

Subcontractor Safety Package: Site Safety Requirements

- All floor openings 3 inches or greater in diameter must be protected immediately.

1.03 Access/ Egress

- overhead protection or appropriate barricades and pedestrian traffic control measures must be provided where work is being carried out above a means of access/ egress or work area.
- access to and egress from work areas that are above or below ground must be appropriate for work being done and maintained in a safe condition. (i.e. ladders, scaffold stairs, ramps and runways, etc.). Temporary stairs must be used where regular access/ egress is required from one level to another and/ or tools and materials are being handled manually.
- no means of access or egress to units or to the site in general shall be blocked or restricted without prior notification to the site superintendent (due to emergency access/ egress). This condition will only be permitted under strict supervision by the Subcontractor only if permission has been granted by the site superintendent.
- access to roof areas is restricted to authorized workers only. The Subcontractor supervisor must evaluate hazards (snow, wind, guards, etc) prior to work.

1.04 Ladders/ Ramps

- ladders should be set up on a firm level surface. If the base is to rest on soft uncompacted or rough soil, a mud sill must be used.
- ensure ladders are of proper length (extended 3 feet (90 cm) beyond the landing). landing areas at both ends of the ladder must be clear of debris and materials.
- always visually inspect ladders prior to using them. Ladders with weakened, broken, bent or missing steps; broken or bent side rails; broken, damaged or missing non-slip bases; or otherwise defective must not be used and are to be removed from the site immediately.
- all access ladders must be tied off or otherwise secured to prevent movement.
- where a ladder is used to complete a task or for access and egress, a fall arrest system must be used where a worker may fall 10 feet (3m) or more.
- depending on length, straight ladders should be set up on an angle such that the horizontal distance between the top support and the base is not less than one-quarter or greater than one-third the vertical distance between these points.
- always maintain three-point contact when climbing a ladder (e.g. two feet and one hand or one foot and two hands). When a task must be performed while standing on an extension ladder, the length of the ladder should be such that the worker stands on a rung no higher than the second from the top, maintaining his/her body between the side rails.
- ladders should not be erected on boxes, carts, tables, scaffold platforms, elevated work platforms or on vehicles. Ladders should not be used horizontally as substitutes for scaffold planks, runways or other service for which they have not been designed.
- Metal ladders, or ladders with metal reinforcing must not be used near energized electrical equipment or conductors.

Subcontractor Safety Package: Site Safety Requirements

1.05 Scaffold

- the erection, inspection and dismantling of scaffold must be carried out by trained, knowledgeable and competent persons.
- scaffold planks must be of good quality; free of defects such as loose knots, splits or rot; rough sawn; measuring 2 inches x 10 inches (51mm x 25.4mm) in cross section; No.1 spruce.
- scaffolds must be erected with all braces, pins, screwjacks, baseplates, wheels and other fittings installed as required by the manufacturer.
- scaffold platforms and benches must be at least 18 inches (46 cm) wide and planked across their full width.
- scaffolds must be tied in to a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices.
- where scaffolds cannot be tied into a building, adequately secured guy lines must be used to provide stability.
- scaffold planks must be securely fastened to prevent them from sliding.
- scaffolds must be erected, used and maintained in a reasonably plumb condition.
- remove ice, snow, oil, grease and other slippery material from the platform and the surface shall be treated to prevent slip hazards (where required).
- a vertical access ladder must be used to access/ egress scaffold. Fall arrest equipment must be incorporated for heights of 10 feet (3m) or more.
- A competent person must inspect scaffold prior to each use.

Scaffold on Wheels or Castors

- all castors or wheels must be provided with a functioning braking device.
- brakes on the castors shall be engaged when working on the scaffold.
- ensure surface is firm and level prior to moving scaffold.
- no worker shall mount scaffold unless the brakes are applied.
- where a rolling scaffold is being moved, with a worker on a platform that is 8 feet (2.4m) high or more, the worker must wear fall arrest secured to the scaffold.
- a scaffold mounted on castors or wheels shall be equipped with guy wires or outriggers to prevent its overturning if the height of the scaffold platform exceeds three times the least lateral dimension of the scaffold.
- measured at the base of the scaffold.
- if outriggers are used, measured between the outriggers.

1.06 Surface Penetrations/ Excavations

- locates must be obtained prior to any surface penetration (walls, floors, etc) or soil disturbance (trenches, auguring, fence holes, etc.) of any kind.
- locate drawings must be reviewed by the supervisor and be in the possession of the equipment operator.

Trenches and Excavations

- where workers are required to enter a trench or excavation, proper means of access/ egress must be provided.

Subcontractor Safety Package: Site Safety Requirements

- 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 gradient. Where it is not possible to slope the walls adequately, they must be supported as prescribed in the Regulations for Construction Projects (i.e. shoring or a trench box designed by a professional engineer).
- when a worker is in a trench, a competent worker trained in first aid must be stationed on the surface to alert the workers in the trench if any unsafe conditions develop. Workers must stay within the protected area of the trench. No one may enter an unprotected trench, no matter how short the period.
- all loose material must be scaled or trimmed from the sides and surface of an excavation or trench. Materials, equipment or machinery may be stored or used no closer than 6 feet (1.8 m) from the surface of the caisson, trench or excavation.
- soil conditions and/ or the shoring systems must be inspected by a competent person (designated by the professional engineer) before a worker enters the trench or excavation and then on a regular basis.

Caissons

- confined space entry procedures/ permits must be followed for caisson entry.
- atmospheric testing must be performed to ensure that the work environment is safe.
- workers must be competent and trained before entering the caisson.
- caissons must have linings installed to within 1.2 metres (4 feet) of the bottom.
- a fall arrest system/ retrieval system and a worker trained in its use and CPR must be stationed at the top of the caisson being entered.
- A professional engineer must design the bucket used to lower the worker into the caisson and the drawings must be available on the equipment.
- a fall prevention system must be used to protect workers from unprotected caissons and/ or drilling equipment.
- caissons must be securely covered and identified immediately following drilling.

1.07 General Cleanliness

- all major pathways shall be kept clean and free of obstructions at all times!
- scrap materials and general dunnage shall be placed in waste containers immediately and removed from the work area to the identified scrap containers on a daily basis. Each Subcontractor and all workers should reduce waste, reuse and recycle materials.
- each Subcontractor is responsible for maintaining and cleaning their work area and materials on a daily basis. Pop cans, coffee cups and other garbage are to be put in waste containers.
- pieces of lumber with protruding nails are to be promptly piled out of the way and the nails withdrawn or bent over.
- other protruding objects, such as reinforcing steel (rebar) must be protected by a suitable means (capped) to prevent injury/ impalement.

Subcontractor Safety Package: Site Safety Requirements

1.08 Treatment of Ice and Snow

- Accumulations of ice or snow which create slip hazards on access routes and/ or work areas will be cleared/ treated as soon as practical. Always exercise caution when walking during inclement weather conditions.
- should you discover that access to your work area or the work area itself is slippery due to inclement weather conditions, please see the site superintendent for Calcium Chloride and/or other materials (e.g. sand), which will be provided for the treatment of the work surface.
- if the conditions are such that the treatment of the surfaces would not be practical, therefore leaving the work area slippery, workers should refrain from working in such areas until they can be made safe.

1.09 Bracing and Securing

- during the course of work, all Subcontractors must ensure that they use appropriate wall/floor/structure/component bracing/securing techniques to prevent any part of the structure under construction, temporarily/permanently installed components (e.g. stairs or windows) or equipment in use, from toppling over or collapse. Braces or supports should only be removed progressively when components or structural members no longer pose the danger of collapse or toppling over.

1.10 Utilities

- underground utilities – prior to excavating, locates must be performed and identified accordingly for all underground utilities. In the event that during the excavating of soil, the operator begins to encroach on an identified utility, the operator shall cease use of the powered equipment and digging shall only be performed by a worker using a hand held shovel (if safe to do so)
- overhead utilities - whenever there is a danger of equipment, persons and/or materials encroaching on the minimal allowable distances (section 186 Reg. 213/91) or making contact with any energized electrical conductors, safety precautions (e.g. de-energizing of power source, insulating electrical conductors, use of spotters, having power lines moved, etc.) must be taken in accordance with Sections 186 and 187 Reg. 213/91. When unsure, always treat electrical conductors as if they are energized (verify with site management) and take precautions accordingly. Should any utility appear to be damaged, notify the Site Superintendent immediately.

2.0 Material Storage

Policy:

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

- compressed gas cylinders
- welding
- flammable/combustible materials
- general material storage

Subcontractor Safety Package: Site Safety Requirements

- hazardous materials
- fire protection

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

2.01 Compressed Gas Cylinders:

- handle compressed gases with extreme caution. Compressed gas cylinders may only be transported or hoisted on site where a suitable crib, secured from movement, is used.
- only competent authorized workers are to handle compressed gas cylinders
- use/ store and transport all compressed gas cylinders adequately secured in an upright position. Storage cages or racks must be made available in a safe location away from work areas and other areas where damage may occur (e.g. roadways)
- after using a compressed gas cylinder, ensure the valve has been closed. Cylinder valves must also be covered with their appropriate screw on caps.
- upon discovery of a compressed gas leak from a cylinder, hose, valve or other connection, discontinue use, remove from work area (if safe) and report immediately. Under no circumstances, is a leaking compressed gas cylinder to be used! Cylinders should be tested with soapy water.
- empty containers of compressed gases should be stored separately from full or partial containers. Flammable materials should be stored separately from oxygen. Only one day's supply or less of compressed gas is to be stored indoors, at any time
- store cylinders in cages identified with the company name when not in use.
- welding/ cutting torches, hoses, regulators and flashback arrestors must be inspected prior to each use.

Propane

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

- keep sources of ignition a minimum of 3 metres (10 feet) from a propane cylinder.
- an approved and charged fire extinguisher must be readily available.
- only competent, authorized personnel with a record of training (ROT) may handle/connect compressed gas cylinders.
- always handle compressed gas cylinders and their contents with extreme caution.
- after using a compressed gas cylinder, ensure the valve has been closed.
- Unless designed for horizontal use, store all propane cylinders in an upright position, adequately secured in an approved, identified storage crib
- empty propane cylinders should be stored separately from full or partially full containers and identified accordingly.
- upon discovery of a propane leak from a cylinder, hose, valve or other connection, close valve if possible and safe to do so, warn others, leave the area and notify your supervisor immediately.

Subcontractor Safety Package: Site Safety Requirements

2.02 Welding/Cutting/Soldering or other operations creating sparks

- where cutting, welding or other spark producing work is performed above or in an area where workers or the general public have access and/or combustible materials are stored or used , the Subcontractor shall take the necessary precautions to prevent the outbreak of fire.
- the Subcontractor shall utilize a fire-watch and/or provide fireproof tarpaulins where it is necessary to cover equipment or combustible materials.
- Performing operations that generate sparks or open flames in the vicinity of flammable liquids is not permitted.

2.03 Flammable/ Combustible Materials

- flammable liquids must be stored in approved containers with flash arresting caps in place. Containers must be grounded and bonded during decanting.
- flammable or combustible materials must not be stored or situated in areas where welding, cutting or open flames are produced.
- flammable materials must be stored outside in isolated or fenced areas outside of units (see the Site Superintendent for appropriate storage areas). Such areas shall be appropriately marked with "NO SMOKING and/or Sources Of Ignition allowed in this area".
- all flammable or combustible materials must be clearly labeled as to their contents, hazards (i.e. WHMIS Regulations) and have company identification.
- draining of gasoline, fuel oil, motor oil or other flammable liquids onto the ground or into an open sewer is strictly prohibited.

2.04 Hazardous Materials

- hazardous materials must be stored in areas designated by the site superintendent. The Subcontractor must notify the site superintendent of special storage requirements for particularly hazardous or designated substances.
- all hazardous materials brought on site must have appropriate labeling and have up to date Material Safety Data Sheets (maximum 3 years old). MSDS must be provided to the site superintendent and be available on site.
- all workers must have received WHMIS training or the appropriate upgrading within the last year. This should include specific training to ensure they are fully aware of use, storage, emergency and disposal requirements for the hazardous materials they may use. Proof of training must be available on the worker.
- improper use, handling, storage and disposal of hazardous materials may create imminent hazards, which could result in a serious accident. To ensure proper storage of hazardous materials, refer to Material Safety Data Sheets.
- spills or discharges of any hazardous material must be safely contained and reported to the site superintendent immediately.

2.05 General Material Storage

- large shipments must be pre-arranged with the Site Superintendent.
- all materials are to be stored in an organized manner in the designated storage areas outside the building.

Subcontractor Safety Package: Site Safety Requirements

- materials must be stored in such a manner that they will not tip, collapse, fall or protrude from a load in a dangerous manner. Care must be taken while unloading/unpacking trucks and crates.
- doorways, aisles, roadways and work areas are to remain unobstructed, by materials and other objects.
- materials must not be stored within 6 feet (1.8 m) from the edge of a roof, floor, excavation or other openings.
- materials must be adequately secured in place to prevent movement in strong winds or other inclement weather conditions.
- approval must be obtained from the Site Superintendent for receiving of materials from the roadway. Appropriate signaling, traffic control and electrical conductor precautions must be taken.

2.06 Fire Protection

- where sparks or open flames may be present, fire extinguishers must be readily accessible in an adequately marked location and properly maintained, regularly inspected and promptly refilled after use.
- Employers must ensure that their workers who may be required to use fire extinguishers in emergency situations are trained
- portable extinguishers must be secured to all moving vehicles and machines (i.e. backhoes, crane cabins, etc.).
- portable extinguishers are classified according to their capacity for handling specific types of fires. Underwriters Laboratories of Canada 4A40BC rating meets the minimum requirements.

Class "A" Extinguishers

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

Class "B" Extinguishers

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

Class "C" Extinguishers

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

3.0 Personal Protective Equipment

Policy:

Appropriate personal protective equipment must be supplied, used and maintained according to the manufacturer and/ or CSA standards. This policy is not all inclusive of the legislative requirements and should be used as a guide only. The Subcontractor must be aware of and work in compliance with all legislation that governs their work.

Subcontractors must ensure their workers, Subcontractors, suppliers and visitors are familiar with all safety equipment required on the project and have been instructed how to use and maintain the equipment, according to good safety and hygiene practices.

Subcontractor Safety Package: Site Safety Requirements

The following is a list of the personal protective equipment to be used in accordance with the Occupational Health and Safety Act and Regulations for Construction Projects. This list and the requirements of legislation must be treated as a minimum standard and expanded on by each Subcontractor to meet the needs of their work environment.

3.01 Foot Protection

- CSA certified Grade 1 boots (Green Triangular Patch) must be worn at all times by construction workers.

Note: Work boots should be fully laced and tied.

3.02 Head Protection:

- Site Approved Hard Hats must be worn at all times by construction workers.
Note: Hard hats must be replaced when the interior (suspension system) or exterior is damaged.

3.03 Skin Protection/ Protective Clothing

- Proper protective clothing must be worn at all times, i.e. full length pants and at least, short sleeve shirts (no cut-off). Sun block is recommended for outdoor work.
- Other protective clothing must be worn, when required, to prevent exposure to a noxious gas, liquid, dust, fume, or objects which may cut, puncture, abrade or burn skin, or as required by Material Safety Data Sheets.
- Tear-away fluorescent vests must be worn by all workers working around heavy machinery, while backing up vehicles and signaling cranes or traffic.

3.04 Eye and Face Protection

- CSA approved glasses with side shields must be worn where the hazard of eye injuries may exist.
- Suitable CSA approved goggles and/or welding shields with the appropriate shading shall be worn when welding or cutting.
- Face shields in combination with safety glasses must be used where there is a possibility of injury to eyes or face. (grinding, chipping, handling hazardous substances, etc...,)

3.05 Fall Prevention

- Every Subcontractor must develop a fall prevention plan to eliminate and/ or control falls from heights.
- The fall prevention plan must address the prevention of falls through the use of guardrails, travel restraint or fall restrict systems. If the hazard of falling may not be eliminated then a fall arrest plan must be implemented. The fall arrest plan must include procedures to inspect equipment and to rescue a worker that has fallen.
- Workers must receive training in the fall prevention, fall arrest, inspection and rescue plan and procedures. Documentation must be provided to the site superintendent.
- All workers in danger of falling 10 feet (3m) or more must use a fall arrest system. A fall arrest system may consist of any of the following components so long as it will not cause an arrest force of greater than 1800 lbs. (8kN), all CSA standards are met and the worker is not able to ground-out.

Subcontractor Safety Package: Site Safety Requirements

- CSA approved full body safety harness
- CSA approved shock absorbing lanyards (where appropriate) (to achieve 100% tie-off a "Y" lanyard may be required) equipped with double locking anti roll-out clips
- CSA approved connecting devices (i.e. chokers, rope grabs, etc.)
- approved anchorage points
- CSA approved vertical or retractable lifeline
- horizontal lifeline (where designed by a professional engineer and drawings are submitted to site superintendent)
- safety nets

- These components or others, submitted as part of a fall prevention plan must be used in accordance with the OHS Act and Regulations for Construction Projects as a minimum. Procedures must be submitted to the site superintendent
- All components of a fall prevention system must be inspected by a competent person prior to its first use on site and by the worker daily thereafter. Mechanical components should be inspected and labeled by the manufacturer according to the manufacturer and CSA standards.

3.06 Hearing Protection

- Each worker should have hearing protection available for use at their work area (to be worn at all times in designated areas where noise levels exceed 90 dB. (i.e. chipping, using explosive actuated tools, grinding, etc.).

3.07 Respiratory Protection/ Air Quality

- The Subcontractor must take all actions necessary to ensure the quality of air on the project and in their work areas is not affected by fugitive emissions caused by their work processes or by materials used.
- Where the quality of air is or may be affected through work activities or by pre-existing conditions the Subcontractor must take measures to ensure the hazards that may be present are identified and controlled. (i.e. air quality tests, ventilation, etc.)
- All air quality tests must be conducted in the presence of a worker safety representative, appointed by the JHSC, and reports must be copied to the site superintendent and the JHSC.
- Where required, NIOSH approved respiratory protection must be used to ensure workers do not exceed legislated or recommended exposure criteria as identified by the appropriate air quality tests, on the Material Safety Data Sheet or Regulations for Exposure due to Biological or Chemical Agents or Occupational Exposure Limits.
- Workers must be trained regarding the fit testing requirements, maintenance and limitations of respirators.
- Work areas or processes (i.e. Cement finishing in basements) should be ventilated to decrease the potential for worker over exposure to harmful emissions.
- Confined Space Entry procedures with criteria for testing, entry, ventilation, rescue, etc. must be provided to the site superintendent and are required prior to entering a confined space.

Subcontractor Safety Package: Site Safety Requirements

4.0 Equipment and Machinery

Policy

Equipment and machinery are the direct responsibility of the Subcontractor and/ or supplier, however, as constructor, we must ensure compliance with legislation and ensure the protection of workers on the project. It is, therefore, our policy to identify equipment and machinery requirements so that Subcontractors may ensure their safe use, maintenance and the appropriate supporting documentation.

This policy will cover the areas of ;

- general and hoisting equipment,
- log books and operators manuals
- signal persons
- equipment and tool use
- vehicle operation on site (speed, parking)
- electrical equipment,

for the purpose of education and awareness. This policy is not all inclusive of the legislative requirements and should be used as a guide only. The Subcontractor must be aware of and work in compliance with all legislation that governs their work.

4.01 General Equipment/ Elevated Workplatforms

- equipment is to be operated and maintained by competent trained and authorized personnel. Proof of training must be kept in the operator's possession and provided to the site superintendent, upon request. Preoperation checks must be made daily.
- an operator must never leave the equipment running while unattended. Hoisting equipment must not be left unattended while any part is in a raised position.
- in the event that the view of an operator is obstructed or where working near a roadway, electrical conductor or public/ pedestrian way, the operator shall be assisted by a competent, trained signalperson.
- excavating equipment shall be equipped with roll-over protection as required by the Regulations for Roll Over Protective Structures.
- prior to use on site all equipment over 10 horsepower must have
 - a pre-job inspection certificate and sticker signed by a competent maintenance person.
 - have a letter bearing the seal of a professional engineer stating the equipment is in compliance with applicable legislation and CSA/ CAN standards.
 - the operators manual

This information must be readily available for review on the equipment.

Elevated Work Platforms

- only personnel trained and authorized by the supplier for that specific equipment are allowed to operate self-propelled elevating work platforms. Workers on this type of equipment must use appropriate fall protection at all times.
- pump-jacks may be used on the job-site provided that the equipment is in good repair, the manufacturer's engineer's drawings are available on site and the workers have erected the equipment in accordance with the specifications. Proper

Subcontractor Safety Package: Site Safety Requirements

mudsills must be used and the support legs (at the base) must be secured to prevent them from slipping. Guardrails must be installed to prevent the workers from falling and an access ladder must be used as required.

4.02 Hoisting Equipment/ Lift-Trucks

- loads being hoisted must not pass over workers, or be handled in a manner, which might endanger a worker. Hoisting equipment is to be operated by certified or trained personnel only, as required for the capacity and type of equipment.
- The operator of the hoisting equipment at all times must obtain full visibility. In the event that his view is obstructed or work is conducted near equipment, machinery, electrical conductors or other hazards, a competent trained signalperson shall be used.
- at no time shall the operator of the hoisting equipment attempt to lift an object or load, which is in excess of the maximum load, rated capacity. The capacity of the equipment and any attachments must be readily available.
- the operator must always ensure that full control of the load is maintained.
- loads must not be left suspended, unless an operator is at the controls of the equipment.

Lift Trucks

- Lift trucks must be in good condition and equipped with an overhead guard and all necessary safety devices.
- The Lift - truck shall be suitable for the work involved.
- Persons operating lift trucks must be qualified and the Subcontractor must have documented proof of recent training.
- Operators must know the weights of the loads to be carried or lifted and must know the lifting capacities of the Lift-Truck. Loads that exceed the load rating of the lift-truck must not be lifted.
- Subcontractors shall check load capacities of any floor or roof with the Site Superintendent before loading with any material or equipment.
- When traveling without a load, the forks of a lift truck must be tilted back and raised at least 4 inches off the floor to avoid any obstructions. When not in use, the forks of a lift truck must be rested on the ground. Powered equipment shall not be left unattended unless forks, buckets, blades and similar parts are in the lowered position or solidly supported.
- The raising of personnel on the forks or a platform of a lift truck is prohibited.
- No person other than the operator shall ride on the lift truck or its load.
- Lift trucks, are required to stop and sound their horn at all intersections and when backing up
- The operator must always maintain a clear view and/or use trained signal persons to assist during travel.
- Where it is required to control vehicle traffic, required provisions must be in place including barriers, signs, properly instructed flag people and reflective fluorescent vests for the flag people.
- Any large, heavy, round objects with a tendency to roll must be blocked on the equipment or when stored to prevent any movement.

Subcontractor Safety Package: Site Safety Requirements

4.03 Log Books and Operators Manuals

- must be maintained by Subcontractors for all incoming mechanical /electrical machinery or equipment to be used on the project rated at 10 horse power or greater. The logbook will identify previous inspections performed and contain details of the inspection (e.g. frequency of inspections, maintenance and repairs). All Log books must be maintained as prescribed in the Construction Regulations and be available for review at any time by the site superintendent. Operators Manuals must be supplied by the equipment manufacturer, supplier or an equivalent and maintained on the project, readily available to equipment operators or the site superintendent.

4.04 Signal Persons

- Subcontractors must provide signalpersons who are "Competent Workers" and therefore have received the appropriate training to meet the criteria defined in the Occupational Health and Safety Act and Regulations for Construction Projects. Every vehicle backing up must have a signal person present. Proof of training must be provided to the Site Superintendent.

4.05 Equipment and Tool Use

- All equipment/ tools must be inspected for defects prior to each use. Tools must be effectively guarded and used in a safe manner.
- Chain saws are only to be used by those who have received adequate instruction and can produce a valid Record Of Training (ROT).
- Ensure electrical tools are grounded. If the cord is cut/frayed, or the motor casing is defective, they must be tagged out of commission, repaired and/ or removed from the site.
- Do not operate electrical power tools or run electrical cords in damp or wet areas. Ground Fault Circuit Interrupters (GFCI) must be used for all electrical tools used outdoors.
- Do not leave power tools/ equipment turned on when unattended.
- All tools and equipment must be stored so they do not create a hazard for other workers on the project.

Explosive Actuated Fastening Tools

- workers using these tools must have a current record of training (ROT), supplied by the manufacturer, with them and available for review.
- eye protection, hard hats and hearing protection must be worn.
- the tool must be inspected prior to use to ensure it is clean, operating freely, the barrel is obstruction free and there are no defects.
- this tool must always be stored in a locked container when not in use and must never be left unattended when out of its case.
- this tool shall never be pointed at anyone, whether it is loaded or not.
- only shells/loads suitable for the application and as specified by the manufacturer of the tool, shall be used.
- misfired loads shall be placed in a water filled container and removed daily from site.

Subcontractor Safety Package: Site Safety Requirements

4.06 Vehicle Operation

- The Subcontractor shall see to it that their employees park in the designated areas, in a manner which will not impede access of emergency apparatus/equipment.
- only competent, trained and authorized persons are to use vehicles, hoists, cranes, elevated work platforms, lift-trucks, elevated work platforms or other motor powered equipment or machinery, while on site. Proof of training must be maintained on the operator and a copy provide to the Site Superintendent.
- operators must always work cautiously and ensure that at no time is the operation of their vehicle/ machine/ equipment placing themselves or others in danger and/ or likely to cause damage to the structure, equipment or machinery.
- Posted "speed limits" must be observed at all times on the site. Where there are no limits posted, the maximum speed is walking speed.
- Parking on-site must be in designated areas only. Vehicles parked on-site obstructing traffic or materials flow will be removed at the owner's expense.

4.07 Electrical Equipment

- only qualified electricians may perform any tie-ins to electrical equipment.
- prior to performing any tie-ins, maintenance or repairs on electrical equipment, power sources must be de-energized, locked out and tested.
- Locks, blocks, pins and tags may not be removed without the express permission and presence of the Site Superintendent. Every attempt must have been made to find the lock owner. Where the lock is to be cut, the Site Superintendent and a Certified electrician shall walk the area to look for workers and tools which may be exposed and post warnings prior to energizing equipment.
- report defective electrical equipment to your supervisor immediately.
- electrical panels and disconnects must not be covered or hidden by articles of clothing, materials or machinery.
- all electrical cords and equipment must be effectively grounded.
- extension cords must be inspected and maintained in proper working order.
- connections between electrical extension cords and power tools cords, must not to be tied off.
- Ground Fault Circuit Interrupters (GFCI) must be used outdoors or in damp locations.
- report any loose, unprotected wires/ cables to your supervisor.
- energized overhead conductors must be identified with the appropriate signage.

4:08 Temporary Heat

- when propane or natural gas are used to fuel heaters, the following precautions must be followed by the subcontractor;
 - ensure circulation of fresh air in the unit (open windows while working in the unit)
 - ensure a fire extinguisher (4A40BC) is readily available for use
 - never store or use flammable or combustible materials on or near the heater
 - should you detect a gas leak, advise anyone in the unit to leave and do so yourself (leave the door to the unit open). After exiting the unit, proceed to the propane cylinder and shut the

Subcontractor Safety Package: Site Safety Requirements

cylinder valve off and then report the condition to the site management team immediately.

Note: when electrical means are used to heat units, always ensure that flammable and/or combustible materials are not stored and or used in close proximity to the heater.

4:09 Equipment Powered By Internal Combustion Engines

- when using internal combustion powered equipment such as cement finishing equipment, salamander heaters, chain saws, quick-cut saws, etc., ensure the area of use is well ventilated to prevent worker over exposure to potentially lethal toxins such as carbon monoxide
- to maintain the lowest levels of harmful exhaust emissions, all equipment should be serviced regularly and if work areas cannot be ventilated, other precautions must be taken to prevent worker over exposure to carbon monoxide (e.g. the use of electrical equipment, proper respiratory equipment for workers, etc.)

5.0 Public and Occupant Safety

Policy:

The safety of the general public and occupants of existing buildings on our project and its surroundings are of prime importance. All workers, Subcontractors, suppliers and any other visitors to our project must cooperate and make all reasonable efforts to ensure the maximum protection and minimum inconvenience to the general public or occupants, through;

- appropriate signage
- installation and maintenance of fencing, hoarding and other precautions
- designation and use of construction access and parking
- reporting incidents involving occupants or general public
- appropriate traffic control and equipment on public/private ways

that meet and are used according to all requirements of applicable legislation/ statutes and the following site policies. This policy is to be posted in the Subcontractor's site office, made available and explained to workers and Subcontractors on the project prior to performing work;

5.01 Signage

- appropriate signage will be provided by the Subcontractor, as required, to ensure the appropriate identification of construction areas, access routes, overhead dangers, electrical conductors and the boundaries of the project. Please note, that in the absence of signage, the "ORANGE" snow fence or hoarding signifies the project boundaries and should not be crossed by unauthorized non-construction personnel or the general public.
- signage must also be supplied by the Subcontractor to identify hazards to other workers, the general public or occupants of existing buildings. In addition to signage, hazardous areas or operations must be restricted from access by unauthorized persons.

Subcontractor Safety Package: Site Safety Requirements

5.02 Fencing, Hoarding and Other Precautions

- appropriate fencing, hoarding, covered ways and other precautions (i.e. fire routes/escapes, dust barriers, etc.) must be provided, as required, to ensure the appropriate restriction of work areas and safe access to existing buildings or through the project (if necessary) for the general public or occupants.
- fencing, hoarding, covered ways and other precautions (i.e. fire routes/escapes) may only be altered or removed with the expressed authorization of the company, and/or governing authorities (i.e. Ministry of Labour, Fire Marshall, etc.)
- additional precautions must be taken by the Subcontractor to ensure appropriate protection of occupants or the general public where work conducted creates unsafe conditions or exceeds safety factor provided by existing precautions. (i.e. removal of windows, work performed outside project boundaries, etc.)

5.03 Construction Access and Parking

- all construction personnel must use "designated" construction access routes and parking areas.
- driveways, laneways, walkways or emergency vehicle routes must not be blocked or restricted at any time by construction vehicles, machinery, equipment or materials.
- overnight parking of equipment or vehicles must be done with the permission of the site superintendent. The Subcontractor must ensure the security of equipment or vehicles. No vehicle is to be left without appropriate brakes/ blocking, unlocked or with keys in place.
- construction equipment such as zoom booms, scissor lifts, bulldozers, forklifts, etc. must have all moveable parts kept in their lowered positions when left unattended.
- The Subcontractor must make the site superintendent aware of any change in process, which may cause unforeseen hazards or concern to occupants. Where required, information will be supplied to occupants regarding hazards.

5.04 Traffic Control and Equipment on Public Ways

- Subcontractors must ensure that appropriate flag persons, signalpersons, barricades or signage is installed on public or private ways on the project to protect workers, the general public, occupants and vehicles on that way. Flag persons or signalpersons must be provided with written instructions by their supervisor.
- priority must be given to ensuring that public or private ways are accessible to emergency service vehicles at all times. Where the public or private way is to be blocked, an alternative route must be provided and clearly marked.
- Equipment to be used on public or private ways must be barricaded where practical and equipped with a working flashing amber light.
- where roadwork has been performed the appropriate barricades and flashing light standards must be installed to prevent hazards to traffic or pedestrians.
- good housekeeping practices must be followed, at all times, to prevent, general public or occupant contact with waste, scrap or other unsafe conditions on public or private ways.

Subcontractor Safety Package: Site Safety Requirements

6.0 Personal Conduct

Policy:

The safe and proper conduct of all employees, Subcontractors, suppliers and any other visitors to our project is of prime importance. All requirements of the Regulations for Construction Projects identified by the Occupational Health and Safety Act, Employment Standards Act and the following site policies;

6.01 General Conduct

The following is a guideline to be followed by all workers or Subcontractors employed on the project;

- ensure that you are familiar with and abide by these guidelines, your Company Policy and these Safety Guidelines;
- always work in compliance with the Occupational Health and Safety Act and pertinent Regulations.
- co-operate with Ministry of Labour Inspectors, site safety personnel, worker health and safety representatives, supervisors and others who are attempting to achieve and maintain a healthy and safe workplace;
- **minimum age** of any personnel on site is 16 (sixteen).
- **Immediately** report unsafe conditions, near misses and accidents to the Site Management Team
- always wear the personal protective equipment required for the site;
- do not engage in horseplay or fighting;
- use discretion, if it does not look or feel safe, ask for your supervisors assistance;
- read and follow all posted notices and warnings;
- portable/ personal radios (i.e. walkmans) are not permitted on the project;
- rings, jewelry and loose clothing must not be worn during work activities;
- if you are not familiar with the use of any equipment, machinery, or tools, ask your supervisor for assistance;
- do not disturb fellow workers while they are setting up or operating any equipment or machinery;
- a clean work area is also a safe work area. **Always** keep work areas and access ways clean and free of spills, scrap, debris, and congestion.
- **Incidents Involving Occupants or General Public**
 - communications by construction workers with the general public and/ or occupants of existing homes must be limited and must not be confrontational. Report any adverse encounters with general public or occupants to your supervisor and the site management team.

6.02 Alcohol and Drug Procedure

- the Subcontractor shall ensure that all workers must be fit for the duties they have been hired to perform.
- Intoxication due to or possession of alcohol or illicit drugs will not be permitted on the project whatsoever.
- The use of prescription drugs is permitted as prescribed by a physician, provided it does not affect the workers fitness to perform job duties safely. The Subcontractor must ensure that the site superintendent is notified of these requirements.

Subcontractor Safety Package: Site Safety Requirements

- where a worker is suspected of being intoxicated, the following procedures must be followed;
 - the worker will be escorted and requested to remain in a safe location away from the work area.
 - the worker's supervisor and safety representative, if available, will be requested to attend.
 - the group present will determine the appropriate course of action and a means of transport to a suitable safe location.
 - where a dispute exists regarding the worker's fitness for duty, the appropriate health care practitioner or authorities will be summoned to make a further assessment. The employer and supervisor must act on this assessment and advise the site superintendent regarding the outcome.

6.03 Visitors

- The Subcontractor must ensure the health and safety of visitors to the project.
- Upon arrival to the site, visitors must report to the Site Office. They will only be allowed on site if granted permission from the Site Management Team. Visitors must always be accompanied by a competent supervisor and must wear the required personal protective equipment.
- Visitors must be aware of these guidelines (available on site). Visitors must not perform work.
- Visitors must report any hazards observed on the project to the site superintendent.
- Visitors must wear the protective equipment required for the work area and as a minimum CSA approved hard hats and safety boots. Fall arrest, eye protection, respiratory protection, hearing or other protection may be necessary.