



1890292 ONTARIO INC. O/A

**TERRA**  
CONCRETE FORMING

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# TERRA CONCRETE FORMING

HEALTH AND SAFETY  
PROGRAM  
2019

BUILDER'S COPY



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### DISCLAIMER

This Health and Safety Program has been created by Grand River Occupational Health and Safety Inc. in co-operation with The Residential Low Rise Forming Contractors Association of Metropolitan Toronto and Vicinity (The Low Rise Forming Association) and has been provided to your Company as a template. Failure to follow any legislative requirements is not the responsibility of Grand River Occupational Health and Safety Inc. or The Low Rise Forming Association.

As of January 2019 Safety First Consulting Professional Corporation has been retained to complete the annual review and update for The Low Rise Forming Association program. The material within is for information purposes only. This document is provided on the understanding and basis that neither the author(s) or Safety First Consulting Professional Corporation shall be responsible for the accuracy, completeness or sufficiency of the contents, or for the results of any action taken on the basis of the information contained in this document, or for any errors or omission contained within your Health and Safety Program.



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Title: <b>HEALTH &amp; SAFETY POLICY STATEMENT</b>	Date of Issue: <b>March 2010</b>
Location: <b>Health &amp; Safety Program Section 1.1</b>	Revision Date: <b>March 2019</b>

## HEALTH & SAFETY POLICY STATEMENT

TERRA CONCRETE FORMING places the utmost importance on the health, safety and well-being of our employees and others who may be affected by our work. It is our responsibility to achieve and maintain a safe and healthy working environment. TERRA CONCRETE FORMING has developed a health & safety program to promote workplace safety and control unsafe working conditions. The health & safety program promotes specific health and safety training for all employees and is designed to monitor the workplace for compliance with legislative requirements and attain best operating practices at all times.

### TERRA CONCRETE FORMING:

- Believes that it is responsible to incorporate proven health and safety principles into all phases of our operations and emphasize these as integral components of prudent business practice.
- Understands that the responsibilities for workplace health and safety must extend to all workplace parties (senior management, front line management and workers) on or off the job.
- Recognizes that accident prevention and quality of working life must continue to be an essential part of our business operations and as such, will empower each individual to actively participate in their health & safety program.
- Accepts the concept that the causes of accidents and illnesses can be controlled and the occurrence of personal injuries can be further reduced and is therefore committed to the prevention of occupational illness and injury in the workplace.
- Will continue to support the efforts of the joint health and safety committee (JHSC) or worker health and safety representative as required.
- While complying with *Ontario's Occupational Health and Safety Act (OHSA)* and *Environmental Protection Act* and all applicable regulations, accepts these statutes as minimum standards.
- Recognizes that it is the responsibility of all workers to work in accordance with the practices and procedures set forth in the health and safety program, in addition to the applicable legislative requirements.
- Recognizes that it is the responsibility of all workers to report all hazards and unsafe acts/conditions.
- Recognizes the responsibility of all supervisors to ensure that safe and healthy work conditions are maintained in our workplace.
- As outlined in our Early Safe Return to Work (ESRTW) program, will endeavor to offer modified work to those employees who have sustained injury or illness with a view to facilitate their rehabilitation and to safely return them to their pre-injury job function as soon as they are capable.

The success of our organization depends on our reputation to provide a quality product and service in a safe and timely manner. Health and safety must be incorporated into all facets of our operations.

Through open lines of communication, objective discussions and cooperation between workers, supervisors, management, the joint health and safety committee or worker health and safety representative and other outside parties, our objectives of a workplace free of hazards, injury and illness can and will be achieved.

  
Roberto Leva

Health & Safety Policy Statement

March 1, 2019

Date



Title: <b>WORKPLACE VIOLENCE &amp; HARASSMENT POLICY</b>	Date of Issue: <b>March 2010</b>
Location: <b>Health &amp; Safety Program Section 1.3</b>	Revision Date: <b>March 2019</b>

### **WORKPLACE VIOLENCE & HARASSMENT POLICY**

TERRA CONCRETE FORMING is committed to the prevention of workplace violence and harassment and promotes a violence and harassment free workplace in which all parties work together to achieve mutual health and safety goals. Management recognizes that all workers have the right to work in a violence or harassment free workplace. Any violence and/or harassment committed by or against any member of our workplace or the public will not be tolerated.

The purpose of the policy is to ensure that all individuals are aware of and understand that acts of workplace violence and harassment are considered a serious offence for which appropriate action will be taken. Those who are subjected to acts of workplace violence and harassment are encouraged to report incidents to the appropriate person so that complaints can be thoroughly investigated. TERRA CONCRETE FORMING has developed a workplace violence and harassment program to support this policy, outlining specific procedures and provisions for dealing with incidents and complaints of workplace violence and harassment. This policy will be reviewed by senior management on an annual basis and all records of the review will be retained.

TERRA CONCRETE FORMING is committed to investigating reported incidents and complaints of workplace violence and harassment in a fair and timely manner, taking the necessary action to respond to those events and providing support for complainants. Information about a complaint or incident will not be disclosed except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law. A worker will not be penalized for reporting an incident or participating in a workplace violence or harassment investigation.

"Workplace violence" means:

- The exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker
- An attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker
- A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker

"Workplace harassment" means:

- Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought to be known to be unwelcome, or
- Workplace sexual harassment

"Workplace sexual harassment" means:

- Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or

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- Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome

A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

No worker shall subject any person or persons to workplace violence and harassment or allow conditions that support workplace violence. This policy applies to all workers within this organization and will address workplace violence and harassment from all sources. As such, any worker who subjects a worker, supervisor, employee, customer, client, contractor, or member of the public to workplace violence and harassment may be subjected to disciplinary action, up to and including dismissal.

Managers and supervisors have a responsibility to act respectfully towards others and promote an environment that minimizes the risk of workplace violence and harassment and explain this policy to all workers that you supervise or manage. Management must ensure that workers understand who to contact regarding concerns about the policy or reporting an incident. Workers have a responsibility to act respectfully towards others and to ensure your own personal safety in the event of workplace violence and harassment. If a worker needs further assistance, he or she may contact the appropriate resources as described in the TERRA CONCRETE FORMING workplace violence and harassment program.

It is in the best interest of all parties to treat people fairly. Commitment to a violence free workplace is an integral part of the organization, from senior management to the workers.

  
Roberto LevaMarch 1, 2019

Date



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Title: <b>TOOLBOX SAFETY TALK FORM</b>	Date of Issue: <b>March 2010</b>
Location: <b>Health &amp; Safety Program Section 1.6</b>	Revision Date: <b>March 2019</b>

**TOOLBOX SAFETY TALK FORM**

<b>Location/Project:</b>			
<b>Talk Given By:</b>		<b>Date:</b>	
<b>Subject(s) Discussed:</b>			
<b>Attendance:</b>			
<b>Print Name</b>	<b>Intl./Empl. #</b>	<b>Print Name</b>	<b>Intl./Empl. #</b>
<b>Comments/Recommendations:</b>			
<b>Signature:</b> _____		<b>Title:</b> _____	



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