



**Valecraft**  
Homes (2019) Limited

# **SAFETY PROGRAM -AND PROCEDURES-**

**REVISED: January 3<sup>rd</sup> 2024**

## GENERAL EMERGENCY PROCEDURES

In the event of an **EXPLOSION, FIRE, GAS LEAK or CORROSIVE CHEMICAL SPILL:**

- 1) **EVACUATE THE AREA IMMEDIATELY IF YOU ARE NOT CAPABLE OF HANDLING SITUATION, IF IT IS OUT OF YOUR CONTROL OR BEYOND YOUR CAPABILITIES.**
- 2) **ALERT OTHERS OF THE DANGER AND CALL FOR ASSISTANCE IMMEDIATELY TO THE MOST APPROPRIATE EMERGENCY TELEPHONE NUMBER LISTED BELOW.**
- 3) **INFORM SITE SUPERINTENDENT IMMEDIATELY OF THE SITUATION.**
- 4) **PERFORM HEADCOUNT AND RELAY INFORMATION TO EMERGENCY PERSONNEL IF YOU SUSPECT SOMEONE IS ENTRAPPED IN A BUILDING OR OTHER.**
- 5) **ATTEND TO PERSONS INJURED AS FIRST PRIORITY AND MATERIAL AND/OR PROPERTY LATER, IF YOU ARE QUALIFIED TO DO SO.**

**EMERGENCY (FIRE - POLICE – PARAMEDICS - AMBULANCE):** **911**

**VALECRAFT HEAD OFFICE** **613-837-1104**

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### **Construction Manager**

**Jeff Jasmann** **613-229-5756**

### **Health and Safety Officer**

**Neil Mann** **613-229-5462**

### **ST-THOMAS PLACE(Embrun)**

#### **SITE OFFICE**

**SITE SUPERINTENDENT (Kirk Richards)** **613-868-3104**

**FINISHING FOREMAN (Justin Stoll)** **613-809-2654**

**FIRE DEPARTMENT - PARAMEDICS - AMBULANCE** **911**

**POLICE (OPP) Embrun** **613-443-4499**

**Clinique De Medecine Familiale D’Embrun** **613-443-3311**

**869 Notre Dame, Embrun, Ontario**

**OTTAWA GENERAL HOSPITAL 501 Smyth Rd.** **613-722-7000**

**MONFORT HOSPITAL 713 Montreal Rd** **613-746-4621**

### **SHEA VILLAGE**

#### **SITE OFFICE**

**SITE SUPERINTENDENT (Ian Kolesnik)** **613-857-7656**

**FINISHING FOREMAN (Sergei Muller)** **613-581-5434**

**FIRE DEPARTMENT - PARAMEDICS - AMBULANCE** **911**

**POLICE DEPARTMENT OTTAWA** **613- 829-0991**

**QUEENSWAY CARLETON HOSPITAL 3045 Baseline Rd** **613-721-2000**

**OTTAWA CIVIC HOSPITAL 1053 Carling Ave** **613-722-7000**

### **NORTH RIDGE**

#### **SITE OFFICE**

**SITE SUPERINTENDENT** **TBD**

**FINISHING FOREMAN** **TBD**

**FIRE DEPARTMENT - PARAMEDICS - AMBULANCE** **911**

**POLICE DEPARTMENT OTTAWA** **613- 829-0991**

**QUEENSWAY CARLETON HOSPITAL 3045 Baseline Rd** **613-721-2000**

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# TABLE OF CONTENTS

## 1) SAFETY PROGRAM

- 1.1 Company Statement
- 1.2 Objectives of Safety Program
- 1.3 Program Implementation
- 1.4 Contractual Obligations
- 1.5 Evaluation and Monitoring
- 1.6 Measuring Success of Program
- 1.7 Refinement and Adjustments

## 2) ROLES AND RESPONSIBILITIES

- 2.0 Company President & General Manager
- 2.1 Safety Program Administrator
- 2.2 Construction Manager
- 2.3 Site Superintendent
- 2.4 Health and Safety Representative
- 2.5 Joint Health and Safety Committee
- 2.6 Trade Contractors
- 2.7 Current Health and Safety Members
- 2.8 Enforcement of Health and Safety Rules

## 3) SAFE WORKING PRACTICES

- 3.1 Job Built Wooden Ramps
- 3.2 Job Built Wooden Ladders
- 3.3 Guardrails
- 3.4 Scaffold / Work Platforms
- 3.5 Propane Cylinder storage / Heating
- 3.6 Hot Works Operations
- 3.7 Storage of Building Materials
- 3.8 Bill 168 “Violence and Harassment” in the workplace Under separate cover forms part of Valecraft Homes 2019 Limited Safety Program.
- 3.9 Early and Safe Return to work

## 4) APPENDICES

- 4.1 Form A: Comments / Criticism
- 4.2 Form C: Incident Report Forms
- 4.3 Form D: Inspection Forms
- 4.4 Form : Non Compliance Fees

# 1. SAFETY PROGRAM

## 1.1 COMPANY POLICY STATEMENT

Health and safety standards and procedures within and directed toward the construction industry must not be taken for granted or underestimated. Every effort must be taken to reinforce and reiterate these standards in order to reduce injuries and any potential hazards.

Inherent in any safety policy is the right of each individual to work in a safe and healthy environment free of any immediate or impending danger. However, these individual rights are a function of each Trade Contractor's responsibility in ensuring that a healthy and safe work area is maintained. It is through this message and by inciting a co-operative effort directed towards all Trade Contractors working on our sites, that we may ensure the success of this Safety Program.

Valecraft Homes 2019 Limited is committed to ensuring that our sites are kept clean and orderly and that each Trade Contractor are to fulfil their duties on Site in the safest possible manner at all times, in full compliance with the contents of the Occupational Health and Safety Act, R.S.O., 1990 and Regulations for Construction Projects Ontario Regulation 213/91.

Sincerely Yours,

**VALECRAFT HOMES (2019) LIMITED**



Diage Brunet  
President

## 1.2 OBJECTIVES

The objective of this Safety Program at Valecraft Homes 2019 Limited is to provide a vehicle through which communication of safety issues on site may be made both formally and informally in order to reduce the potential for accidents and injury. Through a continuing effort to remember safety, the use of common sense and with respect for fellow Trade Contractors, we may reach our objectives of building the finest finished product with the highest safety rating in the region.

## 1.3 PROGRAM IMPLEMENTATION

The Safety Program shall be permanently posted in our site trailer for reference anytime. All current Trade Contractors shall receive a copy of this Policy with their Contract. Valecraft Homes 2019 Limited shall hold regularly scheduled safety meetings. Notice and locations will be provided accordingly.

## 1.4 CONTRACTUAL OBLIGATIONS

Continuing our practice started in 1995, in addition to the standard obligation of compliance with the Occupational Health and Safety Act of Ontario, each Trade Contractor will be obligated by Contract to attend a Site Safety meeting every 60-90 days. Meetings must be attended by each Company's Project Foreman or Health & Safety Representative at the specific time and location to be announced by facsimile or by e-mail in advance of the meeting.

## 1.5 EVALUATION AND MONITORING

The process of evaluating and monitoring the status of our job site is an on-going process which shall be undertaken through several methods. The first method is through **day-to-day** observations of work being performed by each Trade Contractor and conducting weekly tailgate safety talks. Everyone is expected to work in a safe manner and to clean their work area on a daily basis. Each Trade Contractor holds primary responsibility for ensuring that their workers conduct themselves in a safe and healthy manner on our sites. Our Site Superintendents are responsible for enforcing health and safety on their sites. While our Site Safety Representative will continue to encourage and support co-operation with the workers and various trades in promoting Health and Safety and also giving tailgate safety talks.

The second method is a random and monthly site safety inspection of all areas under construction and the project in general. This shall be undertaken by one of the Program Administrators cited herein (Section 2.2). All infractions shall be noted in writing and a generalised checklist shall be scrutinised as to the status of access and egress to the work area, the site in terms of cleanliness, storage areas, sanitation facilities, personal protective equipment, first aid supplies and the like (see Form (D) of Appendices).

The third method of evaluation and monitoring shall be through Trade Contractors General Site Safety meetings whereby issues are raised regarding health and safety and discussion is had on the comments/criticisms pointed out by individual workers (see Form (A) of Appendices). One responsible individual from each Trade Contractor must attend these meetings as part of their contractual Agreement.

The final method of evaluation shall be through meetings of the Joint Health and Safety Committee whereby reports, recommendations, comments and infractions are analysed from which proper action is taken.

- NOTE:**
- 1) A copy of Form (A) shall be posted in the Site Superintendents trailer for those who wish to comment, with recommendations on any issues regarding safety on this project.
  - 2) Minutes shall be posted from each meeting in the Site Superintendents trailer along with any action(s) taken by the Joint Health and Safety Committee as a result of the meeting discussion, any Site Inspection or Safety Representatives' comments.

## 1.6 MEASURING SUCCESS OF PROGRAM

This Safety Program, from the time of its implementation, shall be evaluated based on the outcome of Site Inspections, Safety meetings, worker comments and/or criticisms, injury or potential hazard statistics and by the general spirit and enthusiasm taken by all those involved. Analysis shall be made, and recommended actions be set into place to reach our goal of maintaining a healthy, safe, clean, and orderly work site based on a formal system approach which shall benefit everyone working on the site, their employers, the WSIB and the construction industries as a whole.

## 1.7 REFINEMENT AND ADJUSTMENTS

All inputs into this program, including Form (A) and Form (D), actions taken throughout the year, safety meeting issues and further advances in Legislation shall all be reviewed, resulting in an annual update or redrafting of this program. At such time, all current Trade Contractors shall be advised of any update and will be expected to review its contents and sign and date Form (E) acknowledging that they have read and fully understand the contents of this Safety Program (see last page of the Safety Program).

## 2. ROLES AND RESPONSIBILITIES

### 2.0 COMPANY PRESIDENT AND/OR GENERAL MANAGER

- a) Responsible for developing, implementing and endorsing annually, the company health and safety program.
- b) Must provide necessary resources to develop, implement, enforce and maintain the company health and safety program.
- c) Appoints administrator(s) to review annual statistics on incidents, meeting minutes; suggest recommendations and changes to the program.
- d) Attempts to attend at least one Joint Health and Safety Committee meeting annually.
- e) Conducts an annual committee review meeting of the Company Safety Program with Program Administrator(s), Construction Manager and Superintendent(s).

### 2.1 HEALTH AND SAFETY OFFICER (*SAFETY PROGRAM ADMINISTRATOR (s)*)

- a) Attend and assist in organising agenda and schedule of both the Trade Contractors General Site Safety meetings and the Joint Health and Safety Committee meetings.
- b) Responsible for minutes of meetings and must post them in Construction Site Office area.
- c) Responsible for periodic and monthly safety inspection and checklist (communicate findings to superintendent), fill out Form (D) checklist. (Copy attached)
- d) Oversee, with the Construction Manager, site planning in terms of access, traffic control, parking, and storage of materials, trailers and sanitation.
- e) Review all Incidents, MOL visits, TSSA visits, Accident Investigation specifics and make recommendations, direct action and changes where required to prevent reoccurrence.
- f) Respond to criticism and comments towards Safety Program and Procedures; take direct action and make changes were deemed necessary, on applicable job sites.
- g) Support and encourage a positive morale towards the Safety Program and Procedures and co-operate with all of those involved in order to ensure its efficiency and effectiveness.
- h) Provide on-going information, knowledge and awareness to those involved to achieve compliance with Company Safety Program and Procedure and the Ontario Health and Safety Act and Regulations 213/91 OHS.A.
- i) Ensure new employees have been trained or have training in Workers Awareness, Working at Heights (Fall Prevention), WHIMS, personal protective equipment, first aid, record of training re. propane & natural gas, and orientation on company Safety Program and Procedures and that they are to work in compliance with the Ontario Health and Safety Act and Regulations 213/91 OHS.A.

### 2.2 CONSTRUCTION MANAGER

- a) Responsible for implementation of Contractual Agreement with Trade Contractors, including compliance with Safety Program and Procedures and the Ontario Health and Safety Act and Regulations 213/91 OHS.A..
- b) Oversee the Site Superintendents and ensure that they are enforcing compliance with the Safety Program and Procedures and the Ontario Health and Safety Act and Regulations 213/91 OHS.A.
- c) Review the Site Safety Inspections and Checklists, Form (D), with Site Superintendents and follow up on action required.
- d) Respond to criticism and comments towards Safety Program and Procedures; take direct action and make changes were deemed necessary and encourage and promote tailgate safety talks on applicable Construction Sites.
- e) Oversee the site planning in terms of access, traffic control, parking, and storage of materials, trailers and sanitation.
- f) Review and discuss with Administrator(s) all incident reports, MOL visits, TSSA visits and investigation specifics.
- g) Attend and assist, including in scheduling, all General Site Safety Meetings.

### **2.3 SITE SUPERINTENDENT**

- a) Ensure new employees have proper orientation which includes Workers Awareness, Working From Heights (Fall Protection), WHIMIS, personal protective equipment, brief them on site orientation and company safety issues.
- b) Responsible for conducting weekly safety tailgate talks, conduct quarterly site safety meetings, encouraging and enforcing the Safety Program and Procedures on site.
- c) Review Site Safety Program and Procedures with Trade Contractors, identifying responsibilities to each and emphasising co-operation amongst all parties.
- d) Perform inspections of site on weekly and monthly basis to ensure safety is being incorporated into each and every job, each and every day. Maintain a Supervisors Safety Log Book of inspections, infractions and enforcement. Report all findings to Health and Safety Officer (Administrator(s)) and the Construction Manager. *The Ontario Health and Safety Act and Regulations 213/91 Sec 14 OHSA.*
- e) Direct Trade Contractors with respect to safe work procedures and practices and compliance with *the Ontario Health and Safety Act and Regulations 213/91 Sec 14 O HSA.*
- f) Ensure an incident report Form (C - part 1) is filed for every accident and/or near miss (close calls). Report this to the Health and Safety Officer (Administrator(s)) in writing (Form C - part1).
- g) Have Trade Contractor fill in and submit to Valecraft Homes Limited Head Office Form (C-part 2)
- h) Direct accident situations and perform leadership role towards ensuring accident victim is safe and treatment provided if necessary and if required the accident scene is secured.
- i) Inspect tools, scaffolding, and means of access and egress, level ground, housekeeping, machinery, rigging devices, etc. so that they do not endanger any worker and for compliance with the Ontario Health and Safety Act and Regulations 213/91 Sec 14 Sub OHSA.
- j) Attend and participate in all General Site Safety and Joint Health and Safety Committee meetings at their respective sites.
- k) Maintain a binder containing all the MSDS for WHIMIS Controlled products being used on his/her project.

### **2.4 HEALTH AND SAFETY REPRESENTATIVE**

- a) Perform daily work functions but with safety always in mind.
  - b) Encourage and support a positive morale towards the program of safety, especially with those not tending to comply with the Safety Programs and Procedures and the Ontario Health and Safety Act and Regulations 231/91 OHSA.
  - c) Assist the Site Superintendent in giving weekly tailgate safety talks and doing weekly inspections.
  - d) Attend and participate in all General Site Safety and Joint Health and Safety Committee meetings. Share suggestions as to how to increase efficiency and encourage co-operation towards the Safety Program and Procedures.
  - e) Report hazards and/or near misses and make recommendations to Site Superintendent on health and safety issues.
- a) Maintain current knowledge of the Ontario Health and Safety Act and Regulations 213/91 OHSA.
  - f) Maintain current knowledge of First Aid principles and certification in CPR: level A is strongly recommended.
  - g) Inspect the Physical condition of the workplace every week and report findings to the Site Superintendent or Construction Manager and the Health and Safety Officer (Administrator(s)).

## **2.5 JOINT HEALTH AND SAFETY COMMITTEE:**

- a) Members: Health and Safety Officer (Program Administrator9s0), Site Superintendents, Site Safety Representatives and Trade Contractors
- b) Meet at least once every three months (OSHA Act 9 (33)) with a written agenda to discuss issues of health and safety pertinent to the site.
- c) Make written recommendations on health and safety issues to the Site Superintendent and Administrator(s).
- d) Review infractions and incidents reports and assist in enforcement arbitration.
- e) Review comments/criticisms (Form (A)) from Trade Contractors and make written recommendations to the Site Superintendent and to the Health and Safety Officer (Safety Program Administrator(s)).
- f) Keep written notes in the form of minutes on discussion issues relating to health and safety recommendations, hazards, etc. Minutes are to be dated and submitted to the Health and Safety officer (Safety Program Administrator(s)).
- g) Post minutes from the Joint Health and Safety Committee meetings in the Site Construction Trailer or office.

## **2.6 TRADE CONTRACTORS**

- a) Ensure all their employees / subcontractors have training in Workers Awareness Training, Working from Heights (Fall Protection), WHMIS and personal protective equipment; hold weekly safety talks with their workers and brief them on company Safety Program and Procedures and tell them that a complete copy can be found in the site trailer.
- b) Instruct all employees / subcontractors to check in and out with the Site Superintendent for briefing and instructions.
- c) Provide proof of training / licensing for all employees / subcontractors including any other relevant accreditation.
- d) Record and report hazards, unsafe conditions and near misses to Site Superintendent immediately, regardless of how small or insignificant
- e) In the event of an injury, Contractor must submit a completed Valecraft Form (C-Part 2) to Valecraft Homes (2019) Limited Head office and to the Site Superintendent within 24 hours of the incident, with written confirmation that the Ministry of Labour and WSIB have been notified and the required forms submitted if applicable.
- f) Provide a competent safety representative to ensure that their personnel and subcontractors work in a safe manner in accordance with the Safety Program and Procedures and the Ontario Health and Safety Act and Regulations 213/91 OHSA.
- g) Instruct their Safety Representative, prior to going on site, to check in with the Site Superintendent to discuss and review any concerns the Superintendent may have.
- h) Together with their Safety Representative, attend all Site Safety Meetings.
- i) Ensure their workers comply with mandatory clean-up of their respective work areas daily or as regularly required, this is mandatory.
- j) Inspect tools and personal protective equipment daily to ensure compliance with safety requirements and that they do not endanger workers.
- k) Record comments or criticism and recommendations on Form (A) regarding Valecraft Homes (2019) Limited's Health and Safety Program or other items pertaining to site safety.
- l) Agree and acknowledge that compliance with the Occupational Health and Safety Act and Regulations, and this Company's Safety Program, policies and procedures, are mandatory on all sites and part of their contractual agreement. Failure to comply will result in immediate dismissal from the project site by our Health and Safety Officer, Site Superintendent and or Construction Manager, at no liability to us and without recourse by the Trade Contractor.
- m) Provide the Site Superintendent with Material Safety Data Sheets (MSDS) for all materials they introduce or use on our job sites.
- n) Visibly display "Temporary Workplace Warning Labels or Signage" where and when applicable in accordance to the Ontario Health and Safety Act and Regulations 213/91 (OHSA).
- o) Ensure that all Quebec resident workers be in possession of the appropriate documentation from the Jobs Protection Office.
- p) Provide to our office and the Site office, and obtain and provide from all its subcontractors, a copy of the Ontario Ministry of Labour Registration form 1000.



## 2.7 CURRENT HEALTH AND SAFETY MEMBERS

VALECRAFT HOMES (2019) LIMITED PRESIDENT:	Diane Brunet
VALECRAFT HOMES (2019) LIMITED VICE PRESIDENT:	Frank Nieuwkoop
VALECRAFT HOMES (2019) LIMITED CONSTRUCTION MANAGER:	Jeff Jasmann
<b>HEALTH AND SAFETY OFFICER</b>	<b>Neil Mann</b>
ST. THOMAS PLACE SITE SUPERINTENDENT	Kirk Richards
<b>HEALTH AND SAFETY SITE REPRESENTATIVE:</b>	<b>John (Jack) McCauley</b>
<b>SHEA VILLAGE SITE SUPERINTENDENT:</b>	<b>Ian Kolesnik</b>
<b>HEALTH AND SAFETY SITE REPRESENTATIVE:</b>	<b>John (Jack) McCauley</b>
<b>NORTH RIDGE SITE SUPERINTENDENT:</b>	<b>TBD</b>
<b>HEALTH AND SAFETY SITE REPRESENTATIVE:</b>	<b>TBD</b>

## 2.8 ENFORCEMENT OF HEALTH AND SAFETY RULES

The following are guidelines for disciplinary action resulting from Safety infractions:

- A) On the first offence, the worker will be given a verbal warning.
  - B) On the second offence, the worker will be given a written warning and a ***disciplinary fee (SEE section 2.12)***.
  - C) On the third offence, ***the trade worker will be prohibited on a Valecraft site/property.***
- 2.8 VALECRAFT HOMES (2019) LIMITED RESERVES THE RIGHT, IN ITS SOLE AND UNFETTERED DISCRETION, TO TERMINATE THE **CONTRACT** OF ANY **TRADE/CONTRACTOR** FOR A SINGLE SAFETY INFRACTION, WITH OR WITHOUT PRIOR NOTICE; AND IN NO EVENT SHALL ANY **TRADE/CONTRACTOR** BE ALLOWED MORE LENIENCY THAN THE GUIDELINES PROVIDED IN THIS SECTION.
- 2.9 BY ACCEPTING **THE CONTRACT** ON A JOB SITE, ALL VALECRAFT TRADE CONTRACTORS AND SUBCONTRACTORS AND EMPLOYEES OF TRADE CONTRACTORS AND SUBCONTRACTORS ARE PROVIDING EXPRESS CONSENT TO THE USE OF VIDEO SURVEILLANCE AND THE TAKING AND USE OF HIS/HER PHOTOGRAPHIC IMAGE IN ANY MEDIA, FOR THE PURPOSES OF ENFORCEMENT OF AND COMPLIANCE WITH THIS SAFETY PROGRAM, ITS POLICIES AND PROCEDURES, AND FOR ANY PURPOSES ANCILLARY OR RELATED THERETO.
- 2.10 Immediate dismissal may result from safety violations include (but are not limited to):
- A) Noncompliance in part or whole with Health and Safety Policies, Programs or Procedures.
  - B) Engaging in dangerous “horseplay”.
  - C) Possession of or being under the influence of alcohol or illegal drugs on ***Valecraft Sites/Property.***
  - D) Violation of Bill 168 “Violence and Harassment” in the work place.
  - E) Theft or damage to property.
  - F) Insubordination.
  - G) Vandalism.
  - H) Tampering with fire equipment.
  - I) Unauthorized removal of safety signage.
  - J) Unauthorized removal of safety devices of any kind.
  - K) Failure to report unsafe acts / conditions.

## 2.11 NON-COMPLIANCE FEE STRUCTURE FOR SAFETY OFFENSES:

*Subsequent to section 2.8 that is above, the levels of discipline remain the same, however, on the second offence, a NON-COMPLIANCE fee will be charged for failing to comply with the health and safety rules as set out in this company policy, as well as the Occupational Health and Safety Act. The amount deducted will be removed from the trade/contractor's billing cycle. It will be the responsibility of the trade/contractor to deal with its offending employee or subcontractor. The fee structure is as follows;*

*The Worker will receive a written notice of the infraction and a copy sent to trade/contractor.*

*Here are some examples of fees that may be charged. These fees are subject to change and are not limited to the below list.*

### Failing to wear regulated Personal Protective Equipment (PPE)

- |                          |          |          |
|--------------------------|----------|----------|
| • Safety Boots           | \$ 75.00 |          |
| • Hard Hat               |          | \$ 75.00 |
| • Eye Protection         | \$ 50.00 |          |
| • Hearing Protection     |          | \$ 50.00 |
| • Respiratory Protection | \$ 50.00 |          |
| • Skin Protection        |          | \$ 50.00 |

### Fall Protection

- |  |           |           |
|--|-----------|-----------|
| • Not Wearing Fall Protection Equipment                            | \$ 200.00 |           |
| • Wearing Fall Protection Equipment, but not Properly tied off     | \$ 150.00 |           |
| • Removing Guardrails/Opening covers and Not replacing/reinstating |           | \$ 150.00 |
| • Adding ramps for access in non-designated Areas                  | \$ 150.00 |           |

Site Access & Egress (Vehicle/Lift improperly parked) \$ 50.00

Improper ladder / work platforms / Scaffold Setup \$ 50.00

Fork Lift / Boom Equipment not inspected / outdated info \$ 50.00

Unsafe work practices \$ 50.00

Not attending scheduled Safety Meeting \$ 50.00  
(Employer offence)

Housekeeping (not cleaning area of work)  
(Valecraft Personnel cleaning up after trade/contractor) \$ 100.00 / Hour

## 3.0 SAFE WORKING PRACTICES AND HOURS OF OPERATION;

### 3.01 Hours of Operation:

Monday to Friday from 7:00 AM. to 4:00 PM. Excluding Statutory and Civic Holidays. A clearance pass must be obtained from the Site Superintendent to work outside of these posted hours (This policy is strictly enforced).

3.01.1.1 CSA certified class "B" or "E" safety hardhat and CSA certified footwear (identified by green triangular patch) must be worn at all times while on site. (OHS Reg. 213/91 Sec 22, Sec 23.[1], 23.[2] [a],[b])

3.01.1.2 Eye protection must be worn when there is any risk, or possibility of risk, of eye injury from your own work or someone else working close by. (OHS Reg. 213/91 Sec 24)

3.01.1.3 A worker shall wear such protective clothing and use such personal protective equipment or devices, including hearing protection as are necessary to protect the worker against the hazards to which the worker may be exposed. (OHS Reg. 213/91 Sec 21 [1],[2],[3], and Ontario Regulation 381/15 made under the Occupational Health and Safety Act.

3.01.1.4 A worker shall use protection appropriate in the circumstances when there is a risk of injury on a project from contact between the worker's skin and,

- A) a noxious gas, liquid, fume or dust;
- B) an object that may puncture, cut or abrade the skin;
- C) a hot object, hot liquid or molten metal; or
- D) Radiant heat

(OHS Reg. 213/91 Sec 25[a], [b], [c], [d])

- 3.01.1.5 Never remove safety devices from any power tool. *(OHS Reg. 213/91 Sec 109)*
- 3.01.1.6 Always disconnect power before changing attachments, blades, bits or other from a power tool.
- 3.01.1.7 Ensure power tools are either grounded and/or double insulated. *(OHS Reg. 213/92 Sec 195[1],[2],[3])*
- 3.01.1.8 Do not store materials, tools or other equipment in stairways or landings at any time. *(OHS Reg. 213/91 Section 35)*
- 3.01.1.9 Materials are never to be allowed to drop freely from one level to another level regardless of its height. *(OHS Reg. 213/91 Sec 35.[2])*
- 3.01.1.10 Keep work areas uncluttered and travel corridors free for travel by others. *(OHS Reg. 213/91 Sec 72 [a],[b],[c], Sec 113)*
- 3.01.1.11 Ventilation should be provided to work areas to reduce respiratory and other hazards created by dust, dirt, fumes, gases, vapours, etc. *(OHS Reg. 213/91 Sec 46.[1][a],[b] 46.[2])*
- 3.01.1.12 Persons using a ramset or any other explosive- actuated tool must have current and appropriate certification and licensing from a qualified trainer and or the province of Ontario. *(OHS Reg. Sec 117[1], [2],[3] 3[a],[b])*
- 3.01.1.13 Persons using a chain saw tool must have current and appropriate certification and licensing from a qualified trainer and or the province of Ontario. *(OHS Reg. Sec 112.[1][1.1], [1.2][a], [b], [c] 112.[2], 112.[3])*
- 3.01.1.14 Guardrails shall be erected wherever edges of staircases, balconies, scaffolds and ramps are left open *(See Section 3.3 Guardrails). (OHS Reg. 213/91 Sec 26.[1] to 26.[9])*
- 3.01.1.15 Ramps shall be placed at all front entrances and garage man doors, or where required at rear patio doors if authorized by the Site Superintendent only as a temporary basis. And shall be secured to structure at top of ramp. *{see Section 3.1 Job Built Ramps} (OHS Reg. 213/91 Sec 70.[1],[70.[2])*
- 3.01.1.16 Access to and egress from a work area: (see section 3.1 Job Built Ramps and section 3.2 Job Built Ladders)
- (a) Access to and egress from a work area located above or below ground level shall be at all front entrances (front door and garage man door) only and by stairs, a runway, ramp or ladder secured to the structure. *(OHS Reg. 213/91 Sec 70[1])*
  - (b) Adequate means of egress shall be provided from a work area to permit the evacuation of workers during an emergency by stairs, a runway, ramp or ladder at front main entrance door or garage man door from house to garage or as otherwise directed by the Site Superintendent and shall be secured to the structure. *(OHS Reg. 213/91 Sec 71)*
  - (c) The use of Patio Doors as a means of access to and egress from a work area is not permitted unless authorized by the Site Superintendent. Such usage shall be available on a temporary basis only and only if access and egress is by means of stairs, a runway, ramp or ladder.
- 3.01.1.17 Ladders shall be placed on a firm and suitable foundation and be tied off at the top if not held by another individual. Placement shall be such that the rails extend a minimum 915 mm above an upper landing and the of inclination is set at 305 mm (12") out for every 915 mm (36") vertical height *{See Section 3.2 Job-Built Landers}. (OHS Reg. 78 [1],[2] a to g)*
- 3.01.1.18 Propane cylinders and heaters and their use shall comply with *Section 3.5 Propane Cylinder Storage/Heating .OHS Reg. 213/91 Sec 42[1], [2], [3], [4], [5 a, b, c, d, e ]*
- 3.01.1.19 Excavation sloping shall be such that material soils are sloped no greater than 45° from the horizontal commencing no more than 1220 mm (4') above the base of the excavation.
- 3.01.1.20 The use of dollies or hand carts is recommended whenever large heavy bulky materials must be moved by one individual unassisted. This will reduce the risk of potential back injuries.
- 3.01.1.21 Ladders, workbenches, scaffolding and the like shall not be left unattended on top of a roof for any period of time especially after working hours or over a weekend period.
- 3.01.1.22 Each Trade Contractor is responsible for ensuring that all cables, chains, ropes, slings, eyehooks, chokers used for hoisting or rigging are inspected and free of any structural weaknesses, frays, kinks, fractures and the like. More so, Contractors shall ensure load capacities of rigging devices are not exceeded. *(OHS Reg. 213/91 Sec 168 [1], [2], [3], [4], [5].)*
- 3.01.1.23 Fork lifts, front-end loaders, backhoes and shovels must be operated by a qualified and competent person only. Licences must be current and in good standing for all machinery where licensing is deemed mandatory. *(OHS Reg. 213/91 Sec 96.)*
- 3.01.1.24 Forks on a fork lift, buckets on a backhoe, front-end loader or shovel must never be left unattended and/or in a raised position. Furthermore, they should never be used as a platform or other place from which to work. *(OHS Re. 213/91 Sec 102 [a], [b], [c], [d].)*

- 3.01.1.25 Each Trade Contractor is responsible for cleaning up his/her work area and keeping it orderly on a daily basis. Refuse materials are to be placed into the appropriate material containers provided by the Builder. *(OHS Reg. 213/91 Sec 35[1])*
- 3.01.1.26 Consumption of alcoholic beverages, cannabis and/or narcotics is strictly prohibited on the job site. Furthermore, individuals found to be under the influence, impairment and/or suspected of being under the influence or impairment will be dismissed immediately from the job site
- 3.01.1.27 Under the Smoke-Free Ontario Act 2017, smoking tobacco or cannabis and vaping of any substance is also now prohibited on all Valecraft Properties including Company Vehicles.
- 3.01.1.28 Trade Contractors working on rooftops or anywhere exceeding a height of 2.4 or more metres, and cannot be protected by a guard rail system, must wear a full fall arrest system with body harnesses and lanyards *(OHS Reg. 213/91 Sec 26 to 26.8)*.
- 3.01.1.29 **Temporary Heating:** The use of open flame or forced air heaters in the interior of any building are strictly forbidden. Any other temporary heating device to be used on site shall be listed or approved by a nationally recognized testing laboratory. Such approved temporary device shall be operated as per the manufacturer's guidelines and clearances. The approved heater shall be secured to a wall or floor with no less than 1.25 metres (4 feet) of clear space surrounding it. Open flame heaters used outside of any building structure shall be positioned at least 1.25 metres (4 feet) away from building and secured. Tarpaulins, canvas or similar enclosing material shall be securely fastened to prevent it from being blown by the wind against heaters or other sources of ignition. *(OHS Reg 213/91 Section 49 [1], [2], [3], [4], [5])*
- 3.01.1.30 **Storage of Building Materials;** There will be NO storage of building materials on the roads or access and or egress paths.
- 3.01.1.31 **Emergency Vehicles Access;** Access for emergency vehicles must be maintained at all times.
- 3.1 **Access to and egress** from a work area located above or below ground level shall be by stairs, runway, ramps or ladders. *(OHS Reg. 213/91 Sec70)*

#### **JOB BUILT RAMPS:**

**Specifications: (Ramp)** *(OHS Reg. 213/91 Sec73[4])*

- shall be at least 460 Millimeters wide and shall be securely fastened in place,

**A Ramp shall have,** *(OHS Reg. 213/91 Sec74)*

- A slope not exceeding a gradient of 1 in 3; and
- If its slope exceeds a gradient of 1 in 8, cross cleats made from nineteen millimeters by thirty-eight millimeters boards that are securely nailed to the ramp and spaced at regular intervals not exceeding 500 millimeters.
- Refer to Valecraft SP-26

- 3.2 **JOB-BUILT WOODEN LADDERS: Are not permitted on Valecraft sites only No1. Grade ladders are permitted.**

#### **\*NOTE – Workers are to be advised as follows:**

- Always ascend and descend a ladder face front only.
- Always Maintain Three Contact Points while on a rung at all times (i.e.: two feet and one hand or two hands and one foot).
- Keep your centre of gravity between side rails.
- Do not lean over side rails.
- Ladders should be visually inspected and tested for structural integrity before very use and repaired or discarded if deemed unfit for usage.

### 3.3 GUARDRAILS

#### **Specifications for wooden guardrails:**

- Each guardrail must be fastened securely to a header or other structurally stable member.
- Minimum size of members is to be no less than 2" x 4".
- Guardrails shall have vertical supports spaced no further than 21336 mm (7'.0") apart and at each change in direction.
- Vertical supports shall extend 36" - 42" above floor surface.
- Each guardrail shall have three horizontal members consisting of a top rail, middle rail and toe board located flush with floor surface.
- Each guardrail must be durable enough to with stand any likely loads placed upon them or pressures applied to them.

#### **\*NOTE:**

Where guardrails are not suitable due to circumstance, then planking with sheathing shall be used to cover floor openings. Such must be strong enough to withstand foot travel ovetop of opening. If it is not reasonably possible to install a guardrail system, a worker shall be adequately protected by at least one of the following methods of fall protection.

- A travel restraint system that meets the requirements of (*OHSA Req.213/91 Sec 26. [4]*)
- A fall restricting system that meets the requirements of (*OHSA Req.213/91 Sec26. [5]*)

### 3.4 SCAFFOLDING AND WORK PLATFORMS

- Frame scaffolding legs and/or work platform legs must be placed on a level surface atop a solid foundation or base plate and nailed to 2" x 10" or 2" x 12" mudsills underneath each leg.
- Vertical cross-bracing must be used to tie together opposing ends of frame scaffolds ensuring that coupling devices (pin and slider, pigtail, banana clip) are used to complete the connection at every junction.
- Planking should be fully decked to prevent sliding movement and cleating at each end is recommended to prevent lateral movement.
- Planking members must be either LVL lumber, select structural or SPF grade 1 lumber with minimum dimensions of 48 mm thickness x 248 mm width. Such shall be strong enough to withstand worker and material loading weights.
- Under no circumstances should a worker set foot onto an extension of planking outside of the frame enclosure regardless of any worker or material loads counteracting in the centre of the frame.
- All faulty coupling devices, frame assemblies and/or planking shall be repaired and corrected immediately.
- Only a competent worker shall supervise the erection, alteration and dismantling of a scaffold. (*OHSA Req. 213/91 Sec 125,126,128,129,130,131,135,137,138,139, 140,141,142,154*)

### 3.5 PROPANE CYLINDER STORAGE AND HEATING

#### **A) Storage:**

- Always store cylinders in an upright position on a level non- combustible surface.
- Store cylinders outdoors in a secure area away from heat and/or sources of ignition.
- Keep empty cylinders stored separately from full cylinders.
- Ensure all Cylinders are current and not expired i.e.: YY ▲MM and or refurbished tag.
- All Cylinders to have weatherproof regulator and valve covers.

(*OHSA Req. 213/91 Sec 42*)

### 3.5 PROPANE CYLINDER STORAGE AND HEATING (Continued)

#### B) Heating:

- All persons handling propane must be in possession of a valid Record of Training in Propane Safety.
- Secure cylinders in upright position on a weatherproof base outside of the house or area to be heated, away from the basement windows.
- Cylinders are to have a weatherproof cover over the valve and regulator.
- Hoses are to be properly connected, secured and protected from damage.
- Ensure heater is located no closer than 15' from the propane fuel supply.
- Ensure adequate ventilation to the area being heated.
- Ensure Valves are opened fully to avoid freeze-up and Regulator has a weather proof covering.
- Heaters must be placed such that the unit is kept level at all times (not upside down or hanging).
- Check for leakage of gas in connection line or safety valve before igniting heater.
- Heater must not be set close to or pointing at any flammable materials.  
(OHS Act 213/91 Sec 49 to and including Sec 51)

### 3.6 HOTWORK OPERATIONS

“Hot Work” shall mean work that requires the application of open flames this includes but is not limited to;

- Brazing, cutting, grinding, soldering or welding operations,
- Use of blow lamps and torches,
- Application of hot bitumen, or
- Any other heat producing operation.
- A fire watcher will be present during all such operations, and will remain in the immediate area for at least the time required by the local fire code but not less than 2 hours after the completion of such operation; and
- The fire watcher will be properly equipped and able to perform fire prevention and protection duties during such operations; and
- At least one suitable fire extinguisher bearing an Underwriters Laboratory of Canada label and in proper working order will be maintained within 8 metres of such operations.

### 3.7 STORAGE OF BUILDING MATERIAL.

- There will be no storage of building material on the roads.

### 3.8 Bill 168 and Bill 132 “VIOLENCE AND HARASSMENT” IN THE WORKPLACE.

- Provided under Separate Cover, our Workplace Violence & Harassment Program shall form part of Valecraft Homes (2019) Limited Safety Program and Procedures. (OHS Act Part III.I Sec 32.01 to 32.07)

### 3.9 EARLY AND SAFE RETURN TO WORK:

- If a Valecraft Employee is ever injured at work, the employer and the worker must work together to ensure an "early and safe return to work" (ESRTW). The goal of ESRTW is an early return to suitable employment. Employees of Trade Contractors and subcontractors are urged to discuss ESRTW with their respective employers as this is not the responsibility of Valecraft Homes (2019) Limited.
- Upon request, more detailed information will be provided to Valecraft Employees under separate cover from Valecraft Homes (2019) Limited Head Office.



**Form A**

**Date:**

**Project:**

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**Comments or Criticism:**

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**Recommendation:**

**From:**

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**Print Name:**

**Signature:**