERAL TRAINING

Every worker who enters a confined space or who performs related work shall be given adequate training for safe work practices for working in confined spaces and for performing related work, including training in the recognition of hazards associated with confined spaces.

The employer shall appoint a person with adequate knowledge, training and experience to conduct the training.

The employer shall ensure that the training is developed and reviewed in consultation with the JH&SC or the health and safety representative.

The employer shall maintain up to date written records showing who provided and who received training, the nature of the training and the date when it was provided.

The records may be incorporated into an entry permit.

5. ENTRY PERMITS

The employer shall ensure that a separate entry permit is issued each time work is to be performed in a confined space, before any worker enters the confined space.

An entry permit shall be adequate and shall be adequate and shall include at least the following:

- The location of the confined space.
- A description of the work to be performed there.
- A description of the hazards and the corresponding control measures.

- The time period for which the entry permit applies.
- The name of the attendant.
- A record of each worker's entries and exits.
- A list of the equipment required for entry and rescue, and verification that the equipment is in good working order.
- Results obtained in atmospheric testing.
- If the work to be performed in the confined space includes hot work, adequate provisions for the hot work and corresponding control measures.

Before each shift, a competent person shall verify that the entry permit complies with relevant plan.

The employer shall ensure that the entry permit, during the time period for which it applies, is readily available to every person who enters the confined space and to every person who performs related work with respect to the confined space.

6. ON-SITE RESCUE PROCEDURES

The employer shall ensure that no worker enters or remain in a confined space unless, in accordance with the relevant plan, adequate written on-site rescue procedures that apply to the confined space have been developed and are ready for immediate implementation and that an adequate number of persons trained are available for immediate implementation of the on-site rescue procedure. Persons should be trained in the on-site rescue procedures, first aid & CPR and the use of rescue equipment.

7. RESCUE EQUIPMENT AND METHODS OF COMMUNICATION

The employer shall ensure that the rescue equipment identified in the relevant plan is readily available to effect a rescue, is appropriate for the entry into the confined space and is inspected to ensure its in good working order by a competent person. The inspection shall be recorded in writing and may be part of the entry permit

The employer shall establish methods of communication that are appropriate for the hazards identified in the relevant assessment, and shall make them readily available for workers to communicate with the attendant.

8. PERSONAL PROTECTIVE EQUIPMENT, CLOTHING AND DEVICES

The employer shall ensure that each worker who enters a confined space is provided with adequate personal protective equipment, clothing and devices in accordance to the relevant plan.

9. ISOLATION OF ENERGY & CONTROL OF MATERIAL MOVEMENT

The employer shall in accordance with the relevant plan, ensure that each worker entering a confined space is adequately protected against the release of hazardous substances into the confined space, against contact with electrical energy inside the confined space that could endanger the worker, against contact with moving parts of equipment inside the confined space that could endanger the worker and against drowning, engulfment, entrapment, suffocation and other hazards from free-flowing material by adequate means.

10. ATTENDANT

Whenever a worker is to enter a confined space, the employer shall ensure that an attendant is:

- Assigned;
- Stationed outside and near the entrance to the confined space;
- In constant communication with all workers inside the confined space; and
- Provided with a device for summoning and adequate rescue response

The attendant shall not enter the confined space at any time and shall monitor the safety of the worker inside, provide assistance to him/her and summon an adequate rescue response.

Adequate barricades and signage shall be utilized to prevent the possibility of any unauthorized entry.

11. ATMOSPHERIC TESTING

- Testing shall be done by a competent person;
- Tests shall be performed as often as necessary before and while a worker is within a confined space to ensure that acceptable atmospheric levels are maintained;
- Calibrated instruments are in good working order and are appropriate;
- Tests are recorded at adequate intervals when continuous monitoring is performed;
- Tests results shall be recorded and shall be performed in a manner not to endanger the person taking the test.

12. EXPLOSIVE & FLAMMABLE SUBSTANCES

The employer shall ensure that no worker enters or remains in confined space that contains or is likely to contain an airborne combustible dust or mist whose atmospheric concentration may create a hazard of explosion or contains an explosive or flammable gas, vapour unless one of the following applies:

- The worker is only performing inspection work that does not produce a source of ignition. In case of an explosive or flammable gas or vapour, the atmospheric concentration is less than 25 percent of its lower explosive limit;
- The worker is performing only cold work. In case of an explosive or flammable gas or vapour, the atmospheric concentration is less than 10 percent of its lower explosive limit;
- The worker is performing hot work and all the following conditions are satisfied:
 1. In the case of an explosive or flammable gas or vapour, the atmospheric concentration is less than 5 percent of its lower explosive limit;
 2. The atmosphere in the confined space does not contain, and is not likely to contain while a worker is inside, an oxygen content greater than 23 percent;
 3. The atmosphere in the confined space is monitored continuously;
 4. The entry permit includes adequate provisions for hot work and corresponding control measures;
 5. An adequate alarm system and exit procedure are provided to ensure that workers have adequate warning and are able to exit the confined space safely if either or both of the following occur: a) In the case of an explosive or flammable gas or vapour, the atmospheric concentration exceeds 5 percent of its lower explosive limit, b) the oxygen content of the atmosphere exceeds 23 percent by volume.

13. RECORDS

The employer shall retain every assessment, plan, record of training, entry permit, record of an inspection, test results for longer of the following periods:

- One year after the document is created, or
- The period that is necessary to ensure that at least the two most recent records of each kind that relate to a particular confined space are retained.

11 INCIDENTS INVOLVING OCCUPANTS AND GENERAL PUBLIC

- Contact by construction personnel with the general public and/or occupants of existing buildings must be limited and not be confrontational. All subcontractors must advise their employees of this requirement and to report any adverse contact with the general public or occupants to their supervisor and in turn to the GOLD PARK HOMES site superintendent.
- All incidents (near misses) and accidents must be reported immediately to the site superintendent. Failure to report could result in disciplinary action by GOLD PARK HOMES
- Subcontractors must make aware of any change in GOLD PARK HOMES their work operations, which may cause unforeseen hazards or concerns by occupants or the public. Where required “Information Notices” will be supplied to Occupants regarding hazards.

12 WHMIS REQUIREMENTS

1. Workers entering the project shall carry proof of Generic WHMIS Training
2. All Subcontractor companies shall provide the Material Safety Data Sheets for all WHMIS controlled products to be brought on site, to the Constructor’s Site Superintendent, before these controlled products enter the project. All subcontractors are to ensure that all WHMIS controlled products have their required hazard supplier or workplace labels before they are brought on site.
3. All Subcontractor supervisors are to provide site-specific instructions to their workers on the safe storage, handling, use and disposal of any WHMIS controlled products brought on site. The Constructor’s site Superintendent will require a written acknowledgment from all subcontractor companies, on their company letterhead stationary, that their workers have received this instruction along with all other hazardous information required for their workers health and safety.

4. The Constructor's superintendent will post all M.S.D.S. documents in a conspicuous area to allow unrestricted access and review by workers.
5. Subcontractor companies are to use the designated storage areas provided to them by the Constructor. Any WHMIS controlled products not in use shall be kept in storage. Appropriate fire extinguisher equipment shall be provided at these areas.
6. The Constructor site superintendent, in consultation with the Joint Health and Safety Committee for the project, shall periodically review the suitability of the WHMIS training and practices in place by the subcontractor companies on site, keeping in mind that the results of such training and instruction provided, enables the workers to use the information to protect their health and safety.
7. All subcontractor companies shall have written procedures to be followed by their workers, when fugitive emissions from a controlled product used on site, are present.
8. All subcontractor companies shall have written procedures to be followed by their workers in case of an emergency involving a controlled product.
9. Any worker or supervisor found to be negligent in their responsibilities regarding the above shall be disallowed from continuing their work until proper training, instruction and procedures are brought up to standard. Any blatant disregard by any worker or supervisor in maintaining these requirements will be grounds for the Constructor to remove said worker or supervisor from the site.

13. SUB-CONTRACTOR AND WORKER SAFETY ORIENTATION SHEET

CONTRACTOR/WORKER: _____

ADDRESS; _____

PHONE: _____ SIN#: _____

PROJECT: _____ START: _____

TRADE: _____

DISCUSSION OF FOLLOWING:

A) REQUIRED PERSONAL PROTECTIVE EQUIPMENT:

- HARD HAT AND FOOTWEAR
- EYE PROTECTION
- HEARING PROTECTION
- SKIN/BARRIER PROTECTION
- OTHER _____

B) FALL PROTECTION:

- GUARDRAIL REQUIREMENTS
- SAFETY HARNESS REQUIREMENTS
- LADDERS/COVERINGS (OPENINGS)

C) MATERIAL HANDLING AND STORAGE

D) HAZARD REPORTING PROCEDURES

E) FIRST AID, TELEPHONE, WASHROOMS FIRE EXTINGUISHERS AND PARKING

F) SPECIFIC HAZARDS – E.G. (overhead power lines)

G) VERIFICATION OF WHMIS TRAINING

***H) INTRODUCTION TO: HEALTH & SAFETY REPRESENTATIVE –
SUPERVISOR***

I) SITE FAMILIARITY TOUR

J) TRAFFIC CONTROL PROCEDURES

K) _____

I _____ HAVE
RECEIVED MY COPY OF THE GOLD PARK HOMES SAFETY POLICY
BOOKLET IN THE LANGUAGE I UNDERSTAND, AND RECOGNIZE
THAT IN ACCEPTING EMPLOYMENT, I MUST ABIDE BY THE RULES
AND PROCEDURES SET OUT IN THIS POLICY AND THE
OCCUPATIONAL HEALTH AND SAFETY ACT AND IT'S REGULATIONS
AND I ACKNOWLEDGE THAT ANY REPEATED VIOLATION TO THIS
POLICY WILL BE CAUSE FOR DISCIPLINARY ACTION OR EVEN
TERMINATION OF MY EMPLOYMENT OR CONTRACT

DATE:

SIGNATURE:

EMPLOYEE/SUB-CONTRATOR