



Health and Safety Policy & Accident Prevention Program

TABLE OF CONTENTS

TOPICS	Page Number
Revisions of this Policy	08
Emergency Contact Numbers	09
Introduction	10
Health and Safety Policy Statement.....	11
Environmental Policy Statement.....	12
Violence and Harassment Policy Statement.....	13
Goals & Objectives	14
MSDS Sheet Binders.....	16
Duties and Responsibilities of Workplace Parties.....	19
Internal Responsibility System (I.R.S.).....	24
Responsibilities for Safety	
§ President	
§ Project Managers	
§ Project Superintendent or his Competent Replacement	
§ Qualifications (Skills & Abilities) Required for Supervisors/Foreman	
§ Foreman	
§ Crew Safety Talks	
§ Workers	
§ Qualifications (Skills & Abilities) Required for Workers	
§ Health and Safety Representative	
§ The Joint Health & Safety Committee and its Function	
§ JHSC	
§ Powers of the JHSC	
§ Periodic Work Site Inspections by the Safety Representative	
Requirements for Health & Safety Representative and JHSC for the Workplace.....	31
Methods for Establishing Competency of Supervisors and Workers.....	32
Work Refusal Process Where Health and Safety is in Danger.....	33
Specified Management Responsibilities.....	35
§ Senator Homes Internal Health and Safety Auditing – Management	
Specified Supervisor’s Responsibilities.....	37
Sub-Contractor Work – FORM.....	38
Specified Worker’s Responsibilities.....	40

Documenting Contraventions/Disciplinary Procedures.....	41
Accountability.....	42
Project Layout and Emergency Response Information.....	43
§ Work Site Access and Routing	
§ Work Site Emergency Communications	
§ Emergency Response Planning	
§ Dealing with the Press and Public in Emergencies	
§ Definition of Emergency	
§ Primary Considerations	
§ Press Liaison’s Code of Conduct	
§ Evacuation Contingency Plan	
§ Emergency Response Warning System and Equipment	
Hazardous Spills Contingency Plan – Emergency Response.....	47
Fire Protection Policy.....	48
Emergency Retrieval Procedures for Rescue of a Worker Suspended on a Fall Arrest System...	48
Traffic Control Planning for the Project.....	50
Health and Safety Training – Orientation and Training.....	51
Workplace Hazardous Materials Information Systems – W.H.M.I.S.....	52
W.H.M.I.S. Compliance Plan.....	51
51	
W.H.M.I.S Hazard Classification Chart.....	53
Heat Stress – How to Prevent Heat Illness.....	55
Heat Stroke or Heat Exhaustion – How to Tell the Difference.....	56
§ Heat Stress Checklist	
Cold Exposure.....	58
§ Core Temperature	
§ Hypothermia	
§ Wind Chill	
§ Frostbite	
§ Controls – General, Clothing, Shelter	
§ Exposure Limits	
§ Training	
§ Schedule for Warm-Up for Outside Workers	
§ Hand Protection	

Construction Project Inspections and Reports.....	66
Site Protection, Security, Access Control.....	67
§ Security Requirements	
§ Visitors Procedures	
§ Client Employees and Property Protection	
§ Barrier Separation	
§ Signage	
§ Signaler	
Housekeeping Policy.....	70
Tools, Equipment & Vehicle Maintenance.....	71
Accident/Incident Investigating Policy and Reporting Procedures.....	72
Notification Procedures.....	73
Injury Response Procedures.....	74
§ Injuries Requiring First Aid ONLY	
§ Injuries Requiring Medical Aid ONLY	
Emergency Response Procedures for Critical Injuries or Fatalities.....	75
Critical Injuries Defined.....	76
Preservation of the Accident Scene.....	77
Reporting A Critical Injury to the Authorities.....	78
Early and Safe Return to Work Policy (ESRTW).....	79
§ Responsibility Roles -> Worker	
-> Supervisor	
-> Management	
§ Modified Work and Vocational Rehabilitation	
§ Modified Work	
§ Modified Duties	
Treatment Memorandum – Form.....	83
Injury Claims Management Program and Procedures.....	84
Worker Substance Abuse Program.....	94
First Aid and Medical Treatment Requirements.....	95
§ First Aid Supply Requirements	
§ First Aid Treatment Records	
§ First Aid Certification	

§	Medical Treatment	
	Trade Demolition Contractor Guidelines to our Safety Program.....	97
§	Sub Demolition Contractor Responsibilities	
§	Training and On-site Meetings	
§	Crew Tool-Box Safety Talks	
§	Trade Demolition Contractor’s Labour Safety Representative	
§	Trade Demolition Contractor’s and Our JHSC	
§	Trade Demolition Contractor’s Provision of Documentation	
§	Notification of Near Misses, Incidents or Accidents	
§	Investigating and Reporting Procedures	
§	Ensuring Compliance on our Work Site	
§	Trade Demolition Contractor Performance Review	
§	Summation	
	Trade Demolition Contractor/Sub Demolition Contractor Prequalification Policy & Procedures	100
§	FORM.....	101
	Personal Safety Equipment.....	103
	Ladder Safety	106
	Use of Grinders & Cut off Saws	118
	Welding, Torch Cutting or Burning.....	118
	Scaffold Erection and Use	119
	Defective Tools, Power Actuated Tools, Trenches & Excavations	121
	Wall Bracing, Fire Protection, Traffic Control	122
	Compressed Gas Cylinders, Wind Related Hazards	123
	Electrical Equipment, Flammable Combustible Materials, Forklifts	124
	Portable Propane Heating System Setup	125
	Cranes and Other Hoisting Equipment	126
	Overhead Work, Designated Substances, Hot Work Permits, Power Elevated Platform	127
	Fall Protection Compliance Requirements.....	129
§	Equipment Standards and Set-Up	
§	Lifelines and their Set-up	
§	Travel Restraint Protection	
§	Fall Arrest Protection	
§	Exception Ruling – Removal of Shock Absorber Device	
§	Fall Restriction Protection	
§	Guardrail Protection	
§	Coverings Over Openings	

Scaffolding Compliance Guidelines.....	134
On-Site Signaling Procedures.....	135
Safe Excavating Guidelines.....	136
Excavation Checklist.....	137
Definitions of Commonly Used Terms in Excavating.....	138
Safe Procedures for Gas Line Excavations.....	140
Explanation of Lock-out Procedural Sequence.....	141
Lock-Out Procedural Flow Grid.....	142
Working in Confined Spaces.....	143
New Employee Training.....	157
Young Workers – Students.....	158
Discrimination, Harassment and Violence Policy	159
Smoking Policy.....	160
Ipods/Personal Radios, Tapes, CD Players, MP3 Players.....	161
Cell Phone Policy.....	161
Safe Driving, Loading and Unloading.....	162
Equipment Safety – General Safety Precautions.....	163
Concrete Mixer.....	165
Loaders.....	166
Dump Truck Tip-Over – The Hazard.....	170
Rigging.....	173
Safe Lifting Practices – Hoisting.....	174
Signs and Tags.....	175
Material Handling and Lifting, Signage, Compressed Gas.....	176
Vehicle Startup & Circle Checks.....	178
Weather Conditions – Lightning.....	180
Personal Use of Company Vehicles Tools or Equipment.....	183
Slips, Trips and Falls.....	184
Hygiene.....	185
§ Drinking Water	
§ Portable Toilets	

Demolition Procedures & Designated Substance Requirement & Checklist.....	185
New Employee Safety Checklist.....	195
Bill 168 – Workplace Violence and Harassment – Prevention Policy.....	196
Forms & Checklists.....	210

REVISIONS OF THIS POLICY

Date of Revision	Changes/Topics	No Changes (Official's Initial)	Today's Date	Signature

Safety Program must be reviewed on annual basis and any changes or additions must be documented.
Company official must sign annual policy statements and place the current date on each policy statement.
It is responsibility of Safety Manager and JHSC to ensure that this process takes place annually.

EMERGENCY CONTACT NUMBERS

Senator Homes- Head Office	(416) _____
Senator Homes- Fax	(416) _____
President	(416) _____
Vice President	(416) _____
General Manager	(416) _____
Project Manager	(416) _____
General Supervisor	(416) _____
Senator Homes H & S Consultant	(416) _____
H & S Representative	(416) _____
Spill Control Centre	(416) _____
Poison Control Centre	(416) _____
M.O.L	1-877-202-0008
Emergency Services (Police, Ambulance, Fire Department)	911

INTRODUCTION

Senator Homes is a 100% Canadian owned and operated company with the corporate head office located at 250 Lesmill Road, North York, ON.

Through hard work and commitment to excellence, we are able to provide superb service to all of our clients regardless of their needs or location. We are also committed to applying the same approach to health, safety and environmental concerns.

Our Manual's Purpose and Scope

The **Senator Homes** Safety and Loss Control Manual contains policies and procedures applicable to all workers, trade contractors, Demolition Contractors and employees alike regarding safety, health, and environmental responsibilities on **Senator Homes** projects and for work performed for **Senator Homes** Employees and trade contractors including demolition contractors should review the sections of this manual that are appropriate to the work to be performed. This manual does not replace existing site procedures or operational specifications outlined by our Clients, Architects or Professional Engineers. Approved site-specific procedures or manufacturing instructions must be followed where applicable. This manual does not relieve employees and Demolition Contractors of their responsibility for safety, health, and environmental compliance under law, act, or regulation. Manual does not address all possible circumstances and hazard control methods and therefore it is not a definite guide to personal health and safety. Therefore, workers and supervisors must identify actual and potential hazards prior to starting the task and develop and implement adequate controls.

The way this manual is organized

This manual is organized as a reader friendly document that outlines work place parties' duties and responsibilities starting with the President. In addition to duties and responsibilities of individual parties, this manual also outlines generic and specific guidelines designed to protect workers' health and safety.

General Information

Non-compliance with safety or environmental requirements is treated with highest priority and may result in work stoppage, contract termination or employee removal from the premises. Willful or repeated non-compliance may result in permanent termination. Compliance with federal, provincial, and local codes or regulations is required by law. The Safety and Loss Control Manual is a supplementary document to governmental rules, codes, and regulations having jurisdiction, and does not negate, abrogate, or minimize any provisions of these rules, codes, and regulations. It is intended to supplement and enforce existing requirements and to coordinate the overall safety effort. Supervisors are responsible for the safety and health of their employees, trade contractors, demolition contractors, consultants, vendors, suppliers, and visitors while on **Senator Homes** projects. Safety is considered an integral part of quality control, cost reduction, and job efficiency. Managers and supervisors are accountable for the safety performance demonstrated by their employees. The Safety and Loss Control Manual will be updated **annually** using addenda to the current revision. Each addendum is approved by the Joint Health and Safety Committee, and the President. Bound and printed copies of the Safety and Loss Control Manual and employee handbook can be obtained from **Senator Homes**.

Health and Safety Policy Statement

Senator Homes is committed to the protection from accidental loss of all its resources, including all workers and physical assets.

In fulfilling this commitment to protect both people and property, we will provide and maintain a Safe and Healthful work environment. In order to achieve this goal, **Senator Homes** will support its employees, subcontractors, and clients' safety concerns and whenever necessary, ensure that disciplinary action is taken in the case of any breach of the Health and Safety Policy. **Senator Homes** will enforce compliance to legislative requirements and will strive to eliminate any foreseeable hazards.

All managers, supervisors, workers, and subcontractors will be equally responsible for minimizing accidents within our company projects.

Job practices and procedures are clearly defined in our Accident Prevention Program for all workers to follow. We believe that knowledge and training will result in safer work environment. Loss prevention is the direct responsibility of supervisors and all workers.

All managers, supervisors, workers, contractors and subcontractors must comply with **Senator Homes** loss prevention requirements as they apply to every project. All workers must perform their jobs properly in compliance with established written procedures and operating practices as well as our clients' policies.

Failure to comply will result in disciplinary action.

Senator Homes - Principal

Date

Environmental Policy Statement

At **Senator Homes** we believe that all employees, supervisors and managers shall behave in a way that protects and preserve the environment. We are committed to protecting the environment and resources in all areas affected by our activities. Compliance to environmental legislation pertinent to our activities or those of our clients is a minimum requirement and an integral part of our policy.

It is the company's policy to:

- Comply with applicable environmental laws and regulations at all levels of authority municipal, provincial and federal.
- Protect the environment from adverse effects of production operations.
- Provide any information in our possession on the most appropriate Health, Safety and Environmental Management and waste disposal practices to be utilized.
- Conduct workplace audits and walk-through surveys to ensure compliance.
- Promote awareness and education.
- Stay informed of any law changes and waste disposal requirements.
- Maintain all equipment, cranes and vehicles in the manner that prevents leaks, spills and discharge of petrochemical product on the soil or concrete surfaces.

Senator Homes - Principal

Date

Violence & Harassment Policy Statement

Senator Homes recognizes that the potential exists for harassment, violent acts, and threats of violence in the workplace. All **Senator Homes** employees are entitled to work free of harassment and violence. As a result, the Management is committed to ensuring, so far as is reasonably practicable, that no worker is subjected to harassment and violence in the workplace.

The Management will take corrective action respecting any person under the employer's direction who subjects a worker to violence. In doing so, the employer will not disclose the name of a complainant or the circumstances related to the complaint to any person except where disclosure is necessary in order to investigate the complaint, or to take corrective action in response to the complaint, or is required by law.

This policy is not intended to prevent or discourage the complainant from exercising any other legal rights pursuant to any other law.

In the context of harassment, this includes workers' rights to file a complaint with the Management by Complaints must be made within six months of the date of the last incident of harassment.

Senator Homes - Principal

Date

GOALS AND OBJECTIVES

The goals of the safety program are listed below:

- eliminate accidents and work related illnesses
- achieve zero fatalities, zero permanent disabling injuries, and zero lost work day cases
- prevent MOL orders, fines and penalties
- eliminate releases to the environment and prevent environmental harm

The main objective of the safety program is to support and assist supervisors/foreman and employees with their responsibility to control the exposures and prevent the incidents that may cause injuries, illness, fatalities, equipment damage, fire, and damage or destruction of property.

SUMMARY OF TOOLS FOR ACHIEVING THE OBJECTIVES:

PRE - CONSTRUCTION

1. **Hazard/Risk Assessment:**

Job Safety Analysis (JSA): Preliminary site visit and safety evaluation, also utilized for specialty tasks and uncommon activity. Professional safety consultants working closely without organization to be contacted when deemed necessary.

Daily TRAC (Task Risk Assessment & Controls): to be completed daily by supervisors or foreman of each trade company performing the work on out projects identifying scheduled work, hazards and safety control measures required.

2. **Perimeter Safety**

Hoarding or Public Way Protection will be erected around the perimeter of all project sites where ever natural or physical barriers do not exist.

Signage will be erected around the perimeter of all project sites indicating restricted access, danger due to, required personal protective equipment etc. Interior signage will indicated speed limits, equipment directional travel pattern, pedestrian/worker crossing, caution and danger due to signs.

3. **Worker Site Safety Orientation:** Is created based on the site evaluation and includes identified hazards/risk factors and safety controls to mitigate those hazards/risk factors. ALL workers attending the site MUST participate in the orientation session prior to commencing work on site. Record of participation is kept on site. Project supervisor to ensure.

4. **Contractor Health & Safety Agreement:** All contractors hired to perform work on site must: review, sign & communicate agreement terms & conditions

Return signed agreement with applicable supporting documentation to include:

- Health & Safety / Workplace Violence & Harassment Policies
- Current WISB Clearance Certificate
- Form 1000
- Job Hazard Analysis / Risk Assessments
- First Aid Provider(s)
- MSDS – data sheets for all hazardous materials brought to site
- Project Health & Safety Representative
- Worker safety & equipment training certificate and/or qualifications
- Liability insurance in the amount specified by CGI

This must be done prior to commencing work on site. Safety Terms & Conditions are site specific and reflect the condition and safety controls required for the site.

5. **Required onsite safety postings and supplies** – (Superintendent to ensure)

The following information shall be posted on the safety bulletin boards:

1. Notice of Project
2. **Senator Homes** Safety Policy Statement
3. **Senator Homes** Workplace Violence Policy Statement
4. **Senator Homes** Environmental Policy Statement
5. MOL Safe at Work Poster
6. Emergency response procedures
7. Emergency contact numbers
8. Route & map to the nearest hospital
9. Name of first aider on the project
10. WSIB poster 82 (“In the case of injury poster”)
11. Name of H & S Representative
12. Names of JHSC members (where a committee is established)
13. JHSC minutes of the meeting
14. MOL reports/orders
15. Location of the toilets
16. Copy of up to date OHSA & Regulations for Construction Projects (most current edition)
17. Location of fire extinguishers

Make available for review in construction office:

1. MSDS for controlled products used on the project
2. Designated substance survey - report (where applicable)
3. Traffic Control Plan (where applicable)
4. Shoring/bracing sign - off sheet prior to placement of concrete for multi-story structures
5. Confined Space Entry and Rescue Plan
6. Locates
7. Fall Arrest Rescue Plan
8. Concrete pad drawings for Tower Crane (where Tower Crane in use)
9. Demolition Plan

Make available on the project:

1. First aid kit adequate for number of workers (see WSIB regulation 1101)
2. Adequate supply of drinking water with individual drinking cups
3. Adequate number of portable toilets (1 per every 10 to 15 workers)
4. Adequate number of fire extinguishers and location signs (see s. 52 of OHS Reg.)
5. Emergency air horns
6. Stretcher
7. Blanket

From Subcontractors, obtain & keep on the project copies of:

1. Registration forms (WSIB forms T – 1000)
2. WSIB Clearance certificates
3. Liability Insurance
4. Proof of required OH & S training and/or trade certification under TQAA
5. Weekly tool box safety talks
6. **Any specific safe work procedures such as:** demolition, confined space entry, fall arrest rescue procedures, fall prevention plan, hot work, electrical work, crane operations, public safety etc.

Note: weekly safety talks shall be held and documented as a minimum standard on the project

DURING CONSTRUCTION

6. **Workplace Inspection:**

Informal Workplace Inspections are conducted daily by workers and supervisors. Non - conformity issues are communicated to appropriate workplace parties during the morning briefing or as they arise. Corrective measures must be implemented immediately.

Formal Workplace Inspection is conducted on an established schedule. The inspections are conducted by the site Employee Health & Safety Representative monthly, project supervisor weekly and third party safety consultants by - weekly. The inspections break down all aspects of the job site and findings are documented on the workplace inspection checklist. Any item identified as non - conformity are recorded in the Action Items with recommendations for compliance. All action items must be address in a timely manner and confirmation of resolution must be documented on checklist and initialed. Workplace inspections are posted for worker review and reference. As per the contractor health & safety agreements, all contractors are required to conduct and document workplace inspections and a copy or access must be provided to Site Superintendent.

7. **Hazard/Risk Assessments:** Is an ongoing process to monitor and implement the necessary safety controls to ensure a safe workplace.
8. **Worker Safety Talks: Senator Homes** and all Contractors on site are required to conduct a minimum of one (1) Safety Talk per week, which must be site and scope of work specific. A copy of the minutes must be provided to Site Superintendent weekly.
9. **Joint Health & Safety Committee:** The JHSC is established when the number of regularly employed exceeds twenty (20) and where the expected duration of the project is to exceed three (3) months. Worker representative(s) are selected by the workers and there is a minimum of four (4) members in total. A meetings schedule is established and meetings are conducted on site. Minutes are posted on health & safety bulletin board or in health & safety compliance binder.

10. **Worker Trade Committee:** the JHSC establishes a Worker Trade Committee to assist in all projects where the number of regularly employed exceeds forty - nine (49) and where the duration of the project is expected to exceed three (3) months. A representative from each trade attends the meeting bringing forward any issues or concerns. Any item not resolved in this meeting is brought forward to the JHSC meeting for resolution.

11. **Company Rules:** All workers attending the job site must be familiar with **Senator Homes** rules and general conduct. This information is posted in the site trailer on the health & safety bulletin board.

12. **Safety Violation – Disciplinary Action**
Any worker found to be in contravention of the Occupational Health & Safety Act and Regulation, Company Health & Safety Policy & Procedures and/or and legislative regulation is subject to escalating disciplinary action up to and including termination from employment and/or the job site.

DUTIES AND RESPONSIBILITIES OF WORKPLACE PARTIES **(Under OHSA & Regulations for Construction Projects - Ontario)**

Duties of Constructor

23. (1) A constructor shall ensure, on a project undertaken by the constructor that,

(a) the measures and procedures prescribed by this Act and the regulations are carried out on the project;

(b) every employer and every worker performing work on the project complies with this Act and the regulations; and

(c) the health and safety of workers on the project is protected.

Notice of Project

(2) Where so prescribed, a constructor shall, before commencing any work on a project, give to a Director notice in writing of the project containing such information as may be prescribed. R.S.O. 1990, c. O.1, s. 23.

Duties of Employers

25. (1) an employer shall ensure that,

(a) the equipment, materials and protective devices as prescribed are provided;

(b) the equipment, materials and protective devices provided by the employer are maintained in good condition;

(c) the measures and procedures prescribed are carried out in the workplace;

(d) the equipment, materials and protective devices provided by the employer are used as prescribed; and

(e) a floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the *Building Code Act*. R.S.O. 1990, c. O.1, s. 25 (1).

Idem

(2) Without limiting the strict duty imposed by subsection (1), an employer shall,

- (a) provide information, instruction and supervision to a worker to protect the health or safety of the worker;
- (b) in a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;
- (c) when appointing a supervisor, appoint a competent person;
- (d) acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;
- (e) afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions;
- (f) only employ in or about a workplace a person over such age as may be prescribed;
- (g) not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;
- (h) take every precaution reasonable in the circumstances for the protection of a worker;
- (i) post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers;
- (j) prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy;
- (k) post at a conspicuous location in the workplace a copy of the occupational health and safety policy;
- (l) provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety; and
- (m) advise workers of the results of a report referred to in clause (l) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety. R.S.O. 1990, c. O.1, s. 25 (2).

Idem

(3) For the purposes of clause (2) (c), an employer may appoint himself or herself as a supervisor where the employer is a competent person. R.S.O. 1990, c. O.1, s. 25 (3).

Same

(3.1) Any explanatory material referred to under clause (2) (i) may be published as part of the poster required under section 2 of the *Employment Standards Act, 2000*. 2009, c. 23, s. 2.

Idem

(4) Clause (2) (j) does not apply with respect to a workplace at which five or fewer employees are regularly employed. R.S.O. 1990, c. O.1, s. 25 (4).

Additional duties of employers

26. (1) In addition to the duties imposed by section 25, an employer shall,

- (a) establish an occupational health service for workers as prescribed;
- (b) where an occupational health service is established as prescribed, maintain the same according to the standards prescribed;
- (c) keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed;
- (d) accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed;
- (e) notify a Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed;
- (f) monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed;
- (g) comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed;
- (h) establish a medical surveillance program for the benefit of workers as prescribed;
- (i) provide for safety-related medical examinations and tests for workers as prescribed;
- (j) where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace;

(k) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and

(l) carry out such training programs for workers, supervisors and committee members as may be prescribed.

Idem

(2) For the purposes of clause (1)(a), a group of employers, with the approval of a Director, may act as an employer. R.S.O. 1990, c. O.1, s. 26 (1, 2).

Idem

(3) If a worker participates in a prescribed medical surveillance program or undergoes prescribed medical examinations or tests, his or her employer shall pay,

(a) the worker's costs for medical examinations or tests required by the medical surveillance program or required by regulation;

(b) the worker's reasonable travel costs respecting the examinations or tests; and

(c) the time the worker spends to undergo the examinations or tests, including travel time, which shall be deemed to be work time for which the worker shall be paid at his or her regular or premium rate as may be proper. R.S.O. 1990, c. O.1, s. 26 (3); 1994, c. 27, s. 120 (3).

Duty of Project Owners

30. (1) Before beginning a project, the owner shall determine whether any designated substances are present at the project site and shall prepare a list of all designated substances that are present at the site.

Tenders

(2) If any work on a project is tendered, the person issuing the tenders shall include, as part of the tendering information, a copy of the list referred to in subsection (1).

Idem

(3) An owner shall ensure that a prospective constructor of a project on the owner's property has received a copy of the list referred to in subsection (1) before entering into a binding contract with the constructor.

Duty of constructors

(4) The constructor for a project shall ensure that each prospective Demolition Contractor and trade Contractor for the project has received a copy of the list referred to in subsection (1) before the prospective Demolition Contractor or trade Contractor enters into a binding contract for the supply of work on the project.

Liability

(5) An owner who fails to comply with this section is liable to the constructor and every Demolition Contractor and trade Contractor who suffers any loss or damages as the result of the subsequent discovery on the project of a designated substance that the owner ought reasonably to have known of but that was not on the list prepared under subsection (1).

Idem(6) A constructor who fails to comply with this section is liable to every Demolition Contractor and trade Contractor who suffers any loss or damages as the result of the subsequent discovery on the project of a designated substance that was on the list prepared under subsection (1). R.S.O. 1990, c. O.1, s. 30.

Duties of Suppliers

31. (1) Every person who supplies any machine, device, tool or equipment under any rental, leasing or similar arrangement for use in or about a workplace shall ensure,

(a) that the machine, device, tool or equipment is in good condition;

(b) that the machine, device, tool or equipment complies with this Act and the regulations; and

(c) if it is the person's responsibility under the rental, leasing or similar arrangement to do so, that the machine, device, tool or equipment is maintained in good condition.

Architects and Engineers

(2) An architect as defined in the *Architects Act*, and a professional engineer as defined in the *Professional Engineers Act*, contravenes this Act if, as a result of his or her advice that is given or his or her certification required under this Act that is made negligently or incompetently, a worker is endangered. R.S.O. 1990, c. O.1, s. 31.

Duties of Directors and Officers of a Corporation

32. Every director and every officer of a corporation shall take all reasonable care to ensure that the corporation complies with,

(a) this Act and the regulations;

(b) orders and requirements of inspectors and Directors; and

(c) orders of the Minister. R.S.O. 1990, c. O.1, s. 32.

The Internal Responsibility System (I.R.S.)

The Internal Responsibility System (IRS) is the concept on which the Occupational Health and Safety Act is based.

The IRS encourages addressing health and safety issues and concerns (“at the grass roots”) between workers and supervisors, within the area, within the department, within the organization (this benefits both the employer and the workers) without the intervention of the Ministry of Labour.

Through open lines of communication, objective discussions and cooperation between workers, supervisors, management and the Health and Safety Representatives, the organization’s objectives of a workplace free of hazards and illness can be achieved.

Health and safety should not be “added on” to how a job is done. These principles must be integrated into all operations and work activities. It is the responsibility of the supervisor to see that this happens.

Each supervisor must be accountable for the health and safety performance in their crew just as they are responsible for quality, scheduling and service, client satisfaction or any other operational objectives.

Specific hazards identified will be relayed to you and together with your supervisor; you will determine the most effective control strategy to employ to protect your health and safety.

It is important that workers have input and actively participate in the development and implementation of specific workplace procedures that could affect their well-being.

The Employee Health and Safety Guidelines are based on the premise that the ideas and concerns that are coming from the workers must be addressed in a timely and efficient manner. For the Program to be effective, management must respond to these concerns and implement standards and procedures that are to be followed so that the job can be done in a safe and health manner.

For the IRS to be truly effective, workers, supervisors and management must accept and share the responsibility for occupational health and safety.

How well the system works depends upon the degree of communications, cooperation and accountability for workplace health and safety.

Internal Responsibility for Health and Safety

Responsibilities	Workers	Supervisors	Managers	Employer
For work	Perform job	Assign tasks and schedule work	Determine objectives	Establish goals and objectives
For people	Direct helpers-new hires-young workers	Orientate and train new hires & young workers	Select and develop supervisors	Establish hiring policies. Select and develop managers
For work performance	Use training, knowledge and skills to perform work	Specify who does what and assign authority	Assign jobs to supervisors and delegate authority	Determine who does what and delegate authority
For direction of work	Follow safe work practices and cooperate with supervisor	Follow safety policies and programs	Implement safety policies and programs	Establish safety policies, programs and procedures
For relations with people	Follow policies, programs and procedures	Coordinate implementation of programs, policies and procedures on shop floor	Implement policies. Conduct daily business in compliance with employer's policies and legislation	Determine policies, procedures and programs and ensure compliance
For facilities and equipment	Safely use tools, equipment and machinery	Provide adequate tools, equipment and machinery	Provide supervisors with adequate resources	Authorize expenditures and assign adequate resources to managers
For conditions of work	Implement and maintain standards. Cooperate with committee	Implement standards and train workers. Cooperate with committee	Help employer develop standards. Train supervisors to implement standards. Help committee to be effective	Determine health and safety philosophy and policies. Maintain effectiveness of committee
For accountability	Inspect tools and equipment. Report hazards to supervisor	Inspect work areas, tools, equipment and machinery. Report problems to managers and recommend solutions	Develop effective solutions to problems. Accountable to employer for operations	Account to directors and society for safe operation of work

Responsibility for Safety (I.R.S)

President

The President has issued a corporate health and safety message related to **Senator Homes** Health and Safety Program. The President's statement provides a commitment that the health and safety of our workers and our working environment is of the highest priority. The President may instruct periodically, that changes be made in the overall program design, objectives, implementation methods, planning and control of operations and expected levels of performance. The President maintains overall control of budgets and funding for sponsored safety training and awareness programs.

Vice President

Vice President of operations answers to the President and provides overall direction and guidance to the operational activities of our organization. Vice president formulates policies and plans the use of materials and human resources. Establishes and implements short- and long-range organizational goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness; effects changes required for improvement.

The Vice-President, Services, shall have overall administrative responsibility for the Environmental Health and Safety Program and shall have the following responsibilities:

- To advise the President on environmental health and safety matters for purposes of due diligence;
- To oversee the General Manager, who is directly responsible for developing supporting and evaluating the Environmental Health and Safety Management system and related programs;
- To emphasize the priority of programme objectives during the budget planning process;
- To advise senior administrators in directing the environmental health and safety related activities under their control.

General Manager

- General Manager assists Vice President and Safety Manager in effective management and development of safety policies and programs. General Manager must also inspect and review the construction projects on a periodic basis to ensure compliance with company safety policies and health and safety regulations. Provide ongoing support to project managers in meeting safety goals and objectives set out by company safety program.

Safety Manager

- Safety Manager oversees and directs all policies with regards to an employer's safety program. The manager develops and administers programs that educate employees and contractors on, and ensure compliance with, all regulations issued by the OHSA & regulations for Construction Projects.

- Maintains an in-depth knowledge of all laws surrounding construction safety, a construction safety manager develops and implements policies, procedures and other company-wide safety standards.
- Following incidents of construction-related accidents, a construction safety manager performs a thorough investigation to ensure that all required policies were followed.
- A construction safety manager develops and maintains a tracking system to monitor all construction-related accidents and develops measures to prevent recurrence
- Reports to General Manager and Vice President of Operations

Project Managers

- The Project Managers will ensure that all aspects of company Health and Safety Program are being applied and that all established safety policies and procedures are administered and enforced at the administration level.
- The Project Managers shall assist the General Manager and Vice President of Operations in the implementation and planning of our safety program such as in the establishment of guidelines and safety training pertaining to healthy work conditions and worker practices, with professional institutions, associations and consultants.
- The Project Managers are also responsible for ensuring that new management and field personnel are given an orientation to **Senator Homes** Health and Safety Program within the first week of assuming their position.

Project Superintendent or his competent replacement

- The responsibility for safe work operations of a specific project is generally that of the project superintendents or their competent replacement who, as the on-site "COMPETENT PERSON" (as defined in the Ontario Occupational Health and Safety Act for Construction Projects), carries the legal responsibility for the work site conditions and work practices. As such, the project superintendents or their competent replacements shall insist on compliance to the Occupational Health and Safety Act and its regulations from all **Senator Homes** field staff, workers and subcontractors, engaged in the work, as well as visitors to the work site.
- The project superintendents or their competent replacements shall ensure that safe working conditions and practices prevail on the work site, and that all supervisory personnel are familiar with the current legislation pertaining to the Occupational Health and Safety Act and its Regulations.
- If the project safety standards are poor or enforcement of the Act and its Regulations is not evident, the project superintendents or their competent replacements are potentially endangering all workers and are exposing themselves and the company to the possibility of legal prosecution.
- **Senator Homes** will assist with any information or training programs necessary to maintain the standards required, but ultimately it is the superintendents or their competent

replacements that must bear the burden of all things related to health and safety on his work site.

- It is for this reason **Senator Homes** insists that the project superintendent become personally involved in investigating every incident, medical aid and lost time injury to determine the underlying circumstances giving rise to the incident or accident. Our superintendents are to never permit a worker to leave the site for medical reasons without first being briefed on the situation.

Qualifications (skills & abilities) required (supervisors and foreman):

The construction supervisor is often the first step taken by the skilled worker who wishes to move into construction management.

- Supervisors/Foreman needs excellent verbal and written communication skills, the ability to read technical documents, drawings and specifications, and business communications. Supervisors/Foreman need to be able to document crew activities, job progress, be able to use company specific procedures to request materials, personnel or other resources required to complete their assigned tasks.
- Supervisors/Foreman needs the organizational skills to plan the activities of others, and to manage and participate in meetings with their workers and other personnel on site.
- The Supervisors/Foreman requires a good working knowledge of the employer's responsibilities and role for safety, employment practices, and emergency procedures.
- The ability to use computers for entering and retrieving project or crew information is a trend that is becoming increasingly more important.
- Working knowledge of Ontario OH & S Act and Regulations for Construction Projects is a must as well as Basic of Supervision Course/Seminar/Training.

Subcontractor Foreman

The subcontractor's foreman shall assist the project superintendent or his competent replacement in carrying through with all the specified supervisor responsibilities as outlined in our corporate health and safety policy. The foreman has the responsibility to ensure the health and safety of his/her crew and that each worker under his supervision is fully aware of the company safety policy and rules of conduct. The foreman must ensure that each member of his/her crew understands the safe procedures of the work, the actual and potential hazards of the work and the safety regulations that apply to the work. The foreman must insist his/her workers report all injuries and hazards of which they become aware.

The subcontractor's foreman is also expected to check his work areas and worker practices for hazards and take corrective action as needed. An initial check for hazards should be done before the commencement of work on a shift and as often as necessary to ensure the health and safety of his/her crew. This practice of routine hazard checks demonstrates leadership and genuine concern for his/her workers and will set a good example to the crew. In the event of an accident, the subcontractor's foreman must immediately investigate the causes and inform the project superintendent or his competent replacement. The subcontractor's foreman is also expected to acquaint new workers to the actual and potential hazards of the job and the safe work procedures as required. The o

subcontractor's foreman must act immediately to stop any violations and make it clear that such behavior will not be tolerated.

CREW SAFETY TALKS

It is expected that all subcontractor's foremen shall conduct periodic safety talks with their crews and address the safety concerns brought forward. These crew safety talks shall be rostered and minuted, and copies of these minutes shall be forwarded to the project superintendent or his competent replacement promptly. The frequency of these required crew safety talks shall be established by a collaborative decision from the Project Manager, Safety Manager and Project superintendent or his competent replacement.

Workers

The Workers have a personal responsibility to work safely and in accordance with our corporate health and safety policy and the Occupational Health and Safety Act and its Regulations. The worker has the right to refuse work, which he feels is unsafe to perform but may, by the same right, be refused permission to work by management if he fails to perform safely and in accordance to the Occupational Health and Safety Act and its Regulations. The worker is obligated by law to report any unsafe condition, practices, or injuries of which he is aware, to his supervisor immediately so appropriate action may be taken. The worker also has the right to inform his safety representative of any safety issues. The worker is expected to help new employees recognize job hazards and follow proper procedures.

Qualifications (skills & abilities) required (workers):

All workers must be deemed competent (as per OHSA) and have adequate training & experience to perform work in safe manner.

Health & Safety Representative

Where required under the Occupational Health and Safety Act, a Safety Representative shall be appointed at the work site and he shall be responsible for identifying situations that may be a source of danger or hazard to workers. The Safety Representative also has the right to conduct a monthly inspection of the work areas and report his findings and recommendations to the Project superintendent or his competent replacement and to the Joint Health and Safety Committee so corrective action may be taken.

Where required under the Occupational Health and Safety Act, the project superintendent or his competent replacement shall cause the workers or their unions to select at least one Health & Safety Representative. Where **Senator Homes** project superintendent or his competent replacement has one or more workers employed at the project, one of them should stand as a candidate for the position of Health and Safety Representative, and shall have the appropriate training for this function.

ESTABLISHING J.H.S.C. ON THE PROJECT

(Where required as per OH&SA Sec. 9 (2))

Where required, the project superintendent or his competent replacement shall be responsible to establishing and maintain a Joint Health and Safety Committee. **Senator Homes** project superintendent or his competent replacement for the work site shall act as the Management Safety Representative, unless otherwise designated to someone else by the President. It is expected that a **Senator Homeworke**r will stand for the position of the Joint Health and Safety Committee Labour Safety Representative, representing the workers, provided this is acceptable with the work site labor force. Both the Management and Labour Safety Representatives for the Joint Health and Safety Committee, shall, if the project make-up require it, become "CERTIFIED MEMBERS" as defined under the Occupational Health and Safety Act.

POWERS OF THE JOINT HEALTH AND SAFETY COMMITTEE

For the Committee to be effective, it should deal solely with safety issues and must not be allowed to become a general complaint session. Management response and involvement will determine the overall success of the Committee. Minutes of the Committee meetings shall be posted at the workplace for all workers to review. The primary function of the Joint Health and Safety Committee is to identify hazards at the workplace and to come up with solutions to safety concerns. Members of this committee should actively take part in the development, implementation and monitoring of all phases of the Health and Safety Program. *Copies of the meeting minutes* shall be distributed to the participants and the Project superintendent or his competent replacement shall forward a copy to the Project Manager and the President. The Committee shall assist in resolving work refusals and promptly investigate reports of "dangerous circumstances" at the workplace.

PERIODIC WORK SITE INSPECTIONS BY SAFETY REPRESENTATIVES

In accordance with the Occupational Health and Safety Act, the Health & Safety representative shall ensure that a site inspection to take place on a monthly basis and any circumstances that may be a source of danger to workers shall be reported to and considered by the Committee. Unsafe situations requiring prompt attention must be reported to the Project superintendent or his competent replacement immediately. Recommendations for remedial action on safety issues will be listed on the Committee meeting minutes and assigned to the responsible party.

**REQUIREMENTS FOR HEALTH AND SAFETY REPRESENTATIVES AND
JOINT HEALTH AND SAFETY COMMITTEES FOR THE WORKPLACE**
(as per Sec. 9 (2))

**NUMBER OF WORKERS AT A
PROJECT REGULARLY**

GENERAL REQUIREMENTS

5 (five) or more:

one health and safety representative [section 8(1)]

20 (twenty) or more:

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) & 9(5a)]

50 (fifty) or more:

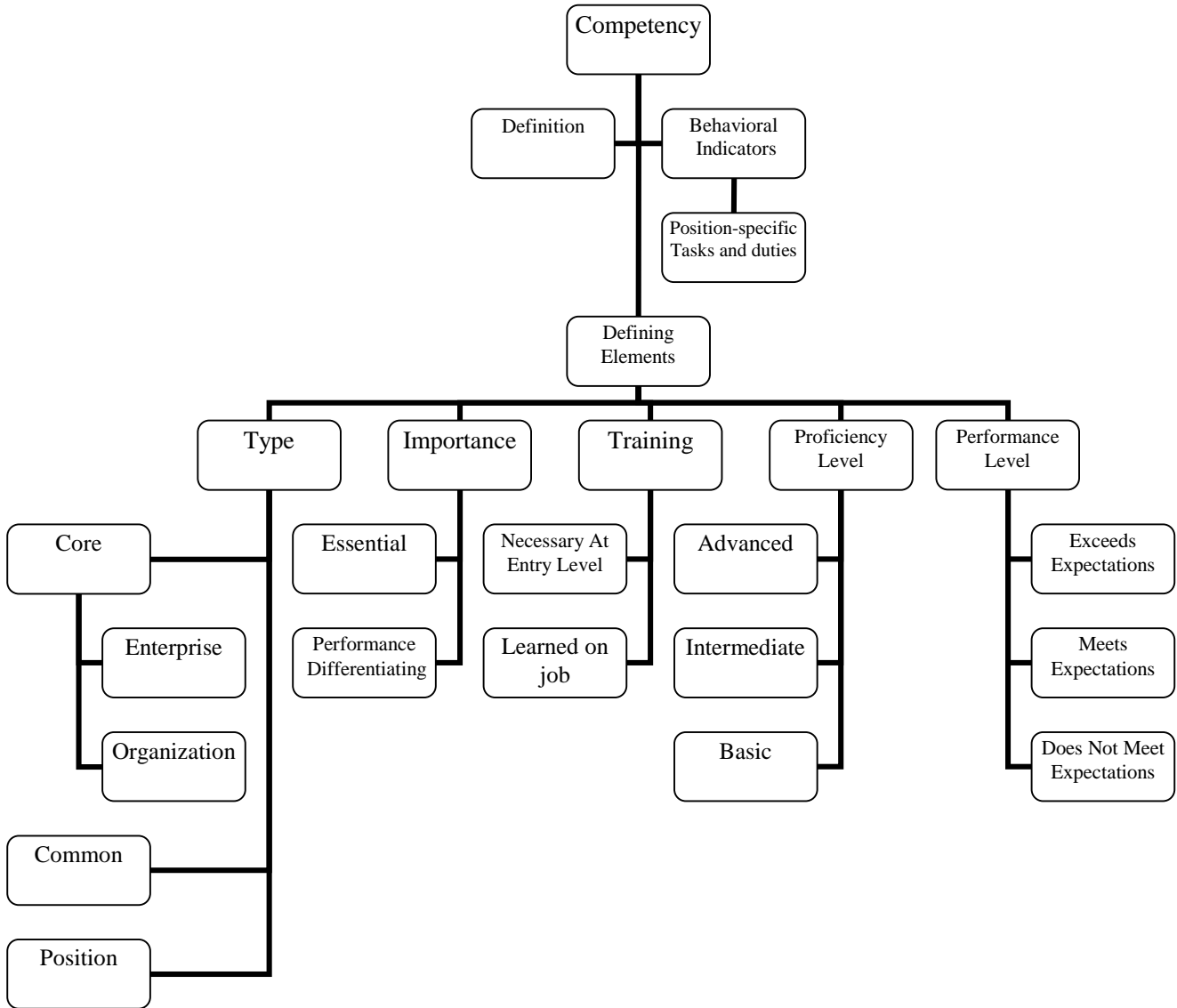
A joint health and safety committee of at least four persons. Two management committee representatives and two labour committee representatives. At least one labour and one management representative must be certified. (see sections 9(5f), 9(5g) and 9(8a))

Trades Committee:

The joint health and safety committee shall cause a worker trades committee to be formed. All trade contractors and Demolition Contractors having five or more workers should have labour safety representative who shall participate in these worker trades committees. [see section 10]

<p><u>THE DURATION OF A PROJECT MUST EXCEED 3 (three) MONTHS</u> before the Joint Health and Safety Committee, Safety Representative Certification, and Worker Trades Committee requirements apply. [See sections 9(1); 9(5f) and 9(5g); and 10(1) respectively]</p>

METHOD FOR ESTABLISHING COMPETENCY OF SUPERVISORS AND WORKERS



WORK REFUSAL PROCESS WHERE HEALTH & SAFETY IS IN DANGER

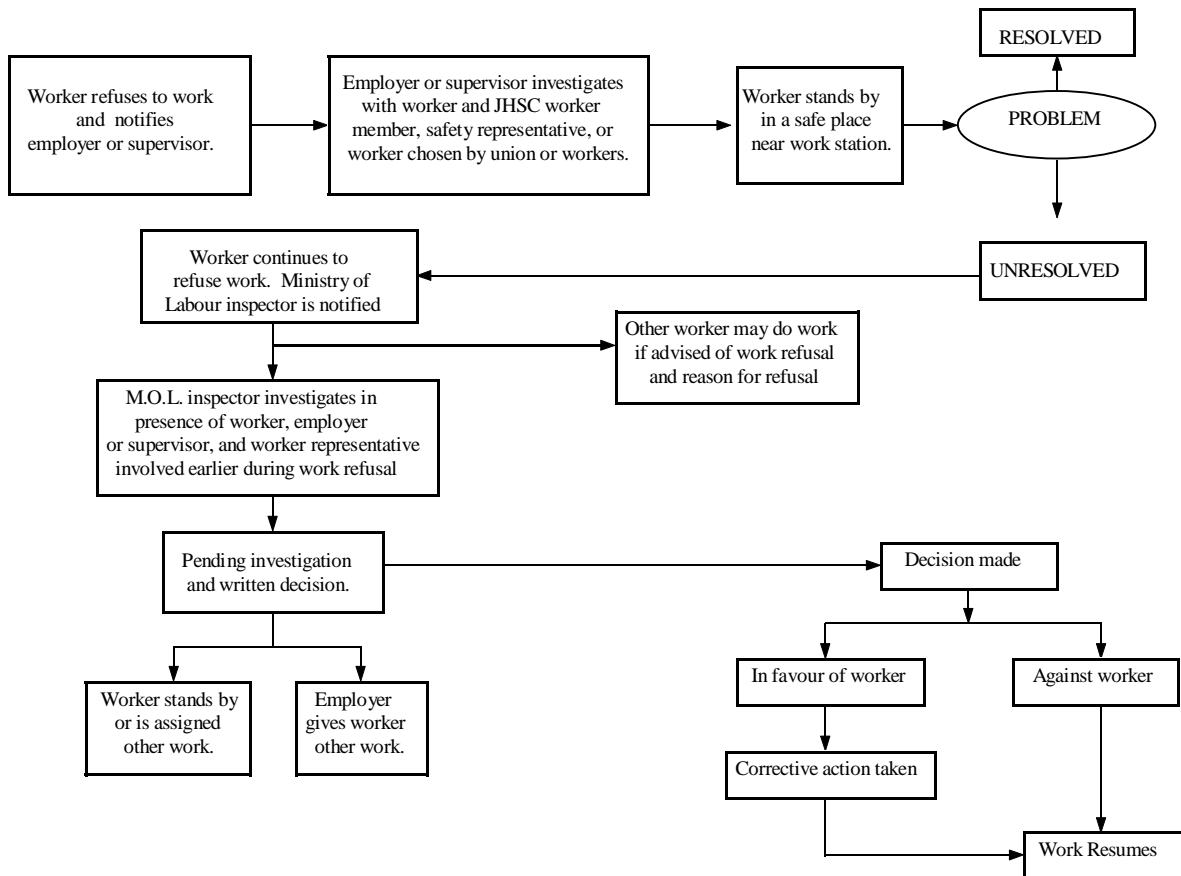
Should a worker feel that the assignment given to him may place his health or safety in danger, the worker has a right to refuse, what he perceives to be unsafe work. The worker shall notify his immediate supervisor or employer of the work refusal and the supervisor and /or employer must immediately assess the situation in the presence of the a Joint Health & Safety Labour Committee member, his labour safety representative or a worker chosen by his union or fellow workers.

The employer and / or supervisor have a legal responsibility to investigate and make a determination whether the work refusal is substantiated and if so, make the necessary corrections. Another worker may perform the work being refused provided he is informed that an unsafe work refusal is in process and is explained the reasons for the work refusal.

If the employer and / or supervisor do not agree that a “dangerous circumstance” exists, the Ministry of Labour inspector for the area must be notified and this M.O.L. inspector will investigate the work refusal in the presence of the employer, supervisor, and labour safety representative. Pending the results of the investigation, the worker refusing the work may be assigned other work during the investigation process or stands for further direction by the employer. The Ministry of Labour inspector’s decision is final.

RIGHT TO REFUSE WORK WHERE HEALTH AND SAFETY IS IN DANGER

(Occupational Health and Safety Act, - Part V)



SPECIFIED MANAGEMENT RESPONSIBILITIES

Management's primary responsibility is to provide a safe and healthy work environment and to ensure that the measures and procedures required by the Occupational Health and Safety Act and its regulations and our corporate safety policy are carried out on our projects.

Senator Homes requires all management personnel, including trade contractors and Demolition Contractors on our projects, to ensure that:

1. All employers and employees on our projects comply with the Ontario Health and Safety Act and its regulations.
2. Safe work procedures and practices are in place and adhered to.
3. The equipment and protective devices required by law are provided, maintained in good condition and used as prescribed.
4. Only ***competent*** persons, based on their knowledge, experience and training, are to be appointed as supervisors and that these supervisors are capable of safely organizing their work and its performance with an awareness of the hazards and safety laws applicable to their work.
5. Information, instruction and supervision is provided to workers for their health and safety.
6. Every precaution reasonable in the circumstances is taken to protect the health and safety of the workers.
7. Accidents and incidents are fully investigated and the findings forwarded to senior management for appropriate action.
8. All workers are aware of any actual or potential hazards that may be present in their jobs and at the workplace.
9. All employers and employees comply to the WHMIS (workplace hazardous materials information system) regulations and that all material safety data sheets and corresponding labeling are provided for all hazardous materials delivered, stored, handled or used in the workplace.
10. Safety violations are dealt with in accordance to the governing safety policy and result in warnings and disciplinary action.

11. Notice of Project

- The constructor must file a “notice of project” before beginning work, if one of the following conditions apply:
- The total cost of labour and materials for the project is expected to exceed \$50,000;
- The work is the erection or structural alteration of a building more than two storeys or more than 7.5 metres high;

- The work is the demolition of a building at least four metres high with a floor area of at least thirty square metres;
- The work is the erection, structural alteration or structural repair of a bridge, an earth-retaining structure or a water-retaining structure more than three metres high or of a silo, chimney or a similar structure more than 7.5 metres high;
- Work in compressed air is to be done at the project (i.e. under water);
- A tunnel, caisson, cofferdam or well into which a person may enter is to be constructed at the project;
- A trench into which a person may enter is to be excavated at the project and the trench is more than 300 metres long or more than 1.2 metres deep and over thirty metres long; or
- A part of the permanent or temporary work is required by the *construction regulation* to be designed by a professional engineer.

SENATOR HOMES Internal Health & Safety Auditing – Management

The purpose of the **Senator Homes** Internal Health & Safety Auditing is to equip our firm with understanding of success rate of field level implementation of our safety program and to identify further areas of improvement.

These audit protocols will examine the following queries with respect to the organization’s safety and programs:

- Does the **Senator Homes** management system have a Safety Program developed in accordance with latest safety management practices and/or MOL guidelines?
- Is the Safety Program fully implemented?
- Do our project Superintendents and Project Managers utilize internal safety audit program to identify, track, and resolve safety program deficiencies?
- What safety management practices exist in the areas of operations, equipment maintenance, training, inspections, employee testing, and site/project security?
- Are our clients’ safety policies ignored or adhered to.

The goal of the audit program is to guide our staff through a series of safety management processes that will strengthen and hone the quality of safety practices and thus create a safer environment for our clients and employees. Senior Management Safety audit shall be conducted an annual basis as a minimum.

SPECIFIED SUPERVISOR RESPONSIBILITIES

All supervisors, including **SUBCONTRACTORS** shall supervise the work of workers under their authority, either personally or by having an assistant who is a competent person, do so personally.

All supervisors must:

- Ensure all workers including subcontractors employees are to be orientated to the **Senator Homes** corporate health & safety policy and program.
- Ensure that all workers work in a manner that will not endanger themselves or other workers.
- Ensure that workers wear and use the proper personal protective equipment, devices or clothing that is required by the employer to prevent injury.
- Advise worker and management of any potential or actual health and safety hazard of which he may be aware.
- Provide the information, instruction, and supervision to protect the workers health and safety.
- Take every precaution reasonable in the circumstance to protect the health and safety of workers.
- Where prescribed by law, provide oral and/or written instruction to a worker (in a language He understands), as to the measures and procedures the worker is to follow for his/her protection.
- Hold bi-weekly safety meetings with the crew and provide minutes of these meetings to **Senator Homes** project superintendent for review.
- Investigate all accidents/incidents promptly and provide a written report of the findings, with corrective measures to prevent a recurrence, to **Senator Homes** head office, immediately.
- Deal with worker safety violations in a responsible and disciplinary manner, and provide documentation of the circumstances and action taken to management.
- Work Permitting Policy and Procedures

It is the Policy of **Senator Homes** that project superintendent presents on site copy of **Work Permit Form** to subcontractor's company supervisor/foreman and approves in writing once forms completed.

(Form on next page)

SUBCONTRACTOR WORK PERMIT FORM

SENATOR HOMES
Environmental Health & Safety

Date: _____

TRADE COMPANY PERMISSION TO WORK

WORK PERMIT

Project #: _____

Project Name: _____

Address: _____

Subcontractor: _____

CONTRACTOR/SUBCONTRACTOR SUPERVISOR:

PHONE NO.

PROPOSED WORK

BUILDING/ROOM OR LOCATION

CURRENT OCCUPANCY

START DATE:

COMPLETION DATE:

General Description of Proposed Work:

New Construction

Renovation

Other

- Construct a structure
- Construct an addition

- Alter a structure
 - Make a change of occupancy
- _____

- Demolish or move a structure
- Install or alter equipment

Other:

DETAILS: (No. of floors, Const. sq. ft., etc.)

DETAILS: (Sq. footage of area, etc.)

DETAILS:

- Is your company crew supervisor and workers competent and adequately trained/certified? Yes No
- Are written instructions/procedures required for your task? Yes No
- Is Designated Substance abatement required? No Yes
- Are you familiar with OH & S Act and Regulations & **SENATOR HOMES** safety policies and Program?
 Yes No
- Do you have all required personal protective equipment job specific? Yes No
- Are you in good standing with WSIB and MOL? Yes No
- Did you submit Form T-1000 & WSIB Clearance Certificate Yes No
- Did you submit liability insurance Yes No

<input type="checkbox"/> Approved for Work <input type="checkbox"/> Permit for work denied (comment below)	<hr/> SENATOR HOMES Superintendent Date
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SENATOR HOMES Violation Penalties- “Any person who shall violate a provision of this permit or shall fail to comply with any of the requirements thereof or shall erect, construct, alter or repair a building or structure in violation of an approved plan or directive of **Senator Homes** The Subcontractor, may be permanently dismissed from the project and contract terminated at the cost of the violator.

SPECIFIED WORKER’S RESPONSIBILITIES

ALL WORKERS SHALL:

1. Work in compliance to the occupational health and safety act and its regulations.
2. Work in compliance to the governing corporate health and safety policy.
3. Wear and use any personal protective equipment/clothing that is required for his or her health and safety.
4. Report any hazardous conditions or unsafe practices immediately to their supervisor.
5. Work in a manner that will not endanger his/her self or other workers.
6. Report any near misses, incidents and accidents regardless of its severity, to his/her supervisor, without delay.
7. Not remove or make ineffective any protective device required by the regulations or by the employer without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately.
8. Not engage in any prank, contest, and feat of strength, unnecessary running or rough boisterous conduct.
9. Shall exercise the right to know and right to refuse work and take the necessary precautions to when working with hazardous materials in the workplace, by reviewing the material safety data sheets for the particular material in question and follow the instructions outlined in addition to any further measures, for his/her protection.
10. Obtain first aid promptly and notify their supervisor of any first aid situation that becomes a medical aid condition so the proper authorities can be notified.

11. Designated Substance Notification:
Should a worker suspect or know he or she has disturbed or otherwise come into contact with a “designated substance” as prescribed under Ontario’s Occupational Health and Safety Act and its regulations, the worker shall immediately report the finding or suspicious material to his or her foreman for further investigation.
12. Not engage in acts of violence, discrimination, harassment and bullying.
13. Participate in project specific safety talks and meetings.

DOCUMENTING CONTRAVENTIONS/DISCIPLINARY PROCEDURES

WARNING TO SUBCONTRACTORS

Senator Homes requires all subcontractors and trade contractors, vendors and/or suppliers of goods and services, to comply with the Occupational Health and Safety Act and its Regulations for construction projects (current edition). Subcontractors and trade contractors are also required as part of **Senator Homes** sub-contractual agreement to comply with **Senator Homes** Corporate Health and Safety Policy.

ANY HEALTH AND SAFETY CONTRAVENTION OBSERVED AT THE WORK SITE IS TO BE DEALT WITH IMMEDIATELY BY THE PROJECT SUPERINTENDENT OR HIS COMPETENT REPLACEMENT OR HIS/HER AUTHORIZED REPRESENTATIVE, THROUGH A DOCUMENTED WRITTEN WARNING FORM

AS A MINIMUM SUCH WRITTEN WARNINGS SHALL INCLUDE:

- project name and number
- subcontractors and trade contractor/vendor responsible
- identity of subcontractor, supervisor or foreman in charge of work and his signature of acknowledgement
- names of individual violators if any
- an explanation of health and safety violation observed
- reasonable date and time as when the infraction will be rectified
- the signature of **Senator Homes** project superintendent & labour safety representative

In the event that a subcontractor or trade contractor refuses or neglects to rectify a hazardous condition, practice or any violation, **Senator Homes shall exercise the right to take immediate steps to correct the unsafe condition at the expense of the responsible parties.** **Senator Homes** may also remove from the work site any individual whom continues to cause the unsafe condition to remain or performs in a manner inconsistent with the guidelines of the Occupational Health & Safety Act, its Regulations or our Safety Policy.

DISTRIBUTION OF SAFETY DIRECTIVES SHALL BE AS FOLLOWS:

- COPY TO THE SUPERVISOR IN CHARGE OF THE SUBCONTRACT WORK
- COPY TO THE PROJECT SUPERINTENDENT OR HIS COMPETENT REPLACEMENT
- COPY TO THE TRADE DEMOLITION CONTRACTOR'S HEAD OFFICE
- COPY TO **SENATOR HOMES** PROJECT MANAGER

ACCOUNTABILITY

Employees of **Senator Homes**, including subcontractors and trade contractor employees working on our sites, will be held accountable for their actions and any violation of this safety policy.

<< **NOTICE** >>
Violations to the following represent a serious level of neglect and **Senator Homes** project superintendent or his competent replacement has the right to exercise a “ZERO TOLERANCE” policy and have the violator(s) dismissed from the project. No further warnings are required or will be given:

Fall protection violations
Trenching/Excavation violations
Lock-out and tagging violations
Confined space work violations
Traffic control management violation

A three phase disciplinary system will be exercised for all other contraventions to our policy rulings or the Occupational Health & Safety Act.

a) **SENATOR HOMESEMPLOYEES**

- | | | |
|-----|-----------|---|
| 1st | violation | - a recorded verbal warning |
| 2nd | violation | - written warning |
| 3rd | violation | - suspension, retraining or termination |

b) **SUBCONTRACTOR & TRADE CONTRACTORS EMPLOYEES**

- | | | |
|-----|-----------|------------------------------|
| 1st | violation | - a recorded verbal warning |
| 2nd | violation | - written warning |
| 3rd | violation | - dismissal from the project |

c) **ARCHITECTS/OWNERS AND REPRESENTATIVES**

1st	violation	- a recorded verbal warning
2nd	violation	- written warning
3rd	violation	- dismissal from the project

These notices and penalties shall be enforced as written on all projects. Dismissal of an employee shall be reviewed with a party of three:

- Project Superintendent,
- Management Safety Representative
- J.H.& S. Safety Committee Labour & Safety Representative member

PROJECT LAYOUT AND EMERGENCY RESPONSE INFORMATION

WORK SITE ACCESS AND ROUTING

As soon as practical, during the on-site mobilization process, the project superintendent will develop an emergency access plan specific to the site with major access routes identified for emergency vehicles. The site drawing or plan shall contain the following minimum information and be posted in the site trailer and at each First Aid Station.

This emergency access plan shall be communicated to all Trade Contractors and Subcontractors

- Location of entrances and major access routes to site.
- Location of **Senator Homes** site office.
- Location of Emergency Telephones.
- Location of First Aid Stations.
- Location of Washroom Facilities.
- Location of storage and parking areas.
- Location of Fire Hydrants.
- Location of other fire protection equipment, (E.g. Fire Extinguishers).
- Location of Overhead Power Lines.
- Location and Street names of streets around site.

AMBULATORY ROUTE TO NEAREST HOSPITAL

All project superintendent or his competent replacements must post an ambulatory route map indicating the nearest hospital to the project, with its most direct route. Emergency contact numbers must accompany this posting.

WORK SITE EMERGENCY COMMUNICATIONS

Senator Homes project superintendent or his competent replacement, together with **Senator Homes** management, shall establish a WRITTEN EMERGENCY PROCEDURE, to each site specific safety

plan which shall contain the following details, and shall be posted at each First Aid Station and contain:

- Telephone No. of the local Police
- Telephone No. of the local Fire Department
- Telephone No. of the local Hospital
- Telephone No. of the nearest Ministry of Labour office
- Telephone No. of the project superintendent
- Telephone No. of the project First Aider
- Telephone No. of the project the H & S Representative
- Telephone No. of Garrison Creek Construction

EMERGENCY RESPONSE PLANNING

The intent of this plan is to outline measures to be taken to prepare and respond to emergency situations that may arise on our projects. **Senator Homes** requires all project superintendent or his competent replacement, in collaboration with the Project Manager, to ensure that all subcontractors and personnel make adequate preparation for an emergency on our projects.

DEALING WITH THE PRESS AND PUBLIC IN EMERGENCIES

The initial response to a catastrophic event on site will have a significant impact on the publicity, public relations and legal actions that follow. Giving some consideration now to your methods of dealing with an emergency will prevent the common errors made “in the heat of the moment”. Barring reporters from site or offering a “No Comment” is the *wrong way* to handle publicity as it invites the press to write only what it hears and sees. This prevents favorable facts about prompt action, public safety and relief of distress to the injured from becoming part of the early public record.

In every situation considered to be catastrophic, the following personnel are to be contacted through **Senator Homes** head office:

1. _____ Mobile: _____ Home: _____

An alternate contact would be:

2. _____ Mobile: _____ Home: _____

1

DEFINITION

An **EMERGENCY** is general defined as any event causing loss of life, immediate property loss or an immediate threat to the public or workers.

Specifically, an Emergency can be any of the following incidents as prescribe in section 11of the construction regulations for the purposes of Section 53 of the Act:

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

PRIMARY CONSIDERATIONS

Stabilize the situation to the extent possible:

- ensure medical assistance is provided
- preserve the accident scene
- ensure no further damage occurs by:
 - cutting off power, gas, water lines, etc.
 - shore, brace, secure or stabilize area from further damage
 - isolate the area where it is not practical or safe to stabilize
 - insure the public and/or workers are protected

Restore access and services as soon as possible when permitted by the authority in charge – eg. Police, Fire Department, Ministry of Labour, Gas Company, Utility Company, Property Owner or Agent ...

Comply immediately with any instruction or order given by the authority in charge, eg. – Police, Fire Department, Ministry of Labour, Gas Company, Utility Company, Property Owner or Agent ...

The project's **Press Liaison** person for **Senator Homes** should be one designated person only (*usually the project superintendent*) to provide information to the press. Instruct all employees and subcontractors not to provide information to the press but to direct them to the designated spokesperson [project superintendent]. This information should be provided at the time of hiring, transferring or mobilization. The designated **Corporate Liaison** spokesperson for which follow up and background information can be obtained from the press and authorities will be:

Name: _____ Mobile: _____ Home: _____

Press Liaison code of conduct

- Do **not** speculate
- Do **not** assess blame or fault
- Do **not** use unnecessarily inflammatory language when describing the situation – e.g. refer to it as an emergency not a disaster.
- Do provide the names and telephone number of the Corporate designated spokesperson who will provide follow up and background information to the press and authorities.
- Do provide the designated corporate spokesperson with accurate information as soon as it becomes available. Names, ages, addresses, occupations, etc. of the injured parties. Also all pertinent information relating to the actual situation – who, what, where, when, how. Include actions taken or planned. Retain all information relating to the emergency services attending the site. Service, name, rank, actions, follow up, etc....

EVACUATION CONTINGENCY PLAN

In a critical emergency (e.g. - uncontrollable fire), the evacuation plan will be as follows:

- Evacuate the site and office areas through the nearest exits (see site layout).
- Meet in a designated gathering zone as far from the fires, spills, or other hazard as necessary so a head count can be taken. Notify adjoining neighbours. This will be appropriately integrated with external authorities (police, fire department).
- Notify the head office immediately of the fire, spill or other hazard **Senator Homes** site superintendent will be responsible for activating the emergency responses appropriate to the event.

EMERGENCY RESPONSE WARNING SYSTEM AND EQUIPMENT

When an emergency arises, someone must start the emergency response process. This may be an individual on the project or someone in authority. It may be necessary to have a siren, horn or whistle signal to alert individuals that an emergency exists so that appropriate action is taken. In certain situations **Senator Homes** supervisory personnel may have to consider the extra emergency equipment which may be required to assist ambulatory response personnel in evacuating the injured from difficult to access areas. Such equipment may consist of:

- basket stretchers equipped with four way spreaders for removal from pits.
- approved rescue containers to raise/lower personnel via crane.

HAZARDOUS SPILLS CONTINGENCY PLAN

In the event of a hazardous spill, the following contacts should be made:

- SPILLS CO-ORDINATOR: _____ - Mobile: _____

<< EMERGENCY RESPONSE >>

1. Ensure no danger to personnel - Evacuate then from the spill scene.
2. Assess the situation and notify the site spills coordinator.
3. The spills coordinator shall notify his senior management.
4. The site spills coordinator shall assess the situation and call the Spills Action Centre and provide notification and any other related information they request.

SPILLS ACTION CENTER EMERGENCY PHONE NUMBER: 1-800-268-6060

5. The spills coordinator shall begin organizing the containment and removal of the hazardous spill through the assistance of the local authorities and the Spills Action Centre Duty Officer.
6. The spill action coordinator shall contact and notify the owner of the property.
7. Clean-up efforts shall be dictated by the requirements set out by the Federal, Provincial and / or Municipal authorities.

FIRE PROTECTION POLICY

Localized or minor fires may be handled by subcontract workers, trained in how to properly use fire extinguishing equipment.

- a) Fire extinguishers shall be readily available near all open-flame operations, including welding operations, fuel fired equipment, where combustible or flammable liquids are stored, handled or used, and at each workshop of 300 or fewer square meters of floor area. All subcontractors to comply.
- b) Fire extinguishers are to be marked with their appropriate manufacturer symbols designating its class and use and its WHMIS supplier label. These fire extinguishers are to be routinely inspected on a monthly basis and tagged as such, indicating the date of inspection and by whom. 4A40BC class fire extinguishers are required.
- c) CLASSIFICATION OF DRY CHEMICAL FIRE EXTINGUISHERS

Class A	Class B	Class C
<u>Ordinary flammable</u>	<u>Flammable liquids and Gases</u>	<u>Electrical</u>
Trash Cloth	Oils Gasoline	Motors
Wood Rubber	Oil based paints Propane	Switch-gears
Paper Plastics	Acetylene Gases	Electrical Panels
	Solvents	Electrical Wiring

EMERGENCY RETRIEVAL PROCEDURES FOR RESCUE OF A WORKER SUSPENDED ON A FALL ARREST SYSTEM

Generic Retrieval Plan only – must be customized to each project!

In the event a worker falls and is arrested by fall arrest system, it is imperative that the following rescue procedures be taken to retrieve this worker **within fifteen minutes** from the time of suspension. Being suspended for prolonged durations beyond fifteen minutes could cause serious internal injury to the worker.

Communications:

All workers will be informed of these procedures and the crew foreman will organize the rescue process. Hand held radios or telephones should always be available by crew supervisors to notify the constructor of a fall arrest event.

Retrieval Procedures:

1. Emergency facilities, including site safety personnel shall be immediately notified when a worker has fallen and is suspended by his/her fall arrest system.

2. All work is to be suspended in the area near the fallen worker, until such time as the worker has been rescued and the fall event has been fully investigated.
3. Where possible, the suspended worker is to be secured by secondary means of support (another lifeline, rope, etc.).
4. One person is to be designated to remain in constant contact with the fallen worker, and shall continuously monitor the fallen worker's condition and maintain contact with the rescue team. This designated person shall be tied off through the use of appropriate fall protection equipment and shall at no time expose herself/himself to the hazard of falling.
5. The fallen worker shall NOT attempt to release, or disable the descent control device, or shall he/she attempt self-rescue.
6. **POWER ELEVATING WORK PLATFORMS:**
In the event there is a power elevating platform available on the project, (of sufficient capacity and reach) the operator will be summoned to position the power lift device directly underneath the suspended worker and raise the platform slowly so as to land the suspended worker onto the platform.
7. **CRANE WITH APPROVED "MAN BASKET":**
A crane equipped with an approved "man basket" may be utilized to rescue the fallen worker, provided that the rescuer is properly secured utilizing double lanyards connected to the platform of the basket.
8. **THE RESCUER** should be equipped with a First Aid Kit and be a qualified first aider who can render treatment if necessary to a suspended worker.
9. The worker, once he/she has been recovered, shall be immediately removed to the nearest healthcare facility or medical attention.
10. No work may commence until all investigations have been completed, and where required, recommendations implemented to prevent a recurrence.
11. All components of the fall arrest system involved in arresting the worker in the fall shall be gathered and taken out of service. This equipment (used in the fall arrest event), shall only be reused once it has passed the manufacturer's tests and approvals for reuse.

LADDERS

In the event there is no power elevating work platform or crane equipped with a retrieval "man basket" available on the project, an extension ladder, suitable to reach the necessary height, will always be made available at the workplace. At least two workers will be summoned by the crew foreman to assist in securely setting up a ladder beside the worker suspended on his/her lifeline. The suspended worker will be asked to mount this ladder from his suspended position and fellow workers will hold the ladder stable for this purpose.

EXTREME HEIGHTS

In this situation, only a crane of sufficient capacity and reach, equipped with an approved man basket or other retrieval device, or a properly equipped fire rescue vehicle equipped with an extension ladder of sufficient reach (outside of fire rescue service authorities), is to be used. Should the heights involved cannot be reached by the equipment on site, the local Fire Department should be called in to assist in the rescue.

RESCUE TEAM CO-ORDINATION

One person must be designated as the team co-coordinator ("person in charge") and should have a thorough understanding of the retrieval procedures to follow. All persons assisting in the rescue shall co-ordinate their efforts through the direction given by the Team Co-coordinator. There must be verification of the crane operator's knowledge and understanding of the rescue requirements, and this should apply to all crane operators working on the construction project. Meetings should be held to convey these rescue and retrieval procedures to all persons who may possibly be involved in the rescue.

Note: This emergency retrieval procedure is above is generic and should be customized to the specific needs of each project.

TRAFFIC CONTROL PLANNING FOR THE PROJECT

At **Senator Homes** projects, our project superintendents must devise a traffic control measures (plan) to address any construction activity that may:

- a) Jeopardize workers within the project due to vehicular activity such as trucks backing up or maneuvering within the project.
- b) Jeopardize workers or the public adjacent to our projects such as offloading, loading tractor trailer flatbeds or concrete truck activity on adjacent roads.

Such traffic control measures, including mandatory use of reflective vests during the initial phase of our projects when earth moving equipment is present, should be prepared as a written plan and kept on the project for M.O.L. inspector review. Training in traffic control on public roads and in traffic signaling for trucks backing up on our projects must be provided to ensure those workers assigned to such tasks, are competent. Stop – Slow signs, two way radios and reflective vest must be made available for traffic control personnel.

All traffic control personnel must work in compliance within the training guide lines and ensure that single traffic control person controls one lane of traffic only.

Local city officials need to be contacted for permits if construction traffic will delay or obstruct public way. Paid duty police officers may be notified to assist with traffic control on the city street.

HEALTH AND SAFETY TRAINING

SAFETY ORIENTATION

It is **Senator Homes** policy that each subcontractor and trade contractors ensures its workers engaged on our projects, are aware of:

- Their obligations under the Occupational Health and Safety Act.
- Specific hazards to the site and of the work.
- **Senator Homes** safety policies and procedures.

It is **Senator Homes** policy during pre-award negotiations with any subcontractor, that the subcontractor be made aware of and become contractually bound to **Senator Homes** Health & Safety Policy. This process fosters the desired attitudes and reinforces **Senator Homes** commitment to a safe work environment. The project superintendent or his competent replacement in collaboration with the PROJECT MANAGER shall ensure that all employees, direct or sub-contractual, are orientated to our safety policy and program. Personal protective skills in the proper use of safety equipment and in construction hazards recognition, specific to the project should be communicated to all employees before commencement of work.

SAFETY TRAINING

Senator Homes objective is to deliver health and safety related training to everyone in the organization, including supervisory and management staff. Some of the safety related training courses available are:

- First Aid and Cardio - Pulmonary Resuscitation (CPR)
- Health & Safety Representation Certification Training
- WHMIS – [Workplace Hazardous materials Information System Training]
- OH & S Act & Regulations for Construction Projects Training
- Site Safety Orientation & Hazard Recognition
- Accident Investigation & Reporting Procedures
- Superintendent Safety Leadership Programs (Basic of Supervision)
- Propane Handler's Certification Training
- Working at Heights
- Traffic Control & Signalman's Training
- Violence and harassment (Bill 168)
- Workers Health & Safety Awareness in 4 Steps
- Supervisor Health & Safety Awareness in 5 Steps

Additional training will be provided as needed (hazard or legislation specific)

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM
W.H.M.I.S

The Canada-wide Workplace Hazardous Materials Information System (WHMIS) is designed to ensure that all workers have access to information about Hazardous Materials used, stored, handled or disposed of in the Workplace. In order to meet the requirements of the (WHMIS) regulations, **Senator Homes** requires all employees, including all subcontractors, to be WHMIS trained, both fundamentally and specifically of the hazardous materials being used on our sites. No controlled materials shall be handled, stored, used or disposed of on our sites unless the proper labeling and Material Safety Data Sheets of such materials are on site and made readily available to the workers. On an annual basis, **Senator Homes** shall re-assess the WHMIS training needs of their employees and retrain if necessary.

The WHMIS System requires that all persons exposed to, likely to be exposed to or in close proximity to, hazardous materials classified as "controlled products" under WHMIS, - receive instruction and training to protect their health and safety. The three main elements to this education delivery shall consist of:

- a) MSDS Material Safety Data Sheets - Workers to be made aware of the detailed information contained in these sheets.

- b) Labels Workers must be able to read and understand the contents of supplier and workplace container labels.

- c) Education Specific training in the use, handling, storage and disposal of WHMIS controlled products must be provided to the workers of their protection. All training whether generic or specific, should be arranged in consultation with the Joint Health and Safety Committee.









All **Senator Homes** project superintendents or their competent replacement shall implement the following WHMIS Compliance Plan for our projects to ensure subcontractor supervisory and employee personnel remain compliant to Ontario's WHMIS Regulations. No worker shall be allowed to be present on our projects unless Generic WHMIS Training has been provided to every worker.

WHMIS COMPLIANCE PLAN
[WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM]

- All workers entering the project shall carry proof of WHMIS Training.
- All subcontractors *shall provide* un-expired Material Safety Data Sheets for all WHMIS controlled products to be brought on site, to **Senator Homes** project superintendent or his competent replacement, *before* these controlled products are stored or used on the project. All subcontractors shall ensure WHMIS controlled products have their required supplier and workplace labels affixed to the outer containers.
- All subcontractor supervisors are to provide site-specific instruction to their workers on the storage, handling, use and disposal of any WHMIS controlled products brought on site.
- **Senator Homes** project superintendent or his competent replacement will require each subcontractor to provide written evidence, workers have received generic and site specific instruction for their worker's safety.
- **Senator Homes** project superintendent or his competent replacement will post all M.S.D.S. documents in a conspicuous area to allow unrestricted access and review to all workers on the project.
- All subcontractors are to use the designated storage areas provided to them by the Constructor. Any WHMIS controlled products *not in use* shall be kept under storage. Appropriate fire extinguisher equipment shall be provided near these storage areas.
- **Senator Homes** project superintendent or his competent replacement, in consultation with the Joint Health and Safety Committee for the project (if and when established), shall periodically review the suitability of the WHMIS training and practices in place by the subcontractor on site, keeping in mind that the results of such training and instruction provided, must enable the workers to *use* the information in a performance based manner to protect their health and safety.
- All subcontractor shall have written procedures to be followed by their workers, where *fugitive emissions* from a controlled product, poses a risk to the workers health and safety.
- All subcontractor shall also have written procedures to be followed by their workers in case of an *emergency involving a controlled product*.
- Failure to follow safe work procedures in the use, storage, handling or disposal of a controlled product by a subcontractor employee will cause disciplinary measures to be taken against the worker and supervisor of the subcontractor.

W.H.M.I.S. Hazard Classification - CHART

All suppliers of W.H.M.I.S. controlled materials must classify their hazardous products into one of the following hazard classification symbols:

CLASS	SYMBOL	EXAMPLE
Class A: Compressed Gas		oxygen
Class B: Flammable and Combustible Material		solvents
Class C: Oxidizing material		epoxy hardeners
Class D: Poisonous and Infectious Material		
1. Materials causing immediate and serious toxic effects		ammonia
2. Materials causing other toxic effects		asbestos
3. Biohazardous Infectious Material		contaminated blood products
Class E: Corrosive Material		hydrochloric acid sodium hydroxide
Class F: Dangerously Reactive Material		acetylene

One or more of these hazard classification symbols will appear on the W.H.M.I.S. supplier label of a W.H.M.I.S. controlled product.

HEAT STRESS – HOW TO PREVENT HEAT ILLNESS

- Supply adequate water and encourage workers who work in hot weather to drink regularly, even when not thirsty. A small amount of water every 15 minutes is recommended rather than a large amount after hours of sweating.
- Learn the signs and symptoms of heat-related illness.
- Inform workers they should avoid alcohol or drinks with caffeine before or during work in hot weather.
- Try to do the heaviest work during the cooler parts of the day.
- Adjusting to work in heat takes time. Allow workers to acclimatize. Start slower and work up to your normal pace.
- Wear lightweight, loose-fitting, light-colored, breathable (e.g. cotton) clothing and a hat.
- Allow workers to take regular breaks from the sun. Loosen or remove clothing that restricts cooling.
- Watch workers for symptoms of heat-related illness. This is especially important for non-acclimatized workers, those returning from vacations and for all workers during heat-wave events.
- If exertion causes someone's heart to pound or makes them gasp for breath, become lightheaded, confused, weak or faint, they should STOP all activity and get into a cool area or at least into the shade, and rest.

The two major heat-related illnesses are heat exhaustion and heat stroke. Heat exhaustion, if untreated, may progress to deadly heat stroke. **Heat stroke is very dangerous and frequently fatal.** If workers show symptoms, *always take this seriously* and have them take a break and cool down before returning to work. *Stay with them.* If symptoms worsen or the worker does not recover within about 15 minutes, call 911 and have them transported and medically evaluated. *Do not delay transport.*

Heat Stroke or Heat Exhaustion?

How to tell the difference.

The telling difference is mental confusion or disorientation in ALL heat stroke victims

You can ask these 3 questions: What is your name? What day is this? Where are we?

If a worker can't answer these questions, assume it is heat stroke.

What are the symptoms of heat exhaustion and heat stroke?

Heat Exhaustion	Heat Stroke
<ul style="list-style-type: none"> • Heavy sweating • Exhaustion, weakness • Fainting / Lightheadedness • Paleness • Headache • Clumsiness, dizziness • Nausea or vomiting • Irritability 	<ul style="list-style-type: none"> • Sweating may or may not be present • Red or flushed, hot dry skin • Any symptom of heat exhaustion but more severe • Confusion / Bizarre behavior • Convulsions before or during cooling • Collapse • Panting/rapid breathing • Rapid, weak pulse • Note: May resemble a heart attack

What to do if someone is suffering from heat exhaustion or heat stroke?

Heat Exhaustion	Heat Stroke (medical emergency)
<ul style="list-style-type: none"> • Move the worker to a cool, shaded area to rest; do not leave them alone. • Loosen and remove heavy clothing that restricts evaporative cooling. • Give cool water to drink, about a cup every 15 minutes. • Fan the worker, spray with cool water, or apply a wet cloth to their skin to increase evaporative cooling. • Recovery should be rapid. Call 911 if they do not feel better in a few minutes. 	<ul style="list-style-type: none"> • Get medical help immediately, call 911 and transport as soon as possible. • Move the worker to a cool, shaded area and remove clothing that restricts cooling. • Seconds count – Cool the worker rapidly using whatever methods you can. For example, immerse the worker in a tub of cool water; place the worker in a cool shower; spray the worker with cool water from a garden hose; sponge the worker with cool water; or, if the humidity is low, wrap the worker in a cool, wet sheet and fan them vigorously. Continue cooling until medical help arrives. • If emergency medical personnel are delayed, call the hospital emergency room for further instruction. • Do not give the worker water to drink until instructed by medical personnel.

<ul style="list-style-type: none">• Do not further expose the worker to heat that day. Have them rest and continue to drink cool water or electrolyte drinks.	
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HEAT STRESS CHECK LIST

- Does the worksite have temperature extremes (above 85 degrees in higher humidity, above 90-95 degrees in lower humidity) that may cause heat stress?
- Do employees do heavy labor or wear heavy protective clothing? (Increases heat stress conditions)
- Do employees have access to adequate drinking water at all times?
- Are employees allowed work breaks during prolonged heavy labor?
- Do workers have access to shade during breaks?
- Have employees been trained on the symptoms of heat-related illness (heat exhaustion and heat stroke)?
- Are employees trained on first aid measures for heat-related illness?

COLD EXPOSURE

CORE TEMPERATURE

The body tries to maintain an internal (core) temperature of approximately 37°C (98.6°F). This is done by reducing heat loss and increasing heat production.

Under cold conditions, blood vessels in skin, arms, and legs constrict, decreasing blood flow to extremities. This minimizes cooling of the blood and keeps critical internal organs warm. At very low temperatures, however, reducing blood flow to the extremities can result in lower skin temperature and higher risk of frostbite.

WIND-CHILL

Wind-chill involves the combined effect of air temperature and air movement. Wind-chill cooling rate is defined as heat loss (expressed in watts per meter squared) resulting from the effects of air temperature and wind velocity upon exposed skin. The higher the wind speed and the lower the temperature in the work environment, the greater the insulation value of the protective clothing required. Chart 1 compares the effects of air temperatures with and without wind. For example, when the air temperature is -28.9°C (-20°F) there is little danger of flesh freezing with no wind, increased danger with a wind of 8 km/h, and extreme danger with a wind of 32 km/h or more. When air speed and temperature produce a chill temperature of -32°C (-25.6°F), continuous skin exposure should not be permitted. Unprotected skin will freeze only at temperatures below -1°C (30.2°F), regardless of wind speed.

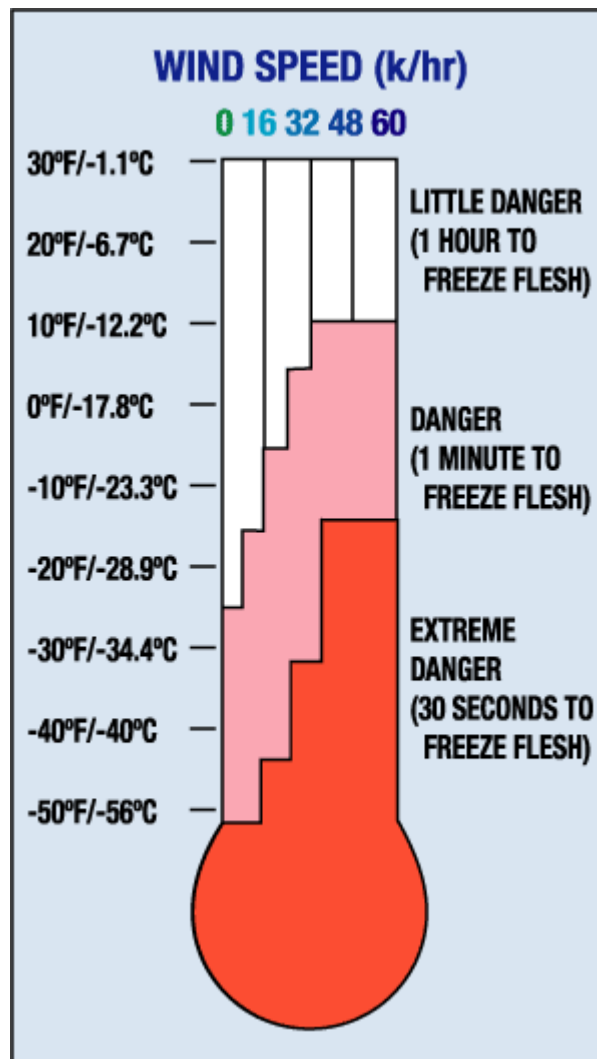


Chart 1: Wind-Chill Dangers

When weather information is not available, the following signs may help to estimate wind speeds in the field:

- 8 km/hr (5 mph) light flag just moves
- 16 km/h (10 mph) light flag is fully extended by the wind
- 24 km/hr (15 mph) raises a newspaper sheet off the ground
- 32 k/hr (20 mph) wind capable of blowing snow.

Exposure to cold causes two major health problems: hypothermia and frostbite.

HYPOTHERMIA--*signs and symptoms*

When the body can no longer maintain core temperature by constricting blood vessels, it shivers to increase heat production. Maximum severe shivering develops when the body temperature has fallen to 35°C (95°F).

The most critical aspect of hypothermia is the body's failure to maintain its deep core temperature. Lower body temperatures present the following signs and symptoms:

- persistent shivering--usually starts when core temperature reaches 35°C (95°F)
- irrational or confused behavior
- reduced mental alertness
- poor coordination, with obvious effects on safety
- reduction in rational decision-making.

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

HYPOTHERMIA--*stages*

Mild

Early signs of hypothermia include

- shivering
- blue lips and fingers
- poor coordination.

Moderate

The next stage includes

- mental impairment
- confusion
- poor decision-making
- disorientation
- inability to take precautions from the cold
- heart slowdown
- slow breathing.

Severe

In severe cases, hypothermia resembles death. Patients must be treated as though they are alive.

Symptoms of severe hypothermia include

- unconsciousness
- heart slowdown to the point where pulse is irregular or difficult to find
- no shivering
- no detectable breathing.

HYPOTHERMIA--*first aid*

Stop further cooling of the body and provide heat to begin rewarming.

- Carefully remove casualty to shelter. Sudden movement or rough handling can upset heart rhythm.
- Keep casualty awake.
- Remove wet clothing and wrap casualty in warm covers.
- Rewarm neck, chest, abdomen, and groin--but not extremities.
- Apply direct body heat or use safe heating devices.
- Give warm, sweet drinks, but only if casualty is conscious.
- Monitor breathing. Administer artificial respiration if necessary.
- Call for medical help or transport casualty carefully to nearest medical facility.

Frostbite is a common injury.

FROSTBITE--*signs and symptoms*

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

Frostbite occurs more readily from touching cold metal objects than from exposure to cold air. That's because heat is rapidly transferred from skin to metal.

The body parts most commonly affected by frostbite are face, ears, fingers, and toes. When tissue freezes, blood vessels are damaged. This reduces blood flow and may cause gangrene.

Frostbite symptoms vary, are not always painful, but often include a sharp, prickling sensation.

The first indication of frostbite is skin that looks waxy and feels numb. Once tissues become hard, the case is a severe medical emergency.

Severe frostbite results in blistering that usually takes about ten days to subside. Once damaged, tissues will always be more susceptible to frostbite in future.

FROSTBITE--*first aid*

- Warm frostbitten area gradually with body heat. ***Do not rub.***
- Don't thaw hands or feet unless medical aid is distant and there is no chance of refreezing. Parts are better thawed at a hospital.
- Apply sterile dressings to blisters to prevent breaking.
- Get medical attention.

RISK FACTORS

Various medical conditions can increase the risk of cold injury:

- heart disease
- asthma/bronchitis
- diabetes
- vibration/white finger disease.

Check with your health practitioner to learn whether medications you are taking may have adverse effects in a cold environment.

Ensure that wind-chill factor is understood by workers.

CONTROLS

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

General

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

Clothing

Select protective clothing to suit the cold, the job, and the level of physical activity.

- Wear several layers of clothing rather than one thick layer. Air captured between layers acts as an insulator.
- Wear synthetic fabrics such as polypropylene next to the skin because these whisk away sweat. Clothing should not restrict flexibility.
- If conditions are wet as well as cold, ensure that the outer clothing worn is waterproof or at least water-repellent. Wind-resistant fabrics may also be required under some conditions.
- At air temperatures of 2°C (35.6°F) or less, workers whose clothing gets wet for any reason must be immediately given a change of clothing and be treated for hypothermia.
- Encourage the use of hats and hoods to prevent heat loss from the head and to protect ears. Balaclavas or other face covers may also be necessary under certain conditions.
- Tight-fitting footwear restricts blood flow. Footwear should be large enough to allow wearing either one thick or two thin pairs of socks. Wearing too many socks can tighten fit and harm rather than help.
- Workers who get hot while working should open their jackets but keep hats and gloves on.

Encourage workers to use shelters at regular intervals.

Shelter

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

Workers showing signs of shivering, frostbite, fatigue, drowsiness, irritability, or euphoria should immediately return to the shelter.

Workers entering the shelter should remove their outer layer of clothing and loosen other clothing to let sweat evaporate. In some cases, a change of clothing may be necessary.

EXPOSURE LIMITS

Ontario has no legislated exposure limits for work in cold environments. Table 1 was developed by the Saskatchewan Department of Labour and adopted by the American Conference of Governmental Industrial Hygienists (ACGIH). It indicates Threshold Limit Values (TLVs) for properly clothed personnel working at temperatures below freezing.

TRAINING

Before working in extreme cold, workers should be instructed in safety and health procedures.

Training should cover

- proper clothing and equipment
- safe work practices
- guidelines for eating and drinking
- risk factors that increase the health effects of cold exposure
- how to recognize signs and symptoms of frostbite
- how to recognize signs and symptoms of hypothermia
- appropriate first aid treatment, including re-warming procedures.

SCHEDULE FOR WARM-UP FOR OUTSIDE WORKERS

TLVs Work/Warm-up Schedule for Outside Workers based on a Four-Hour Shift*											
Air Temperature - Sunny Sky		No Noticeable Wind		5 mph Wind		10 mph Wind		15 mph Wind		20 mph Wind	
°C (approx)	°F (approx.)	Max. work Period	No. of Breaks**	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks
-26° to -28°	-15° to -19°	(Norm breaks) 1		(Norm breaks) 1		75 min.	2	55 min.	3	40 min.	4
-29° to -31°	-20° to -24°	(Norm breaks) 1		75 min.	2	55 min.	3	40 min.	4	30 min.	5
-32° to -34°	-25° to -29°	75 min.	2	55 min.	3	40 min.	4	30 min.	5	Non-emergency work should cease	
-35° to -37°	-30° to -34°	55 min.	3	40 min.	4	30 min.	5	Non-emergency work should cease			
-38° to -39°	-35° to -39°	40 min.	4	30 min.	5	Non-emergency work should cease		Non-emergency work should cease			
-40° to -42°	-40° to -44°	30 min.	5	Non-emergency work should cease		Non-emergency work should cease		Non-emergency work should cease			
-43° & below	-45° & below	Non-emergency work should cease		Non-emergency work should cease		Non-emergency work should cease		Non-emergency work should cease		Non-emergency work should cease	

Notes

a) Schedule applies to any 4-hour work period of moderate-to-heavy work with warm-up periods of ten minutes in a warm location and with an extended break (e.g., lunch) at the end of the 4-hour work period in a warm location. For light-to-moderate work (limited physical movement) apply the schedule one step lower. For example, at -35°C (-30°F) with no noticeable wind (Step 4), a worker at a job with little physical movement should have a maximum work period of 40 minutes with 4 breaks in a 4-hour period (Step 5).

b) TLVs apply only for workers in dry clothing.

Hand Protection

Manual dexterity is essential to safety and production.

- Fine work performed with bare hands for more than 10-20 minutes in an environment below 16°C (60.8°F) requires special measures to keep workers' hands warm. These measures may include warm air jets, radiant heaters (fuel burning or electric), or contact warm plates.
- Metal handles of tools and control bars should be covered by thermal insulating material for temperatures below -1°C (30.2°F).
- Workers should wear gloves where fine manual dexterity is not required and the air temperature falls below 16°C (60.8°F) for sedentary, 4°C (39.2°F) for light, and -7°C (19.4°F) for moderate work.
- To prevent contact frostbite, workers should wear insulated gloves when surfaces within reach (especially metallic surfaces) are colder than -7°C (19.4°F). Warn workers to avoid skin contact with these surfaces.
- Tools and machine controls to be used in cold conditions should be designed for operation by gloved hands.

CONSTRUCTION PROJECT INSPECTIONS AND REPORTS

PROJECT SAFETY INSPECTIONS POLICY

It is **Senator Homes** policy to perform work in the safest possible way, consistent with good construction practice. The Health and Safety of all members of the construction team, the general public and associated properties are the responsibility of all supervisory personnel. To ensure the safest possible conditions exist on our projects, all personnel associated to the construction team must understand and strictly adhere to **Senator Homes** health and safety policy procedures, the Occupational Health and Safety Act, and provincial / municipal regulations of construction projects.

Senator Homes reserves the right to remove anyone who causes an unsafe condition to exist, or who refuses or neglects to perform in a manner consistent with the safety statutes and our safety policy.

As a means to enhance safe working conditions and practices on our projects, and to prevent accidents from happening, safety inspections shall be conducted at all **Senator Homework** sites regularly.

These regular safety inspections shall be conducted in accordance to these procedures:

Trade Supervisors/Foreman

Each subcontractor Supervisor/Foreman shall be responsible for conducting continuous daily monitoring of their operations to ensure they are aware of the probable sources of potential injury or loss due to unsafe acts or conditions.

Planning:

Trade Contractors as well as **Senator Homes** Superintendent shall extensively plan the procedures to be followed for each operation. Personnel chosen to perform any such planned operation shall be thoroughly trained in all aspects of the procedure, including emergency actions, to be taken in the event of a mishap.

Safety Inspections and Assessments:

- **Senator Homes** Project Superintendent – at least 4 times per month in documented form
- Project **H & S Representative** – at least 1 time per month in documented form
- **Senator Homes** Safety Consultant (Third Party) – random (frequency TBD per project) – in report form
- Trade - Contractor Supervisors/Foreman – daily in documented form

SAFETY INSPECTION REPORT FORMS:

- The Superintendent shall initiate the completion of any of these forms, by signing them and supporting its implementation by other members of management.
- Adequate Supplies of blank safety inspection forms must be maintained on the project

SITE PROTECTION, SECURITY, ACCESS CONTROL

Public/Visitors Safety & Safety of Client's Staff/Employees during Senator Homes Construction Activities

- It responsibility of the **Senator Homes** and all parties contracted to perform work on our Client's Facilities/Property to provide protection to public, visitors and Client's Staff/employees
- Separation shall be achieved by installation of 1.8 m high sturdy fencing, barriers, barricades, delineators or combination of two or more devices.
- Where hazard from overhead work exists, **covered way** capable of resisting forces applied shall be installed and sign posted "DANGER – due to overhead hazard".
- Where not practical to install permanent or temporary physical separation and overhead protection spotter or spotters shall be present in location as long as hazard exists to prevent anyone who is not directly engaged with a task from entering the area.
- In addition to physical barriers or spotters, warning signs must be posted in sufficient numbers and facing the reader to warn of a specific hazard
- All visitors, public or Client's staff/employees must be safely escorted by competent person assigned by **Senator Homes** supervisor in charge of that area of the project whenever construction activities obstruct designated route ways, sidewalks, crosswalks etc.
- All construction operations must be conducted in the manner that is not obstructing or delaying activities of the public way, public traffic or Client's activities and those persons associated with Client's activities.

Client Employee's safety and property protection during construction activity

Where the Client's Representative requests the separation of construction activities and Client's personnel/property, **Senator Homes** will be required to execute any or combination of following physical requirements when separating construction activities from Client's personnel/property.

NOTE: If type of protection chosen by construction Management and Personnel provides minimum, limited or sub-standard protection, Client's Project Manager/Representative reserves the right to stop any progressive work until adequate protection provided.

Barrier Separation

- A sturdy barrier, at least 36 – 42” (inches) high must be installed around the perimeter of the areas to be divided or where required by the hazard, hoarding, 8 foot or greater, must be installed around the perimeter of the hazardous area; e.g., an open pit.
- All separating or hoarding devices must be installed to prevent its failure due to inadequate installation or lack of structural integrity.
- All separating or hoarding devices must be removed once task is completed and hazard no longer exists.

Signage

- Signs must have black lettering, at least 150 mm in height, on a red background.
- Signs must be located every 20 meters, looking onto the construction area and installed as follows:
 - attached to the top of the sturdy barrier
 - attached directly to the hoarding
 - attached to all access/egress points
- The sign is required to state:
“DANGER CONSTRUCTION AREA - AUTHORIZED PERSONNEL ONLY”

Signaler

- Where not practical to install physical separation (short duration of the task) a signaler may be used as the alternative method of ensuring safety.
- Signaler must be competent person and equipped with all required personal protective equipment including reflective vest.
- Signaler cannot leave his post without adequate replacement and must be identified as a signaler on his hard hat.
- Signaler is prohibited from distractions such as talking to other workers in the area or Client’s employees other than brief conversations regarding specific safety instructions related to that area.

SECURITY REQUIREMENTS

Where Client requests that in-house security procedures be implemented to subcontractor during construction activity our management will ensure the following:

- The **Senator Homes** will supply a Daily Pass Registration for employees who have had Safety Orientation. Anyone wishing to access the site must be listed on the Daily Pass Registration.
- All persons engaged with the project must receive and wear identification badges upon completion of Safety Orientation Program. The identification badge is to be visible at all times while on site.
- Once task is completed on the project, the worker is to return their I.D. badge immediately. The **Senator Homes** Superintendent is responsible for keeping log book of the I.D. badges and ensuring their return.
- Identification badges are the property of **Senator Homes** and shall be surrendered upon request.
- Access and egress from the site is through gates designated by our Client.
- All vehicles must have a **Senator Homes** Vehicle Pass to park inside of the perimeter fence. Vehicles are permitted to park in designated areas only.
- Heavy duty trucks such as concrete trucks, dump trucks, and tractor trailer trucks are subject to all Site Security Procedures.
- Driver/passengers making deliveries must have proper personal protective equipment when exiting the vehicle which includes hard hats, safety boots, safety glasses and traffic vests.
- Vehicles must stop at the Gate prior to entering and exiting the site area to be recorded on the Security Gate Log.
- Inspection: every vehicle and person leaving the site is subject to an inspection by Superintendent or Client's Security Personnel. All lunch kits, bags, and vehicles may be checked.
- Cameras are not allowed on site unless pre-approved by **Senator Homes** Project Management. Camera operator might be accompanied at all times by a representative approved by **Senator Homes** Project Manager or site Superintendent.

Visitor Procedures

- All visitors to **Senator Homes** projects/facilities must enter the construction office and advise the superintendent as to whom they wish to visit.
- All visitors going outside of the designated waiting area must be accompanied by a **Senator Homes** representative who underwent project safety orientation.
- All visitors must wear personal protective equipment outlined in the project safety orientation.
- All visitors must comply with all **Senator Homes** policies and procedures and those of the Constructor.

HOUSEKEEPING POLICY

Senator Homes will not tolerate an untidy worksite. It is the responsibility of each direct and subcontractual crew foreman to clean-up his respective work areas and routeways 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, **Senator Homes** will undertake the clean-up work on behalf of the delinquent Subcontractor and **back-charge** accordingly. No warnings need be given prior to such action, however, our standard clean-up directive may be used *initially* to order subcontractor employers of their responsibility and of our intended action.

Routeways shall be maintained at all times and appropriate measures shall be taken to isolate waste disposal areas and bins from public access.

TOOLS, EQUIPMENT & VEHICLE MAINTENANCE

EQUIPMENT MAINTENANCE AND MANAGEMENT PROGRAM:

Due to the nature of our projects and the contractual relationship with our clients, there are at times major items of capital equipment owned and maintained by **Senator Home** on our work sites. The Project superintendent or his competent replacement is responsible to ensure all equipment located on the work site is maintained in a safe operating condition which meets or exceeds all requirements of the Occupational Health and Safety Act and its Regulations, as it pertains to the safe operation of that equipment. The Project superintendent or his competent replacement shall monitor and control the periodic inspection, service, maintenance and testing of any machine or equipment located on the work site, including and without limitation, the review of log books, certificates of authorization, service records and safe operating procedures, to ensure compliance with all legislative requirements.

When the Project superintendent or his competent replacement transfers or assigns equipment into the control, operation, care or authority of other authorized person(s), the Project superintendent or his competent replacement shall ensure that all applicable legislation pertaining to such equipment, is complied with before such transfer. The Project superintendent or his competent replacement shall insist that subcontractors having equipment on our sites - meet these legislative requirements

All tools and equipment directly owned or leased by **Senator Homes** shall be maintained in first class working condition. Defective equipment shall be tagged for repair or replacement at the judgment of the project superintendent or his competent replacement or his designate. All electrical operated tools and equipment shall be protected by ground fault interruption devices if used outdoors or in wet locations. Any and all tools, equipment or vehicles owned and/or operated by subcontractor companies on a work site, shall be maintained in first class working condition. Defective and unserviceable equipment shall be removed off site until repaired or replaced to the satisfaction of the Project superintendent or his competent replacement. Workers/operators are responsible to use tool and equipment as per training and manufacturing instructions and report and defects to their supervisors.

ACCIDENT/INCIDENT INVESTIGATING POLICY AND REPORTING PROCEDURES

ACCIDENT/INCIDENT INVESTIGATION POLICY:

It is **Senator Homes** policy that any incident or any injury resulting from an accident is to be promptly reported to the project superintendent or his competent replacement and investigated forthwith. All injuries or incidents caused by or involving subcontractor on our projects must be reported immediately to our project superintendent and accident investigation report containing all pertinent information and future preventative measures shall be forwarded to the project superintendent or his competent replacement within TWENTY FOUR HOURS of the occurrence. The project superintendent or his competent replacement is responsible of evaluating the cause of all accidents/incidents and the possible effect on other workers doing similar tasks, so that suitable preventative measures can be implemented.

EMERGENCY RESPONSE AND NOTIFICATION PROCEDURES:

Upon learning of the incident/accident superintendent shall take charge of situation by implementing following measures:

- secure scene
- assign first aider
- notify 911 if medical aid required or arrange for transportation to nearest hospital
- notify project manager
- notify MOL & WSIB where applicable
- notify safety consultant if one assigned to the project by **Senator Homes**
- obtain witness statements and take pictures
- complete incident/accident report including measures to prevent recurrence

NOTIFICATION PROCEDURES

A) **FATALITY/CRITICAL INJURIES:**

When an accident occurs and results in the critical injury or death of a worker, the following contacts must be notified immediately:

1. **Senator Homes** Superintendent or Competent Replacement
2. **Senator Homes** General Supervisor
3. **Senator Homes** Project Manager
4. **Senator Homes** General Manager
5. **Senator Homes** Vice President
6. **Senator Homes** President
7. The nearest MOL office
8. The direct employer of injured employee
9. **Senator Homes** Safety Consultant

B) **MEDICAL AND LOST TIME INJURIES:**

When an accident occurs which results an injury requiring medical aid to a worker, the following contacts should be notified:

1. **Senator Homes** Superintendent or Competent Replacement
2. **Senator Homes** Project Manager
3. The nearest MOL office
4. The direct employer of injured employee
5. **Senator Homes** Safety Consultant

C) **FIRST AID INJURIES:**

For minor injuries requiring First Aid, the following contacts should be notified:

1. **Senator Homes** Superintendent or Competent Replacement
2. **Senator Homes** Project Manager
3. The Supervisor of Injured Worker
4. The Employer of Injured Worker
5. **Senator Homes** Safety Consultant

D) **NEAR MISS INCIDENTS WITH INJURY or PROPERTY DAMAGE POTENTIAL:**

- **Senator Homes** Superintendent or Competent Replacement
- The Supervisor of Injured Worker
- The Employer of Injured Worker
- **Senator Homes** Safety Consultant

INJURY RESPONSE PROCEDURES

Injuries Requiring First Aid Only

1. Have the designated first aid attendant treat the injured person and record the particulars in the first aid treatment log book.
2. Inform the injured person to notify his foreman or head office immediately if, due to complications, he visits his/her doctor
3. Provide the injured person with a treatment memorandum if there is any possibility he may visit his doctor and instruct him/her to sign and give the memorandum to the doctor to fill out. The top copy of this form should be returned to the employer by the injured worker on the next day.

Injuries Requiring Medical Aid

1. Provide immediate first aid treatment and arrange of the transportation of the injured worker to a medical facility.
2. Escort the injured person to a medical facility. Have the injured person sign the treatment memorandum and give it to the doctor to fill out.
3. Preserve the accident scene of an accident investigation.
4. Phone senior management and report the circumstances.
5. The supervisor must investigate the accident and report in writing to the senior management. The senior management may however, elect to follow-up with a professional investigation. The initial investigation should be completed within 24 hours. (Twenty-four)
6. Follow-up attention on the injured person's progress, the WSIB claim status and repaid re-employment (modified duties) should be performed.

THEREFORE, ANY FIRST AID TREATMENT WHICH BECOMES A MEDICAL SITUATION MUST BE REPORTED BY THE INJURED WORKER TO HIS FOREMAN OR HEAD OFFICE IMMEDIATELY SO THE PROPER WSIB FORMS CAN BE PROCESSED.

EMERGENCY RESPONSE PROCEDURES FOR CRITICAL INJURIES OR FATALITIES

1. Assess the situation calmly and take command.
2. Protect the accident scene from further hazards, such as fire, live wires, traffic, operating machinery etc.
3. Provide first aid to the injured, if any, as soon as possible and keep the injured party warm
4. Arrange for immediate medical help:
 Call the Ambulance at **911**
 Call the Police at **911**
5. Call the corporate head office at **416-445-8552** to advise senior management so they can immediately contact the Ministry of Labour and notify the injured person(s)' relatives.
6. Notify the safety representative/safety committee and local union office (if applicable)
7. Have someone meet and direct the ambulance to the accident scene
8. For follow-up purposes, find out which hospital the injured will be taken to and to have someone there.
9. Isolate the accident scene by barricades, rope, caution tape, etc. and post a guard to make sure nothing is tampered with until the authorities have arrived on the scene and all investigations are completed.
10. Co-operate fully with all emergency response crews and Ministry of Labour Personnel

NOTE:

ONCE THE INJURED HAVE BEEN EFFECTIVELY LOOKED AFTER AND THE AUTHORITIES INFORMED, THE SITE SUPERVISOR AND HIS/HER ASSISTANTS SHOULD BEGIN THEIR OWN INVESTIGATION AND OBTAIN WITNESS STATEMENTS WITHOUT DISTURBING THE ACCIDENT SCENE AND THE MINISTRY OF LABOUR'S OWN INVESTIGATION.

CRITICAL INJURIES DEFINED

"CRITICAL INJURY" MEANS AN INJURY OF A SERIOUS NATURE THAT:

- 1. Places Life in Jeopardy.**
- 2. Produces unconsciousness.**
- 3. Results in substantial loss of blood.**
- 4. Involves the amputation of the leg, arm, hand or foot but not a finger or a toe.**
- 5. Involves the fracture of the leg, arm, hand, or foot but not a finger or a toe.**
- 6. Consists of burns to major portions of the body.**
- 7. Causes loss of sight in an eye.**

<p><i>NOTE: ANY TIME AN INJURED WORKER IS TAKEN BY OUTSIDE EMERGENCY SERVICES, WE WILL ASSUME THE INJURY TO BE CRITICAL IN NATURE.</i></p>

PRESERVATION OF THE ACCIDENT SCENE

Where a person is killed or critically injured at the workplace, no person shall, except the First Aider, interfere with:

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

DO NOT 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.

REPORTING A CRITICAL INJURY TO THE AUTHORITIES

MANAGEMENT RESPONSIBILITIES:

Where a person is killed or critically injured from any cause at a workplace, the constructor if any, and the employer shall notify an inspector from the MINISTRY OF LABOUR, in addition to the safety committee, health and safety representative and trade union, if any, immediately of the occurrence by telephone, telegram, or other direct means and the employer shall within forty-eight hours after the occurrence, send to the director (MINISTRY OF LABOUR), a written report of the circumstances of the occurrence containing such information and particulars as the regulations may prescribe.

[section.51 (1) – O.H. & S. Act 213/91]

THE 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 AND/OR MACHINERY INVOLVED.
4. THE TIME AND PLACE OF THE OCCURRENCE.
5. THE NAME AND ADDRESS OF ALL WITNESSES TO THE OCCURRENCE.
6. THE NAME AND ADDRESS OF THE PERSON WHO WAS KILLED OR CRITICALLY INJURED.
7. THE NAME AND ADDRESS OF THE PHYSICIAN OR SURGEON, IF ANY, BY WHOM THE PERSON WAS OR IS BEING ATTENDED OF THE INJURY.
8. THE STEPS TAKEN TO PREVENT A RECURRENCE.

IMPORTANT: *CONTACT THE AUTHORITIES:*

- A) IMMEDIATELY BY TELEPHONE, FACSIMILE, ETC. and
- B) PROVIDE A WRITTEN REPORT OF OCCURRENCE TO THE MINISTRY OF LABOUR WITHIN FORTY EIGHT (48) HOURS.

EARLY AND SAFE RETURN TO WORK POLICY

It is the policy of **Senator Homes** to accommodate a worker that is temporarily disabled as a result of an accident that arose in and out of the course of employment. Our objective is to return and rehabilitate the worker to his/her maximum level of ability enabling them to be capable of effectively and efficiently performing the assigned job tasks.

Senator Homes will uphold its responsibility for keeping the Workplace Safety and Insurance Board (WSIB) informed of the availability of modified work and of the worker's progress during the return to work and the rehabilitation process.

The worker is responsible for fully co-operating with the return to work process and for ensuring that the employer is provided with such medical information and /or functional abilities information that will assist in a successful and safe return to work.

This modified plan may include:

- Altered or reduced work hours
- Changes to the worker's shift
- Modifications to the regular job duties
- Alterations to rest period(s) or exercise break(s)
- Temporary re-assignment to a different job
- Matching the worker's functional abilities to a totally different job.

RESPONSIBILITY ROLES:

Both the Worker and the Employer have a responsibility to co-operate in an ESRTW (Early and Safe Return to Work) Plan. These responsibilities are:

CARE AND REHABILITATION OF WORKERS

The Worker shall:

Contact the accident employer during the recovery period. Contact must occur weekly or as soon as the worker is fit to return to work.

Assist in the collection of job descriptions, task analysis, etc.

Provide such medical information, as the employer requires, for an early and safe return to work.

Participate in the ESRTW Plan and immediately report any task difficulties.

Ensure that ongoing treatment does not interfere with the ESRTW Plan

Work within the established company rules, procedures and the ESRTW Plan.

The Supervisor shall:

Promote and participate in the objectives of the program and discuss objectives with the employee(s).

Provide ESRTW Plans to workers in their assigned areas.

Assist in the collection of medical information, job description(s) for job task analysis, and the development and implementation of workplace modifications.

Monitor the progress of all workers participating in an ESRTW plan and maintain records of the worker's progress and up -to-date restrictions.

Management shall:

Promote and implement an ESRTW Plan and ensure the policy is up-dated, as required.

Discuss the plan with the worker's supervisor(s) and ensure that the objective of the ESRTW plan is understood.

Determine the frequency of conducting evaluations of the ESRTW and the worker's progress in the Plan.

Ensure the worker signs all formal ESRTW plan(s).

PROCEDURES TO IMPLEMENT AN ESRTW PLAN

When medically supported information comes forward that the employee is able to commence with an ESRTW plan, a personalized plan shall be developed.

A suitable modified position will be identified by the employer to ensure that the position is within the worker's functional abilities so as to prevent re-injury or aggravation to the worker's condition.

The worker must provide the employer with a "Health Professional/Health Care Practioner's" letter of clearance to return to modified work, by providing an up to date "Functional Abilities Form: (FA) on a timely basis, as prescribed in the Workplace Safety and Insurance Act, 1997. Employees may be required to attend an independent medical review to determine their physical capabilities in order to perform the required duties.

When medical clarification is required, various specialists may be consulted to ensure that the worker is able to perform the assigned task(s).

Employees may be required to return to work on a graduated basis, (for example: commencing at four hours per day until eventually reaching the regular work hours per day, on a gradual basis). Overtime hours are not available to workers on a modified work plan.

An ESRTW plan shall be closely monitored to ensure no further disability is developing and to ensure that the worker's physical restrictions are being fully respected.

Supervisory personnel may provide modified work for a duration agreed to by management. The company physician may be consulted for advice regarding modification of restrictions and duration of the ESRTW plan.

MODIFIED WORK & VOCATIONAL REHABILITATION

The Workplace Safety & Insurance Board has long supported the belief of early rehabilitation via an Early and Safe Return to Work Program. Such a program may include ***graduated work and/or modified duties***, which will help the worker, recuperate more quickly. Failure to fully participate in our Early and Safe Return to Work Program can effectively cancel a claim by WSIB.

Modified Work

Modified work is any job or combination of tasks that an employee, who suffers from a partial disability, may perform on a temporary basis without risk of re-injury to them or others. This work may consist of regular tasks that have been changed or redesigned for an employee participating in a modified work program. There may be a reduction in time or volume of work performed, however, the work must be productive and the results must have value.

Modified Duties

General modified duties can include but are not limited to;

- a. Work in the office, shop, site office,
- b. Housekeeping activities,
- c. Inventory control,
- d. Supervisory assistance or work helper,
- e. Work at normal job with a helper,
- f. Records control or shipping and receiving.

Modified duties will be cleared with the worker the treating physician and the WSIB case worker to ensure that appropriate measures are in place to help the worker to a speedy recovery. A sample treatment memorandum form below illustrates the type of information requested from the attending physician and lists examples of light duty [modified work] that can be offered to workers. Please ensure the worker signs in the upper right hand corner of the treatment memorandum form, *before* he leaves the site to visit the doctor. A copy of the signed form should be transmitted to the Workers Safety and Insurance Board for their records.

TREATMENT MEMORANDUM

I hereby authorize the release of medical information to my employer

EMPLOYEE SIGNATURE

Dear Doctor:

In order for **SENATOR HOMES** to fulfill our obligations to the Workers Safety and Insurance Board, we ask that you complete this form and have the employee return it to his/her employer.

Please Print:

Name: _____ claims to have suffered an illness/injury while in our employ on _____.

Attending Physician _____

Phone: _____

Address of Physician

PHYSICIAN'S ASSESSMENT AND RECOMMENDATIONS:

Nature of problem and diagnosis:

1. Employee may return at once to normal work. Yes? _____.

2. Employee is unable to work. Yes? ____ For how long?

3. Employee may return to modified duties? Yes ____

Estimated duration of modified duties: _____ days _____ weeks.

RESTRICTIONS: _____ lifting weight (specify) _____
lbs.

_____ prolonged walking
_____ prolonged standing
_____ climbing
_____ repetitive action (specify)

_____ overhead work

MODIFIED WORK: _____ office work (e.g. - filing, filling "job card" accessory lists, bookkeeping, etc.)

Employee may do _____ pulling nails from lumber, light material sorting
_____ light cleaning, sweeping, janitorial work in shops
_____ light indoor shop work, working at table or bench
_____ security work
_____ fire watch, safety watch
_____ small parts and equipment painting

_____ cleaning engine parts, tools, and equipment

TREATMENT:

Does employee require further treatment? Yes ____ No ____ Time period for next visit?

COMMENTS:

WE THANK YOU FOR YOUR ASSISTANCE AND CO-OPERATION IN ATTENDING TO OUR EMPLOYEE AND IN COMPLETING THIS FORM.

SIGNATURE OF ATTENDING PHYSICIAN

DATE

INJURY CLAIMS MANAGEMENT PROGRAM

[Modified Work and Vocational Rehabilitation]

This program is designed to reduce the effects of a work-related accident or illness. Its success depends on communication and the worker's return to the pre-incident job position or to a "modified or "rehabilitative" job is the only measure of success.

SENATOR HOMES POLICY AND INVOLVEMENT

It is **Senator Homes** policy to become involved in the worker's accident from the very beginning. Once the worker has been attended to medically and all aspects of the accident investigation has been completed, the employer should consult with the medical practitioner regarding the injured worker's ability to participate in **Senator Homes** management's offer of light duties, modified work or his/her pre-incident job duties.

Senator Homes management personnel should ensure the injured worker that the rehabilitative job will not be a health or safety risk for the worker. The worker may be anxious about his or her condition and can be legitimately concerned that the return to work will cause his/her condition to get worse. We must respond to these concerns for the rapid re-employment program to be successful.

PROCEDURES TO FOLLOW

Step 1 – Call the Worker!

First collect the information you need to prepare for the worker's return. Contact the worker or the worker's family as quickly as possible. Concentrate on establishing a good relationship with the worker and the worker's family by offering assistance and information. Unless it is impossible for the worker to return to work, contact the worker regularly. Try the following steps and write down the worker's responses. You should explain to the worker that this information is needed to plan for the worker's return.

1. Contact the worker within 48 hours of the accident.
2. After the accident has been investigated and the worker has received medical care, phone the worker.
 - a) Show that you care about the worker by offering assistance:
 - how you are feeling?
 - is there anything we can do for you?
 - b) Make sure the worker understands the policy on sick and injured workers by explaining:
 - your commitment to keep the workplace safe and healthy
 - availability of a rehabilitative job if the worker cannot do the same job
 - your responsibility to help the worker return to work
 - your commitment to treat all workers with dignity, respect and compassion; explain the goals, procedures and benefits of the rehabilitative job.
 - c) Ask what the doctor called the worker's medical problem or condition.
 - d) Ask how long the doctor thinks the worker will be unable to work.
 - e) Ask if the doctor said the worker could return to the pre-incident job or if the job should be changed in some way.
 - f) If the worker cannot return to the pre-incident job, ask if the doctor will fill in a treatment rehabilitative work form so you can tailor a job to the worker's conditions. A functional abilities form should also be filled out to aid in determining our modified duties for the worker.
 - g) Ask if the worker believes he or she can return to the pre-incident job.
 - Now? – skip to "(I)"
 - On _____ (Skip to "(I)")
 - Never – (Explain rehabilitative work)
 - h) Ask when the worker believes he or she can return to a rehabilitative job?

- Now? – (Skip to “(i)”)
 - On _____ (Skip to “(I)”)
 - Never – refer to example 5 in Step 2, if worker cannot return to work.
- i) Repeat your commitment to help the worker return to work. Let the worker know that everyone wishes the worker a speedy and lasting recovery.
- j) Ask for a convenient time to call back in the next two days, unless the worker can return to work within one or two days.

The main purposes of this contact are to open the lines of communication and to make sure that both the worker and the doctor are aware of the possibilities of rehabilitative work. Remember: active involvement and support from all parties are necessary to make the worker’s return to work possible.

Step 2 – How to Proceed

Review the Employer’s Report of Accidental Injury and Industrial Disease, the Worker’s Statement of Accidental Injury and Industrial Disease and the worker’s responses from questions in Step One, before deciding how to proceed. Some examples of how to proceed are:

1. Worker can return to regular work immediately or within 1 or 2 working days.
2. The worker can return to regular work within 2 to 5 working days.
3. Worker can return to rehabilitative job immediately or within 20 working days.
4. The worker can return to regular work within 20 working days.
5. The worker can return to regular work within 20 or more working days.

You should be prepared to change your approach as more information becomes available or if the worker’s condition changes.

Example 1:

The worker can return to regular work immediately or in 1 to 2 working days.

Senator Homes supervisor should meet with the worker when he or she returns to work. Ask how he or she is feeling and go over the work duties. Note the worker’s responses. Do whatever is necessary to help the worker do the job right away. Meet with the worker again during the second half of the shift. Ask again how the worker is feeling and whether the worker is having difficulty. Note the worker’s responses.

Continue to follow up with the worker daily, then weekly, until full recovery.

Example 2:

The worker can return to regular work in 2 to 5 days.

If the worker is expected to return to the pre-incident job, phone the worker the day before the scheduled return. Ask the following questions and note the responses. Compare them to the worker’s responses in Step 1.

1. Do you feel better?
2. Are you coming back to your regular duties tomorrow?
3. Do you need any assistance from me or from your co-workers?
4. When are you planning to see your doctor again? _____

Advise the worker of your desire to protect the worker's health and safety, and caution the worker to take care not to make the medical condition worse.

One the day of the worker's return, meet with the worker at the start of his or her shift. Ask again how the worker is feeling and repeat your offer of assistance.

Comment: If the worker is having difficulty during the shift, go over the worker's difficulties in detail. You can suggest that the worker go home and return the next day.

Meet with the worker at the end of the shift. Repeat questions 1 or 4 and take note of the worker's responses. Again, suggest the worker be careful not to make the medical condition worse. Ask the worker to call you immediately if he or she cannot return to work the next day.

Comment: If the worker cannot return to work the next day, repeat Step 1.

Meet with the worker every day for the next week and review the above questions. Continue to follow the worker's condition until the worker has completely recovered.

Example 3

Worker can return to a rehabilitative job immediately or within 20 working day.

If the worker can return to a rehabilitative job, everyone should work toward creating a job that fits the worker's abilities. This means meeting with the worker to determine those abilities and then developing an appropriate job. In some situations, you or the worker might check with the worker's doctor that the position is appropriate before starting it. That way, you can offer more suitable, less risky work instead of delaying the worker's return.

MEETING WITH THE WORKER

When you meet with the worker to discuss creating a rehabilitative job, the two of you should prepare a Physical Abilities Analysis. This is the worker's description of his or her capacity for work, for example, the ability to walk, stand or lift. You can compare this analysis to the Physical Demands Analysis for the rehabilitative job to see if it is suitable.

You and the worker should agree on:

- a) the type of rehabilitative work and the conditions of the workplace.
- b) how long the rehabilitative job will last (for example, three days, ten days)

Write out a description of the rehabilitative job and attach the Physical Demands Analysis. Note the date and time of your meeting and include the following statement:

“_____ and “_____ agree to the rehabilitative job assignment for the term noted.” (Insert your name and the worker’s.)

WHEN THE WORKER IS READY TO RETURN:

On the day before the return to work, phone the worker. Note the worker’s responses to the following:

1. Are you feeling well enough to start your rehabilitative job?
2. Have you seen your doctor since we met?
3. Has your doctor said you can start the rehabilitative job?
4. Is there anything we should do before you return to work?
5. (For example, are there any temporary physical problems? Do you need a back support for your chair?)
6. Can you work your regular hours?
7. How can we arrange your hours to make this job possible (for example, chiropractor or physiotherapy appointments during work hours, etc.)?

Let the worker know that everyone is pleased he or she is returning.

Confirm with the worker’s supervisor that the worker will return. The supervisor can arrange a time to greet the worker. If the supervisor is not available, he or she can write a short note welcoming the worker back.

DAILY JOURNAL

The worker’s progress should be reviewed daily. The worker can keep a daily journal or can meet with you daily to report his feelings about returning to work. The journal should be kept until the worker returns to the pre-incident job.

You should also meet with the worker daily to review the journal and change the worker’s tasks accordingly. The journal should include:

- the date and time the rehabilitative job began
- the type of work
- the worker’s feelings about his or her performance
- the worker’s feelings about his or her recovery
- the tasks the worker can do with and without difficulty
- the tasks that cause the worker more pain or discomfort

If the worker’s medical condition worsens, consult the worker’s doctor to make sure the rehabilitative job helps the worker to recover. Medical advice can also be obtained from the WSIB or from an independent doctor.

Example 4

The worker can return to regular work in 5 to 20 days

Often the doctor recommends the worker stay away from the pre-incident job for up to 20 working days. However, the worker might be able to start a rehabilitative job during his period. As with Example 3, you should meet with the worker and complete a Physical Abilities Analysis. Write to the doctor to request advice on the rehabilitative job and offer to pay the doctor for this service. Send the letter to the doctor and the worker by the fastest means available. Include the following with the letter:

- the description of the pre-incident job
- Physical Demands Analysis of the pre-incident job
- the description of the rehabilitative job
- Physical Demands Analysis of the rehabilitative job

Send a copy to the following:

- the doctor
- the worker
- the worker's supervisor
- your director of human resources
- the WSIB

Ask the worker to contact the doctor to ensure the information is completed and returned as soon as possible. When you receive the information, you and the worker can discuss the rehabilitative job and set a date for returning to work.

Follow up with the worker twice a week.

IF THERE IS A DELAY

If for some reason the worker cannot start the rehabilitative job as planned, the two of you should agree on a new return date or a more appropriate rehabilitative job. In your weekly calls to the worker, ask the following questions:

- How are you feeling?
- Is your condition improving, the same or worse?

COMMENT:

If the worker says his condition is the same or worse, ask for specific details (for example – stronger pain, trouble sleeping, medication not working).

- Do you think we can meet our target date of _____?
- Is there anything we can do to help you?

COMMENT:

If the worker is waiting for an appointment with a specialist, offer to try another specialist for an earlier appointment which you will pay for.

- Are there any problems getting paid by us or by the WSIB?
- Can you get along well at home?
- How are your family and friends handling your situation?

Let the worker know you want to help him or her to get better and return to work. Tell the worker that he or she is missed and that you are looking forward to his or her return. Encourage the worker to let you know if he/she needs anything. Note the worker's responses so that you can identify how you, the employer, or outside sources can help the worker. Encourage co-workers to keep in touch with the worker.

Example 5

The worker cannot return to work for 20 or more working days.

As soon as possible, you and the worker should meet with the following people:

- the director or a representative of human resources
- the worker's supervisor
- a vocational rehabilitative specialist or worksite analyst from the WSIB
- worker's representative

Detailed minutes of the meeting should be kept and should be approved after the meeting. Each person should have a copy of the following:

- Physical Demands Analysis of pre-incident and proposed rehabilitative jobs
- the medical report released by the worker
- information on worker's physical restrictions
- the worker's responses to the questions asked Step 1

POINTS TO COVER

- Discuss the worker's physical restrictions or limitations. What could be changed to make it possible for the worker to return to the pre-incident job?
- If the worker cannot return to the pre-incident job, review the Physical Demands Analysis of four rehabilitative jobs. Which is the most suitable job? How long should the worker do the rehabilitative job? Ask the worker for examples of what job he or she thinks is reasonable.

You must write to the doctor for advice on the rehabilitative jobs and the worker's condition, and send a copy to the worker, your director of human resources, the worker's supervisor and the WSIB.

Make sure the worker sees the doctor as soon as possible.

MANAGEMENT CONSIDERATIONS

- The worker must have the opportunity to voice his or her opinion and must agree with any decision made. Take careful notes if the worker objects in any way. Take your time and make sure you understand the cause of the worker's objections.

COMMENT: The worker might be finding it difficult to adjust to his or her medical condition.

- If the rehabilitative job is permanent or for an extended period of time, you must consider the appropriate level of wages. The goal is always that the worker returns to a position that pays the same as the pre-incident one.
- However, if the rehabilitative job pays less and you pay the lower rate, the worker is paid the difference by the WSIB. This means the goal of Rapid Re-employment Program is not fully achieved.
- Discuss what can be done to help the worker return to work. How could assistance be given? Contact the WSIB or your Vocational Rehabilitative caseworker for advice.
- If no rehabilitative job can be agreed on, consider Vocational Rehabilitation such as:
 - training for another job
 - courses to improve job skills (eg. - computer training, language training).
 - counseling (for example, psychological, financial, marital, vocational)
- Discuss who will pay for the Vocational Rehabilitation. The employer should offer to pay if the WSIB will not or if there is a delay. In any case, the cost of paying VR up front is often less than the cost of additional compensation.

IF VOCATIONAL REHABILITATION IS INVOLVED

- Arrange VR to start as soon as possible. Use WSIB's services whenever possible.
- Meet with the worker weekly to discuss progress, concerns and problems. Go over the suggested return-to-work date and the rehabilitative job.
- **COMMENT:** Let the worker know that everyone is looking forward to his or her return to work as soon as possible.
- At end of the VR plan, meet with the worker to discuss rehabilitative work.

IF THE WORKER CAN RETURN

When the worker is ready to start the rehabilitative job, follow the same procedures as described in Example 3.

IF THE WORKER CAN NEVER RETURN TO WORK

If a worker feels unable to return to work, verify that feeling.

- Does the doctor support the worker's opinion?
- Does the WSIB support the worker's opinion?
- Do you support the worker's opinion?
- Is there no possible rehabilitative job?

If the answer is yes to these questions, it is unlikely that the worker will return to work with **Senator Homes**.

Your new goal at this point, is to work with the WSIB and the worker in finding him a new job. This can be a temporary rehabilitative job while the worker recovers, until he or she can return to work with **Senator Homes**.

Consult the Vocational Rehabilitative caseworker and, if possible, a private consultant who specializes in job placement.

Regardless of the outcome, because of the effect that rapid re-employment has on the worker's FEL (future economic loss) reviews; you should keep in touch with the worker for six years from the date of the incident. You must do everything possible to see that the worker is employed. Perhaps the condition has changed or perhaps the worker is now able to return to work.

For the first two years, contact the worker at least monthly. Over the next four years, contact the worker twice a year.

Remember, a worker who is not working with you or another employer can receive WSIB benefits that are included in your Accident Cost Statement.

Always make sure that the WSIB is also doing everything possible to assist you worker. Keep in touch with the WSIB on a weekly or monthly basis.

Step 3

WHAT HAPPENS IF RAPID RE-EMPLOYMENT EFFORTS FAIL?

Occasionally the Rapid Re-Employment Program fails despite the commitment and cooperation of everyone involved. For example:

The worker might:

- feel uncomfortable with his or her temporary disability
- refuse to participate in Vocational Rehabilitation
- not fulfill the commitments of Vocational Rehabilitation
- turn down work within his or her ability
- have unrealistic employment expectations
- not cooperate with you or the WSIB

The worker might be uncomfortable or embarrassed about returning to work in a reduced capacity. Offer support and reassurance to the worker that you are confident in the worker's abilities and that everyone is looking forward to his or her return. Suggest some form of counseling to help the worker cope with these changes in his or her life.

If the worker is uncooperative, let the WSIB know the details by telephone and in writing. The WSIB can change the worker's benefits accordingly.

COMMENT:

If you cannot reach the WSIB adjudicator or the VR caseworker directly by phone within 48 hours, contact the WSIB claims manager for assistance.

- The doctor might not approve any rehabilitative work. Suggest the worker get a second opinion from a doctor at a WSIB community clinic or a doctor of your choice. If it is necessary, design another rehabilitative job.
- The VR plan might not give the worker the skills or training needed for a suitable job. Re-evaluate the rehabilitative job to see if it is still appropriate. Consider another job.
- The worker might be uncomfortable about returning to work because he or she is not receiving enough support from you or the other worker. Our health and safety policy stresses the importance of the return of the injured workers as well as the significant role of co-workers. Everyone should appreciate the benefits of returning the worker to work. Uncooperative co-workers should be dealt with in accordance with the disciplinary measures outlined in the safety policy.
- Make sure you have followed the Rapid Re-Employment Program properly. Identify what could be done in the future to improve your program:
 - was all necessary information gathered or is there a system in place to obtain that information as it becomes available?
 - Have all the jobs that fit the medical specifications been offered appropriately to the injured worker? Were the offers followed up in writing?
 - was there regular contact with the worker without causing harassment?
 - does the worker have access to all information necessary to return to work?
 - has he or she received advice from the union, the WSIB or the Office of the Employer Advisor.
 - has the claims adjudicator been kept up to date?
 - has the claims adjudicator received copies of any written offers of employment?

FIRST AID & MEDICAL TREATMENT REQUIREMENTS

FIRST AID SUPPLY REQUIREMENTS

Every **Senator Homes** project must possess the proper first aid kit and supplies. The required contents of the kit are defined by FIRST AID REGULATIONS (1101) of the WORKERS SAFETY & INSURANCE BOARD, according to the size of the workforce at the particular project. Also defined is the size and contents of the room designated at the First Aid Station. Stretchers, cots, running water, sterilized instruments and the qualifications of the person in charge of such a facility, may be required, as dictated by the WSIB FIRST AID REGULATIONS, in accordance to the *size of the workforce* on site and the proximity to the nearest medical facility. In all cases, the employer must post a form 82 - " IN ALL CASES OF INJURY ", in accordance to the WSIB First Aid Regulations 1101, which is available from the WORKERS SAFETY & INSURANCE BOARD, on every construction project and its first aid stations. This form outlines the responsibilities and obligations of both the worker and employer, when an injury occurs at the work site.

FIRST AID TREATMENT RECORDS

Whenever first aid is administered on the work site, a record must be made in the First Aid Record Book. The record must indicate the name of the worker, the nature of the injury, date/time of occurrence, date/time injury was reported, date/time of treatment, nature of treatment rendered and the name of the person rendering the treatment. Treatment forms of this type are available from the Ontario Construction Safety Association. This is a confidential document and must be treated as such. Once the record book has been filled, or the project completed, the record must be forwarded to **Senator Homes** office management of filing. By law it must remain filed of one year.

FIRST AID CERTIFICATION

It is **Senator Homes** policy that each project superintendent or his competent replacement possesses first aid training and certification. Where the Project superintendent or his competent replacement does not possess this certification or where the certification has expired, the Project superintendent or his competent replacement shall be responsible to ensure that one or more qualified first aid attendants (workers) are employed at the work site. Unless otherwise instructed, *each subcontractor company* shall provide their own first aid equipment and trained first aid attendants (workers) as per the WSIB First Aid Regulations, which require all employers to provide first aid coverage.

MEDICAL TREATMENT

In the event First Aid is insufficient to treat the injuries of an injured worker and the worker requires the services of a Physician, the Project superintendent or his competent replacement must assure that the injured worker signs the treatment memorandum form and that the attending Physician receives a copy of the signed form.

This treatment memorandum form permits the doctor to release information to **Senator Homes** regarding the worker's condition, as well as giving a written account of the nature of the worker's injuries. The doctor also has the option to return the worker to modified duties of a specified period of time as our treatment memorandum relates to the doctor that those duties are generally available. It is the Project superintendent or his competent replacement's responsibility to try to accommodate the injured worker's restrictions as prescribed by the attending Physician.

Please ensure the worker signs in the upper right hand corner of the treatment memorandum form, *before* he/she leaves the site to visit the doctor. A copy of the signed form should be transmitted to the Workers Compensation Board for their records.

*It is in the best interest of **Senator Homes** that the worker is accompanied to the medical facility by a project management member to inform the doctor of our modified duty options and to be briefed on the worker's condition.*

PERSONAL SAFETY EQUIPMENT REQUIREMENTS

Foot Protection

- Grade 1 Protective Footwear under CAN/CSA-Z195-M92, approved high cut (6 to 8 inches, equipped with an electric shock resistant sole) green patch safety boots that are fully laced will be allowed.
- Protective footwear must be worn at all times while on the project.

Head Protection

- It is our policy that every worker shall wear protective headwear at all times when on a project.
- The protective headwear shall comply with the following:
 - Hardhats may be used up to five (5) years after being manufactured
 - Hardhats must be replaced after being subjected to impact
 - Hardhats must be replaced if deep cuts or scratches are present
 - Hardhats must not be painted, as paint can weaken the plastic
 - Never remove the Styrofoam liner, as this will reduce the side impact protection

- Use chin straps when high winds are encountered or as the situation dictates.
- Wear hard hat with the rim protrusion facing forward.

Protective clothing and skin protection

- Appropriate work clothing must be worn when handling and using tools and materials which may cause injuries to your skin.
- Adequate clothing must be considered for each work season.
- During the summer months long pants and t- shirt are minimum requirements
- Apply sun screen and cover exposed skin when working outdoors in summer time.
- In the winter time to avoid frost bites wear layers of clothing.

Hand protection - work gloves.

Work gloves shall be worn when handling sharp objects/materials. Neoprene gloves shall be used when handling compressed gasses and chemical resistant gloves when handling chemicals. Special nonconductive gloves shall be worn by qualified electrician when working on or near energized surfaces.

Eye Protection

- Eye protection **must** be worn when potential of eye injury exists. This will provide protection when there is a danger from chipping, drilling, grinding, cutting, flying particles of dust, acid or toxic fluids (chemical goggles), work overhead and in any other situations where there is a risk of an eye injury.
- Workers should keep in mind that depending on the hazard, a combination of face and eye protection may be necessary.
- Eye injuries rank as one of the main causes for WSIB claims. The eye hazards at some projects are such that we must take particular care in choosing the correct standard eye protection. All protection must meet the CSA Z94.3 standards – Industrial Eye and Face Protectors. Besides frontal impact, the eyes are at risk from materials entering from the sides.

Respiratory Protection

- Where it is impractical to eliminate harmful dust, fumes, vapors or gases, every employee in the zone of contamination shall be protected in a manner that will ensure a supply of clean air.
- Wear the proper respiratory device when exposed to harmful gas vapors and dust.
- Consult the material safety data sheet (MSDS) for the proper respiratory filter, or mask to wear. If you are not able to find the information, contact your supervisor.
- Because of the vast number of respiratory protection types, sizes and configurations, a worker must be trained in the proper use, care and maintenance of the respirator equipment for the hazard(s) you are working with.
- The respirator must fit tightly and comfortably against the skin so there is no leakage into the face piece. For proper fit, the face must be cleanly shaven to ensure a close, protective and secure fit to the face.
- Workers must receive adequate training on safe use, maintenance and storage of respirators. In addition prior to wearing the respirator for the first time each worker shall carry out medical evaluation by his/her doctor to ensure that there is no concerns.

Hearing Protection

- Hearing protection will be provided and shall be worn by workers in areas where **the Noise levels exceed 85 dBa's for longer than 15 minutes**.
- Hearing protection must be worn in any area where air hammers, impact tools and rotary drills are in operation.
- It is also strongly recommended that hearing protection always be worn when continuous exposure to excessive noise levels is experienced.
- Your foreman/supervisor will have a supply of most types of hearing protection suitable for your project.
- Hearing protection is available in 3 general types and must be CSA approved. These include:
- Earmuffs – when properly fitted and worn, these generally provide more protection than earplugs, especially when worn in conjunction with earplugs

- Disposable earplugs – made of pliable material, one size fits all, and some can be used only once, others can have multiple uses. (cotton is NOT acceptable)
- Permanent plugs – these must be fitted to provide a good seal but can be washed and reused
- Because hearing protection is in contact with a very sensitive and vulnerable part of the body, good hygiene must be stressed.
- Wash your hands ensuring there is no trace of a chemical or bacteria that can contaminate the earplug while being inserted into the ear.

Reflective vests

Traffic control persons and signalers must wear tear away reflective vests as per OH & S Regulations. Also we recommend that all workers in close proximity to heavy equipment or vehicular traffic wear reflective vests as well.

WORKING AT HEIGHTS

OHSA & Regulations for Construction Projects clearly specifies fall protection requirements in following sections:

26. *Sections 26.1 to 26.9 apply 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. O. Reg. 145/00, s. 12; O. Reg. 85/04, s. 4.*

Where it is not possible or practical to install protective guardrail systems or protective coverings and personal fall protection equipment must be worn one of the following methods must be applied:

Travel Restraint System: An assembly of components capable of restricting a worker's movement on a work surface and preventing the worker from reaching a location from which he or she could fall that meets the requirements of section 26.4.

Fall Restricting System: A type of fall arrest system that has been designed to limit a worker's fall to a specified distance that meets the requirements of section 26.5.

Fall Arrest System: An assembly of components joined together so that when the assembly is connected to a fixed support, it is capable of arresting a worker's fall that meets the requirements of section 26.6.

Travel Restraint Systems

26.4 (1) A travel restraint system shall consist of a **full body harness** with adequate attachment points or a **safety belt**. O. Reg. 145/00, s. 14.

*****It is Senator Homes policy that all workers are to wear a full-body harnesses at all times – NO SAFETY BELTS ALLOWED*****

(2) The full body harness or safety belt shall be attached by a lifeline or lanyard to a **fixed support** that meets the requirements of section 26.7. O. Reg. 145/00, s. 14.

(3) The travel restraint system shall be inspected by a **competent worker** before each use. O. Reg. 145/00, s. 14.

(4) If a component of the travel restraint system is found to be defective on inspection, the defective component shall immediately be taken out of service. O. Reg. 145/00, s. 14.

Fall Restricting Systems

26.5 (1) A fall restricting system that is not designed for use in wood pole climbing shall consist of an assembly of components that is,

- (a) attached to an independent fixed support that meets the requirements of section 26.7; and
- (b) designed and arranged in accordance with the manufacturer's instructions and so that a worker's free fall distance does not exceed 0.6 metres. O. Reg. 85/04, s. 6.

(2) A fall restricting system that is designed for use in wood pole climbing,

- (a) shall consist of an assembly of components that is designed and arranged in accordance with the manufacturer's instructions; and
- (b) shall not allow pole slippage in excess of the distances set out in the applicable National Standards of Canada standard referred to in subsection 26.1 (3). O. Reg. 85/04, s. 6.

(3) A fall restricting system shall be inspected by a competent worker before each use. O. Reg. 85/04, s. 6.

(4) If a component of the fall restricting system is found to be defective on inspection, the component shall be taken out of service immediately. O. Reg. 85/04, s. 6.

(5) If a worker who is using the fall restricting system falls or slips more than the distance determined under clause (1) (b) or (2) (b), as the case may be, the system shall be taken out of service immediately and shall not be used again by a worker unless all components of the system have been certified by the manufacturer as being safe for reuse. O. Reg. 85/04, s. 6.

Fall Arrest Systems

26.6 (1) A 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. O. Reg. 145/00, s. 14.

(2) *The fall arrest system shall be attached by a lifeline or by the lanyard to an independent fixed support that meets the requirements of section 26.7. O. Reg. 145/00, s. 14.*

(3) *The fall arrest system shall be arranged so that a worker cannot hit the ground or an object or level below the work. O. Reg. 145/00, s. 14.*

(4) *Despite subsection (1), the fall arrest system shall not include a shock absorber if wearing or using one could cause a worker to hit the ground or an object or level below the work. O. Reg. 145/00, s. 14.*

(5) *The fall arrest system shall not subject a worker who falls to a peak fall arrest force greater than 8 kilonewtons. O. Reg. 145/00, s. 14.*

(6) *The fall arrest system shall be inspected by a competent worker before each use. O. Reg. 145/00, s. 14.*

(7) *If a component of the fall arrest system is found to be defective on inspection, the defective component shall immediately be taken out of service. O. Reg. 145/00, s. 14.*

(8) *If a worker who is using the fall arrest system falls, the system shall be immediately removed from service and shall not be used again by a worker unless all components of the system have been certified by the manufacturer as being safe for re-use. O. Reg. 145/00, s. 14.*

(9) *Subsections (1) to (8) do not apply to fall restricting systems designed for use in wood pole climbing. O. Reg. 85/04, s. 7.*

Fixed Supports/Anchors

26.7 (1) *A permanent anchor system shall be used as the fixed support in a fall arrest system, fall restricting system or travel restraint system if the following conditions are met:*

1. *The anchor system has been installed according to the Building Code.*
2. *It is safe and practical to use the anchor system as the fixed support. O. Reg. 145/00, s. 14.*

(2) *If the conditions set out in subsection (1) are not met, a temporary fixed support shall be used that meets the following requirements:*

1. *Subject to paragraph 2, a support used in a fall arrest system shall be capable of supporting a static force of at least 8 kilonewtons without exceeding the allowable unit stress for each material used.*
2. *If a shock absorber is also used in the fall arrest system, the support shall be capable of supporting a static force of at least 6 kilonewtons without exceeding the allowable unit stress for each material used.*
3. *Subject to paragraph 4, a support used in a fall restricting system must be capable of supporting a static force of at least 6 kilonewtons without exceeding the allowable unit stress for each material used.*
4. *Paragraph 3 does not apply to a support that is used in accordance with the manufacturer's written instructions and is adequate to protect a worker.*
5. *A support used in a travel restraint system shall be capable of supporting a static force of at least 2 kilonewtons without exceeding the allowable unit stress for each material used. O. Reg. 145/00, s. 14.*

(3) *Despite the requirements listed in subsection (2), the support capacity of a temporary fixed support used in a fall protection system may be determined by dynamic testing in accordance with good engineering practice to ensure that the temporary fixed support has adequate capacity to arrest a worker's fall. O. Reg. 145/00, s. 14.*

(4) *A fixed support shall not have any sharp edges that could cut, chafe or abrade the connection between it and another component of the system. O. Reg. 145/00, s. 14.*

(5) *Subsections (1) to (4) do not apply to fall restricting systems designed for use in wood pole climbing. O. Reg. 85/04, s. 8.*

Preferred Method of Fall Prevention

Senator Homes management is in agreement that where possible and practical guardrail system shall be preferred method of fall prevention.

Guardrail Systems

26.3 (1) *Despite paragraph 1 of section 26, a guardrail system that meets the requirements of this section shall be used if a worker has access to the perimeter or 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.*
4. *A scaffold platform or other work platform, runway or ramp. O. Reg. 145/00, s. 14.*

(2) *One of the following precautions shall be used to prevent a worker from falling through an opening on a work surface:*

1. *A guardrail system that meets the requirements of this section.*
2. *A protective covering that,*
 - i. *completely covers the opening,*
 - ii. *is securely fastened,*
 - iii. *is adequately identified as covering an opening,*
 - iv. *is made from material adequate to support all loads to which the covering may be subjected, and*
 - v. *is capable of supporting a live load of at least 2.4 kilonewtons per square metre without exceeding the allowable unit stresses for the material used. O. Reg. 145/00, s. 14.*

(3) *The guardrail system or protective covering required under subsection (1) or (2) may be removed temporarily to perform work in or around the opening if a worker is adequately protected and signs are posted in accordance with subsections 44 (1) and (2). O. Reg. 145/00, s. 14.*

(4) *The following are the specifications for a guardrail system:*

- 1. It shall have a top rail, an intermediate rail and a toe board.*
- 2. The intermediate rail may be replaced by material that can withstand a point load of 450 newtons applied in a lateral or vertical downward direction.*
- 3. The top of the guardrail system shall be located at least 0.9 metres but not more than 1.1 metres above the surface on which the system is installed.*
- 4. The toe board shall extend from the surface to which the guardrail system is attached to a height of at least 100 millimetres or, if the toe board is made of wood, at least 89 millimetres.*
- 5. 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 300 millimetres. O. Reg. 145/00, s. 14.*

(5) *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:*

- 1. A point load of 675 newtons applied in a lateral direction to the top rail.*
- 2. A point load of 450 newtons applied in a vertical downward direction to the top rail.*
- 3. A point load of 450 newtons applied in a lateral or vertical downward direction to the intermediate rail, or midway between the top rail and the toe board.*
- 4. A point load of 225 newtons applied in a lateral direction to the toe board. O. Reg. 145/00, s. 14.*

(6) *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 in subsection (5) increased in proportion to the greater distance between the posts. O. Reg. 145/00, s. 14.*

(7) *The following additional requirements apply to a guardrail system that is made of wood:*

- 1. The wood shall be spruce, pine or fir (S-P-F) timber of construction grade quality or better.*
- 2. The wood shall be free of sharp objects such as splinters and protruding nails.*
- 3. The system shall have posts that are at least 38 millimetres by 89 millimetres, are securely fastened to the surface and are spaced at intervals of not more than 2.4 metres.*
- 4. The top rail and the intermediate rail shall each be at least 38 millimetres by 89 millimetres. O. Reg. 145/00, s. 14.*

(8) *The following additional requirements apply to a guardrail system that is made of wire rope:*

- 1. The top rail and intermediate rail shall be made of wire rope that is at least 10 millimetres in diameter, and the rope shall be kept taut by a turnbuckle.*
- 2. The outward deflection of the top rail and intermediate rail resulting from the loads specified in subsection (5) shall not extend beyond the edge of a work surface.*

3. *The system shall have vertical separators at intervals of not more than 2.4 metres and horizontal supports at intervals of not more than 9 metres.*
4. *The intermediate rail shall be located midway between the top rail and the toe board. O. Reg. 145/00, s. 14.*

Horizontal Life Line System Requirements

The following requirements apply to a horizontal lifeline system:

1. It shall be designed by a professional engineer in accordance with good engineering practice.
2. The design may be a standard design or a custom design.
3. The design shall,
 - i. show the arrangement of the system including the anchorage or fixed support system,
 - ii. indicate the components used,
 - iii. state the number of workers that can safely be attached to it,
 - iv. set out instructions for installation or erection, and
 - v. show the design loads for the system.
4. The system shall be installed or erected, and maintained, in accordance with the professional engineer's design.
5. Before each use, the system shall be inspected by a professional engineer or a competent worker designated by a supervisor.
6. The constructor shall keep the design at the project while the system is in use. O. Reg. 145/00, s. 14.

FALL PROTECTION COMPLIANCE REQUIREMENTS – GENERAL

WARNING! No worker shall be exposed to heights greater than three meters when near an unguarded edge of a floor, roof, platform, opening or on a ladder without first providing guardrail protection, travel restraint or fall arrest. Any person found doing so shall be subjected to disciplinary action. Fall protection is also required if a worker may fall into opening in the work surface, operating machinery, into water or other liquids, into or onto hazardous substances or objects regardless of height.

Equipment Standards and set - up:

All fall protection system components used must carry a C.S.A. label and meet the C.S.A. National Standards of Canada standards as stated in Section 26.1 (3) of the Ontario Safety Regulations for Construction Projects - 2006 edition.

Life lines and their set - up:

All lifelines shall be:

- 16 millimeters (5/8") diameter polypropylene or equivalent.
- used only by one worker at a time.
- free of any cuts, abrasions, other defects and protected against chaffing.
- long enough to reach the ground or be knotted at the end.
- connected at right angles to the worker's position.
- provided with a rope grab (cam lever) device of lanyard attachment.
- secured to adequate anchor/fixed point

Travel Restaint Protection:

This is the second preferred method of fall prevention, as this setup prevents a worker to reaching an unguarded edge, such as a typical floor slab exposure. Although the applicable legislation allows for waist type belts it is the policy of **Senator Homes** to require all workers to wear and use - **FULL BODY HARNESSES ONLY!** This system must be adjusted so the worker cannot reach an exposed edge, therefore if he or she should trip or lose their balance they will fall on the work surface.

NOTE:

ALL WORKERS SHOULD SET UP FOR TRAVEL RESTRAINT PROTECTION IF AT ALL POSSIBLE. FALL ARREST SETUPS SHOULD ONLY BE USED AS A LAST RESORT.

Fall Arrest Protection Requirements:

In the normal course of setting up for Fall Arrest protection where a worker is not at risk of "Bottoming Out" - that is hitting an object, level or ground below the work, it is expected that a Shock Absorber Device will be part of the worker's fall arrest equipment setup. Shock absorber devices assist in limiting the peak arrest forces applied the wearer in a fall. However, if a risk of "Bottoming out" exists, the following applies:

Exception Ruling – Removal of Shock Absorber Device

Section 26.6 (4) of OH & S Regulations states that the fall arrest system shall not include a shock absorber device, if wearing or using one could cause a worker to hit the ground, an object or level below the work. Without the use of a shock absorber device, we expect the wearer to shorten up on his or her system components in order to minimize the amount of free fall.

Fall Restriction Protection

This consists of an assembly of components that is attached to an adequate fixed support on the project and is designed and arranged in accordance with the manufacturer's instructions, so that a worker's fall distance does not exceed 0.6 meters [2 feet].

Temporary or Permanent Anchors

All designated anchor points must be predetermined by Project Superintendent, Project Supervisor, Crew Foreman and Competent Person for each specific area or level of work.

Temporary and permanent anchor systems must meet requirements of OH & S Act and Regulations for Construction Projects, Ontario Building Code or Professional Engineer.

LADDER SAFETY

INSPECTION

When should you inspect ladders?

- Inspect new ladders promptly upon receipt.
- Inspect ladders before each use.
- Check the condition of ladders that have been dropped or have fallen before using them again.

What should you look for when inspecting any ladder?

- missing or loose steps or rungs (they are loose if you can move them by hand)
- damaged or worn non-slip feet
- loose nails, screws, bolts or nuts
- loose or faulty spreaders, locks, and other metal parts in poor repair
- rot, decay or warped rails in wooden ladders
- cracks and exposed fibreglass in fibreglass ladders
- cracked, split, worn or broken rails, braces, steps or rungs
- sharp edges on rails and rungs
- rough or splintered surfaces
- corrosion, rust, oxidization and excessive wear, especially on treads
- twisted or distorted rails. Check ladders for distortion by sighting along the rails. Using a twisted or bowed ladder is hazardous.
- missing identification labels
-

What other things should I look for when inspecting stepladders?

- wobble
- loose or bent hinges and hinge spreaders
- broken stop on a hinge spreader

What should you look for when inspecting extension ladders?

- loose, broken or missing extension locks
- defective locks that do not seat properly when ladder is extended
- sufficient lubrication of working parts

- defective cords, chains and ropes
- missing or defective pads or sleeves

What should you do after inspecting any ladder?

- Tag any defective ladders and take them out of service.
- Clean fibreglass ladders every three months. Spray lightly with a clear lacquer or paste wax.
- Protect wooden ladders with a clear sealer or wood preservative.
- Replace worn or frayed ropes on extension ladders.
- Lubricate pulleys on extension ladders regularly.

What are some things you should not do after inspecting ladders?

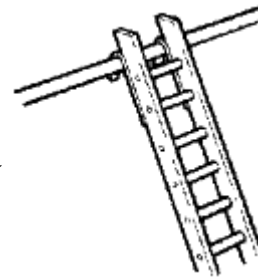
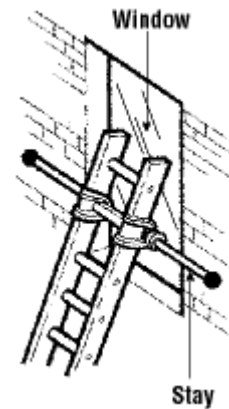
- Do not make temporary or makeshift repairs.
- Do not try to straighten or use bent or bowed ladders.

SAFE USE OF LADDERS

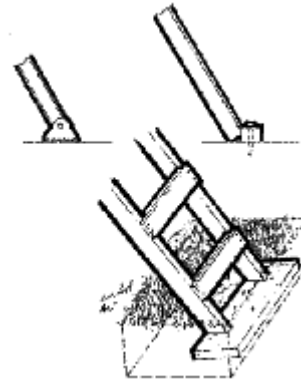
SECURING

How do you secure portable ladders?

- Rest the top of the ladder against a solid surface that can withstand the load.
- Attach a ladder stay across the back of a ladder where a surface cannot stand the load. Extend the stay across a window for firm support against the building walls or window frame.
- Guard or fence off the area around a ladder erected in an area where persons have access.
- Secure the ladder firmly at the top to prevent it from slipping sideways or the foot from slipping outwards.
- Station a person at the foot of a ladder when it is not possible to tie at the top or secure it at the foot. This is effective only for ladders up to 5 m (16 ft.) long.
- Ensure that the person at the foot of the ladder faces the ladder with a hand on each side rail and one foot resting on the bottom rung.
- Attach hooks on top of ladder rails where ladder is to be used at a constant height.



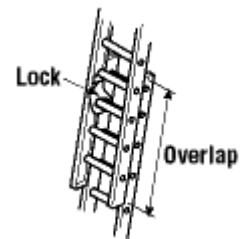
- Do not rest a ladder on any rung. Only the side rails are designed for this purpose.
- Secure the base of a ladder to prevent accidental movement. Securing a ladder at the foot does not prevent a side slip at the top.
- Use ladders equipped with non-slip feet. Otherwise nail a cleat to the floor or anchor the feet or bottom of the side rails.



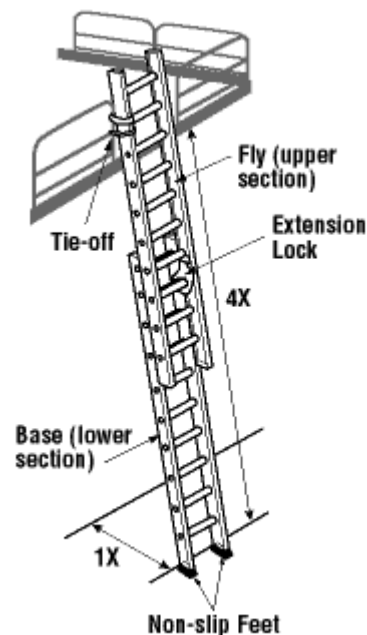
LADDERS – Extension

What should you do to secure safety when using extension ladders?

- Place ladders on a firm, level surface and ensure the footing is secure.
- Erect extension ladders so that the upper section rests on (e.g., in front of) the bottom section. This means the bottom section “faces” a wall or other supporting surface (see figures below).
- Place the ladder feet so that the horizontal distance between the feet and the top support is $\frac{1}{4}$ of the working length of the ladder. The ladder will be leaning at a 75° angle from the ground.



- Raise and lower ladders from the ground. Ensure that locking ladder hooks are secure before climbing.
- Erect ladders so that a minimum of 1 m (3 ft) extends above a landing platform. Tie the top at support points.
- Where a ladder cannot be tied off at the top, station a person at the foot to prevent it from slipping. This method is only effective for ladders up to 5 m (16 ft) long. The person at the foot of the ladder should face the ladder with a hand on each side rail and with one foot resting on the bottom rung.
- Leave all tie-off devices in place until they must be removed before taking the ladder down.
- Maintain the minimum overlap of sections as shown on a ladder label. Refer to safety regulations.



What should you avoid when using extension ladders?

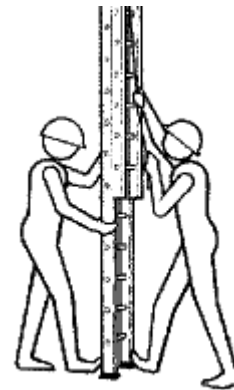
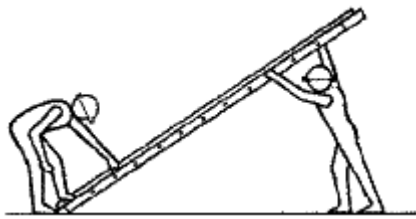
- Do not use ladders near electrical wire.
- Do not set up or take a ladder down when it is extended.
- Do not overextend. Maintain minimum overlap of sections.
- Do not climb higher than the fourth rung from the top of a ladder.

- Do not use ladders on ice, snow or other slippery surfaces without securing ladders' feet.
- Do not extend top section of a ladder from above or by “bouncing” on a ladder.
- Do not leave ladders unattended.

What should you do to avoid overexertion while setting up an extension ladder?

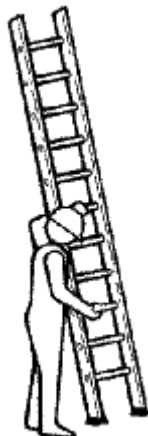
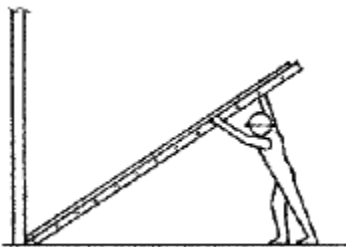
When setting up an extension ladder, use the following method to avoid straining muscles or losing control of a ladder. With ladders weighing more than 25 kg (55 lb), or where conditions complicate the task, have two persons set up a ladder, step by step, as follows:

- Lay a ladder on the ground close to intended location.
- Brace ladder base using helpers' feet.
- Grasp the top rung with both hands, raise the top end over your head and walk toward the base of a ladder. Grasp the centre of the rungs to maintain stability.
- Move the erect ladder to the desired location. Lean it forward against the resting point.



One person can erect a short ladder, step by step as follows:

- Place the bottom of a ladder firmly against the base of a building or stationary object.
- Lift the top of ladder, and pull upwards to raise a ladder to a vertical position.
- Transfer a ladder to its required position when it is erect.
- Keep a ladder upright and close to the body with a firm grip.



The method for lowering any ladder is the reverse procedure of erecting it.

LADDERS – Fixed

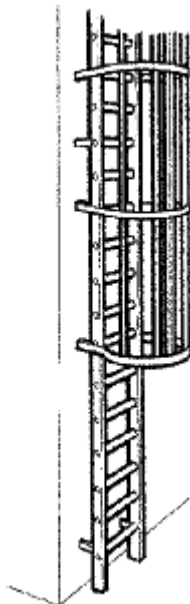
When should you inspect fixed ladders?

- Inspect the fixed ladder before each use.
- Inspect fixed ladders periodically, once every three months.
- Report any defect promptly.
- Keep the record of every inspection.

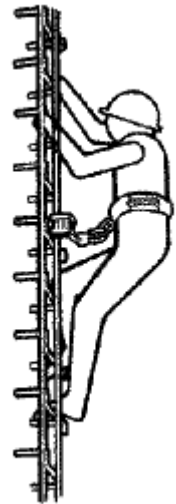
What should you check for when inspecting access ladders?

- loose, worn and damaged rungs or side rails
- damaged or a corroded cage
- corroded guard, bolts and rivet heads
- damaged or corroded handrails and brackets on platforms
- broken or loose anchorages
- weakened or damaged rungs on brick or concrete slabs
- defects in climbing devices, including loose or damaged carrier rails or ropes
- slippery surfaces from oil and ice
- clutter obstructing the base of ladder or platform

What should you do when climbing a fixed ladder?



- Wait until the other person has exited before ascending or descending.
- Use the appropriate safety devices (e.g., restraint belt, traveling fixture).
- Maintain three-point contact by keeping two hands and one foot, or two feet and one hand on a ladder always.
- Face ladder and use both hands to grip the rungs firmly.
- Place feet firmly on each rung.
- Wear footwear with heels. Ensure that footwear is in good condition.
- Clean muddy or slippery boot soles before mounting a ladder.
- Rise or lower tools and materials using a hand-line.



NOTE: FIXED LADDERS ARE REGULATED UNDER OH & S ACT AND REGULATIONS FOR INDUSTRIAL ESTABLISHMENTS. FIXED LADDERS ARE MEANT TO PROVIDE ACCESS/EGRESS FOR MAINTENANCE PERSONELLE AND NOT CONSTRUCTION PERSONELLE. IF INJURY OCCURS BY FALLING OFF OF FIXED LADDERS, MOL

INSPECTORS COULD ENFORCE FINES FOR FAILURE TO PROVIDE ADEQUATE ACCESS/EGRESS TO/FROM ROOF AREAS SUCH AS PORTABLE LADDERS, TEMPORARY OR PERMANENT STAIRS.

What should you avoid when climbing a fixed ladder?

- Avoid climbing with wet soles
- Do not carry tools or materials in your hand while climbing. Carry small tools in a tool pouch.
- Do not jump from a ladder. Check footing before descending a ladder.
- Do not hurry up or slide down a ladder.

LADDERS – Portable

What should you know about portable ladders before using them?

Falls from portable ladders are a major source of serious injury. Be aware of the hazards and take proper precautions to prevent falling.

What should you do before using a portable ladder?

- Inspect the ladder before and after each use.
- Reject and tag any ladders that have defects. Have faulty ladders repaired or thrown out.
- Use a ladder designed for your task. Consider the strength, type, length and the Canadian Standards Association (CSA) approval.
- Get help when handling a heavy or long ladder.
- Keep ladders away from electrical wires.
- Tie off ladders at the top and secure bottom to prevent them from slipping.
- Set up barricades and warning signs when using a ladder in a doorway or passageway.
- Before mounting a ladder, clean the boot soles if they are muddy or slippery. Avoid climbing with wet soles. Ensure that footwear is in good condition.
- Face the ladder when going up or down and when working from it.
- Keep the centre of your body within the side rails.

Refer to safety regulations for specific measurement requirements.

What should you avoid when using a portable ladder?

- Do not use a ladder in a horizontal position as a scaffold plank or runway.
- Do not carry objects in your hands while on a ladder. Hoist materials or attach tools to a belt.
- Do not work from top three rungs. The higher a person goes on a ladder, the greater the possibility that the ladder will slip out at the base.

- Do not use items such as a chair, barrel or box as a makeshift ladder.
- Do not use a portable ladder when other equipment is available. Replace a ladder with a fixed stairway or scaffold.
- Do not join two short ladders to make a longer ladder. Side rails are not strong enough to support the extra load.
- Do not paint wooden ladders. Defects may be hidden by the paint. Wood preservatives or clear coatings may be used.

How should you set up the ladder?

- Place the ladder feet $\frac{1}{4}$ of the ladder's working length (e.g., foot to top support point) away from the base of the structure (e.g., for every 4 feet high, the base of the ladder should be out 1 ft; that means one horizontal foot from the support point).
- Extend the ladder at least 1 m (3 ft) above the landing platform.
- Place the ladder on a firm, level footing. Use a ladder with slip-resistant feet or secure blocking, or have someone hold the ladder.
- Rest both side rails on the top support and secure ladder to prevent slipping.

What should you know about climbing portable ladders?

- Check for overhead electrical wires before setting up a ladder.
- Clear area around base and top of the ladder of debris, tools and other objects.
- Tie off yourself with a safety harness when working 3 m (10 ft) or more off the ground or when working with both hands.
- Ensure that only one person is on a single-width ladder. Only one person is allowed on each side of a double-width ladder.
- Maintain three-point contact by keeping two hands and one foot, or two feet and one hand on the ladder at all times.
- Grasp the rungs when climbing a ladder, not the side rails. If your foot slips on a ladder, holding onto rungs is easier than holding onto the side rails.



3 Point Contact

- Wear protective footwear with slip-resistant soles and heels.
- Ensure that all electrical equipment used during ladder work is in good condition and properly grounded.
- Rest frequently to avoid arm fatigue and disorientation when the work requires you to look up and reach above your head.
- Drape your arms over a rung and rest your head against another rung or side rail if you become dizzy or panicky. Climb down slowly.

What should you avoid when climbing portable ladders?

- Do not use a ladder in passageways, doorways, driveways or other locations where a person or vehicle can hit it. Set up



- suitable barricades or lock the doors shut.
- Do not place a ladder against flexible or moveable surfaces.
- Do not straddle the space between a ladder and another object.
- Do not erect ladders on boxes, carts, tables, scaffold or other unstable surfaces.
- Do not use ladders on ice.
- Do not stand a ladder on any of its rungs. Ladders must rest on both side rails.
- Do not allow anyone to stand under a ladder.
- Do not overreach from a ladder; move as required.
- Do not use any type of ladder near electrical wires.



LADDERS – Step

What should you do when using a stepladder?

- Use a stepladder that is about 1 m (3 ft) shorter than the highest point you have to reach. This gives a wider, more stable base and places shelf at a convenient working height.
- Open the stepladder spreaders and shelf fully.
- Check stability. Ensure that all ladder feet are on a firm, level and non-slippery surface.
- Place a stepladder at right angles to the work, with either the front or back of the steps facing the work.
- Keep the stepladder close to the work.



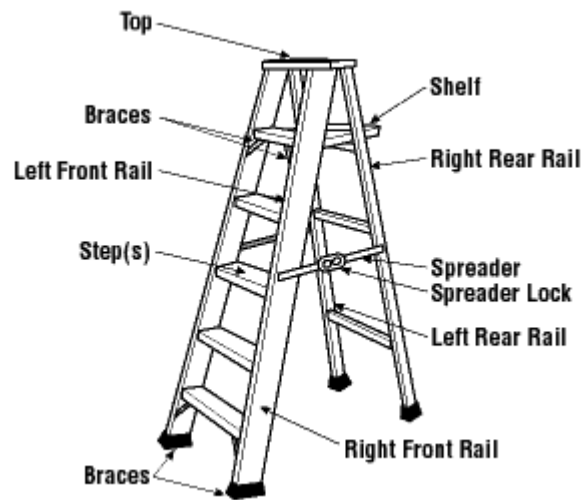
Lock Spreader

- Avoid pushing or pulling stepladders from the side. Repeated sideways movement can make ladders wobbly since they are weaker or less stable in those directions.
- Face the stepladder when climbing up or down. Keep your body centered between side rails. You have climbed too high if your knees are above top of the stepladder or if you cannot maintain a handhold on the ladder.
- Maintain a firm grip. Use both hands when climbing.
- **What should you avoid when using a stepladder?**

- b) Do not overreach. Move a stepladder when needed.
- c) Do not “shift” or “walk” a stepladder when standing on it.
- d) Do not stand, climb, or sit on the stepladder top or pail shelf.
- e) Do not overload. Stepladders are meant for one person.
- f) Do not use a stepladder as a brace or as a support for a work platform or plank.



- Do not climb a stepladder that is leaning against a wall. Use a straight ladder instead.
- Do not use stepladders on slippery surfaces
- Do not use stepladders on soft ground where one leg may sink farther into the ground than others.
- Do not place stepladders on boxes, unstable bases or on scaffolds to gain additional height.
- Do not climb the back of a stepladder.
- Do not push or pull stepladders sideways.
- Do not use ladders in passageways, doorways, driveways or other locations where a person or vehicle can hit it. Set up suitable barriers or lock doors shut.



*** Do NOT climb the ladder next to protective guardrail system or edge of unguarded opening unless full body harness worn, equipped with lanyard and lanyard secured to adequate anchor/ fixed support.**

PERSONAL SAFETY RULES

For your protection on the job, **do not** wear:

- Loose clothing or cuffs
- Greasy or oily clothing, gloves or boots
- Torn or ragged clothing
- Finger rings, bracelets or neck chains

Other personal protective equipment, such as safety belts and full-body harnesses, respirators, reflective vests, floatation vests, ear protection devices, etc., must be worn when required by the Occupational Health and Safety Act or its regulations and your supervisor.

Non-prescription Drugs or Alcohol

Non-prescription drugs or alcohol will not be allowed on the job and any employee found to be in possession of, or under the influence of, drugs or alcohol, will be refused from working and is liable to be severely disciplined or terminated from employment.

Reporting Injuries and Accidents/Incidents

All injuries and accidents/incidents, no matter how minor, must be reported immediately to your supervisor. The supervisor will conduct his investigation and report to management.

Reporting Unsafe Practices and Conditions

If you should notice any unsafe practice or condition on the job, you are obligated by law and by this company to report the situation immediately to your supervisor, so corrective action can be taken.

No Jumping

No person shall jump from one level to another and anyone discovered jumping will be reprimanded and subject to immediate termination from employment. Use proper means of egress and access.

Never place tools or materials near edges to openings or levels, as these items may fall onto someone below. Keep all tools and materials at least six feet back from edges and openings. .

Seek Assistance When Lifting Heavy Items

Always seek assistance or use mechanical lifting devices when attempting to lift heavy material. Avoid awkward positions and always lift with the legs, not your back. Your back is very susceptible to injury in a bent position.

No Horse playing

Do not engage in any prank, contest, and feat of strength, unnecessary running or boisterous conduct.

Do Not Remove Guardrails or Coverings.

Do not remove or make ineffective, any protective device, equipment or thing, required by your employer or the Occupational Health and Safety Act and it's regulations, If your work requires the removal of such a protective device as a guardrail or covering, use the appropriate safety measures to protect yourself and other workers and when your work is finished or you leave the area, replace the protective device immediately. Report any the presence of any missing or defective, protection device, immediately to your supervisor.

Obey our NO SMOKING Rules:

Smoking is strictly prohibited near flammable or combustible gases and materials, and all storage areas. Obey all signage in areas forbidding smoking.

Know Your Limitations

Never work at heights if you are afraid to do so, or if you are ill or subject to dizzy spells. Tell your foreman. He will respect you of being honest and as sign you to other suitable work. Always work within your limitations.

Minimum Dress Code

Every employee shall wear a minimum of a full T-shirt and long pants to prevent injury from the elements and harmful substances. No shorts or tank tops allowed.

Work In Well Lit Conditions

Always work in adequately lighted conditions. Use portable lighting stations in un-serviced areas. No one should ever be allowed to work in the dark.

Avoid Working Alone

Always use the "buddy system" to avoid working alone. If it is necessary to do so, arrangements should be made to check on the worker at fifteen-minute intervals, by the worker's foreman. Confined space work however, requires constant tending of the isolated worker(s) and there are strictly regulated procedures to follow in this kind of situation. Check with your foreman for instructions before entering any confined space.

Access and Egress to Work Areas

Access and Egress shall be by way of ramp, ladder, stairs or runway. Workers should not climb or jump to access levels.

Ladders

- a) Ladders should be set up on a firm level surface and if the base is to rest on soft un-compacted or rough soil, a mud sill should be used.
- b) Straight ladders should be secured top and bottom to prevent movement.
- c) When working off an extension 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.
- d) When climbing up or down, workers should always face the ladder.
- e) Ladders should not be erected on boxes, carts, tables, scaffold or man lift platforms or on vehicles.
- f) Depending on the length, straight ladders should 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 distances between these points.
- g) Metal ladders or ladders with wire reinforcing, must not be used near energized electrical conductors.
- h) 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.
- i) Ladders with weakened, broken, bent or missing steps, broken or bent side rails, broken, damaged or missing bases or otherwise defective must not be used and should be tagged and removed from site.

- j) Ladders should not be used horizontally as substitutes of scaffold planks, runways or any other service of which they have not been designed.
- k) Workers should not straddle between the ladder and another object.
- k) 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).
- l) If work to be performed on a ladder will cause heavy exertion by the worker or the worker to overextend to the sides, it is best to utilize a scaffold platform.
- m) 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.
- o) 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.

Use of Grinders and Cut Off Saws

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

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

Welding, Torch Cutting or Burning

Work involving welding, torch cutting or burning can increase the fire and breathing hazards on any job. Follow these guidelines prior to the start of work.

- a) Always ensure that there is adequate ventilation, natural or mechanical since hazardous fumes can be created causing respiratory harm.
- b) Always use the necessary personal protective equipment of your protection such as respirators, cutting goggles and protective clothing.
- c) Ensure there are fire extinguishing equipment nearby of immediate use.
- d) Check cables and hoses to protect them from slag and sparks.
- e) Check the work area of combustible material and possible flammable vapors before starting work. If combustible materials or sensitive equipment cannot be removed, fire blanket protection or a 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) When 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 control or contain slag or sparks.
- I) Contact lenses should never be worn by anyone working near welding operations.

Use of Chain Saws

Workers must refer to the manufacturer's operation manual and now be trained in its safe use before using a chain saw. Follow these guidelines:

- a) Never leave a running chainsaw unattended. Shut it down.
- b) Use all protective equipment such as chin guards, hearing, eye and head protection.
- c) Fuel the saw in a ventilated area and not while it is running.
- d) Ensure that the chain saw brake is functioning properly - stops the chain.
- e) To prevent chain kickback, the chain must be kept sharp, have the correct tension and be adequately lubricated.
- f) The correct methods of starting, holding, carrying, using and storing of the saw as directed

by the manufacturer must be adhered to.

- g) Ensure that the saw motor is shut off while transporting.
- h) Ensure that your clothing is tight fitting.

Wood Work Platforms

Work platforms shall be a minimum 18 inches wide and be designed and constructed to support and resist at least four times the anticipated load. Workers are to refrain from using spools, ladders as a support for planking, poorly constructed benches and inadequate materials as a work platform. All platforms must be suitably cross braced to provide stability.

Scaffold Erection and Use

Refer to the scaffolding guidelines in this booklet.

Use of Compressed Air Equipment

Air powered tools in construction range from stapling guns to jack hammers. If not treated with respect, these tools can cause serious harm.

- a) Prior to use all hoses should be physically inspected of defects such as cuts, abrasion, bulging and other damage. Any defective hoses should be taken out of service of repair or replacement. Ensure their connections are securely wired.
- b) Wear personal protective equipment such as eye protection and face shields, and ensure other workers in the area are made aware of or have restricted access to the hazard area.
- c) A proper pressure regulator and relief device must be in the system to ensure that correct desired pressures are maintained.
- d) The equipment must be properly inspected and maintained in accordance to the manufacturer's requirements.

Use of Hand Held Electrical Power Saws:

In addition to following the manufacturer's safe operational instructions, the following guidelines should be considered:

- a) Always unplug the saw from its power source before attempting to change its blade. Always keep the blade sharp.
- b) Before the saw is set down always ensure the retracting blade guard has fully returned to its down position.

- c) Ensure all cords are clear of the cutting area before starting to cut.
- d) Before cutting check the stock of foreign objects or any other obstruction which could cause the saw to “kick back”.
- e) When ripping, make sure the stock is held securely in place.
- f) Where harmful vapors or dusts are created, approved breathing protection is to be used.
- g) As with all electrical tools used outdoors or in wet locations, ground fault circuit breaker interrupter devices must be used either at the power panel or at the cord.
- h) Avoid using gloves or other loose fitting clothing - could catch in blade.

Defective Tools - What to look out for:

If a tool is defective in some way, - DO NOT USE IT! Inspect all tools prior to use and ensure defective tools are repaired. Watch of problems like:

- a) broken or inoperative guards
- b) insufficient or improper grounding due to damage of double insulated tools - e.g. cracked casings.
- c) no ground wire (broken ground post) on plug or frayed cords.
- d) on/off switch is not in good working order - e.g. jams, releases.
- e) improper grinding wheel speeds or chipped/cracked blades.

Powder Actuated Tools

- a) Only workers who have furnished evidence of training by the manufacturer shall be allowed to operate a powder-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 unless they are locked in a container.
- 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) Hearing protection shall be worn by 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 open outdoor locations.

- f) These tools should never be pointed at anyone, whether loaded or unloaded. Hands should be kept clear of the muzzle at all times.
- g) Keep cartridges stored in a suitable container. Un-discharged (misfired) cartridges should be kept in a water filled container until they can be safely disposed of.

Trenches and Excavations

- a) Work shall not be performed in a trench unless another worker is working above ground and in close proximity to the trench or to the means of access to it. Where personnel are required to enter a trench, proper means of access and egress must be provided *within the protected area*.
- b) Where personnel are required to enter a trench deeper than 1.2 metres (4 feet), the walls must be cut back on a one to one or a 1:3 gradient depending on the classification of the soil, or be supported as prescribed in Ontario's regulations 213/91 under Excavations - Part III.
- c) Where the depth of the trench exceeds 6 metres (20 feet) or the width exceeds 3 metres (10 feet), the support must be designed by a professional engineer.
- d) Where it is not practicable or possible to cut back or shore an excavation wall, a professional soil test engineer shall determine the stability of the excavated wall and state in writing whether it is safe to work near the wall(s), along with the frequency of follow-up inspections and other precautions to be taken.
- e) No excavating shall commence until a determination has been made as to the possible location of any services in the area. The location of any service lines shall be marked and if said services cannot be disconnected or shut off, the utilities authority shall supervise its uncovering if the service will endanger any workers in the area.
- f) Materials, equipment and excavated surcharge shall be kept back at least two meters away from the edge of any excavation and a level area of at least one meter from the excavated edge shall be maintained at all times.

Wall Bracing

Masonry walls require temporary bracing until installation of the permanent structural members. Masonry walls should not be built higher than ten times their thickness unless properly braced.

Fire Protection

Fire extinguishers must be readily accessible at adequately marked locations, properly maintained and promptly refilled after use. Also they must be inspected of 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 story of an enclosed building being constructed or altered and of 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.

Traffic Control

A worker who is required to direct traffic shall be a competent worker of such purposes and shall not perform other work while directing traffic. The worker shall be given written instructions in a language he can read and understand, setting out the signals he is to use; and shall have the instructions explained to him 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 in situations 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 traffic control person and workers in the area should be made aware of the vehicle's blind spots, by the operator.

Compressed Gas Cylinders

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 is to be used.
- e) No empty cylinders shall be left inside enclosed buildings. Take 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.

Wind Related Hazards:

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

Electrical Equipment

- a) Prior to performing any maintenance or repairs on live electrical equipment, all power sources must be locked out and disconnected. Subcontractor supervisors must have proper lock-out procedures of their workers to follow.
- b) 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.
- c) All electrical equipment must be effectively grounded and have Ground Fault Circuit Breaker Interrupter devices when used outdoors or in wet locations.

Flammable and Combustible Materials

- a) All flammable materials must be stored in approved containers, in well ventilated areas, with caps in place, away from heat, open-flame and ignition sources.
- b) Quantities of flammable materials greater than 235 litres must be stored outside in an isolated and fenced area, away from exits and entrances and with "no smoking" signs posted.
- c) All flammable or combustible materials must be clearly labeled as to their inherent dangers, re: WHMIS labeling requirements.
- d) Supervisors are to ensure their workers are aware of the volatile characteristics of the flammable and combustible materials they store, use, handle or transport.
- e) Be aware of vapor build-up in confined spaces and low lying areas such as pits and trenches.

Forklifts

- a) Daily inspection checks shall be performed by the operator in accordance to the manufacturer's recommendations. Only trained 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 you before going backwards.
- d) Make sure that the truck 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. These could spill the load.
- g) When vision is blocked, stop and sound horn at doors, corners, exits, etc.
- h) Cross railroad tracks very slowly, on an angle if possible.
- I) Keep forks close to the ground (4"-6") and tilted slightly back.
- j) Do not drive into an area where there may be flammable or explosive dust or vapors unless the truck is designed and approved of such hazardous areas.
- k) Slow down or stop when your vision is blocked.
- l) No horse-play or stunt driving, and no passengers.
- m) Do not lift anyone on the forklift blades, this is strictly prohibited.
- n) Do not work or allow others to work under raised loads.
- o) Before entering elevators, check if they are empty and locked at floor level. Make sure they can carry the load. Turn off engine when in elevator, and lower the forks.
- p) When driving up or down a slope, the load must always be uphill. Do not drive across a slope.
- q) When you leave the truck, lower the forks, set the brake, neutralize controls, and shut power.
- r) When parking the truck, do not park on a slope and do not block gangways, halls or exits.

Portable Propane Heating System Setup and Use

Ontario's Energy Act now requires employers to provide written evidence certifying the competency of persons assigned to connect, activate, handle and disconnect portable propane heating systems with inputs of 400,000 btu's or less. **Certification cards expire three (3) years from the issue date and the holder must then be retrained.** In addition to compressed gas cylinder handling guidelines we expect the following to be adhered to:

- a) handlers of propane cylinders and heaters are to wear insulated gloves and eye glasses of their protection.
- b) only certified persons are to handle, connect, disconnect or activate these propane systems.
- c) cylinders are to be secured in an upright position and the gas lines are to be protected against damage at all times.

- d) a minimum ten (10) foot clearance is required between heater and combustibles and between cylinders and ignition sources.
- e) adequate ventilation is required to prevent flame out of heaters.
- f) always test of leaks using soap and water. Never use matches.
- g) fire extinguisher protection must be made readily available.
- h) review the manufacturer's operation manual of specific safe work procedures.

Incidents Involving Tenants and the General Public

Contact by construction personnel with the general public and/or occupants of existing buildings must be limited and not be confrontational. All trade contractors and Demolition Contractors 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 **Senator Homes** Project superintendent or his competent replacement.

All incidents, accidents, or near miss occurrences must be reported immediately to the site superintendent. Failure to report will result in disciplinary action by **Senator Homes**. The subcontractor must make **Senator Homes** aware of any change in their work operations, which may cause unforeseen hazards or concerns by occupants or the public. Where it is required "Information Notices" will be supplied to Occupants regarding hazards.

Signaler

Around heavy trucks and equipment, a competent signaller is required when the operator's view is obstructed or when the equipment is driven where the operator or another person may be endangered, as in backing up. A high visibility vest shall be worn when necessary. The signaller shall not perform other work while acting as a signaller.

Cranes and Other Hoisting Equipment:

- a) All hoisting equipment shall only be operated licensed and /or qualified personnel.
- b) The operator must never leave the controls unattended while the equipment is running
- c) If the view of the operator is obstructed, he shall request the assistance of a competent signaller.
- d) Hydraulic equipment must never be left unattended while any part is in a raised position.
- e) Loads being hoisted are not to pass over workers or handled in such a manner which might endanger a worker.
- f) 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 log books. 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.

- g) No hoist operator shall swing any loads over existing public buildings without prior approval from the building's owners.
- h) The operator shall perform daily inspections of his hoist equipment prior to use and record such inspection results in his daily inspection log.
- i) No crane or other hoisting equipment shall be loaded beyond its rated capacity.
- j) The operator shall ensure the hoist boom or device is kept a safe distance from all high power sources – power lines as per OH & S Regulations – maintain minimum distances.

Rigging Requirements

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

Overhead Work

All supervisors must take precautions to warn and protect fellow workers who may be endangered by overhead work. Cordoning off of the zone below the work area and the posting danger signs or a watch person is required.

Designated Substances - eg: lead

- a) The existence of a designated substance in the work place will require appropriate protective measures to be taken in accordance with regulatory requirements.
- b) The supervisor will determine the proper respiratory and clothing protection to be used by workers and ensure all workers in the area use this protective equipment.

Hot Work Permits

Before proceeding with any open flame operation, including torch cutting or welding, all workers must check with **Senator Homessuperintendent** for permits to determine if hot work permits are required.

Power Elevating 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.
ie - 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 the safe use of the machine to those workers who will operate it.
- d) Workers shall wear a full body harness & shock absorbing lanyard attached to platform during the machine's operation. When it is in motion.
- e) All operators shall conduct a daily maintenance and safety check prior to operating any power elevated work platform.

Temporary lighting

All areas under workers activity must be adequately lit. All light bulbs in the temporary lighting system must be protected by mechanical enclosure.

Temporary electrical panels

Temporary electrical panels must be mounted on the vertical surface, accessible, free of water and all energized parts protected.

Dust control

Where dissemination of the dust may pose a hazard to the workers dust control method must be implemented.

FALL PROTECTION COMPLIANCE REQUIREMENTS

WARNING! No worker shall be exposed to heights greater than three meters (10 feet) when near an unguarded edge to a floor, roof, platform or opening. Any person not complying shall be subjected to immediate stop work and disciplinary action. Fall protection is also required if a worker may fall into operating machinery, into water or other liquids, into or onto hazardous substances or objects regardless of height.

EQUIPMENT STANDARDS AND SET-UP:

All fall protection system components used must carry a C.S.A. label and meet the C.S.A. National Standards of Canada standards as stated in Section 26.1 (3) of the Ontario safety regulations for Construction Projects - June 2010 edition. The lanyard or lifeline/lanyard combination must be secured to a permanent or temporary fixed support capable of resisting a static force 3600 to 5000 lbs for fall arrest (without a shock absorber) and 2700 lbs for fall arrest (with a shock absorber), 2700 lbs for fall restriction protection and a minimum of 900 lbs for travel restraint use. The makeup and adjustment of the fall protection system must not subject the wearer who falls, to a peak arrest *force greater than 1800 lbs.*

LIFELINES AND THEIR SET-UP: *All lifelines shall be:*

- 16 millimeters (5/8") diameter polypropylene or equivalent.
- used only by one worker at a time.
- free of any cuts, abrasions, other defects and protected against chaffing.
- long enough to reach the ground or be knotted at the end.
- connected at right angles to the worker's position.
- provided with a rope grab (cam lever) device of lanyard attachment.

TRAVEL RESTRAINT PROTECTION:

This is the second preferred method of fall prevention, as this setup prevents a worker to reaching an unguarded edge, such as a typical floor slab exposure. This consists of a suitable anchorage point capable of resisting a static force load of 900 lbs. Although the applicable legislation allows for waist type belts it is the policy of **Senator Homesto** require all workers to wear and use - **FULL BODY HARNESSSES ONLY!** This system must be adjusted so the worker cannot reach an exposed edge, therefore if he or she should trip or lose their balance they will fall on the work surface.

NOTE:

ALL WORKERS SHOULD SET UP FOR TRAVEL RESTRAINT PROTECTION IF AT ALL POSSIBLE. FALL ARREST SETUPS SHOULD ONLY BE USED AS A LAST RESORT.

FALL ARREST PROTECTION:

In the normal course of setting up for Fall Arrest protection where a worker is not at risk of "Bottoming Out" - that is hitting an object, level or ground below the work, it is expected that a Shock Absorber Device will be part of the worker's fall arrest equipment setup. Shock absorber devices assist in limiting the peak arrest forces applied the wearer in a fall to 1800 lbs or less. However, if a risk of "Bottoming out" exists, the following applies:

EXCEPTION RULING - REMOVAL OF SHOCK ABSORBER DEVICE!

Section 26.6 (4) of OH & S Regulations states that the fall arrest system shall not include a shock absorber device, if wearing or using one could cause a worker to hit the ground, an object or level below the work. Without the use of a shock absorber device, we expect the wearer to shorten up on his or her system components in order to minimize the amount of free fall.

FALL RESTRICTION PROTECTION:

This consists of an assembly of components that is attached to an adequate fixed support on the project and is designed and arranged in accordance with the manufacturer's instructions, so that a worker's fall distance does not exceed 0.6 metres [2 feet].

TEMPORARY OR PERMANENT ANCHORS:

All designated anchor points must be predetermined by competent and qualified person and meet the requirements under OHSA and regulations as well as Ontario Building Code.

A permanent anchor system shall be used as the fixed support in a fall arrest system, fall restricting system or travel restraint system if the following conditions are met:

1. The anchor system has been installed according to the *Building Code*.

2. It is safe and practical to use the anchor system as the fixed support.

(2) If the conditions set out in subsection (1) are not met, a temporary fixed support shall be used that meets the following requirements:

1. A support used in a fall arrest system shall be capable of supporting a static force of at least 8 kilonewtons without exceeding the allowable unit stress for each material used.

2. If a shock absorber is also used in the fall arrest system, the support shall be capable of supporting a static force of at least 6 kilonewtons without exceeding the allowable unit stress for each material used.

3. A support used in a fall restricting system must be capable of supporting a static force of at least 6 kilonewtons without exceeding the allowable unit stress for each material used.

4. Paragraph 3 does not apply to a support that is used in accordance with the manufacturer's written instructions and is adequate to protect a worker.

5. A support used in a travel restraint system shall be capable of supporting a static force of at least 2 kilonewtons without exceeding the allowable unit stress for each material used.

(3) Despite the requirements listed in subsection (2), the support capacity of a temporary fixed support used in a fall protection system may be determined by dynamic testing in accordance with good engineering practice to ensure that the temporary fixed support has adequate capacity to arrest a worker's fall.

(4) A fixed support shall not have any sharp edges that could cut, chafe or abrade the connection between it and another component of the system. O. Reg. 145/00, s. 14.

REQUIREMENTS OF THE HORIZONTAL LIFE LINE SYSTEMS

The following requirements apply to a horizontal lifeline system:

1. It shall be designed by a professional engineer in accordance with good engineering practice.
2. The design may be a standard design or a custom design.
3. The design shall,
 - i. show the arrangement of the system including the anchorage or fixed support system,
 - ii. indicate the components used,
 - iii. state the number of workers that can safely be attached to it,
 - iv. set out instructions for installation or erection, and
 - v. show the design loads for the system.
4. The system shall be installed or erected, and maintained, in accordance with the professional engineer's design.
5. Before each use, the system shall be inspected by a professional engineer or a competent worker designated by a supervisor.
6. The constructor/Employer shall keep the design at the project while the system is in use.

GUARDRAIL PROTECTION:

Guardrails consisting of a top rail, middle rail and toe board must be provided around work platforms, ramps, and open areas where a worker can fall from one level to another. Temporary removal of a guardrail by workers in order to perform work, will require the worker(s) to protect themselves by use of either travel restraint or fall arrest protection methods and take appropriate measures to cordon off the work area and post signs warn others to stay clear. The guard railing must be re-installed once the work is completed. Temporary guard rail system must be installed in accordance with s. 26.3 of OH & S Act and Regulations.

COVERINGS OVER OPENINGS:

It is generally expected that openings are to be guardrailed if at all possible. When coverings are required however, planking laid tightly side by side shall be the material of choice, or such material suitable to support and resist all anticipated loads with a minimum live load resistance of 50 lbs per square foot. Treat all coverings to openings as flooring and set your supports on edge (treated like a joist). This adds strength to the covering. All coverings must be securely fastened, fully cover the openings and marked [IDENTIFIED AS A COVERING], to prevent accidental removal. All coverings should be marked “DANGER-OPENING – DO NOT REMOVE COVER”.

SCAFFOLDING COMPLIANCE GUIDELINES

1. The erection, alteration and dismantling of scaffolds must be carried out under the supervision of a competent person.
2. Scaffolds must be supported on solid or compacted surfaces.
3. Have footings, sills, or supports that are sound, rigid and capable of supporting two times the maximum anticipated load without settlement or deformation of the scaffold.
4. Be tied (secured) to the building at vertical intervals, not exceeding twice the least lateral dimension of the scaffolding. If this is not possible, ‘GUY’ lines shall be used.
5. Have all fittings, including foot plates, screw-jack legs, coupler pins, castors, braces installed with accordance to the manufacturer’s instructions and design drawings.
6. Have all work platforms equipped with guardrails consisting of a top rail, middle rail, and a toe board. All openings to platforms are to be securely guard-railed or covered.
7. Be provided with secured ladder access to each level of work platforms.

8. Scaffold platforms shall consist of rough sawn (2" X 10") planking of sound No. 1 grade spruce quality boards and be secured from slippage by cleating them or by other means.
9. Load all cubes of masonry brick directly over framing.
10. Have clean platforms and grounds, free of ice, snow, oil, debris and other slippery material to prevent tripping hazards.
11. Workers shall wear and use full-body harnesses/lanyards attached to the project when erecting or dismantling scaffolding, above three meters in height.
12. Scaffold platforms must be at least 18 inches wide and if they are over eight feet above the floor base, they must consist of planks laid tightly side by side, the full width of the scaffold frame.
13. Wheel and castors on rolling scaffolds must be equipped with breaking devices on each castor or wheel and have the brakes applied when a worker is on the scaffold.
14. Tarping of the scaffold in the winter time must be engineered and approved drawing detail kept on the project.
13. Set up of standard frame scaffolds over 15 metres (50 feet) in height and tube and clamp system scaffolds 10 metres (30 feet) in height must be designed by a professional engineer and erected as per drawings.
- 14.

ON-SITE SIGNALLING PROCEDURES

HAZARDS DESCRIPTION

- On Project:**
- Workers could be at risk of contact by vehicular equipment such as tractor trailers and dumpster vehicles maneuvering in position.

PROCEDURES

- Reversing to be kept minimal:**
- DRIVER RESPONSIBILITY:**
- The necessity of vehicles having to operate in reverse on our projects will be minimized as much as possible. Operators will be expected to maneuver into position in forward direction as much as practicable. Driver to ensure that they have a functional backup alarm system.
 - No vehicular equipment operator shall back up his vehicle until he is directed by a competent signal person. The driver must strictly follow the direction / signals of the signaler.

- Communications:**
- COMPETENT SIGNALER – COMMUNICATION WITH DRIVER**
- When vehicular equipment arrive on site, the grounds attendant or another worker [who will be competent signalers] designated by the crew foreman shall contact with the driver of the vehicle and discuss the situation and

agree upon pre-arranged hand signals, blind spots and the maneuvering procedures necessary.

Positioning: SIGNALER POSITIONING & REQUIRED RETRO-REFLECTIVE
GARMENTS · The signaler shall position himself or herself clear of the vehicles intended path of travel and shall be in full view of the operator and shall have a clear view of the intended path of travel. The signaler shall pay particular attention to watching the part(s) of the vehicle that the operator cannot see. The signaler shall wear a retro-reflective vest in addition to his/her other personal protective equipment.

Eye contact: ESTABLISHING EYE CONTACT:
· All tradesmen who may be in the area, will be reminded, by the crew supervisor or signaler, to establish eye contact with the vehicular equipment operator before attempting to encroach upon the operator's travel zone and before crossing the operator's path of travel. The signaler should also be made aware of such attempts.

Additional Measures: TRAFFIC CONTROL MEASURES:
· If necessary, designated route ways will be established for tradesmen or Vehicle work zones will be cordoned off with caution tape and warnings signs, to alert and restrict movement of tradesmen.

SAFE EXCAVATION GUIDELINES

1. **Know the regulations applicable to the work**
Prior to any excavation being done, **Senator Homesmanagement**, the excavation supervisor and machine operators, shall review the safety regulations pertaining to trenching and excavations. **Re: Part III of Ontario's Occupational Health & Safety Regulations – O. Reg. 222 through to Reg. 240.**

All workers having to work in such excavations shall be orientated to and be made to understand the potential and actual hazards of the work and the laws applicable to the work.

2. **Ensure all underground services are located and staked out**
All supervisory and operator personnel shall ensure all necessary precautions are taken to avoid contact with underground services such as gas and water lines, electrical conduits, cable, etc... **Adhere to all clearances requirements and do not dig if you are in doubt of what is underneath!**

3. **Classification of soil types and protection measures**
The soil to be dug shall be appropriately classified as per Section 226 and 227 and the appropriate slope cut- backs or support systems shall be used. The foreman and / or supervisor must be knowledgeable about soil type classifications found on a project. This

includes awareness that soil types and conditions can change over very short distances. The foreman must know what protection support measures is best for the job at hand, to protect his workers.

4 **Excavation checklist**

Prior to any excavation or trench work, the Excavation Checklist on the next page of this safety manual, shall be used to assist the excavation supervisor in ensuring that adequate safety precautions are taken.

5. **Emergency egress**

Emergency egress has been provided so worker can get out of a trench or excavation in a hurry if necessary. Provide a secured ramp or ladder egress from the protected (shored) area of a trench or excavation.

6. **Working near overhead power lines**

Extreme caution must be taken when working around overhead power lines. Equipment such as an excavator or backhoe must not be moved closer than one boom length to an overhead power line of more than 750 volts unless a signal person is stationed to warn the operator when any part of the machine, boom or load approaches the minimum distance specified in the construction regulations.

7. **Written emergency procedures for the project**

Written emergency procedures should be devised by foreman to address responses for Worker injuries, accidental service contact, and other incidences that may occur on the Project such as cave-ins, fire, flooding, etc.

EXCAVATION CHECKLIST

1. Services at dig area have been located, staked-out and are adequately supported to prevent failure or damage. _____
2. No unreasonable accumulation of water exists in excavation _____
3. Suitable slope cutbacks or support systems in place as per regulatory standards for soil classification determined. _____
4. Suitable means of access/egress has been set up within the protected area of excavation? _____
5. A tender (worker) is working above ground in close proximity to the trench or the means of access to it. The Tender is a qualified first aider. _____
6. A clear work space of at least 450 millimeters exists between wall of excavation and any formwork or other structure. _____
7. All loose materials, loose rocks, clay chunks, have been stripped from excavation walls. _____
8. A one metre level area from the upper edge of each excavated wall exists and is kept free

- of equipment, soil, rock and construction material. _____
9. Is the stability of the excavated walls maintained where it may be affected by stock-piling of excavated soil, rock or other materials? _____
10. Have machine and vehicle operators in area been warned to keep clear of excavated walls so wall stability will not be compromised? _____
11. Vertical walls deeper than 2.4 meters are provided with barriers 1.1 meters in height. _____
12. If support systems such as hydraulic prefabricated or engineered support systems are used, are the design drawings, specifications and placement instructions on site and are they approved by a professional engineer? _____
13. Are written opinions by a professional engineer as to the stability of the walls of the excavation on site for inspector review? _____
14. Are workers orientated to the procedures to follow and are they orientated to the actual and potential hazards of the work. All workers are wearing reflective vests. _____
15. Are all regulations pertaining to the use and setup of support system equipment been complied to prior to workers entering these protected areas? _____
16. Is a qualified first aid attendant readily available at the work area and are emergency procedures in place and conveyed to workers? _____
17. Are appropriate measures being taken for confined space work being conducted? _____

DEFINITIONS OF COMMONLY USED TERMS IN EXCAVATING

Benching: means protecting workers from cave-ins by excavating the sides of an excavation to form one or a series of horizontal steps, usually with vertical surfaces between levels

Caisson means:

- a) a casing below ground or water level whether or not it is designed to contain air at a pressure greater than atmospheric pressure'
- b) an excavation, including water-well but not a well within the meaning of the *Petroleum Resources Act*, drilled by an auger and into which the person may enter

Competent Person: means person capable of identifying existing and predictable hazards in the work area person **with authority** to take prompt corrective action to eliminate the hazards

Cross Braces: means horizontal members of a shoring system installed perpendicular to the sides of the excavation, the ends of which bear against either uprights or vales

Excavation: means the hole that is left in the ground, as a result of removing material

Excavation depth: means the vertical dimension from the highest point of the excavation wall to a point level with the lowest point of the excavation

Excavation width: means the least horizontal dimension between the two opposite walls of the excavation

Faces or Sides: means the vertical or inclined earth surfaces formed as a result of excavation work

Protective System: means a method of protecting workers from trench collapse. This includes sloping, shoring, trench boxes or other systems of protection

Ramp: means an inclined walking or working surface that is used to gain access to one point from another and is constructed from earth or from structural materials such as wood or steel

Shoring: means a structure such as a metal hydraulic, mechanical or timber shoring system that supports the side of an excavation and which designed to prevent cave-ins

Sloping: means a method of protecting workers from cave-ins by excavating all sides of an excavation to a stable incline. The angle of incline required to prevent a cave-in varies with differences in such factors as the soil type, environmental conditions of exposure, and application of surcharge loads

Support System: means a structure such as underpinning, bracing, or shoring the sides of excavation

Trench: means an excavation where the excavation depth exceeds the excavation width

Shaft: means an excavation with a longitudinal axis at an angle greater than 45 degrees from the horizontal that is used to pass people or materials into or out of a tunnel or that leads to a tunnel or that is used as an access to a boring or auguring operation

Sheathing: means the members of shoring that are placed up against the walls of an excavation to directly resist the pressure exerted from the walls of excavation.

Strut: means transverse member of shoring that directly resists pressure from wale

Wale: means longitudinal member of the shoring that is placed against the sheathing to directly resist the pressure from the sheathing

SAFE PROCEDURES FOR GAS LINE EXCAVATION

Senator Homes management and supervisory personnel have included the following safety procedures in their corporate safety program, regarding excavation operations to ensure a safe work place and to eliminate any risk of accidental contact and disturbance of underground services.

Location and uncovering of services: (gas lines)

1. Before any excavation is to begin, the excavating Demolition Contractor, its operator and **Senator Homes** supervisor of the workplace, shall review policy procedures and Ontario's excavation safety regulations applicable to work.
2. Prior to excavating, the Demolition Contractor or Demolition Contractor performing the excavating task is responsible for the work must contact the utility owner and request the locates of any services within 1 meter of the area of the proposed dig. Reference will be made from survey or plan drawings.
3. The excavator should not work outside of the area covered by the locate stake-out information without obtaining an additional stakeout by the utility owner.
4. Where the service cannot be located within the locate stakeout limits, the utility owner Should be contacted to assist with the locate.

5. Mechanical excavation equipment should not be used within the boundary limits of the locate without first digging a hole or holes using the procedure below to determine the service's exact center line and elevation:
 - a) machine excavate immediately outside the boundary limits and then hand dig laterally until the gas line is found: or
 - b) hand dig perpendicular to the center line of the locate in cuts of at least 1 foot depth;
 - c) use mechanical equipment to carefully widen the hand-dug trench to the depth of the hand-dug excavation.
 - d) repeat steps b and c until the pipeline is located.

Note: Center line locates should be provided and test holes dug where:

- a) alignment changes are identified by gas company representatives; or
 - b) changes in elevation are identified by gas company representatives.
6. If the gas line cannot be shut off and disconnected, the owner of the utility service shall be requested to supervise the uncovering of the service.
 7. Where gas pipelines may need support or where they may shift because of a disturbance of surrounding soil due to excavation, guidelines for excavation and support should be obtained from the gas company.

EXPLANATION OF LOCK-OUT PROCEDURAL SEQUENCE

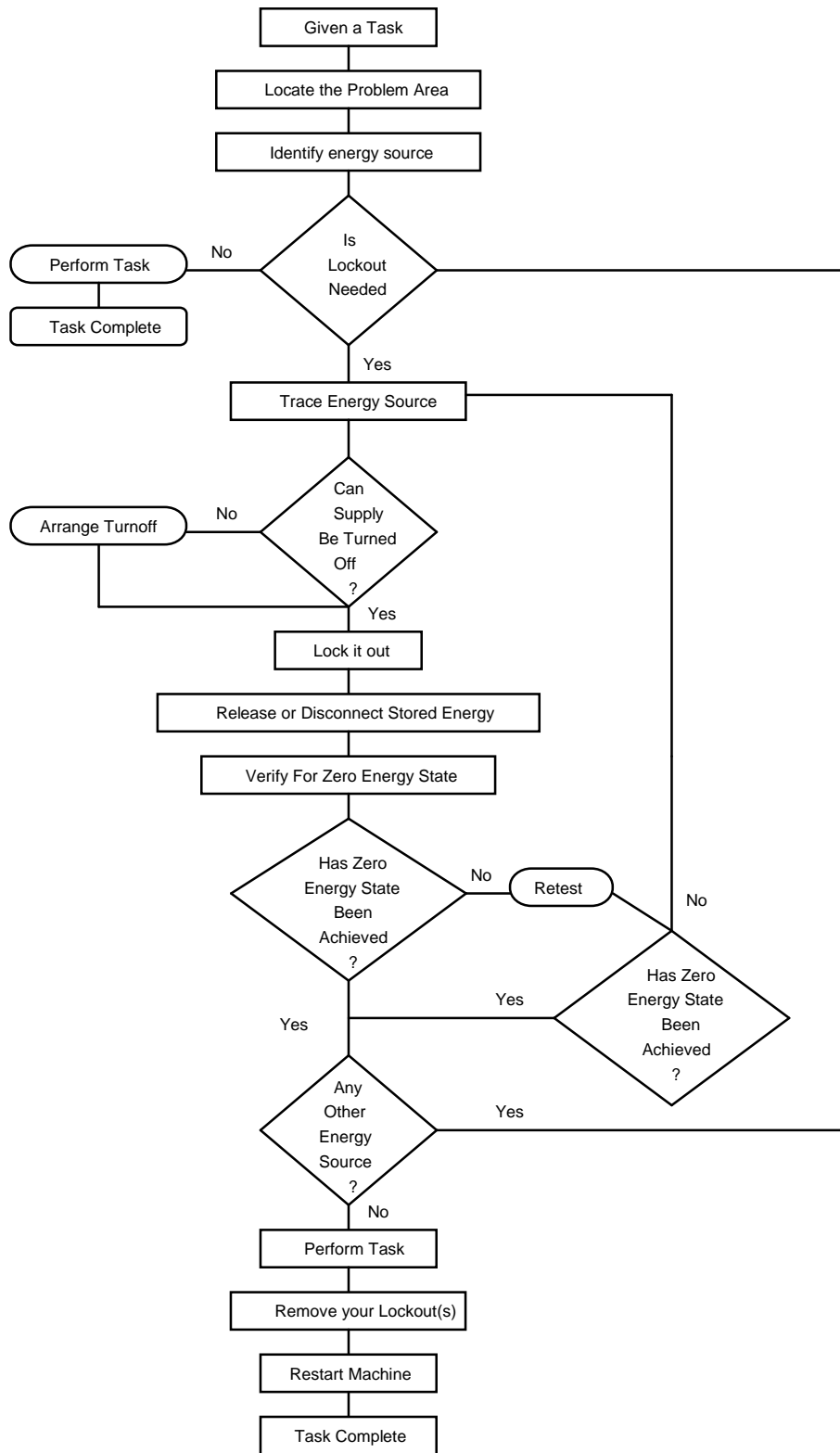
1. Receive work assignment.
2. Locate the area and identify the equipment or machinery to be worked on.
3. Identify all power sources affecting the equipment or machinery, such as electrical, pneumatic, hydraulic, steam, gravity or momentum.
4. Determine whether lockout is required to perform the work assignment.
5. Locate and identify all power source components on equipment or machinery.
6. Determine whether it is physically possible to lock out each power source.
7. If lockout is required, check with qualified operations personnel before proceeding.
8. Have qualified personnel shut down the equipment or machinery. Install your personal Safety lock with tag indicating name, employer, time/date and work location.
9. Any power or product remaining in the equipment or machinery must be discharged or disconnected by qualified personnel.
10. With extreme caution, try to start the equipment or machine manually.
11. Look of any movement or functions.
12. If none observed, try to restart again.
13. Look of any movement or functions.
14. If none observed, confirm that all power sources are at a zero energy state.
15. Carry out work assignment.

16. When work is complete and area ready to resume operations; remove all locks, tags, and lockout devices. Check that all personnel are clear of the equipment or machinery.
17. Have qualified personnel restart the equipment or machinery.
18. Assignment complete once equipment or machinery is operating satisfactorily.

Note: Each employee shall be responsible of hanging their own lock and tag on the equipment before starting work. No employee or other subcontractor may remove a lock or tag belonging to another employee. Each employee involved with lockouts shall have his/her own personal lock with & key. No locks with duplicate or master keys shall be used. If more than one employee is required to lockout and tag a circuit or piece of equipment, a multiple padlock device shall be used. Any employee who removes a tag or lock belonging to another employee or person, or overrides a tag or lock in any way, shall be subject to immediate reprimand or termination.

LOCKOUT PROCEDURAL FLOW GRID

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.



CONFINED SPACE PROCEDURES

The Program Manager is responsible for managing the Confined Space Program, and shall:

- Ensure that a list of confined spaces at all **Senator Homes** worksites is maintained.
- Ensure that cancelled permits are reviewed for lessons learned.

Ensure training of personnel **CONFINED SPACE**

The purpose of **Senator Homes** confined space program is to set procedures that will ensure workers safe entry into confined spaces and permit-required confined spaces to perform routine tasks associated with their employment.

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

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

Note: If you have a space that is fully or partially enclosed, the two conditions – (a) and (b) above – must both apply before the space can be considered a “confined space”

Examples of confined spaces include: manholes, stacks, pipes, storage tanks, trailers, tank cars, pits, sumps, hoppers, and bins. Entry into confined spaces without proper precautions could result in injury, impairment, or death due to:

- B. an atmosphere that is flammable or explosive;
- C. lack of sufficient oxygen to support life;
- D. contact with or inhalation of toxic materials; or
- E. general safety or work area hazards such as steam or high pressure materials.

CONFINED SPACE ASSESMENT

The only way to determine if a “space” meets the definition for a “confined space” is to evaluate it. Consider the following 3 questions:

1. Is the space fully or partially enclosed?
2. Is the space not both designed and constructed for continuous human occupancy?
3. Might an atmospheric hazard occur?

How to Determine if it is a Confined Space

Is it designed and Constructed for Continuous Human occupancy?	Might an atmospheric Hazard occur?	Is it confined space?
Yes	Yes	No
Yes	No	No
No	Yes	Yes
No	No	No

PRIOR TO ENTRY

Before any worker enters a confined space, adequate assessment of the hazards related to the confined space must be carried out by competent worker and written plan developed and communicated to all parties affected.

Also enquire with client/constructor if more than one employer will be entering confined space and if coordination document has been prepared.

THE ASSESMENT

The assessment shall be recorded in writing and shall consider:

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

The assessment shall contain the name of competent worker who carries out the assessment and competent person must be knowledgeable, trained and experienced.

Proof of competency must be kept on company files.

COORDINATION DOCUMENT

Before any worker enters the confined space, the constructor shall prepare a coordination document to ensure that duties imposed on employers in regards to confined space are performed.

The copy of this document shall be provided to each employer of workers who perform work in the same confined space and J.H.S.C. or health and safety representative if any.

ENTRY PERMIT

Entry permit must be issued prior to entry and all requirements of the permit met.

ASSIGNMENT OF RESPONSIBILITY

In administering this Confined Space Program, **Senator Homeswill**:

- Monitor the effectiveness of the program.
- Provide atmospheric testing and equipment as needed.
- Provide personal protective equipment as needed.
- Provide training to affected employees and supervisors.
- Provide technical assistance as needed.
- Preview and update the program on at least an annual basis or as needed.

PROGRAM MANAGER

- Is conducted and documented.
- Coordinate with outside responders.
- Ensure that equipment is in compliance with standards.
- Ensure that the ***Responsible Person*** in charge of confined space work shall:
 - a. Ensure requirements for entry have been completed before entry is authorized.
 - b. Ensure confined space monitoring is performed by personnel qualified and trained in confined space entry procedures.
 - c. Ensure a list of monitoring equipment and personnel qualified to operate the equipment is maintained on file.
 - d. Ensure that the rescue team assembled at the project has simulated a rescue in a confined space
 - e. Know the hazards that may be faced during entry, including the mode (how the contaminant gets into the body), signs or symptoms, and consequences of exposure.
 - f. Fill out a permit.
 - g. Determine the entry requirements.
 - h. Require a permit review and signature from the authorized Entry Supervisor.
 - i. Notify all involved employees of the permit requirements.
 - j. The permit does not need to be posted near entry but must be made readily available to every person involved with confined space...
 - k. Renew the permit. A separate entry permit must be issued each time work is to be performed in a confined space and before any worker enters confined space.
 - l. Determine the number of Attendants required to perform the work.
 - m. Ensure all Attendant(s) know how to communicate with the entrants and how to obtain assistance.
 - n. Post any required barriers and signs.
 - o. Remain alert to changing conditions that might affect the conditions of the permits (i.e., require additional atmospheric monitoring or changes in personal protective equipment).
 - p. Ensure periodic or continuous atmospheric monitoring is done according to permit requirements.

- q. Ensure that personnel doing the work and all support personnel adhere to permit requirements.
- r. Ensure the permit is cancelled when the work is done.
- s. Ensure the confined space is safely closed and all workers are cleared from the area.

ENTRY SUPERVISORS

Entry Supervisors shall be qualified and authorized to approve confined space entry permits. The Entry Supervisor(s) shall be responsible for:

- Determining if conditions are acceptable for entry.
- Authorizing entry and overseeing entry operations.
- Terminating entry procedures as required.
- Serving as an Attendant, as long as the person is trained and equipped appropriately for that role.
- Ensuring measures are in place to keep unauthorized personnel clear of the area.
- Checking the work at least twice a shift to verify and document permit requirements are being observed (more frequent checks shall be made if operations or conditions are anticipated that could affect permit requirements).
- Ensuring that necessary information on chemical hazards is kept at the worksite for the employees or rescue team.
- Ensuring a rescue team is available and instructed in their rescue duties (i.e., an onsite team or a prearranged outside rescue service).
- Ensuring the rescue team members has current certification in first aid and cardiopulmonary resuscitation (CPR).

ATTENDANTS

Attendant(s) must be stationed outside of the confined workspace and shall:

- Be knowledgeable of, and be able to recognize potential confined space hazards.
- Maintain a sign-in/sign-out log with a count of all persons in the confined space, and ensure all entrants sign in and out.
- Monitor surrounding activities to ensure the safety of personnel.
- Maintain effective and continuous communication with personnel during confined space entry, work, and exit.
- Order personnel to evacuate the confined space if he/she:
 - a. observes a condition which is not allowed on the entry permit;
 - b. notices the entrants acting strangely, possibly as a result of exposure to hazardous substances;
 - c. notices a situation outside the confined space which could endanger personnel;
 - d. notices a hazard within the confined space that has not been previously recognized or taken into consideration;

- e. must leave his/her work station; or
 - f. must focus attention on the rescue of personnel in some other confined space that he/she is monitoring.
- Immediately summon the Rescue Team if crew rescue becomes necessary.
 - Keep unauthorized persons out of the confined space, order them out, or notify authorized personnel of an unauthorized entry.

RESCUE TEAM

The Rescue Team members shall:

- Complete a training drill using mannequins or personnel in a simulation of the confined space prior to the issuance of an entry permit for any confined space.
- Respond immediately to rescue calls from the Attendant or any other person recognizing a need for rescue from the confined space.
- In addition to emergency response training, receive the same training as that required of the authorized entrants.
- Have current certification in first aid and CPR.

ENTRANTS/AFFECTED EMPLOYEES

Employees who are granted permission to enter a confined space shall:

- Read and observe the entry permit requirements.
- Remain alert to the hazards that could be encountered while in the confined space.
- Properly use the personal protective equipment that is required by the permit.
- Immediately exit the confined space when:
 - a. they are ordered to do so by an authorized person;
 - b. they notice or recognize signs or symptoms of exposure;
 - c. a prohibited condition exists; or
 - d. the automatic alarm system sounds.
- Alert Attendant(s) when a prohibited condition exists and/or when warning signs or symptoms of exposure exist.

TRAINING

Senator Homes will provide training so that all employees whose work is regulated by this Confined Space Program acquire the understanding, knowledge, and skills necessary for the safe performance of their duties in confined spaces.

Training shall include the recognition of hazards and safe work practices.

Up to date written records showing who provided the training, when and who received the training must be maintained.

TRAINING FREQUENCY

Responsible Person shall provide training to each affected employee:

- before the employee is first assigned duties within a confined space;
- before there is a change in assigned duties;
- when there is a change in permit space operations that presents a hazard for which an employee has not been trained; and
- when **Senator Homes** has reason to believe that there are deviations from the confined space entry procedures required in this program, or that there are inadequacies in the employee's knowledge or use of these procedures.
- when new amendments to confined space regulations applicable.

The training shall establish employee proficiency in the duties required in this program, and shall introduce new or revised procedures, as necessary, for compliance with this program.

HAZARD RECOGNITION AND OTHER GENERAL TRAINING

All employees who will enter confined spaces shall be trained in entry procedures. Personnel responsible for supervising, planning, entering, or participating in confined space entry and rescue shall be adequately trained in their functional duties prior to any confined space entry. Training shall include:

- Explanation of the general hazards associated with confined spaces.
- Discussion of specific confined space hazards associated with the facility, location, or operation.
- Reason for, proper use, and limitations of personal protective equipment and other safety equipment required for entry into confined spaces.
- Explanation of permits and other procedural requirements for conducting a confined space entry.
- A clear understanding of what conditions would prohibit entry.
- Procedures for responding to emergencies.
- Duties and responsibilities of the confined space entry team.
- Description of how to recognize symptoms of overexposure to probable air contaminants in themselves and co-workers, and method(s) for alerting the Attendant(s).

Refresher training shall be conducted as needed to maintain employee competence in entry procedures and precautions.

PLAN - SPECIFIC TRAINING

- Training for atmospheric monitoring personnel shall include proper use of monitoring instruments, including instruction on the following:

- a. proper use of the equipment;
 - b. calibration of equipment;
 - c. sampling strategies and techniques; and
 - d. exposure limits (PELs, TLVs, LELs, UELs, etc.).
- All workers personnel assigned to confined space task must follow written plan.
- Training for Attendants shall include the following:
 - a. procedures for summoning rescue or other emergency services; and
 - b. proper utilization of equipment used for communicating with entry and emergency/rescue personnel.
- Training for Emergency Response Personnel shall include:
 - a. rescue plan and procedures developed for each type of confined space that is anticipated to be encountered;
 - b. use of emergency rescue equipment;
 - c. first aid and CPR techniques; and
 - d. work location and confined space configuration to minimize response time.

VERIFICATION OF TRAINING

Periodic assessment of the effectiveness of employee training shall be conducted by *Competent Person*. Training sessions shall be repeated as often as necessary to maintain an acceptable level of personnel competence.

IDENTIFICATION OF HAZARDS AND EVALUATION OF CONFINED SPACES

SURVEY

Competent Person shall ensure a survey of the worksite is conducted to identify confined spaces. This survey can be partially completed from initial and continuing site characterizations, as well as other available data (i.e., blueprints and job safety analyses). The purpose of the survey is to develop an inventory of those locations and/or equipment **Senator Homes** that meet the definition of a confined space. This information shall be communicated to personnel, and appropriate confined space procedures shall be followed prior to entry. The initial surveys shall include air monitoring to determine the air quality in the confined spaces. The potential for the following situations shall be evaluated by **Competent Person**.

- flammable or explosive potential;
- oxygen deficiency; and
- presence of toxic and corrosive material.

HAZARD RE-EVALUATION

The **Competent Person** shall identify and re-evaluate hazards based on possible changes in activities or other physical or environmental conditions that could adversely affect work. A master inventory of confined spaces shall be maintained. Any change in designation of a confined space will be routed to all affected personnel by **Competent Person**.

PRE – ENTRY HAZARD ASSESMENT

A hazard assessment shall be completed by **Competent Person** prior to any entry into a confined space. The hazard assessment should identify:

- the sequence of work to be performed in the confined space;
- the specific hazards known or anticipated; and
- the control measures to be implemented to eliminate or reduce each of the hazards to an acceptable level.

No entry shall be permitted until the hazard assessment has been reviewed and discussed by all persons engaged in the activity. Personnel who are to enter confined spaces shall be informed of known or potential hazards associated with said confined spaces.

HAZARD CONTROLS

Hazard controls shall be instituted to address changes in the work processes and/or working environment. Hazard controls must be able to control the health hazards by eliminating the responsible agents, reduce health hazards below harmful levels, or prevent the contaminants from coming into contact with the workers.

The following order of precedence shall be followed in reducing confined space risks.

- Engineering Controls

Engineering controls are those controls that eliminate or reduce the hazard through implementation of sound engineering practices.

Ventilation is one of the most common engineering controls used in confined spaces. When ventilation is used to remove atmospheric contaminants from a confined space, the space shall be ventilated until the atmosphere is within the acceptable ranges. Ventilation shall be maintained during the occupancy if there is a potential for the atmospheric conditions to move out of the acceptable range. When ventilation is not possible or feasible, alternate protective measures or methods to remove air contaminants and protect occupants shall be determined by **Competent Person** prior to authorizing entry.

When conditions necessitate and can accommodate continuous forced air ventilation, the following precautions shall be followed:

- a. Employees shall not enter the space until the forced air ventilation has eliminated any hazardous atmosphere.
- b. Forced air ventilation shall be directed so as to ventilate the immediate areas where an employee is or will be present within the space.
- c. Continuous ventilation shall be maintained until all employees have left the space.
- d. Air supply or forced air ventilation shall originate from a clean source.

- Work Practice (Administrative) Controls

Work practice (administrative) controls are those controls which eliminate or reduce the hazard through changes in the work practices (i.e., rotating workers, reducing the amount of worker exposure, and housekeeping).

- Personal Protective Equipment (PPE)

If the hazard cannot be eliminated or reduced to a safe level through engineering and/or work practice controls, PPE should be used. **Competent Person** shall determine the appropriate PPE needed by all personnel entering the confined space, including rescue teams. PPE that meets the specifications of applicable standards shall be selected in accordance with the requirements of the job to be performed.

ENTRY PERMITS

The Confined Space Entry Permit is the most essential tool for assuring safety during entry in confined spaces with known hazards, or with unknown or potentially hazardous atmospheres. The entry permit process guides the supervisor and workers through a systematic evaluation of the space to be entered. The permit should be used to establish appropriate conditions. Before each entry into a confined space, an entry permit will be completed by **Competent Person**. The **Competent Person** will then communicate the contents of the permit to all employees involved in the operation, and post the permit conspicuously near the work location. A standard entry permit shall be used for all entries.

KEY ELEMENTS OF ENTRY PERMITS

A standard entry permit shall contain the following items:

- Space to be entered.
- Purpose of entry.
- Date and authorized duration of the entry permit.
- Name of authorized entrants within the permit space.
- Means of identifying authorized entrants inside the permit space (i.e., rosters or tracking systems).
- Name(s) of personnel serving as Attendant(s) for the permit duration.
- Name of individual serving as Entry Supervisor, with a space for the signature or initials of the Entry Supervisor who originally authorized the entry.
- Hazards of the permit space to be entered.
- Measures used to isolate the permit space and to eliminate or control permit space hazards before entry (i.e., lockout/tagout of equipment and procedures for purging, ventilating, and flushing permit spaces).
- Acceptable entry conditions.
- Results of initial and periodic tests performed, accompanied by the names or initials of the testers and the date(s) when the tests were performed.
- Rescue and emergency services that can be summoned, and the means of contacting those services (i.e., equipment to use, phone numbers to call).
- Communication procedures used by authorized entrants and Attendant(s) to maintain contact during the entry.
- Equipment to be provided for compliance with this Confined Space Program (i.e., PPE, testing, communications, alarm systems, and rescue).
- Other information necessary for the circumstances of the particular confined space that will help ensure employee safety.
- Additional permits, such as for hot work, that has been issued to authorize work on the permit space.

PERMIT SCOPE AND DURATION

A permit is only valid for one shift. For a permit to be renewed, the following conditions shall be met before each re-entry into the confined space:

- Atmospheric testing shall be conducted and the results should be within acceptable limits. If atmospheric test results are not within acceptable limits, precautions to protect entrants against the hazards should be addressed on the permit and should be in place.
- **Competent Person** shall verify that all precautions and other measures called for on the permit are still in effect.
- Only operations or work originally approved on the permit shall be conducted in the confined space.

A new permit shall be issued, or the original permit will be reissued if possible, whenever changing work conditions or work activities introduce new hazards into the confined space. **Competent Person**

shall retain each cancelled entry permit for at least one (1) year to facilitate the review of the Confined Space Entry Program. Any problems encountered during an entry operation shall be noted on the respective permit(s) so that appropriate revisions to the confined space permit program can be made.

ENTRY PROCEDURES

When entry into a confined space is necessary, either the Entry Supervisor or **Competent Person** may initiate entry procedures, including the completion of a confined space entry permit. Entry into a confined space shall follow the standard entry procedure below.

PRIOR TO ENTRY

The entire confined space entry permit shall be completed before a standard entry. Entry shall be allowed only when all requirements of the permit are met and it is reviewed and signed by an Entry Supervisor. The following conditions must be met prior to standard entry:

- Affected personnel shall be trained to establish proficiency in the duties that will be performed within the confined space.
- The internal atmosphere within the confined space shall be tested by **Competent Person** with a calibrated, direct-reading instrument.
- Personnel shall be provided with necessary PPE as determined by the Entry Supervisor.
- Atmospheric monitoring shall take place during the entry. If a hazardous atmosphere is detected during entry:
 - a. personnel within the confined space shall be evacuated by the Attendant(s) or Entry Supervisor until the space can be evaluated by **Competent Person** to determine how the hazardous atmosphere developed; and
 - b. controls shall be put in place to protect employees before re-entry.

OPENING A CONFINED SPACE

Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed. When entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent anyone from falling through the opening. This barrier or cover shall protect each employee working in the space from foreign objects entering the space. If it is in a traffic area, adequate barriers shall be erected.

ATMOSPHERIC TESTING

Atmospheric test data is required prior to entry into a confined space. Atmospheric testing is required for two distinct purposes: (1) evaluation of the hazards of the permit space, and (2) verification that acceptable conditions exist for entry into that space. If a person must go into the space to obtain the needed data, then Standard Confined Space Entry Procedures shall be followed. Before entry into a confined space, **Competent Person** shall conduct testing for hazardous atmospheres. The internal atmosphere shall be tested with a calibrated, direct-reading instrument for oxygen, flammable gases and vapors, and potential toxic air contaminants, in that order.

Testing equipment used in specialty areas shall be listed or approved for use in such areas by **Competent Person**. All testing equipment shall be approved by a nationally recognized laboratory, such as Underwriters Laboratories or Factory Mutual Systems.

EVALUATION TESTING

The atmosphere of a confined space should be analyzed using equipment of sufficient sensitivity and specificity. The analysis shall identify and evaluate any hazardous atmospheres that may exist or arise, so that appropriate permit entry procedures can be developed and acceptable entry conditions stipulated for that space. Evaluation and interpretation of these data and development of the entry procedure should involve a technically qualified professional (i.e., consultant, certified industrial hygienist, registered safety engineer, or certified safety professional).

VERIFICATION TESTING

A confined space that may contain a hazardous atmosphere shall be tested for residues of all identified or suspected contaminants. The evaluation testing should be conducted with specified equipment to determine that residual concentrations at the time of testing and entry are within acceptable limits. Results of testing shall be recorded by the person performing the tests on the permit. The atmosphere shall be periodically retested (frequency to be determined by **Competent Person** to verify that atmospheric conditions remain within acceptable entry parameters).

ACCEPTABLE LIMITS

The atmosphere of the confined spaces shall be considered to be within acceptable limits when the following conditions are maintained:

- a. oxygen: 19.5 percent to 23.5 percent;
- b. flammability: less than 10 percent of the Lower Flammable Limit (LFL);
and
- c. toxicity: less than recognized American Conference of Governmental Industrial Hygienists (ACGIH) exposure limits or other published exposure levels [i.e., OSHA Permissible Exposure Limits (PELs) or National Institute of Occupational Safety and Health (NIOSH) Recommended Exposure Limits (RELs)].

ISOLATION AND LOCKOUT/TAGOUT SAFE GUARDS

All energy sources that are potentially hazardous to confined space entrants shall be secured, relieved, disconnected, and/or restrained before personnel are permitted to enter the confined space. Equipment

systems or processes shall be locked out and/or tagged out as required by the Occupational Health & Safety Act and Regulations for Construction Projects prior to permitting entry into the confined space. In confined spaces where complete isolation is not possible, **Competent Person** shall evaluate the situation and make provisions for as rigorous isolation as practical. Special precautions shall be taken when entering double-walled, jacketed, or internally insulated confined spaces that may discharge hazardous material through the vessel's internal wall.

Where there is a need to test, position, or activate equipment by temporarily removing the lock or tag or both, a procedure shall be developed and implemented to control hazards to the occupants. Any removal of locks, tags, or other protective measures shall be done in accordance with the Occupational Health and Safety Act and Regulations for Construction.

ACCESS/EGRESS SAFE GUARDS

Means for safe entry and exit shall be provided for confined spaces. Each entry and exit points shall be evaluated by **Competent Person** to determine the most effective methods and equipment that will enable employees to safely enter and exit the confined space.

Appropriate retrieval equipment or methods shall be used whenever a person enters a confined space. Use of retrieval equipment may be waived by the **Competent Person** if use of the equipment increases the overall risks of entry or does not contribute to the rescue. A mechanical device shall be available to retrieve personnel from vertical confined spaces greater than five (5) feet in depth.

WARNING SIGNS AND SYMBOLS

All confined spaces that could be inadvertently entered shall have signs identifying them as confined spaces. Signs shall be maintained in a legible condition. The signs shall contain a warning that a permit is required before entry. Accesses to all confined spaces shall be prominently marked.

EMERGENCY RESPONSE

Competent Person shall maintain a written plan of action that has provisions for conducting a timely rescue of individuals within a confined space, should an emergency arise. The written plan shall be kept onsite where the confined space work is being conducted. All affected personnel shall be trained on the Emergency Response Plan.

EMERGENCY RESPONSE PROCEDURES – CONFINED SPACE

EMERGENCY RESPONSE PROCEDURE

Competent Person shall maintain a written plan of action that has provisions for conducting a timely rescue of individuals within a confined space, should an emergency arise. The written plan shall be kept onsite where the confined space work is being conducted. All affected personnel shall be trained on the Emergency Response Plan.

RETRIEVAL SYSTEMS AND METHODS OF NON – ENTRY RESCUE

Retrieval systems shall be available and ready when an authorized person enters a permit space, unless such equipment increases the overall risk of entry, or the equipment would not contribute to the rescue of the entrant. Retrieval systems shall have a chest or full-body harness and a retrieval line attached at the center of the back near shoulder level or above the head. If harnesses are not feasible, or would create a greater hazard, wristlets may be used in lieu of the harness. The retrieval line shall be firmly fastened outside the space so that rescue can begin as soon as anyone is aware that retrieval is necessary. A mechanical device shall be available to retrieve personnel from vertical confined spaces more than five (5) feet deep.

EMERGENCY RESCUE

- Prior to starting the work on any project it is responsibility of crew supervisor/foreman to ask project superintendent if there is emergency rescue procedure in place and that all workers are made familiar with this procedure.
- In the case of non-existing procedure by constructor, crew supervisor/foreman must inform **Senator Homes** Head Office immediately so that site specific procedures could be developed to protect health and safety of the workers in the event of emergency rescue.

NEW EMPLOYEE TRAINING

One of the most effective methods in determining workers education and training needs is “Company Safety Orientation Session” Such session must be carried out by supervisor on the first morning of the employment or day prior in order to determine workers levels of competency and related knowledge.

In addition session gives the worker opportunity to learn about the company, type of activities and Injury & Illness Prevention Program requirements. Immediate Supervisors/Foreman are responsible for ensuring this process and informing upper management if any training is required and need to be scheduled prior to worker being assigned with task.

YOUNG WORKERS – STUDENTS

Minimum allowable working age in construction in Ontario is 16 years of age. Where young worker or student is assigned to the crew, Supervisor/Foreman is responsible to in addition to “Company Safety Orientation Session” to closely supervise the worker either personally or by assigning young worker to experienced and competent worker for instructions, monitoring and guidance. Do not permit inexperienced worker, under training to carry out difficult tasks or tasks involving various power tools and equipment until satisfied that worker is adequately trained and capable of carrying those tasks in safe manner.

Young workers and new workers are the most vulnerable to workplace injury. A combination of inexperience, reluctance to ask questions and lack of maturity can lead young workers into lethal situations.

Senator Homes is committed to educate young workers on job specific hazards and controls by assigning full- time competent supervision during project activities. Young and inexperienced workers will not be permitted to work alone or handle the task that they have not received training or instructions for.

DISCRIMINATION, HARRASSMENT & VIOLENCE POLICY

Senator Homes is committed to providing a harmonious and harassment and violence free workplace. Discrimination, harassment, bullying and workplace violence are unacceptable behaviours.

Policy Intent

Senator Homes accepts its legal and moral obligation to ensure that management, employees and sub - Demolition Contractors are not subjected to discrimination, harassment, bullying or workplace violence.

Relevant Definitions

In this policy:

Discrimination means unfair or unjust treatment of or decisions affecting an individual because of their sex, race, age, marital status, transgender status, carer's responsibilities, disability, age, union membership, or other personal activities.

Harassment means verbal or physical conduct which, because of its severity and/or persistence, is likely to create a hostile or intimidating environment which may detrimentally affect an individual's employment or education. Harassment is defined by reference to the nature and consequences of the behaviour, not the intent of the initiator

Sexual Harassment means unwelcome sexual advances, requests for sexual contact and verbal or physical conduct of a sexual nature when submission to, or rejection of, such advances, requests or conduct is explicitly or implicitly a term or condition affecting employment and/or when such advances, requests or conduct have a detrimental effect on an individual's work environment

Bullying and Workplace Violence means any on-going anti-social behaviour that offends, degrades or humiliates a person, and has the potential to create a risk to health, safety and wellbeing. Bullying and workplace violence refer to coercive, unethical activities that create an environment of fear.

Policy Provisions / Principles

Senator Homes is committed to providing an environment where parties are able to work and study free from discrimination, harassment, bullying and workplace violence.

All parties will ensure their behaviour is appropriate, and in accordance with relevant policies and procedures.

Senator Homes will deal with complaints of discrimination, harassment, and bullying and/or workplace violence through its Complaints Management process.

Where there is an allegation that discrimination, harassment, bullying or workplace violence has occurred **Senator Homes** will act promptly to address the alleged behaviour, including eliminating the potential for such behaviour to reoccur.

In the event of alleged discrimination, harassment, bullying or workplace violence, employee may refer the matter to the JHSC or the President.

Management, supervisors/foreman and workers have a role to play in eliminating discrimination, harassment, workplace violence, bullying, and victimisation of work or colleagues. They should:

- refuse to join in with these types of actions and behaviours; and
- support the person to say 'no' to these behaviours.

Nothing in this policy will be construed as excluding the jurisdiction of any external body competent to deal with alleged harassment, bullying or workplace violence.

Harassment, including sexual harassment, will not be tolerated. Violation of this policy may result in immediate removal from **Senator Homes** project or premises

SMOKING POLICY

The purpose of this policy is to restrict smoking in the workplace. The “Smoking in the Workplace Act “(R.S.O. 1990, cS.13) sets out clear restrictions on smoking in the workplace. “**Smoking**” – includes carrying a lighted cigar, cigarette or pipe and “smoke” has a corresponding meaning. “**Enclosed Workplace**” – means an enclosed building or structure in which an employee works and includes a shaft, tunnel, caisson or similar enclosed spaces.

Although smoking will not be totally prohibited, it will be restricted to certain areas a outlined below.

Smoking is NOT permitted in:

2. private or enclosed offices, confined office or plant areas
3. enclosed operating pulpits
4. confined office or plant work areas
5. excavations, trenches, caissons, tunnels
6. areas of general access, i.e.: lobbies, stairways, reception areas, elevators and hallways
7. training rooms, meeting rooms, and classrooms
8. washroom facilities and change rooms
9. lunch rooms and cafeterias
10. areas designated by the Occupational Health and Safety Legislation
11. other “**No Smoking**” areas as designated by **Senator Homes** and any enclosed equipment operating cabs

Smoking MAY BE permitted:

Only in areas designated by **Senator Homes** supervisor.

IPOD/PERSONAL RADIOS, TAPES, CD PLAYERS, MP3

MP3 players/personal radios, tape or CD players may appear to cause no form of a safety hazard on a project. However, the sound levels these devices produce can exceed 90 dBa's, given the levels of background noise the sound levels (volume) may be increased to dangerously high levels resulting in hearing loss. Furthermore, the earphones don't provide any form of hearing protection from background noise, thus only adding to the risk of noise induced hearing loss. Perhaps the most significant hazard is the masking of warning sounds from fellow workers. Thus, these types of personal devices are not permitted in the construction area.

CELL PHONE POLICY

Use of cell phones during work hours is limited to the following circumstances:

- Emergency calls (911, Head Office, MOL, Supervisor etc.)
- Calls of any other nature outgoing or incoming must be handled during breaks or lunch time in designated areas where the caller/recipient is not distracted or distracting others causing unsafe circumstances to arise.

Exception to the rule is only possible upon permission of immediate supervisor or management.

SAFE DRIVING LOADING & UNLOADING

Loading and unloading can be dangerous. Machinery can seriously hurt people. Heavy loads, moving or overturning vehicles and working at height can all lead to injuries or death.

This guidance should be followed to help avoid problems.

Guidance

Loading and unloading areas should be:

- Clear of other traffic, pedestrians and people not involved in loading or unloading.
- Clear of overhead electric cables so there is no chance touching them, or of electricity jumping to 'earth' through machinery, loads or people.
- Level. To maintain stability, trailers should be parked on firm level ground,
- Loads should be spread as evenly as possible, during both loading and unloading. Uneven loads can make the vehicle or trailer unstable.
- Loads should be secured, or arranged so that they do not slide around. Racking may help stability.
- Safety equipment must be considered. Mechanical equipment and heavy moving loads are dangerous.
- Guards or skirting plates may be necessary if there is a risk of anything being caught in machinery.
- There may be other mechanical dangers and safety procedures to be considered.
- Ensure the vehicle or trailer has its brakes applied and all stabilizers are used. The vehicle should be as stable as possible.
- Drivers should not remain in their cabs if this can be avoided. No-one should be in the loading/unloading area if they are not needed.
- Vehicles must never be overloaded. Overloaded vehicles can become unstable, difficult to steer or be less able to brake.
- Always check the floor or deck of the loading area before loading to make sure it is safe. Look out for debris, broken boarding, etc.
- Loading should allow for safe unloading.
- Loads must be suitably packaged. When pallets are used, the driver needs to check that:
 - They are in good condition
 - Loads are properly secured to them.
 - Loads are safe on the vehicle. They may need to be securely attached to make sure they cannot fall off.
- Tailgates and sideboards must be closed when possible. If over-hang cannot be avoided, it must be kept to a minimum. The over-hanging part of the load must be clearly marked.
- If more than one company is involved, they should agree in advance how loading and unloading will happen.

- For example, if visiting drivers unload their vehicles themselves, they must receive the necessary instructions, equipment and co-operation for safe unloading. Arrangements will need to be agreed in advance between the hauler and the recipient.
- Some goods are difficult to secure during transport. Haulers and recipients will need to exchange information about loads in advance so that they can agree safe unloading procedures.

Checks must be made before unloading to make sure loads have not shifted during transit, and are not likely to move or fall when restraints are removed.

There must be safeguards against drivers accidentally driving away too early. This does happen, and is extremely dangerous.

Measures could include:

- Traffic Control Person or Signaler.
- The use of vehicle or trailer restraints.
- The person in charge of loading or unloading could keep hold of the vehicle keys or paperwork until it is safe for the vehicle to be moved.
- These safeguards would be especially effective where there could be communication problems, for example where foreign drivers are involved.
- Protect the public way as per TCP training.

EQUIPMENT SAFETY – General Safety Precautions

Tool selection/maintenance

- Select the tool that is most suitable for you to do the task safely (i.e., select the right tool for the job).
- Use spark-resistant tools if working near highly flammable materials (gas, liquid or vapour).
- Inspect your tools daily - make sure that tools are in good repair.
- Ensure all guards and shields for your equipment are in place, and are properly maintained.
- Ensure that handles are tight and fastened securely. Repair or replace worn or damaged handles; ensure that the handle surfaces are smooth and sliver-free.
- Keep cutting tools and equipment sharp. Dull tools are more hazardous than sharp ones.
- Protect the cutting edges of the tools and equipment. Store tools and equipment, especially if they are transported regularly from job to job, in a way that prevents the cutting edges from being dulled or damaged.
- Label damaged tools and remove them from the work site.

Use:

- Stand on a non-slippery and in a non-cluttered area. It's important to keep a secure footing and your balance when using tools.
- Use tools on a stable work surface. Use a vice or clamps to stabilize your work if necessary.

- Work in a well-lit area.
- Direct saw blades, knives, etc. away from aisle areas and from co-workers working nearby.
- Avoid standing in awkward positions. Avoid unnecessary strains on your wrists, arms, shoulders and/or back from poorly designed tools.
- Give yourself enough space to work and keep your body at a comfortable angle to the work. Adjust the tool position or the angle of the work surface to minimize bending, reaching or twisting.
- Carry tools properly.
- Use a tool belt, but don't make it too heavy causing strain on your lower back and hips. Carry only what is necessary for that particular task.
- Block machinery securely so it cannot roll or shift when repairs are being made.
- Use a piece of cardboard to test hydraulic hoses for leaks. Always shut off the engine before servicing a hydraulic system.
- Never inspect hydraulic hoses with your bare hands. Even pinhole leaks have enough force to penetrate skin with hydraulic fluid. Get medical attention immediately if this happens.

Storage:

- Put tools away when the job is finished; removing dirt and ensuring they are dry will help prevent tools from rusting.
- Store tools and equipment in a safe, organized manner so that workers can access them easily and without injury; if stored in a truck, van, etc. they should be stored securely so they do not fall or shift position during transport.
- While tools are not in use, place them where other workers cannot be hurt by them (for example, do not leave rakes on the ground with the tines pointing up; do not leave tools on a ladder or scaffold).

What are general safety tips for using electric powered hand tools?

- Read, understand and follow the manufacturer's operating manual.
- Use only approved electrical tools (e.g., approved by CSA, UL or other recognized certification organization).
- The OSH Answers document [Powered Hand Tools - Basic Safety for Electric Tools](#) has additional information.

What are some general tips for fuelling equipment?

DO:

- Fill the fuel tank before starting a job.
- Shut off the engine and allow it to cool before refuelling the tank. Do not smoke when refuelling!
- Remove the fuel cap slowly, holding it at the semi-locked position until the pressure is released.
- Position yourself comfortably so that you can fuel without slipping or falling.
- Use a funnel to prevent fuel spillage on the engine when refuelling. Fuel up outdoors, then wipe up all spills.
- Allow the nozzle to empty by keeping it in the filler opening for a few moments after the fuel flow is shut off.
- Check that any vents are not clogged. Replace the fuel cap.
- Restart engine at least 8 metres (25 feet) from where you refuelled to avoid igniting vapours.
- Store fuel in sturdy, approved containers identified according to WHMIS requirements. Store gasoline safely - outside and away from any heat source.
- Have fire extinguishers and other firefighting equipment nearby.

DO NOT:

- Do not smoke or have an open flame while fuelling. Gas fumes are heavier than air and will drift downward from the container. It is the vapour, not the liquid, which burns.
- Do not spill any fuel on equipment. If you do, wipe up and allow any residue to dry before starting the engine.
- Do not run if your clothing catches fire. Stop, drop and roll. Quickly remove the blazing garment, or drop to the ground and roll slowly, or wrap yourself in a blanket.

CONCRETE MIXERS

1. Familiarity and proper training are required for the safe operation of the mixer.
2. Wear protective clothing as necessary, such as a hard hat, protective eyewear, hearing protection, respiratory protection gloves and waterproof CSA approved boots.
3. An electric concrete mixer should be run at 110V & plugged in GFCI.
4. Carry out service checks and adjustments at the start of each working day.
5. CHECK that all persons and animals are clear of the work area & that mixer is placed on firm level ground surface.
6. Check that the terminal box and each connection on an electric mixer are undamaged before starting.
7. Avoid handling cement and concrete with bare hands. It can cause painful "cement burns" on sensitive parts of the skin.
8. DO NOT put the shovel inside the rotating drum when loading.
9. DO NOT put any part of the body inside the drum when it is rotating.

10. When unloading the mixed concrete, hold the tilting wheel firmly with both hands and lower the drum slowly and carefully.
11. CHECK that the mix unloads into the center of the barrow to prevent it overbalancing.
12. At the end of each working day empty the drum and wash out thoroughly.
13. DO NOT attempt repairs. Contact supplier/manufacturer if there are any problems.

LOADERS

What should I check before starting the engine?

Check the following before starting the engine:

- fuel and oil levels,
- hydraulic fluid level,
- cooling system fluid,
- operator cab, seat belt and seat bar,
- lift arm and cylinder pivot points, and
- tires.

Follow the manufacturer's recommendations about how often to lubricate all the "lube" points.

What should I do when using a loader?

Set-up:

Read, understand, and follow instructions in the manufacturer's operating manual and safety decals on the loader.

- Know how to load, tie-down, transport, and unload the loader safely.
- Use only manufacturer-approved attachments and buckets.
- Always ensure the attachment locking devices are in place, even if you are switching attachments for only a few minutes. If not locked, an attachment could break free and roll down the loader arms or fall onto a bystander.
- Wear hearing and head protection.
- Remain alert at all times when operating the loader.
- Ensure all required safety shields are on the tractor and in good condition.
- Use the safety treads and grab handles to get on and off the loader.

- Use seat bar and fasten seat belt if the tractor has a roll-over protective structure (ROPS). (Do NOT wear a seatbelt if the tractor does NOT have



ROPS)

Operation:

- Keep your feet on the pedals when operating the loader.
- Keep other people away from work area.
- Drive with caution and check behind you before backing up.
- Travel with the bucket or attachments as close to the ground as possible to maintain equipment stability and give the operator an unobstructed view.
- Load the bucket evenly (i.e. weight should not be lop-sided) and do not load beyond the limits or rated capacity of the equipment. You can lose stability and steering control.
- Load, unload, and turn on level ground.
- Lower the bucket when not using the loader.
- Go straight up and down slopes, keeping the heavy end of the loader pointing uphill - back down slopes slowly. Avoid driving forward when going downhill with a loaded bucket.
- Look out for holes, rocks or obstructions which may cause a roll-over or loss of control.
- If you become confused about operation of controls from having to perform too many functions at once, remove hands and feet from the controls. All machine functions should stop when pressure on the controls is released.

Repairs:

- Turn off the engine before attempting any repairs or adjustments.
- Lower the bucket and set the parking brakes before getting off the seat.
- If the equipment is going to be left unattended for some time, remove the ignition key.
- When checking for leaks in the hydraulic system, use a piece of paper or cardboard - never use your hands since oil from a pin-hole leak under high pressure can penetrate the skin. If this does happen, get immediate medical attention.

What should I avoid when operating a loader?

- Do not operate loader if you are ill, over-tired or on medication causing drowsiness.

- Do not use loader without an approved roll-over protection (ROP) and falling object protection (FOP) cab.
- Never remove the ROP structure. Keep side screens in place.
- Never exceed rated operating capacity.
- Never attempt to repair, adjust or unplug equipment with the Power Takeoff (PTO) engaged.
- Never attempt to operate steering levers or any other hydraulic controls while standing outside of the cab.
- Do not carry passengers.
- Do not use the loader as a lift for people, as a fence post puller, or as a work platform.
- Do not make sharp, fast turns or move bucket controls abruptly.
- Do not travel or turn with lift arms up.
- Do not leave loader with engine running or with lift arms up.
- Do not travel across a slope: go straight up or down slopes with the "heavy" end of the loader pointed uphill.
- Do not approach overhead wires.

How should I go up and down a slope with a full bucket?

- Keep the heavy end pointing up the slope!



Loader going up



Loader going down

How should I go up and down a slope with an empty bucket?

- Keep the heavy end up pointing up the slope!



Loader going down



Loader going up

What kind of loaders does this information apply to?

This information applies to smaller, front-end loaders or skid steer loaders. "Smaller" is a relative term; compact is another name for smaller loaders. Different manufacturers may rate their loaders up to 40 - 80 horsepower (or about 30 - 40 kW) as compact loaders. Some manufacturers use the term "compact loader" to mean what is usually called a skid steer loader or skid-steer loader used in landscaping. More commonly, "compact loader" refers to an articulating wheel loader; i.e., a loader that has two sections connected by a flexible joint and that can be steered by "bending" at the joint. Although many of the main safety principles for skid steer and compact front-end loaders apply to articulating wheel loaders, there are additional safety practices that relate to the operation and maintenance of articulated vehicles that are not covered in this OSH Answers document.

DUMP TRUCK – TIP OVER

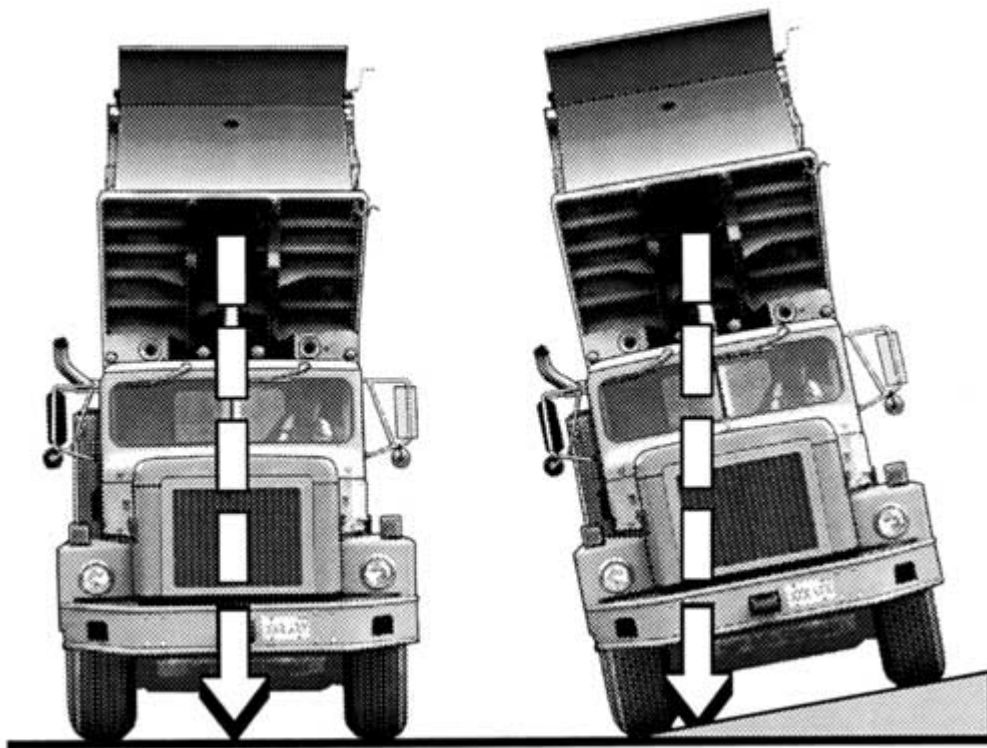
The Hazard

In the last couple of years, one fatality and at least one serious injury have resulted when dump trucks tipped over. Statistics on the frequency of tip-overs are not available because the occurrences are not reported unless injuries result.

Stability

The main hazard is related to the stability of the end-dump unit when the box is in the raised position.

When the centre of gravity of box and load is not roughly between the frame rails of the unit, there is a risk of tip-over (see diagram).



A slight slope can be enough to cause tipping if material sticks in the top of the box.

Stability is adversely affected by one or more of the following factors:

- the unit is not on a level surface when dumping
- a large amount of material is in the upper portion of the raised box
- material does not flow out of the top portion of the box, or does not flow out of one side of the top portion
- the rear wheels settle unevenly as the load moves to the rear during dumping
- wind may exert lateral loads, especially if the box is long, as is the case with end-dump semi-trailers.

Stability may also be affected by the unit's mechanical condition:

- poor rear suspension systems on one side of the vehicle
- uneven tire pressures in rear wheels
- worn or inadequate components of the lifting system such as pins
- worn or inadequate lifting cylinders.

Hazard Control

Because of stability problems with semi-trailers, they should not be used for haulage to rough grading or fill areas where surfaces are often uneven or loosely compacted. Straight trucks or straight trucks and pup trailers are more appropriate for highway haulage to these dump areas. Where haulage and dumping are all on site, straight trucks or off-highway vehicles are even better choices.

Where aggregates are being spread for road construction, belly-dump semi-trailers are more appropriate than end-dump semi-trailers.

Sometimes vehicle selection is not an option for the Demolition Contractor. Material suppliers or haulers do not always use equipment appropriate to a particular site. However, when Demolition Contractors do have a choice they should select equipment in accordance with these recommendations to reduce tip-overs.

Cold weather may cause materials to freeze to the box and stick when dumping. Using heated boxes will reduce the problem. During winter, loads should not be left in dump boxes overnight.

Maintenance

Maintenance can play an important role in preventing tip-overs.

- Check tire pressures daily. Tire pressures should be equal on each side of the vehicle.
- Examine and lubricate pins and bushings regularly.
- Inspect suspension systems under load to ensure that they work properly and provide even suspension. Weak suspension systems should be replaced immediately.
- Inspect hoist cylinders regularly. Worn cylinders should not be replaced with smaller cylinders or with cylinders rated at lower operating pressure.
- Make sure that repairs to boxes leave bottom and sides clear and unrestricted. Rough patchwork repairs near the top of the box can catch and hold sticky materials.

Loading

Loading of the box front-to-back must meet allowable gross weight and axle weight limitations set by the Ministry of Transportation. From side to side it is best to load as evenly as possible.

If material is likely to flow poorly, lighten up the load in the top end of the box. A slightly smaller load will be better than a full load that causes a tip-over.

Box liners will help most materials flow better during dumping. Liners also help to keep the box in good condition.

Dumping

Operators should be trained to recognize areas hazardous to dumping, such as soft or uneven surfaces and inadequately compacted fill.

Before dumping, operators should ensure that the tailgate is unlocked and that the vehicle is on a reasonably level surface. Dumping on surfaces that are not level is one of the main causes of tip-overs.

Before spreading material by dumping it from a moving truck, make sure that the entire length of travel is reasonably level.

Trucks should not dump when they are parked side by side with another vehicle. When a dump unit tips over, it is often the operator in the adjoining vehicle who is injured. Dumping operations should be spread out.

Other personnel such as dozer operators, surveyors, and spotters should be warned not to work near a dumping truck in case it tips over. Workers on foot should not congregate in areas where dumping is under way.

Making Contact with Power Lines

- Drivers and workers must be made aware of overhead power line hazards and know what safe limits of approach to adhere to. Caution should be taken not only when lifting the dump truck box – but also when lowering this to avoid unexpected contact with overhead power lines.
- Drivers and workers must be made aware of overhead power line hazards and know what safe limits of approach to adhere to. Caution should be taken not only when lifting the dump truck box – but also when lowering this to avoid unexpected contact with overhead power lines.
- In the event that your vehicle comes in contact with a power line – A driver can be electrocuted if he/she attempts to leave the truck. Warn others to **'Stay Back!'**
- If someone were to touch the side of the truck they would be electrocuted by the energized dump truck
- **In addition the ground around an energized vehicle will carry electricity for up to 35 feet.**

In the event of a power line call 911 or the Local Distribution Company (Electrical Utility) to ensure that power on the power line is disconnected

RIGGING

- The equipment operator must use assistance of the signaler.
- Signaling methods shall be discussed between operator and signaler prior to starting work.
- Operator must follow signals from designated signaler only.
- The signaler must be careful not to order a move until he has received the “all-ready” signal from each member of the crew engaged in rigging task.
- Each rigger must be sure he’s in the clear before he gives an “all-ready” to the signaler.
- Once sling or choker in position, release it, if possible, before giving “all-ready” signal.
- If sling or choker must be held in position, ensure your hand is clear of pinch points.
- Watch out for the roll or swing of the load, always try to hook the loads at the center of the load.
- Never place yourself between material, equipment or any stationary object and the load swing.
- Monitor wind conditions and obstructions in the area.
- Use guide ropes when required.
- Never stand under the load.
- When lowering or settling the load, be sure your feet and all other parts of your body are out from under.
- Set the load down easily and slowly so that if it rolls on the blocking, it will be a slow shift that you can get away from.
- In addition to protective footwear and headwear, signaler shall be wearing reflective vest.

SAFE LIFTING PRACTICES – HOISTING

Evaluation of the Load

Determine the weight of the object or load prior to a lift to make sure that the lifting equipment can operate within its limitations.

Balancing of the Loads

Estimate the center of gravity or point of balance. The lifting device shall be positioned immediately above the estimated center of gravity.

Hoisting Hook

Hoisting hooks must be equipped with safety catch unless design of the hooks are permitting safe levels of safety or better than those assured by safety catch and approved for that particular application.

Landing the Load

Prepare a place to land the load, lower the load gently and make sure it is stable and secured prior to releasing hoisting hooks or slings or chains.

REMEMBER

- Use only approved rigging and NEVER exceed the working load limits set out by manufacturer or professional engineer.
- Ensure the hoist or crane is positioned directly over the load.
- Use slings/chains of proper reach.
- NEVER shorten a line by twisting or knotting – with chain slings
- NEVER use bolts or nuts.
- NEVER permit anyone to ride the lifting hook or the load.
- Ensure all personnel stand clear from the load being lifted.
- NEVER work under suspended load.
- NEVER leave a load suspended when the hoist or crane is unattended.

SIGNS & TAGS

SIGNS AND TAGS

- Signs and symbols, when used for safety purposes, shall be visible at all times when work is being performed, or when areas where potential hazards are present is occupied.

DANGER SIGNS

- Danger signs shall be used only where an immediate hazard exists.

CAUTION SIGNS

- Caution signs shall be used only to warn against potential hazards or to caution against unsafe practices.

TRAFFIC SIGNS

- Construction areas shall be posted with legible traffic signs at the points of hazard.

ACCIDENT PREVENTION TAGS

- Accident prevention tags shall be used as a temporary means of warning employees of an existing hazard, such as defective tools, equipment, etc.

They shall not be used in place of, or as substitute for, accident prevention signs

MATERIAL HANDLING/LIFTING

MATERIAL HANDLING/LIFTING

Whenever practical, heavy lifts should be done with mechanical lifting devices. When manual handling is required, dollies, trucks and similar devices should be used where practical. 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.

- The right way to lift is the easiest and safest.
- Take a firm grip; secure a good footing; place the feet a comfortable distance apart; bend the knees; keep the back straight and lift with the leg muscles.
- Use gloves or hand patches and required when handling sharp, rough, heavy or hot material.
- Never carry a load so large that it obstructs vision or is too heavy to be safely lifted without assistance.
- If steps and handrails are provided, use them.
- Walk only on sturdy clear paths.

SIGNAGE

WARNING SIGNS

Warning signs containing word “DANGER” must be placed:

- adjacent to hoisting area
- where hazardous vapors, fumes or dusts present
- below overhead work
- at confined space entrance
- on top of protective covering
- where covering is missing

COMPRESSED GAS SAFETY

COMPRESSED GAS SAFETY:

- always handle compressed gases with extreme caution. Compressed gas cylinders may only be transported or hoisted on site where a suitable crib, secured from movement, is used.
- only competent authorized and trained workers are to handle compressed gas cylinders.

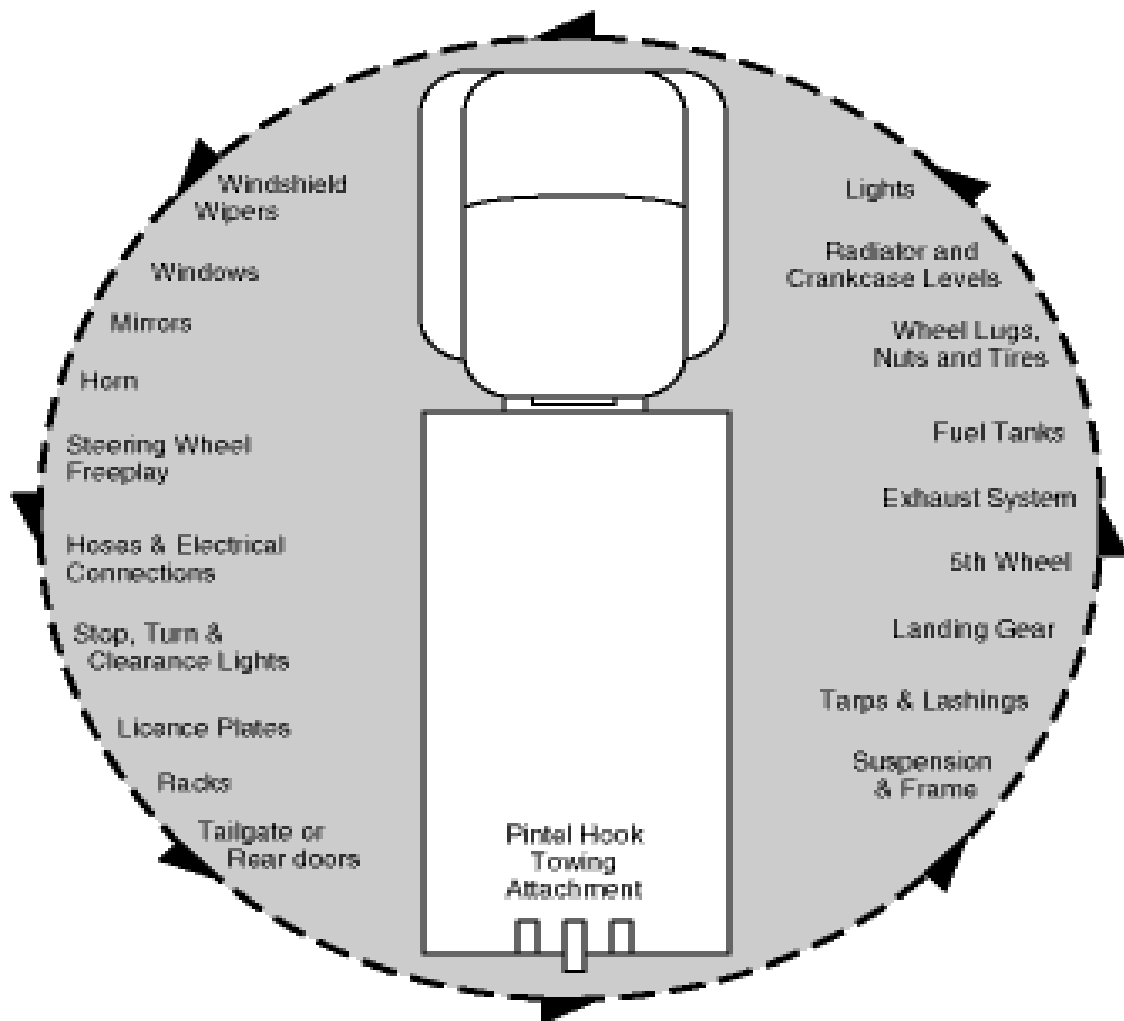
- use, store and transport all compressed gas cylinders adequately secured in an upright position. Storage cages or racks must be made available in a safe location away from work areas, 25 feet from the outside of the building.
- after using a compressed gas cylinder, ensure the valve has been closed. Cylinder valves must also be covered with their appropriate screw on caps.
- upon discovery of a compressed gas leak from a cylinder, hose, valve or other connection, discontinue use, remove from work area (if safe) and report immediately. Under no circumstances, is a leaking compressed gas cylinder to be used
- empty containers of compressed gases should be stored separately from full or partial containers. Flammable materials should be stored separately from oxidizers. Only a day's supply or less of compressed gas is to be stored indoors, at any time
- store cylinders in upright condition unless design permits otherwise when not in use
- ensure that all gauges, hoses, fittings are in good condition. Damaged equipment shall be taken out of service immediately and replaced or repaired
- no part of cylinder shall be subject to temperature higher than 55°C
- transport in accordance with TDG

VEHICLE START UP – THE CIRCLE CHECK

What should I do before starting a vehicle?

DO

- Read, understand, and follow manufacturer's operating manual.
- Know how to operate the vehicle and use any related equipment or attachments safety. Be familiar with the location and function of all the controls.
- Inspect your vehicle daily.
- Develop a routine method of inspecting vehicle (e.g. start at the front on the driver's side and walk towards the back, and around past the passenger side, checking the items listed below).



What should I check before operating a vehicle?

- Adjust seat and controls.
- Make sure you have your driver's license on you.
- Fasten seat belt if tractor/loader is equipped with roll-over protection structure (ROPS).

Check for correct operation of the following:

- Parking Brake--holds against slight acceleration.
- Foot Brake--holds, stops vehicle smoothly.
- Clutch and Gearshift--shifts smoothly without jumping or jerking.
- Steering--moves smoothly; no "play".
- Lights--headlights, warning lights, and turn signals operational.
- Dash Control Panel--all lights and gauges operational.
- All Moving Parts--no strange noises.
- Horn--operational.
- Visibility--mirrors properly adjusted; windows clean and intact.
- Wipers/washer--functioning and intact.
- Tires--pressure, tread depth or damage.
- Wheels and fasteners--no defects in rim, loose or missing fasteners.
- Seat belts--in good condition and being used.
- Vehicle back-up alarm--operational, where required.
- Hydraulic systems--no evidence of leaks and systems operate smoothly.
- On tractors, power take off shields--in place.
- Fluid levels - oil, gas, brakes, washer fluid. Check for leaks.
- Load--secure and complying with regulations; hitch in good condition.
- Emergency equipment--installed and inspected as required by law or company policy.
- Record and report any defects to your supervisor immediately.

NOTE:

Senator Homesis supplying equipment inspection log books for all equipment operators. In addition, log books of maintenance and manufacturing instruction shall be kept on the project preferably on the equipment or in supervisor's or operator's vehicle.

WEATHER CONDITIONS - LIGHTNING

Who should be concerned about lightning?

Lightning kills more Canadians than hail, wind, rain and tornadoes combined, making lightning an important safety consideration. This fact is especially true for people who make a living working outdoors. While the odds of getting struck by lightning are less than one in a million, Environment Canada says lightning kills six to twelve people every year in this country and seriously injures another sixty or seventy people.

Knowing what to do when lightning is close is especially important for people who work outdoors (for example, construction workers, road crews, landscapers and farm workers). Employers need to recognize the hazards associated with electrical storms and, where appropriate, have safe procedures and work systems in place, to minimize the risk of injury or harm to employees, and should review these policies seasonally.

Having a preparedness plan and taking some basic safety measures can prevent many lightning deaths and injuries.

What should I know about lightning?

A lightning bolt is a million times more powerful than household current, carrying up to 100 million volts of electricity. When someone is struck by lightning, an electrical shock occurs that can cause burns and even stop the person's breathing.

Although thunder and lightning can occur occasionally during a snowstorm, April to October are the prime thunderstorm months in Canada. Thunderstorms occur most often in late afternoon or evening, and around sunrise.

Knowing how lightning behaves can help you plan for an approaching storm. It tends to strike higher ground and prominent objects, especially materials that are good conductors of electricity, such as metal. Thunder can be a good indicator of lightning - loud crackling means it's close, whereas rumbling means the storm is further away.

Because light travels faster than sound, you will see lightning before you hear the thunder. Each second between the flash and the thunderclap represents about 300 metres. As a rule of thumb, if you can count less than 30 seconds between the lightning strike and the thunder, the storm is less than 10 km away. There is an 80% chance that the next strike will happen within that 10 km, and if you can hear thunder, you are within striking distance. Immediately go to the nearest well-constructed building or a fully enclosed, metal-topped vehicle... there is NO safe place to be outside in a thunderstorm.

What steps should people take to protect themselves?

Protection from lightning begins before the storm. Paying attention to weather conditions and forecasts allows time to plan for threatening weather and to react appropriately.

The safest place to be during a thunderstorm is in a well-constructed building. A well-constructed building is one that is fully enclosed with a roof, walls and floor with electrical wiring, plumbing, telephone line, or antennas to ground the lightning should the building be hit directly.

Even when inside the building, there are safety precautions to take.

- Keep as many walls as possible between you and the outside. Stay away from doors, windows, and fireplaces.
- Stay away from anything that will conduct electricity such as radiators, stoves, sinks and metal pipes.
- Use battery operated appliances only. Avoid handling electrical appliances and regular telephones (cordless phones and cell phones do not increase the risk of a lightning strike).

The next best place for shelter is an enclosed metal car, truck or van but NOT a tractor, golf cart, topless or soft-top vehicle. Make sure the vehicle is not parked near trees or other tall objects that could fall over during a storm. When inside a vehicle during a lightning storm, roll up the windows and sit with your hands in your lap and wait out the storm. Don't touch any part of the metal frame or any wired device in the vehicle (including the steering wheel or plugged-in cell phone). A direct strike to your car will flow through the frame of the vehicle and usually jump over or through the tires to reach ground.

Be aware of downed power lines that may be touching your car. You are safe inside the car, but you may receive a shock if you step outside.

Unsafe shelters are buildings or structures without electricity or plumbing to ground the lightning, as they do not provide any lightning protection. Shelters that are unsafe include covered picnic shelters, carports, tents, baseball dugouts as well as other small non-metal buildings (sheds and greenhouses).

What should you do if you cannot find shelter?

There is no safe place to be outdoors during a thunderstorm. However, there are areas that might be less dangerous -- and help reduce the risk of being struck by lightning when outside.

Stay away from things that are tall (trees, flagpoles or posts), water, and other objects that conduct electricity (tractors, metal fences, lawn mowers, golf clubs).

You do not want to become a prime target by being the highest object on the landscape. Take shelter in low-lying areas such as valleys or ditches but watch for flooding.

If you are with a group of people in the open, spread out several metres apart from one another.

If you get caught in a level field far from shelter and you feel your hair stand on end, lightning may be about to hit you. Crouch down on the balls of your feet immediately, with feet together, place your arms around your knees and bend forward. Be the smallest target possible, and at the same time, minimize your contact with the ground. Don't lie flat.

What should you do if someone has been hit by lightning?

Lightning victims are safe to touch. Bystanders shouldn't hesitate to save a life by calling for help. If breathing has stopped, administer mouth-to-mouth resuscitation. If the victim is not breathing or they do not have a pulse, a trained rescuer should administer cardio-pulmonary resuscitation (CPR).

What do they mean by the "30-30 Rule"?

Remember...

- When you can count 30 seconds or less between lightning and thunder, head for safe shelter.
- Remain sheltered for 30 minutes after the last thunder.

When Environment Canada issues a storm warning, or if you can already hear thunder, remember to take shelter from the storm and protect yourself. There are also commercially available personal lightning detection devices that can be carried on a person to help warn about how close a storm is.

Preparedness for a storm is essential. Listen to your local forecast for the possibility of thunderstorm activity. Keep an eye on the sky. If the sky suddenly darkens, be prepared to take shelter.

PERSONAL USE OF COMPANY VEHICLES, TOOLS OR EQUIPMENT

Tools, equipment and vehicles are not be used outside of a company construction project or premise.

Tools, equipment and vehicles are not to be used for personal use or loaned to anyone without the prior approval of **Senator Homes** president. The following tools and equipment are prohibited for personal use:

- **explosive tools**
- **compressed gases**
- **fuels**
- **heaters**
- **compressors**
- **quick saws**
- **skill saws**
- **chain saws**
- **drills**
- **tamper plates**

OR

Any tools that require a certificate or license. (Example – forklift, backhoe, scissor lift, zoom boom etc.)

Any damaged to or loss of company equipment used without permission outside of company time must be repaired or replaced by the violator(s).

SLIPS, TRIPS AND FALLS

Slips

Slips happen where there is too little friction or traction between the footwear and the walking surface. Common causes of slips are:

- wet or oily surfaces,
- occasional spills,
- weather hazards,
- loose, unanchored rugs or mats, and
- flooring or other walking surfaces that do not have same degree of traction in all areas.

Trips

Trips happen when your foot collides (strikes, hits) an object causing you to lose the balance and, eventually fall. Common causes of tripping are:

- obstructed view,
- poor lighting,
- clutter in your way,
- wrinkled carpeting,
- uncovered cables,
- bottom drawers not being closed, and
- uneven (steps, thresholds) walking surfaces.
- POOR HOUSEKEEPING

How to prevent falls due to slips and trips?

Both slips and trips result from some a kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. This shows that good housekeeping, quality of walking surfaces (flooring), selection of proper footwear, and appropriate pace of walking are critical for preventing fall accidents.

HYGIENE

Drinking Water

Supervisor/Foreman shall ensure that adequate amount of portable drinking water is available for use of workers.

Clearly mark containers used for drinking water and do not use them for other purposes

Portable Toilets

The constructors shall ensure that facilities are provided or arranged for workers before work has started at a project and those workers at the project have reasonable access to these facilities.

O Reg. 213/91 sec. 29 (1) (3)

DEMOLITION PROCEDURES AND DESIGNATED SUBSTANCE – REQUIREMENTS AND CHECK LIST

Demolition Contractors Responsibilities

On our projects, the trade Demolition Contractor shall actively promote safe work practices and procedures among their employees. All Demolition Contractors must ensure their crew supervisory personnel have received appropriate training in Health & Safety practices and legislation and that they are competent¹ to perform all required work in a safe and legal manner. Trade Demolition Contractor supervisors are required to abide by our specified supervisory responsibilities as listed in our safety policy. All Demolition Contractors shall ensure that our corporate safety policy and guidelines are communicated and understood by their supervisors, workers, suppliers and are enforced.

Policy

It is the policy of **Senator Homes** to ensure safety of employees, Trade Contractors, Demolition Contractors, visitors, occupants and public prior to, during and after demolition task on our projects. Only well trained, experienced and competent contractors will be approved by our contract manager to carry on demolition task.

Competent - refers to the definition as provided in Ontario's Occupational Health and Safety Act and Regulations for Construction Projects. (Competent persons and Competent Workers)

All demolition work prescribed by the OSHA and Regulations for Construction Projects must be observed prior to development of site specific demolition plan/procedures and commencement of work.

Qualifications (skills & abilities) required (Demolition Contractors):

- § Evidence of experience in the demolition type of work
- § References from previous clients which are checkable
- § Accident ill health statistics
- § Qualifications, skills and proof of training programs including health and safety training
- § How they will do the work i.e. JSA, Risk Assessments and Method Statements
- § MOL orders/fines statistics
- § Copy of demolition safe work procedures

1. Before Demolition

- Management must apply for building permit with local building department.
- Constructor must submit Notice of project to local MOL department.
- Owner of the building/structure must provide to the constructor designated substance survey report if applicable.
- Constructor must communicate Designated Substance Survey Report to all Demolition Contractors.
- All designated substances if any must be removed by professional abatement company prior to the demolition.
- Demolition Contractor must submit demolition plan indicating methods, equipment, competency levels, hazards and hazards control.
- Senator Homes supervisor and project manager must review demolition plan prior to demolition and approve or prevent demolition from starting based on evaluation of the plan.
- Our safety consultant shall be contacted for opinion and recommendations prior to commencement of the work.
- Professional Engineer (structural) must be obtained top provide demolition methodology in writing.

1.1 Scope of Works

1.1.1 The Scope of Works shall identify:

- The site location, neighboring conditions, adjoining buildings, slopes, and retaining walls.
- Special site restrictions such as the designated scheduled areas, specific restrictions on the time of operation, limitation on the noise and vibration, dust etc.
- Impact on special buildings adjacent to the site which may be affected by the demolition project such as hospitals and other occupancies that are sensitive to noise, vibration and dust or other nuisance produced by the demolition.
- The demolition work activities listing what buildings and/or plant are to be demolished.

- Other requirements if the building/plant is operational
- Public way protection and traffic control plan.

1.2 Demolition Contractor Method Statement

The Demolition Contractor shall provide a Method Statement that shall address the following requirements.

1.2.1 Risk Assessment

- Prior to starting any demolition of any structure, an engineering survey shall be made by a competent person to determine the condition of framing, floor, walls, and the possibility of unplanned collapse of any portion of the structure. This will include the building construction, types of material used in construction of the building, construction method, illegal construction, special structural features that need special treatment during demolition such as cantilever structures, precast structures and pre-stressed structures etc. Any adjacent structure, where personnel may be exposed, shall also be similarly checked. Demolition Contractors shall provide in writing evidence that such a survey has been performed. This information will be reviewed during the Risk Assessment.
- Any changes in the original scope of work will require that the Risk Assessment be redone and approved by project manager prior to commencing work activities.
- The Demolition Review Checklist will be completed & signed by the Project Manager or Supervisor prior to beginning work activities in each phase of the project
- The Demolition Contractor shall verify the existing fixtures: any features which may affect the demolition progress and need to be removed prior to demolition of the structure, such as water tanks, air conditioning units and other mechanical services.

1.2.2 Utilities Location

- The Demolition Contractor shall verify the location of all below ground and overhead utilities and arrange for the termination and disconnection of any services to the building to be demolished in accordance with the requirements of the utility companies.
- The Demolition Contractor shall be responsible for temporary utilities for the project use, such as water supplies for dust suppression, etc.

1.2.3 Testing and removal of hazardous materials

- The Owner of the building/structure shall arrange any necessary investigations for the presence of designated substances such as asbestos, lead, mercury etc. and provide designated substance survey report to the constructor.
- Constructor shall inform demolition Contractor and any other Demolition Contractors of presence of designated substances if any including the type, location and quantity
- If asbestos abatement work is required, submit an Asbestos Investigation Report and Asbestos Abatement Plan and notification of commencement of asbestos work to the authorities – local MOL office.

1.2.4 Debris Handling

- Sorting and removal of non-structural materials such as timber, doors and windows etc. and disposal to recycling facilities or landfill.
- Adequate number and size of chutes depending on the rate of debris generation, and the disposal route.
- Planning of traffic route for debris handling.
- Details of the final disposition of the equipment or material.
- A process of how this equipment or material will be removed from the unit will also be listed in the method statement.
- Dust control method and PPE to be identified.

1.2.5 Stability Report with Calculations

- Stability of building to be demolished.
- In the case of powered mechanical plants or requirements are used, stability of the building.
- Shoring to support powered mechanical plants.
- Effect on neighboring building, adjoining properties, and party walls caused by the demolition.
- Structural or geotechnical calculation to support adjoining properties.

1.2.6 Consent Application

- Submit Supervision Plan
- Submit names and details of Technically Competent Persons.
- Submit details of particular of workers operators.

1.2.7 Safety Measures

- The requirements of covered walkway and catch platform for pedestrian protection.
- The requirement of double layer scaffolding, screens and working platforms for retaining dust and flying debris if the method used and site conditions warrant.
- 1.8 meter sturdy fencing fully enclosing the construction site.
- The safety procedures for machine operation. Adequate ground or floor support for the machine; and the installation of temporary propping.
- Temporary supports and bracing for any weakened structures.
- Protection of vehicular and pedestrian traffic adjacent to site.
- Supports for adjacent retaining wall and/or slopes.

1.2.8 During Demolition

- All on site precautionary measures and temporary supports for adjacent properties are installed according to the design in the method statement provided by professional engineer.

- Removal of hazardous materials, if any, is completed before the demolition. Chemical wastes such as oily sludge from oil tank cleaning, asbestos waste, unwanted toxic chemicals are managed in compliance with the appropriate Ontario regulations.
- All site personnel are fully informed about the specifics of the projects and the necessary precautionary measures to be taken to ensure safety.
- Establish emergency access and response procedures.
- Establish clear and operational line of communication to the supervisor.
- The demolition to be progressed in conformance with the method statement and/or with the approval of the Project Manager or Supervisor.
- Removal of debris to avoid accumulation, considering the traffic condition and availability of trucks.
- Control the dust emission in compliance with the OHSA and Regulations for Construction Projects.
- Adequate supervision by full time competent supervisor on site and full time supervision by engineer for special structures as required.
- Protection of adjoining party wall during the demolition.
- Ensure all workers follow safety procedures and the machines and equipment are well maintained.
- Provide security for the site as appropriate.
- Schedule regular inspection and maintenance of scaffolding, hording and special inspection after heavy winds, weather conditions or fire accident.

1.2.9 After Demolition

- The site shall be clear of debris and leveled.
- The boundaries shall be secured against unlawful entry.
- Excavations, if any, shall be protected.
- For sloping site and/or site with retaining wall the following items shall be included:
 - Ground surface shall be sealed to prevent water infiltration.
 - Surface drainage shall be provided.
 - Demolition plan shall be provided to the foundation Demolition Contractor so that temporary supports constructed during demolition can be maintained.

Check List for General Requirements for Demolition

1. All appropriate hazardous work permits will be issued before starting work.
2. When personnel are required to work within a structure to be demolished which has been damaged by fire, flood, explosion or other cause, the walls or floor shall be shored or braced.
3. Before demolition work is started, all electric, gas, water, steam, sewer and other service lines shall be shut off, capped or otherwise controlled, outside the building.
4. If it is necessary to maintain any power, water or other utilities during demolition, such lines shall be temporarily relocated or protected against damage.
5. It shall be determined if any type of hazardous chemicals, gases, explosives, flammable materials, asbestos or similarly dangerous substances have been used in or on any pipes, tanks

or other equipment on the property. When the presence of any such substances is apparent or suspected, testing and purging shall be performed and the hazard eliminated before demolition is started.

6. Where a hazard exists to employees falling through wall openings, the opening shall be protected to a height of approximately 1 meter.
7. When debris is dropped through holes in the floor without the use of chutes, the area onto which the material is dropped shall be completely enclosed with barricades not less than 1 meter high and not less than 2 metres from the projected edge of the opening above.
 - a. Signs, warning of the hazard of falling materials, shall be posted at each level.
 - b. Removal shall not be permitted in this lower area until debris handling ceases above.
 - c. All floor openings not used, as material drops shall be covered with material substantial enough to support the weight of any load, which may be imposed.
8. Stairs, passageways, and ladders
 - a. Only those stairways, passageways, and ladders, designated as means of access to the structure of a building, shall be used. Other access ways shall be entirely closed at all times.
 - b. All stairs, passageways, and ladders shall be periodically inspected and maintained in a clean safe condition.
 - c. In a multi-story building, when a stairwell is being used, it shall be properly illuminated.
9. Chutes
 - a. No material shall be dropped to any point lying outside the exterior walls of the structure unless the area is effectively protected.
 - b. All materials chutes at an angle of more than 45 from the horizontal shall be entirely enclosed.
 - c. When operations are not in progress, the area surrounding the discharge end of a chute shall be securely closed off.
 - d. Chutes shall be designed and constructed of such strength as to eliminate failure due to impact of materials or debris loaded therein.

10. Removal of materials through floor openings

Any openings cut in a floor for the disposal of materials shall be no larger in size than 25 percent of the aggregate of the total floor area, unless the lateral supports of the removed flooring remain in place.

11. Removal of walls, masonry sections, and chimneys

Masonry walls, or other section of masonry, shall not be permitted to fall upon the floors of the building in such masses as to exceed the safe carrying capacities of the floors.

12. Manual removal of floors

- a. Openings cut in a floor shall extend the full span of the arch between supports.
- b. Before demolishing any floor arch, debris and other material shall be removed from such arch and other adjacent floor area.
- c. When floor arches are being removed, employees shall not be allowed in the area directly underneath, and such an area shall be barricaded to prevent access to it.
- d. Demolition of floor arches shall not be started until they, and the surrounding floor area for a distance of 6 metres, have been cleared of debris and any other unnecessary materials.

13. Removal of walls, floors, and material with equipment

- a. Mechanical equipment shall not be used on floors or working surfaces unless such floors or surfaces are of sufficient strength to support the imposed load.
- b. Floor openings shall have curbs or stop-logs to prevent equipment from running over the edge.

14. Storage

- a. The storage of waste material and debris on any floor shall not exceed the allowable floor loads.
- b. Storage space into which materials is dumped shall be blocked off, except for openings necessary for the removal of material. Such openings shall be kept closed at all times when material is not being removed.

Training Requirements for Demolition

- Demolition Contractors shall train employees in the recognition and avoidance of unsafe conditions in the work environment. Employees shall be instructed in the safe handling and use of harmful substances, flammable liquids, gases and toxic materials.
- All workers must be adequately trained in work at heights and demolition hazards and controls.
- All equipment operators must be adequately trained and maintain log books of equipment maintenance and inspections on site.

PPE – Personal Protective Equipment & Clothing Protection

- Protective Headwear
- Protective Footwear
- Protective Clothing (long pants and long sleeved shirts)
- Hearing Protection.
- Eye Protection.
- Respiratory Protection
- Fall Protection

Appendix B

Health & Safety Plan

The following must be used as a minimum in the Health and Safety Plan. A representative of the Project Team will initial each section on implementation.

1 Introduction

Initial

- 1.1 A description of the project including phases and timescale for completion.
- 1.2 A general policy statement of Health, Safety and Environmental principals and objectives and program to implement the statements.
- 1.3 A copy of Notice of Project & Demolition Permit

2 Management Project Team

Initial

- 2.1 Define the structure and the responsibilities of the workplace parties.
- 2.2 Identify the Site Standards and Procedures that are applicable to the project such, permits and relevant Health and Safety Executive publications.
- 2.3 Identify arrangements for dealing with design modifications during the construction phase.
- 2.4 Implement systems for communicating information and ensuring cooperation between all Demolition Contractors
- 2.5 Identify the arrangements for carrying out and recording induction, toolbox talks, task audits and inspections and disciplinary procedures.
- 2.6 Implement systems for ensuring the competency of Demolition Contractors and the identification and recording of training.
- 2.7 Identify the arrangements for ensuring all tools and equipment are fit for purpose and correctly maintained.
- 2.8 Implement procedures for reviewing the ongoing performance of Demolition Contractors.

Appendix B cont.

Health & Safety Plan

Risk Management

- Initial
- 3.1 Detailed statements on the proposed method of individual construction tasks (method statements).
- 3.2 Assessment of the impact of the project on other work areas.

Arrangements for the identification, management and communication of activities with risk to Health, Safety and Environment. This list defines applicable topics, other project specific hazards should be added as appropriate.

- | | | | |
|---------|--|---------|--|
| Initial | 3.3 <input type="checkbox"/> Provision for access and egress to site | Initial | 3.13 <input type="checkbox"/> Waste identification and disposal |
| | 3.4 <input type="checkbox"/> Working at height | | 3.14 <input type="checkbox"/> Asbestos – designated substances |
| | 3.5 <input type="checkbox"/> Overhead hazards | | 3.15 <input type="checkbox"/> Noise monitoring |
| | 3.6 <input type="checkbox"/> Underground hazards – locates
Overhead power lines - distances | | 3.16 <input type="checkbox"/> Sources of ignition (grinding
welding) |
| | 3.7 <input type="checkbox"/> Excavations | | 3.17 <input type="checkbox"/> Manual handling |
| | 3.8 <input type="checkbox"/> Confined spaces | | 3.18 <input type="checkbox"/> Control of substances hazardous to
health |
| | 3.9 <input type="checkbox"/> Site use of vehicles | | 3.19 <input type="checkbox"/> Ionising radiation |
| | 3.10 <input type="checkbox"/> Working on or near roads – public
way protection | | 3.20 <input type="checkbox"/> Site security |
| | 3.11 <input type="checkbox"/> Lifting operations | | 3.21 <input type="checkbox"/> Electrical hazards |
| | 3.12 <input type="checkbox"/> Working over mud and/or water | | 3.22 <input type="checkbox"/> Housekeeping |

4

Site Arrangements

- 4.1 Provision and maintenance of Welfare and First Aid facilities.
- 4.2 Meeting the requirement of the Site Specific Emergency Procedures.
- 4.3 Reporting & investigating of incidents & ensuring compliance with company Health, Safety and Environmental policies and procedures
- 4.4 Implementing, communicating and auditing the provision and use of PPE.
- 4.5 Display of statutory and site safety notices and signs.

All relevant information from the Health and Safety Plan must be included in the Health and Safety File.

New Employee Safety Checklist

Employee Name: _____ ID: _____
Date Employed: _____ Date Checklist Completed: _____
Checklist completed by: _____
Type of Work: _____
Summary of Work Experience: _____
Supervisor: _____

Ask Employee: *Do you have any physical conditions or handicaps which might limit your ability to perform this job? If so, what reasonable accommodation can be made by us?* _____

Did the employee have a pre-employment drug test? Yes No physical? Yes No

Any work restrictions indicated from the physical? _____

The Supervisor and new employee should review the following safety concerns. Check & discuss all that apply. Provide the employee with a copy of the Safety Manual.

- Company safety policies & programs _____
- Safety rules (general & specific to job) _____
- Safety rule enforcement _____
- Use of tools & equipment _____
- Proper guarding of equipment _____
- Proper clothing & personal protective equipment _____
- Materials handling _____
- Accident & Hazard Reporting Procedures _____
- Housekeeping _____
- Special hazards of the job _____
- Emergency Procedures _____
- Employee Responsibilities/Accountability _____
- Overview of workers' compensation _____
- Hazardous materials _____
- Location of First Aid Kits _____
- Vehicle Safety _____
- Where to go for medical treatment _____
- Other: Drug-Free Workplace, Return-to-Work, Teams, Incentives, Lock-Out/Tag-Out, etc.

Employee shall receive additional training from: _____

Probationary period is from _____ **to** _____

Performance (including safety) will be reviewed formally on _____

Employee agrees to cooperate fully with the safety efforts of the employer, follow all safety rules, and use good judgment concerning safe work behavior. Yes No (Have employee sign for manual)

Comments: _____

Signed: _____ Signed: _____
Employee Trainer/Supervisor

Bill – 168 Workplace Violence and Harassment – Prevention Policy

Senator Homes is concerned about minimizing the danger of violence in the workplace. Violence in a workplace can result in injury, emotional upset, lower productivity and morale, and lost work time. Although there may be a perception that workplace violence occurs mainly outside the office environment, this is not the case.

Therefore this is a relevant issue for all workplaces. To combat workplace violence, **Senator Homes** will legally require to address workplace violence by implementing training, policies and procedures. These requirements come under the *Occupational Health and Safety Act* and has come in to effect June, 2010.

Workplace Violence is specifically addressed in Part III.0.1 – Violence and Harassment of the *OH&S Act*. The requirements include an assessment of the workplace for potential violence, training on workplace violence, and a response plan for workplace violence.

Assessing the Workplace

Senator Homes is required to assess our workplace for existing or potential violence. We must prepare a report with the results of the assessment and a plan to address potential areas of concern. In carrying out the assessment, we should consider the nature of our work, the types of employees and clients that we work with, our work processes, and our physical environment. **Senator Homes** will involve workers in this process. The report and plan will be in writing and available to workers.

Senator Homes will cover the following points:

- a right to assistance for any person subjected to violence
- steps prior to formal reporting
- formal reporting
- no prejudicial treatment for making a complaint
- investigation
- disposition of a complaint
- confidentiality
- evaluation of the procedures
- complaint resolution alternatives

Workplace Training

Senator Homes is responsible for ensuring that our policies and procedures concerning workplace violence are understood. Training will include the following components:

- an explanation of the policy and procedures;
- a definition of workplace violence;
- how workplace violence can be prevented or minimized;
- our expectations for behavior in the workplace;
- how to respond to incidents of violence;
- how to obtain assistance; and

- how the reporting, investigating and documenting of workplace incidents will be done.

Response Plan

If there is an occurrence of workplace violence, including an incident that has the *potential* of causing serious injury to a worker, **Senator Homes** will respond by carrying out a number of steps. These steps include:

- conducting an investigation,
- preparing a report that includes actions to prevent a recurrence,
- keeping the report on file for two years,
- ensuring the report is available for inspection by an Occupational Health and Safety Officer and workers affected by the incident.

Victims of workplace violence often require support and reassurance. If a worker is exposed to or experiences an incident of workplace violence, they should be debriefed. One of the purposes of the debriefing should be to ensure the worker understands they are not to blame for the aggressive behaviours directed at them.

Senator Homes will ensure that workers are advised to consult a health professional of the worker's choice for treatment or referral.

Introduction

Senator Homes believes in the prevention of violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of violence committed by or against any member of our workplace or member of the public, is unacceptable conduct that will not be tolerated. This policy applies to all activities that occur while on firm premises or while engaging in firm business, activities, or social events. Acts of violence can take the form of physical contact. Acts of violence may occur as a single event or may involve a continuing series of incidents. Abuse in any form erodes the mutual trust and confidence that are essential to **Garrison Creek Construction's** operational effectiveness. Acts of violence destroy individual dignity, lower morale, engender fear, and break down work unit cohesiveness.

Purpose

The purpose of the policy is to ensure that:

- a) individuals are aware of and understand that acts of workplace violence are considered a serious offence for which necessary action will be imposed;
- b) those subjected to acts of workplace violence are encouraged to access any assistance they may require in order to pursue a complaint; and
- c) individuals are advised of available recourse if they are subjected to, or become aware of, situations involving workplace violence.

Commitment

Senator Homes is committed to:

- a) investigating reported incidents of workplace violence in an objective and timely manner;
- b) taking necessary action to respond to those incidents; and
- c) providing support for complainants.

Definition

For the purposes of this policy, firm member includes partners, associates, articling students, summer students, support staff, and contract employees. For the purposes of this policy “workplace violence” means the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical injury, whether work related or at a work site.

Examples of workplace violence include, but are not limited to:

- a) threatening behavior such as shaking fists, destroying property or throwing objects;
- b) verbal or written threats that express an intent to inflict harm;
- c) physical attacks;
- d) any other act that would arouse fear in a reasonable person in the circumstances.

Prohibited Conduct

No employee or any other individual affiliated with this organization shall subject any other person to workplace violence or allow or create conditions that support workplace violence. A member of the firm that subjects another firm member, client, or business associate of the firm to workplace violence may be subject to disciplinary action commensurate to the incident, up to and including dismissal.

Management Responsibilities

For the purposes of this policy, as a supervisor or manager, you are responsible to:

- a) act respectfully towards other individuals while at work and participating in any work-related activity;
- b) develop workplace arrangements that minimize the risk of workplace violence;
- c) promote a non-violent workplace;
- d) ensure that this policy is explained to all employees that you supervise or manage;
- e) identify training needs for employees;
- f) ensure that employees understand who to contact regarding concerns about the policy or when reporting an incident;
- g) ensure your own immediate physical safety if an incident of workplace violence occurs, then report criminal behavior to the appropriate law enforcement agency and
- h) ensure the security and safety of all parties involved during an investigation of an incident of workplace violence.

Employees'/Workers' Responsibilities

For the purposes of this policy, employee/worker, you are responsible:

- a) to act respectfully towards other individuals while at work and participating in any work-related activity;
- b) to ensure your own immediate physical safety in the event of workplace violence, then to report the incident to the police or a supervisor or manager as the situation warrants; and
- c) to co-operate with any efforts to investigate and resolve matters arising under this policy

Complaint Procedure

1. Prior to filing a formal report of the incident, a person subjected to workplace violence (the Complainant) should let their objections to the behavior be known to the alleged offender (the Respondent), directly or with the assistance of a third party.
2. A Complainant may ask for support from their immediate supervisor or manager to communicate their objections to the incident and/or to prepare and submit a formal complaint if they choose.
3. The Complainant should carefully record details of the incident including the date and time of the incident, the nature of the violence, and names of people who may have witnessed the incident. This document is the Complainant's personal record and property.
4. The Complainant may choose to file a formal complaint that documents their concerns to the President of **Senator Homes**.

Confidentiality

Strict confidentiality is required to properly investigate an incident and to offer appropriate support to all parties involved. Any individual who becomes aware of an incident of violence should not disclose the details of the incident to any third party without prior consultation with the Complainant. Gossiping about an incident seriously undermines the privacy of all parties involved and will not be tolerated.

Those with questions or concerns about an incident should speak to their immediate supervisor or manager.

Non-Retaliation

All persons involved in the processing of a complaint will ensure that the Complainant is neither penalized nor subjected to any prejudicial treatment as a result of making the complaint. Disciplinary action will be taken against any person who takes any reprisal against a person who reports workplace violence.

Investigation

Upon receipt of a formal complaint of workplace violence, the immediate supervisor or manager will determine whether an investigation will be pursued, and will:

- a) advise the Respondent in writing of the investigation and nature and specifics of the complaint;
- b) advise the Complainant of the investigation; and
- c) assign the investigation to an internal or external person to investigate.

The investigator will:

- a) advise all parties to the investigation that they may have representation
- b) conduct the investigation in accordance with the principles of natural justice; and
- c) explore all allegations by interviewing the Complainant, the Respondent, and others who may have knowledge of the incident(s) or circumstances that led to the complaint, or are responsible for the workplace.

The investigator may make a finding of:

- a) sufficient evidence to support a finding of violation of this policy,
- b) insufficient evidence to support a finding of violation of this policy, or
- c) no violation of this policy.

The investigator must prepare a written report of the investigation's finding, and forward that report to Management within thirty (30) working days from the Respondent being advised of the complaint.

Management should make a decision whether to dismiss or act upon the report from the investigator within thirty (30) working days of receiving the report and advise the Complainant and Respondent in writing of the outcome.

Corrective Action and Discipline

If Management decides to act on the report from the investigator the following conditions will be considered when determining corrective action:

- a) the impact of the incident on the Complainant;
- b) the nature of the incident;
- c) the degree of aggressiveness and physical contact;
- d) the period of time and frequency of the incidents;
- e) the vulnerability of the Complainant.

The following corrective actions may be considered depending on the particular incident and the factors in the previous paragraph:

- a) apology;
- b) training;
- c) referral to an assistance program;
- d) reassignment or relocation;
- e) report to a professional body;
- f) suspension;
- g) discharge; and / or

h) legal action.

Record Keeping

The documents corresponding to the investigation will be kept on file in a secured location, separate from the Complainant and Respondent's personal files, for two years from the date of the incident to be readily available for inspection by anyone directly affected by the incident, or Ministry of Labour.

The investigation report should be kept in a secured location for longer than two years when it is reasonable to do so in the circumstances. Examples of reasonable circumstances include: to wait for the expiration of a limitation period, for the program manager to evaluate the workplace violence policy, and to monitor persons of ongoing concern.

False Accusations

A person who submits a complaint in good faith, even where the complaint cannot be proven, has not violated the policy.

If an investigation results in a finding that the Complainant falsely accused the Respondent of workplace violence knowingly or in a malicious manner, the Complainant will be subject to appropriate sanctions, including the possibility of termination. Such action is considered a violation of the policy, and the investigation results and any sanctions will be recorded in **Senator Homes** personnel records relating to the Complainant.

Complaint Resolution Alternatives

An individual affected by workplace violence has the right to pursue their concern through alternative forums such as mediation, or other forms of dispute resolution.

Nothing in this policy prevents an individual from pursuing other remedies to an incident of workplace violence such as a criminal or civil action, a complaint to the Ontario Human Rights Commission, or a complaint to the Upper Law Society in Ontario.

Assistance

An employee or worker with questions, concerns or a complaint regarding workplace violence may contact their supervisor/manager for help and advice. This information will be kept confidential except in the case of an imminent physical threat in the workplace.

Evaluation

This policy will be reviewed on an annual basis to ensure that it conforms with any changes to the Occupational Health and Safety Act and its Regulations and that it continues to address the needs of **Senator Homes** regarding workplace violence.

Sample Risk Assessment Questionnaire

1a) Have you ever experienced **verbal abuse** while a member of this organization?

___ Yes ___ No

b) If yes, did you report the incident(s)?

___ Yes ___ No

c) If yes, did you report the incident(s)?

___ Verbally ___ In Writing

_____ Other (please specify)

d) If no, why?

e) What was your relationship with the person involved in the incident?

___ Co-worker ___ Client ___ Member of the public ___ Supervisor

_____ Other (please specify)

f) Where did the incident occur?

g) When did the incident occur?

2. a) Have you experienced a threat of physical violence while an employee of this organization?

___ Yes ___ No

b) If yes, did you report the incident(s)?

___ Yes ___ No

c) If yes, did you report the incident(s)?

___ Verbally ___ In Writing

_____ Other (please specify)

d) If no, why?

e) What was your relationship with the person involved in the incident?

___ Co-worker ___ Client ___ Member of the public

___ Supervisor _____ Other (please specify)

f) Where did the incident occur?

g) When did the incident occur?

3. a) Have you experienced a **physical assault or attack** while a member of this organization?

___ Yes ___ No

b) If yes, did you report the incident(s)?

___ Yes ___ No

c) If yes, did you report the incident(s)?

___ Verbally ___ In Writing

_____ Other (please specify)

d) If no, why?

e) What was your relationship with the person involved in the incident?

___ Co-worker ___ Client ___ Member of the public ___ Supervisor

_____ Other (please specify)

f) Where did the incident occur?

g) When did the incident occur?

4. Did you miss any time from work as a result of the incident?

___ Yes ___ No

If yes, please indicate the length of absence from work.

_____ days/weeks/months

5. Do you:

a) Work alone or with a small number of co-workers?

___ Yes ___ No

b) Work late at night or early in the morning?

___ Yes ___ No

6. Are you concerned about your safety while at work?

___ Yes ___ No

If yes, what is the source of your concern?

7. Do you believe that such a possibility is?
 High Risk Medium Risk Low Risk

The completion of this section is **voluntary**. Information gathered from this section will only be used for statistical analysis and to identify trends in workplace violence. Complete individual confidentially will be maintained.

Male Female

Length of service 1 year
 1 – 3 years
 3 –5 years
 5 – 10 years
 more than 10 years

Sample Incident Report Form

Give a thorough description of the incident (what happened, where it occurred, what led up to the incident, who else was present, what action was taken at the time, what impact the incident had on you).

Complainant Information

<hr/>	<hr/>	<hr/>
Last Name	First Name	Phone Number

Date/Month/Year of Incident _____

Time of Day: _____

Respondent Information:

Name, if known: _____

Relationship: ___ Co-worker ___ Client ___ Supervisor ___ Member of the Public
_____ Other (Please specify)

Names of Witnesses and/or those providing assistance.

Name: _____
___ Co-worker ___ Client ___ Supervisor ___ Member of the Public
_____ Other (Please specify)

Name: _____
___ Co-worker ___ Client ___ Supervisor ___ Member of the Public
_____ Other (Please specify)

Description

Give a thorough description of the incident (what happened, where it occurred, what led up to the incident, who else was present, what action was taken at the time, what impact the incident had on you).

Medical Attention Required ___ Yes ___ No

The purpose of this form is to document your claim to assist in a thorough investigation of the complaint.

Name of person reporting incident

Signature of person reporting incident

Today's Date

Upon completion, please forward to: _____
(Name & Position)

Preventing and Managing Incidents of Violence or Harassment

Although no incident of workplace violence is deserved, there are steps that will be taken to reduce such incidents in our workplace.

Dealing with a potentially violent person

1. For verbal communication:

- Focus your attention on the other person to let them know you are interested in what they have to say.
- Do not glare or stare, which may be perceived as a challenge.
- Remain calm and try to calm the other person. Do not allow the other person's anger to become your anger.
- Remain conscious of how you are delivering your words.
- Speak slowly, quietly and confidently.

- Speak simply.
- Avoid communicating a lot of technical and complicated information when emotions are high.
- Listen carefully. Do not interrupt or offer unsolicited advice or criticism.
- Encourage the person to talk. Do not tell the person to relax or calm down.
- Remain open-minded and objective.
- Use silence as a calming tool.
- Acknowledge the person's feelings. Indicate that you can see he or she is upset.

2. Tips for non-verbal behavior and communication:

- Use calm body language – relaxed posture with hands unclenched, attentive expression.
- Arrange yourself so that your exit is not blocked.
- Position yourself at a right angle rather than directly in front of the other person.
- Give the person enough physical space... this varies by culture, but normally 1 –2 metres is considered an adequate distance.
- Get on the other person's physical level. If they are seated, try kneeling or bending over, rather than standing over them.

Do not pose a challenging stance such as:

- Standing directly opposite someone
- Putting your hands on your hips
- Pointing your finger
- Waving your arms
- Crossing your arms
- Do not make sudden movements which can be seen as threatening.
- Do not fight. Walk or run away. Get assistance from security or police.

Responding to a physical attack

If you are attacked:

- Make a scene, yell or scream as loudly as possible. Try shouting words like STOP, FIRE, or HELP.
- If you are being pulled along or dragged, fall to the ground and roll.
- Blow a whistle, activate your personal security alarm or push the security alarm.
- Give bystanders specific instructions to help you. Single someone out and send them for help . For example, "You in the yellow shirt, call the police."
- If someone grabs your purse, briefcase or other belongings, do not resist. Throw the item to the ground several feet away from the thief and run in the opposite direction, yelling "help" or "fire".
- Do not chase a thief.
- Run to the nearest safe place, a safe office or an open store.
- Call security or the police immediately after the incident.
- If the attack does not warrant calling the police, inform your supervisors or the authorities at your workplace.
- File an incident report.

Be Prepared

- Take a self-defense course.
- Try to imagine yourself responding successfully to different types of attacks.

Practice your responses.

Working Off-Site

If you work away from a traditional office setting you must exercise extra caution. In many cases you have less or no ability to control your work environment. You may require special training to avoid violence by using conflict resolution and mediation tactics. Nevertheless, the following specific preventative tactics or procedures will minimize or prevent risks associated with working off-site:

- Have access to a cellular telephone or similar means of communication.
- Use an established check-in procedure that allows you to manage typical situations you may encounter off-site.
- Prepare a daily work plan so that you and others know where and when you are expected somewhere.
- Arrange to meet in a safe environment.
- Be alert and make mental notes of your surroundings when you arrive at a new or different setting.
- Use the “buddy system”, especially when you feel your personal safety may be threatened.
- Determine under which circumstances unaccompanied visiting would involve unacceptable risk.
- Exercise your right to refuse to work in clearly hazardous situations.
- Disclose any feelings of discomfort or apprehension about an impending appointment to your supervisor.
- Do not enter any situation or location where you feel threatened or unsafe.
- Carry hand-held alarms, noise devices or other effective alarm devices.

When you are in unfamiliar premises:

- Check for escape routes and position yourself near an escape route.
- Mentally rehearse what you will do if an individual becomes aggressive or hostile. Decide what your best preventive tactic will be.
- Take control of the seating arrangements. If possible, seat yourself near the door.
- Maintain a “reactionary gap” between you and the person – out of reach of the average person’s kicking distance. Increase the gap by sitting at a table. Be aware of the person’s proximity at all times.
- Be well prepared for an appointment. Review the available information about the individual(s) you are meeting.
- Terminate the appointment in a non-confrontational manner if the individual appears to be:
 - Intoxicated
 - Under the influence of drugs
 - Emotionally disturbed and threatening or out of control
- Do not allow yourself to be backed into a corner. Leave a clear path to the exit.
- Do not venture too far into the premises e.g. remain near an exit.
- Do not turn your back on the person or enter a room first.

Terminating a Potentially Violent Interaction

- Interrupt the conversation firmly but politely.
- Tell the person that you:
 - Do not like the tone of the conversation
 - Will not accept such treatment
 - Will end the conversation if necessary.
- Tell the person that you will ask them to leave the building, or that you will leave (if working off-site).
- If the behavior persists, end the conversation.
- Ask the person to leave the building or leave yourself.
- If the person does not agree to leave, remove yourself from the scene and inform your manager or supervisor immediately.
- Do not return to the person if you believe they pose a physical threat.
- Advise other staff and have them leave the immediate area.
- Call security or your local police.
- File an incident report.

In addition, specific instructions shall be provided when deemed necessary to all employees regarding workplace security hazards unique to their job assignment and workplace.

FORMS & CHECKLISTS

1. Supervisor's Accident/Incident Investigation Report
2. First Aid Record Form
3. Form 7
4. Functional Abilities Form (F.A.F)
5. Voluntary Witness/Injured Worker's Statement(s)
6. Supervisor Workplace Inspection Checklist and Report Form
7. Confined Space Assessments and Entry Permit
8. Hot Work Permit
9. Violation and Discipline Notice
10. H & S Representative Workplace Inspection Checklist and Report Form
11. Equipment Inspection Form
12. Project Specific Safety Orientation Form
13. JSA Job Safety Analysis Form
14. TRACK (Task Risk Assessment and Controls) Form
15. Critical Lift Form/Plan

SUPERVISOR'S ACCIDENT/INCIDENT INVESTIGATION REPORT

NOTE: HEADING IN ***BOLD ITALICS*** INDICATE INFORMATION IS MANDATORY UNDER THE HEALTH AND SAFETY LEGISLATION

Injured Worker's Name: _____ ***Address:***

Home Phone # _____ ***Alternative Contact Number:***

Employer: _____ ***Address:***

Employer's Phone Number: _____ ***Fax:***

Employee # _____ Project # _____ D.L.N.

Occupation: _____ Years of Experience:

Birth date of Injured Worker: _____

Constructor: _____ ***Phone Number:***

Address of Injury/job site location:

Date of Accident: _____ ***Time of Accident:*** _____
am/pm

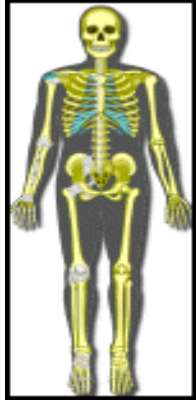
Name of Person in authority at this location:

Name of Supervisor on site to whom this accident was reported: _____

Time and date this accident was reported to supervisor: _____

Conditions at accident location: (weather, housekeeping, lighting _____

Indicate area of injury below.



Right
Right



Left

Specify right or left.

Use this area to sketch site location and layout of accident.

DESCRIBE THE ACCIDENT: Detail all equipment, objects, condition of tools events, and circumstances that lead to the accident. Indicate property damage, size and weight of equipment or material involved, person in most control of object, equipment, or substance. Indicate position of witnesses. Obtain measurements and measure distances. (Attach any documentation/ reports available)

Nature of the Injury: (Describe injuries – e.g. cuts, lacerations, bruises, worker claims to have experienced pain etc...) (Provide any supporting documentation/pictures etc.)

LOST TIME INJURY INFORMATION ONLY:

How long will the worker be off work:

Date and hour last worked: Date: _____ **Time:** _____
am/pm

Normal working hours in week: (Include OT if regular work includes standard OT hours)
_____ hrs. /wk.

Normal working hours on date of accident: _____

Start and finish times of shift: Start time: _____ **Finished time:**

Was anyone else directly involved in the accident (third parties)? Y _____ N _____ if yes, detail actions; give addresses and phone numbers. **IMPORTANT: Remember to get their written account (statement) of the accident! Voluntary witness statements**

1. Name: _____ **Position:**

Address: _____ **Phone Number:**

Voluntary witness statement attached? Y _____ **N** _____

2. Name: _____ **Position:**

Address: _____ **Phone Number:**

Voluntary witness statement attached? Y _____ **N** _____

3. Name: _____ **Position:**

Address: _____ **Phone Number:**

Voluntary witness statement attached? Y _____ **N** _____

Was a treatment memorandum issued to the injured worker? Y _____ **N** _____

Did the worker sign it? Y _____ N _____

Name, address and phone number of attending physician, surgeon or walk-in clinic.

Name: _____ **Family Physician?** Y _____ N _____

Address:

Phone number: _____ **Fax Number:**

Did anyone accompany the worker to medical treatment? Y _____ N _____

If yes, name of the escort? _____

If no, why not?

If no, did you contact physician to confirm modified duties clearance? Y _____ N _____

Is there any further information that you are aware of, which would assist in the investigation of this accident? Please include written statements of witnesses, co-workers foremen, etc. and ensure that accompanying statements are signed and dated.

Is this a reportable incident to the Ministry of Labour? Y _____ N _____

If yes, time and date it was reported to the MOL. Time: _____ **Date:**

Name of MOL Representative who took the call.

List the PPE or devices the worker(s) used at the time of the accident.

1. _____

2. _____

3. _____

4. _____

What protective equipment or PPE should have been used for the worker's health and safety?

1. _____

2. _____

3. _____

4. _____

What protective measures have been taken to prevent a recurrence?

Has the employee had similar disability previously? Y _____ N _____ If yes, when?

Did the employee collect compensation? Y _____ N _____

Name of the employer at the time of previous disability.

Name:

Address:

Phone Number: _____ **Fax Number:**

Was there any serious or willful misconduct involved? Y _____ N _____ a neglect of company safety rules, or neglect in reporting the accident immediately? Y _____ N _____ If yes, what was it? _____

Are you aware of any underlying health conditions which could aggravate the duration of disability or could have contributed to the accident? Y _____ N _____ If yes, what is it?

Do you feel any need for any further investigation of this claim? Y _____ N _____

If yes, give detail for the reason:

Was this report completed with the injured employee present? Y _____ N _____

Was the investigation of this claim conducted immediately? Y _____ N _____ if no, why not?

Time and date it was conducted. Time: _____ am/pm Date:

Name of person who conducted the investigation:

Name of injured employee's foreman:

Name of injured employee's superintendent:

Superintendent's Signature: _____

Foreman's Signature: _____

Employee's Signature: _____

Consultant's Signature (If applicable): _____

Date: Year _____ **/ Month** _____ **/ Day** _____

Any other supporting documentation to this report? **Y**_____ **N**_____

If yes, please indicated the total pages attached to this report. _____

FIRST AID RECORD

PROJECT LOCATION: _____

Date of Injury: _____
D M Y TIME AM
PM

Date Injury Reported: _____
D M Y TIME: AM PM

Full name of injured worker: _____

Name of employer/company: _____

Position (type of work): _____

Description of injury:

Cause of injury:

Type of first aid provided:

Name of first aider: _____

**Voluntary Witness or Injured Worker's Statement
(CIRCLE APPLICABLE)**

Name: _____ Date of Statement _____

Address of Witness: _____ City _____

Telephone Number: () _____ (must be provided)

Alternate Contact Number: () _____ you're Position: _____

Employer: _____ Time of Statement: _____

Signature: _____ Witness: _____

Workplace Inspection Checklist

Inspected by: _____ For the week of: _____

Initial site inspection: _____

Item	Condition	Follow-up needed?
<p>At the job shack (or wherever employees gather before work starts for the day)</p> <ul style="list-style-type: none"> <input type="checkbox"/> If 5 or more employees regularly report to work at a fixed site: a safety bulletin board available for employees to see. <input type="checkbox"/> Copy of previous week's inspection posted <input type="checkbox"/> Written plans, as required by OHSA is available <input type="checkbox"/> Notes of safety meetings posted <input type="checkbox"/> First aid kits readily accessible <input type="checkbox"/> First aid kit contents match inventory sheets <input type="checkbox"/> Sufficient copies of "Accident, Incident & Injury Report forms available <input type="checkbox"/> Adequate supply of drinking water readily available <input type="checkbox"/> Hand-wash facilities clean & adequately stocked (including individual towels) <input type="checkbox"/> Toilet clean and serviced per schedule 		
<p>Personal Protective Equipment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Supplies of employer-provided PPE at the level you consider adequate <input type="checkbox"/> PPE clean and in good condition <input type="checkbox"/> All workers have hardhats on site and available <input type="checkbox"/> All workers wearing appropriate footwear <input type="checkbox"/> All workers exposed to eye hazards are wearing ANSI-approved eye protection 		

<input type="checkbox"/> Other hazards for which workers should wear PPE		
<p>Traffic patterns</p> <input type="checkbox"/> Routes for vehicle travel and parking adequately established		
<p>Housekeeping</p> <input type="checkbox"/> Walkways unobstructed; clear of equipment & materials		
<p>Walking, Working Surfaces</p> <input type="checkbox"/> Access to building has safe stairs/ramp if over 18" step up		
<p>Ladders</p> <input type="checkbox"/> Rungs & side rails securely fastened & free from visible damage		

<ul style="list-style-type: none"> platform <ul style="list-style-type: none"> ○ Tools/equipment not left on platform ○ Step ladders not used as straight ladders ○ People climbing ladders have “3 point contact” <input type="checkbox"/> If employees will be working from ladders, are ladders secured top and bottom?		
<p>Machinery, equipment and power tools</p> <input type="checkbox"/> All guards in place and fully operational <ul style="list-style-type: none"> ○ Saw guards ○ Belts and pulleys on compressors <input type="checkbox"/> Operator’s area free from debris and scrap		
<p>Vehicles</p> <input type="checkbox"/> All lights, horns, signaling devices (including back-up alarms) fully functional.		
<p>Hazardous Chemicals</p> <input type="checkbox"/> All solvents, cleaning supplies, lubricants, etc. that have warning labels also have MSDS on file		
<input type="checkbox"/> Ventilation fans tested for proper air movement in areas where solvents are used		
<input type="checkbox"/> List checked against previous two months to detect recurrent hazards/conditions		

Senator Homes Critical Lift Plan & Crane Permit

Permits must be posted at the lift site until lift is complete. Permits must be reissued if conditions (equipment, weather, and/or ground) or scope of work has changed. A Critical Lift Plan & Crane Permit including all supporting documents must be submitted and approved prior to any of the following types of lifts.

- .. Two or more cranes are used to lift
- .. Lifts \geq 24,000 pounds
- .. Crane will Lift Personnel
- .. Crane will "Walk" with Load
- .. Load will be upended and weighs >10,000 lbs.
- .. Loads \geq 75% of Rated Load Capacity
- .. Crane will Lift on top of the occupied structure

GENERAL			
Originator: (PM): _____	VCC Project Manager: _____	Start Date/Time: _____	Finish Date/Time: _____
Crane Owner: _____	Emergency Phone Number: _____	Crane lift location (area/building): _____	
Competent Person: _____	Competent Person: _____	Competent Person: _____	
Phone: _____	Phone: _____	Phone: _____	
LIFT DATA			
1. Load Weight:	1. Describe Load and Enter Total Weight: _____ Estimated Weight: _____ Lbs. Actual Weight: _____ Lbs.		
2. Rigging weight (net load):	2a. Main Hoist Block, Auxiliary Boom Head / Headache Ball: _____ Total Block Weight: _____ Lbs.		
	2b. Slings, Shackles, Hardware (list all used): _____ Total Rigging Weight: _____ Lbs.		
	2c. Jib Weight Allowance: _____ Lbs. Check One: Erected (not used): ___ Erected (in use): ___ Jib Stowed (on boom): ___		
3. Total Lift Weight:	3a. On Sling: $1 + 2b =$ _____ Lbs. 3b. On Crane: $1 + 2a + 2b + 2c =$ _____ Lbs.		
4. Lifting Height:	Height of Load to be not greater than _____ Feet .. Elevation drawing showing load height relation to crane and any obstructions is attached .. Maximum Height of Crane Boom tip is within Permit Limits Granted by Airport (Portage)		
5. Operating Radius:	Maximum Radius of Load to be not greater than _____ Feet .. Plan view of load location and crane orientation attached		

CRANE DATA

1. Crane Manufacturer: Crane Manufacturer: _____ Size: _____ Model Number: _____

.. Verify manufacturer's load chart indicates lifting capacity at stipulated load radius and boom lengths.
 Note: If boom length and/or radius is between the stipulated or posted value on the load chart select the **next lesser rating capacity**. **The next lesser rating capacity may be the next longer or shorter boom length.**

3. Attachments: .. **Confirm Crane has an Anti Two Blocking Device Installed and is operational**

4. Counterweight: .. Yes Total Weight _____ lbs.

5. Boom Length: Not greater than: _____ ft. Maximum Height of Crane Boom/Extension: _____ ft.

6. Jib / Extension: Jib Length (as extension): _____ Jib Offset: _____

7. Main Load Block: Capacity Size: _____ ton # Sheaves: _____

8. Auxiliary Boom Head/Ball: Capacity Size: _____ ton # Sheaves: _____

11. Outriggers, Pads, and Tires :

- .. Outriggers Fully Extended and Set Check One: _____ Track _____ Tires
- .. Soil Type is Determined to be Acceptable for Imposed Load
- .. Engineering has reviewed and determined underground utilities and structures are not at risk for damage.

RIGGING DATA

1. Sling(s) and/or Shackles: Diameter: _____ Length: _____ Capacity (per leg): _____
 Indicate how slings are to be used: Basket ____ Straight Pick ____ Choker ____
 Size: _____ Capacity (ea.) _____

2. Provide brief description and sketch of load rigging & include professional engineer drawing of lift in question.

LIFT COMPUTATION

Maximum Boom Angle:

Maximum Boom Length:

Maximum Lift Radius:

Note: Cranes equipped with computers indicating boom length, angle, and radius are *safety devices only* and should not be used in place of the operator's responsibility to actually determine the measurements required to calculate a safe lift.

Note: Accessories, Crane Capacity, Parts of Line and Rope Capacity, and the working quadrant of the crane should be considered when calculating Net Crane Capacities.

1. Net Crane Capacity: (Rated Lift Capacity - Block, Rigging, and Accessory Weights) = _____ Tons

2. Load orientation prior to lift: Front Side Rear

3. Swing orientation relative to crane: Front Side Rear

4. Total Lift Weight: Item 3b of LIFT DATA: _____ Lbs.

5. Total weight on slings and shackles: Item 3a of LIFT DATA: _____ Lbs.

6. Wind Speed: Lifts are not allowed with wind speed in excess of: _____ MPH
Wind Speed at time of lift: _____ MPH

7. Comments, Notes, and Sketches:

APPROVALS

The Contractor, Rigger, and Crane Operator are the competent persons solely responsible for the safe execution of the lift(s). Execution of the lift will be in complete accordance with OHSA & regulations.

COMPLETE CHECKLIST BELOW TO ENSURE A SAFE LIFT IS PLANNED

- .. The load weight is confirmed known
- .. The load hook is directly over the load center of gravity
- .. Boom angle, boom length, lift radius, and the crane capacity are known
- .. Outrigger pads are fully extended and blocking is sufficient for the load
- .. Tires are clear of the ground and the crane is level
- .. Ground, soil, and/or pavement is confirmed to have capacity for the imposed load
- .. Rigging equipment has been inspected and in safe working condition
- .. All obstacles and obstructions have been identified
- .. Lifts in close proximity to power transmission lines shall meet s. 188 (2) of OHSR
- .. A final check will determine the wind speed is within approved limits for this lift
- .. A signal method is has been determined between the crane operator and the signalman
- .. An individual has been designated to observe for obstructions and unauthorized personnel
- .. The crane operator meets qualifications requirements to operate the crane under s. 150 of OHSR
- .. Verify a "competent person" is to inspect prior to use and during use, all slings, fastenings, and attachments for damage or defects. Damaged or defective equipment shall be immediately removed from service.
- .. Verify a "competent person" is to inspect all crane equipment and machinery prior to use and during use to ensure it is in safe operating condition. Any deficiencies shall be repaired prior to continued use.
- .. Verify the crane is in compliance with regulations requiring frequent, periodic, and annual inspections. A thorough annual inspection has been made by a competent person, government, or private party recognized by the Ontario Ministry of Labour.
- .. A tag lines must be attached (minimum 2) to control the load

Date of Last Annual Inspection: _____ Inspected by: _____

Project Manager

Name: _____ Signature: _____ Date: _____

Contractor Representative:

Name: _____ Signature: _____ Date: _____

Crane Operator:

Name: _____ Signature: _____ Date: _____

Crane Load Rigger:

Name: _____ Signature: _____ Date: _____

Safety Representative:

Name: _____ Signature: _____ Date: _____

WORKER/SUPERVISOR/SUB-CONTRACTOR ACKNOWLEDGMENT

I state that I have attended the safety orientation, and have read and received a copy of the Senator Homessafety rules and regulations including and understanding of the new Workplace Violence, Discrimination and Harassment Policy.

I further state that I understand these rules and acknowledge that compliance with the safety rules and regulations is a condition of employment. If I violate the safety rules or fail to report an injury to my supervisor immediately, I understand that I am subject to termination, in accordance with this company's policy.

Recipient's Signature

Supervisor's Signature (Garrison Creek)

Date