MJ Dixon Construction Limited

Health and Safety Policy
&
Accident Prevention
Program

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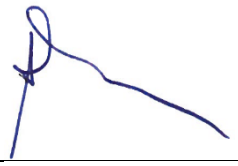
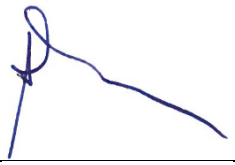
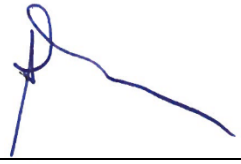
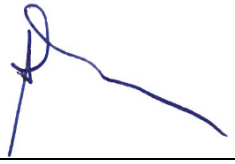
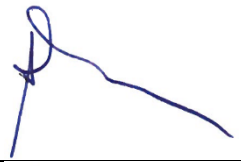
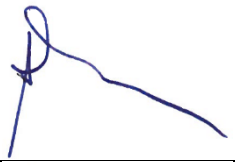
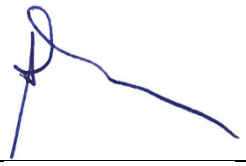
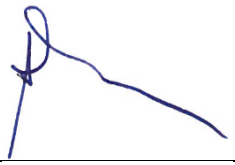
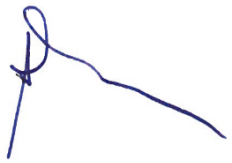
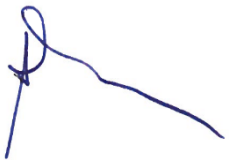
REVISIONS OF THIS POLICY

Date of Revision	Changes/Topics	No Changes (Official's Initial)	Today's Date	Signature
February 2014	1. Theft 2. Bill 160 Training Req.		February 2014	
February 2015	Working at Heights Training Standards		February 2015	
February 2015	New Definition of a Worker Under the OHSA		February 2015	
February 2016	1. New WHMIS 2015 2. Noise 3. PEWP Changes		February 2016	
March 2017	Mold added into designated substance examples. Annual review and signoff from management representative.		March 2017	

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

MJ Dixon Construction Limited- Head Office	**(905) 270 – 7770**	
MJ Dixon Construction Limited- Fax	**(905) 270 - 4244**	
President	**(905) 270 – 7770**	**x223**
Vice President	**(905) 270 – 7770**	**x231**
General Manager	**(905) 270 – 7770**	**x231**
Project Manager	**(905) 270 – 7770**	**x231**
General Supervisor	**(905) 270 – 7770**	**x231**
H & S Representative	**(905) 270 - 7770**	**x221**
Spill Control Centre	**1-800-268-6060**	
Poison Control Centre	**(416) 813 - 5900**	
M.O.L	**1-877-202-0008**	
Emergency Services (Police, Ambulance, Fire Department)	**911**	

INTRODUCTION

MJ Dixon Construction Limited is a 100% Canadian owned and operated company with the corporate head office located at *2600 Edenhurst Drive. Suite 200, Mississauga, 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 **MJ Dixon Construction Limited** 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 **MJ Dixon Construction Limited** projects and for work performed for **MJ Dixon Construction Limited** 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.
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 **MJ Dixon Construction Limited** 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 **MJ Dixon Construction Limited.**

HEALTH AND SAFETY POLICY STATEMENT

MJ Dixon Construction Limited is committed to the protection from accidental loss of all its recourses, including all workers and physical assets.

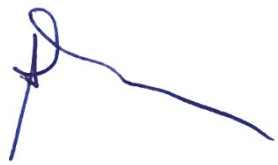
In fulfilling this commitment to protect both people and property, we will provide and maintain a Safe and Healthful work environment. In order to achieve this goal, **MJ Dixon Construction Limited** will support its employees, subcontractors, and clients' safety concerns and whenever necessary, ensure that disciplinary action is taken in the case of any breach of the Health and Safety Policy. **MJ Dixon Construction Limited** 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 a safer work environment. Loss prevention is the direct responsibility of supervisors and all workers.

All managers, supervisors, workers, contractors and subcontractors must comply with **MJ Dixon Construction Limited** 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 is unacceptable at all levels and will be subject to discipline.



_____ March 22, 2017

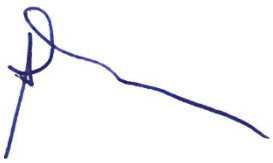
MJ Dixon Construction Limited- Principal Date

ENVIORNMENTAL POLICY STATEMENT

At **MJ Dixon Construction Limited** 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.



_____ March 22, 2017

MJ Dixon Construction Limited- Principal Date

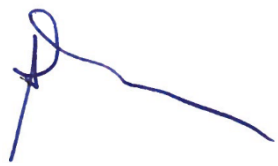
VIOLENCE & HARASSMENT POLICY STATEMENT

MJ Dixon Construction Limited recognizes that the potential exists for harassment, violent acts, and threats of violence in the workplace. All **MJ Dixon Construction Limited** 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.



MJ Dixon Construction Limited- Principal

March 22, 2017
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 indicate speed limits, equipment directional travel pattern, pedestrian/worker crossing, **"danger due to"** signs will specify the hazard.

SAFETY PUBLICATIONS AND POSTINGS

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. **MJ Dixon Construction Limited** Safety Policy Statement
3. **MJ Dixon Construction Limited** Workplace Violence Policy Statement
4. **MJ Dixon Construction Limited** 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. Prevention Starts Here – Workers right to know (MOL) poster

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
10. Copy of up to date **MJ Dixon Construction Limited**

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) – in the winter time heated toilets required
4. Adequate number of fire extinguishers and location signs (see s. 52 of OHS Reg.)
5. Emergency air horns
6. Stretcher

7. Blanket
8. Portable Eye Wash Station
9. Minimum one air horn for emergency situations

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

1. Registration forms (WSIB forms T – 1000)
2. WSIB Clarence 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

Site Safety Signs: adequate number of communication signs shall be made available to project supervisors such as:

- Evacuation Assembly Area
- Danger Due To / Restricted Access
- PPE required
- GATE #s
- Construction Office etc.
- Overhead power lines – identify voltages and safe approach distances

3. **Emergency Action Plan (EAP):**
Each site is provided with a site-specific emergency action plan which identifies:

- Emergency Response Procedures
- Emergency Contract Numbers
- Evacuation Procedures & Evacuation Assembly Areas
- Accident/Incident/Injury Procedures & Reporting Forms
- Fatality Procedures
- Utility Break and/or Contact
- Power Interruption
- Hazardous Spills / Chemical Spills
- Severe Weather
- Natural, Civil Disaster or Disturbance
- Bomb Threat

4. **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.

5. **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
- Name of Project Health & Safety Representative
- Worker safety & equipment training certificate and/or qualifications
- Liability insurance in the amount specified by **MJ Dixon Construction Limited**

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.

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 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 healthy 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 & 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 account-ability	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

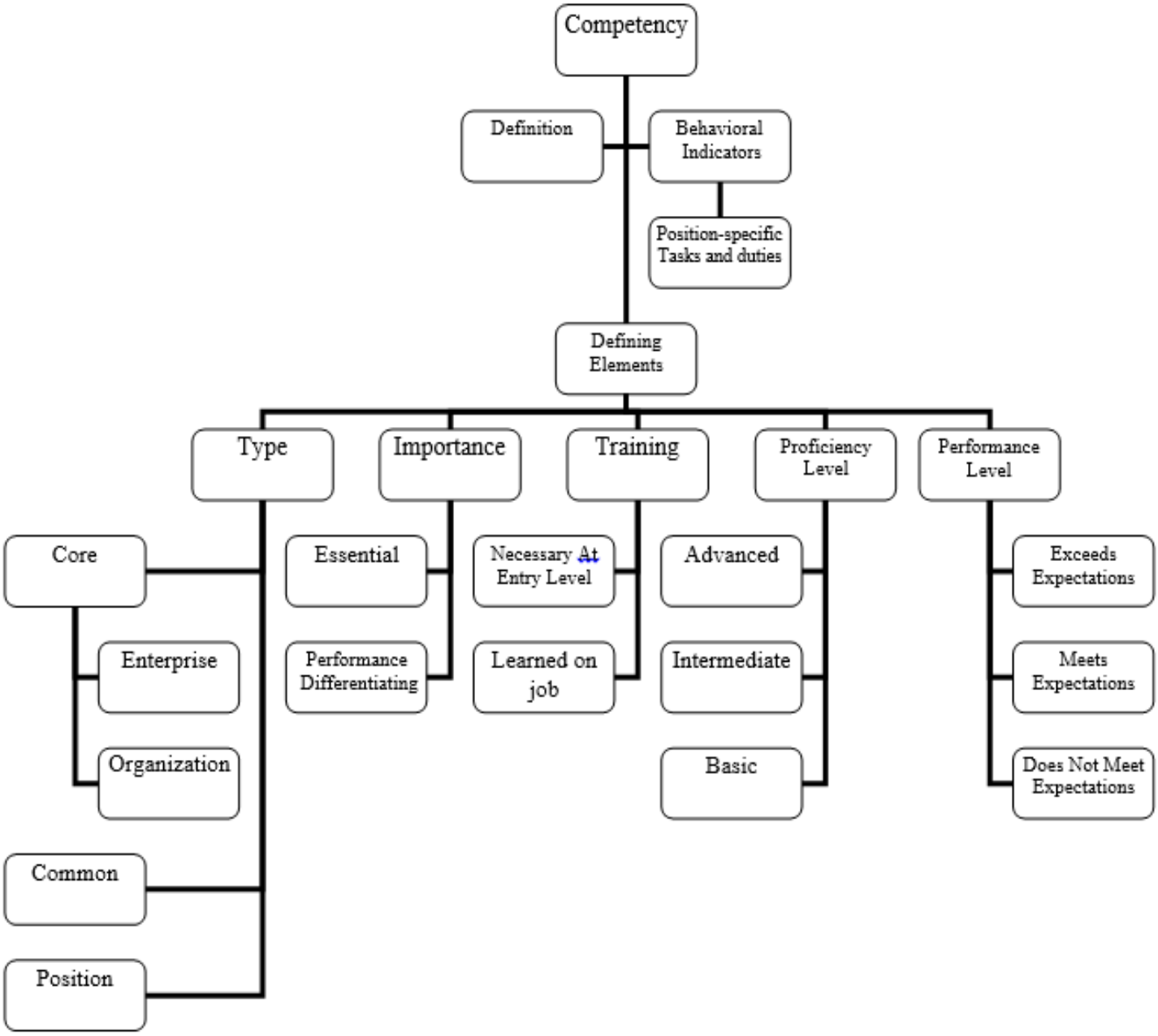
REQUIREMENTS FOR HEALTH AND SAFETY REPRESENTATIVES AND JOINT HEALTH AND SAFETY COMMITTEES FOR THE WORKPLACE

(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]

THE DURATION OF A PROJECT MUST EXCEED 3 (three) MONTHS 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]

METHODS FOR ESTABLISHING COMPETENCY OF SUPERVISORS AND WORKERS



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.

MJ Dixon Construction Limited 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.

SPECIFIED SUPERVISOR RESPONSIBILITIES

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

All supervisors must:

- Ensure all workers including subcontractors employees are to be orientated to the **MJ Dixon Construction Limited** 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 **MJ Dixon Construction Limited** 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 **MJ Dixon Construction Limited** 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 **MJ Dixon Construction Limited** that project superintendent presents on site copy of **Work Permit Form** to subcontractor's company supervisor/foreman and approves in writing once forms completed.

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.

CONTRACTOR/ SUB CONTRACTOR PREQUALIFICTION POLICY & PROCEDURES

Policy

It is the policy of **MJ Dixon Construction Limited** that all Trade Contractors must meet prequalification requirements prior to conducting any work on our projects.

Procedures

MJ Dixon Construction Limited contract manager or project superintendent must ensure that forms questionnaire below is completed, reviewed and signed by responsible parties.

Form on next page.

PREQUALIFICATION FORM FOR TRADE CONTRACTORS

Name of Company: _____

1. Please list your Company's Workers' Compensation Rating (CAD 7) _____

2. Please use the three most recent years to fill in the number of cases for each year.
   _____ _____ _____

3. How many OH & SA violations has your Company received in the last three years?
   Year _____ # _____ Year _____ # _____ Year _____ #_____

4. Any willful Occupational Health & Safety Act Violations? Yes ____ No ____
   Please give a brief description of the violation(s) – use additional paper if necessary
   _____

   _____

5. Any employee fatalities in the past 3 years? Yes _____ No ____
   If YES, please give a brief description of the circumstances:
   _____

   _____

6. Do you have a qualified person responsible for safety within your Company? Yes___ No ___
   Please describe his/her qualifications:
   _____

   _____

7. Does this person do safety inspections on all of your projects? Yes ___ No ____
   If yes, at what frequency? _____

8. Does your company have a substance abuse policy? Yes____ No ____
   If yes, please indicate which are included in the policy.

Pre-Hire/Initial	_____
Employment	_____
Cause	_____
Post-Accident/Incident	_____
Random	_____
Periodic	_____

9. Have you ever implemented 100% fall protection? Yes ___ No ___
   If requested, can you provide us with a site-specific program addressing the fall hazards in your work? Yes ____ No _____

10. Do you have a return to work/light duty program? Yes ____ No ____

    If yes, please describe.
    _____

    _____

11. Do you require documented safety meetings from your employees? Indicate which, and how often.
    Yes _____ No _____

    Field Supervisors Yes _____ No ____ Frequency _____
    New Hires Yes _____ No ____ Frequency _____
    Employees Yes _____ No ____ Frequency _____
    Demolition Contractors Yes _____ No ____ Frequency _____

12. Does your company provide safety training for all employees? Yes ____ No ____
    If yes, please list training _____
    _____
    _____
    _____

13. Do you have home office representative (not directly involved in the project) who will visit and audit the project for safety? Yes ____ No _____ Frequency _____

14. Does your company set annual safety training goals? Yes ____ No _____
    If yes, please describe.
    _____

    _____

15. Does your Company have a program recognizing your employees for safety performance excellence?
    Yes ____ No _____

16. Does your Company have a disciplinary program in place for safety violations? Yes ___ No ___

17. Does your Company review the safety management systems of your sub-Demolition Contractors?
    Yes ____ No _____

18. Does your Company conduct accident /incident investigations? Yes ____ No _____

19. List all supervisory employees who have completed an IHSA's (former CSAO) Basics of Supervision Course.

SUPERVISOR'S NAME	IHSA's 3 Day Course Completed (Dates)

The undersigned warrants and represents the data provided is accurate in all respects.

Name of Company: _____

Address of Company: _____

Telephone Number: _____

Prepared By: _____

Position/Title: _____

Signature: _____

Date: _____

ACCOUNTABILITY

Employees of **MJ Dixon Construction Limited,** 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 **MJ Dixon Construction Limited** 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) **MJ DIXON CONSTRUCTION LIMITED EMPLOYEES**

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

DOCUMENTING CONTRAVENTIONS/DISIPLINARY PROCEDURES

WARNING TO SUBCONTRACTORS

MJ Dixon Construction Limited 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 **MJ Dixon Construction Limited** sub-contractual agreement to comply with **MJ Dixon Construction Limited** 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 **MJ Dixon Construction Limited** 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, **MJ Dixon Construction Limited shall exercise the right to take immediate steps to correct the unsafe condition at the expense of the responsible parties**. **MJ Dixon Construction Limited** 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 contractor's head office
- Copy to **MJ Dixon Construction Limited's** project manager

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 **MJ Dixon Construction Limited** 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

MJ Dixon Construction Limited project superintendent or his competent replacement, together with **MJ Dixon Construction Limited** 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 **MJ Dixon Construction Limited**

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. **MJ Dixon Construction Limited** 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 **MJ Dixon Construction Limited** head office:

1. _____ Mobile: _____ Home: _____

An alternate contact would be:
2. _____ Mobile: _____ Home: _____

DEFINITION OF EMERGENCY

An ***EMERGENCY*** is generally 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 11 of 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:

1. ensure medical assistance is provided
2. preserve the accident scene
3. 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 – e.g. 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, e.g. – Police, Fire Department, Ministry of Labour, Gas Company, Utility Company, Property Owner or Agent …

The project's ***Press Liaison*** person for **MJ Dixon Construction Limited** 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'S 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 neighbors. This will be appropriately integrated with external authorities (police, fire department).
- Notify the head office immediately of the fire, spill or other hazard **MJ Dixon Construction Limited** 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 **MJ Dixon Construction Limited** 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.

INCIDENTS INVOLVING TENANTS & 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 **MJ Dixon Construction Limited** 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 **MJ Dixon Construction Limited** The subcontractor must make **MJ Dixon Construction Limited** 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 signalman 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 signaler shall not perform other work while acting as a signaler.

TRAFFIC CONTROL PLANNING FOR THE PROJECT

At **MJ Dixon Construction Limited** 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 driving in and out of the project.

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.

Only trained and competent workers shall be assigned as traffic control persons or signalers and operate in accordance with Ontario Book – 7 – Temporary Conditions.

CONSTRUCTION PROJECT INSPECTIONS AND REPORTS

PROJECT SAFETY INSPECTIONS POLICY

It is **MJ Dixon Construction Limited** 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 under-stand and strictly adhere to **MJ Dixon Construction Limited** health and safety policy procedures, the Occupational Health and Safety Act, and provincial / municipal regulations of construction projects.

MJ Dixon Construction Limited 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 **MJ Dixon Construction Limited** work 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 **MJ Dixon Construction Limited** 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:

- **MJ Dixon Construction Limited** Project Superintendent – at least 4 times per month in documented form
- Project **H & S Representative** – at least 1 time per month in documented form
- **MJ Dixon Construction Limited** Safety Consultant (Third Party) – random – minimum bi - weekly (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 MJ Dixon Construction Limited Construction Activities

- It is the responsibility of **MJ Dixon Construction Limited** 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. Base plate of such barriers shall not obstruct the public walkways or parking lots in the manner that may pose tripping hazard. Also large signs or billboards shall not be placed on temporary fencing as they may increase wind load and cause the barrier to collapse onto the public way.

- 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 **MJ Dixon Construction Limited** 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.

SECURITY REQUIREMENTS

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

- The **MJ Dixon Construction Limited** 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 **MJ Dixon Construction Limited** Superintendent is responsible for keeping log book of the I.D. badges and ensuring their return.

- Identification badges are the property of **MJ Dixon Construction Limited** and shall be surrendered upon request.

- Access and egress from the site is through gates designated by our Client.

- All vehicles must have a **MJ Dixon Construction Limited** 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 **MJ Dixon Construction Limited** Project Management. Camera operator might be accompanied at all times by a representative approved by **MJ Dixon Construction Limited** Project Manager or site Superintendent.

VISITOR PROCEDURES

- All visitors to **MJ Dixon Construction Limited** 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 **MJ Dixon Construction Limited** 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 **MJ Dixon Construction Limited** policies and procedures and those of the Constructor.

CLIENT EMPLOYEE'S AND PROPERTY PROTECTION

Where the Client's Representative requests the separation of construction activities and Client's personnel/property, **MJ Dixon Construction Limited** 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.

Dust Control

- Where dissemination of the dust may pose hazard to the public or occupants, dust control measures must be implemented.

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 destructions 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.

HOUSEKEEPING POLICY

MJ Dixon Construction Limited 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**, MJ Dixon Construction Limited** 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.

Waste materials must be seperated and disposed in accordance with envirnomental waste disposal requirements.

Good housekeeping is essential in injury prevention, fire prevention, envirnomental contamination prevention and failure to comply will result in immediate stop work orders.

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.

Smoking MAY BE permitted:
Only in areas designated by **MJ Dixon Construction Limited supervisor.**

IPOD/PERSONAL RADIOS, MP3 PLAYERS ETC.

IPod's, MP3 players, personal radios, etc. 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.

TRADE CONTRACTOR GUIDELINES TO OUR SAFETY PROGRAM

MJ Dixon Construction Limited contractual commitment with Trade Contractors and other vendors, suppliers or service firms engaged at the work site requires their active participation in our site safety program and adherence to the rules and procedures as set out in this safety policy.

Trade Contractor companies shall only start work when **MJ Dixon Construction Limited** is in receipt of the acknowledgement sheet, (included with these guidelines) which is to be signed by the management representative of the Trade Contractor. The Trade Contractor shall ensure that any sub - contractors, suppliers or persons working on their behalf, are provided with a copy of these Trade Contractor Guidelines and policy/site requirements. These guidelines include our corporate health and safety rules to assist them in reducing accidents and incidents, and in complying with Ontario's safety legislation. Also in addition to the Trade Contractor signing off on the guideline acknowledgment sheet, the Trade Contractor shall also sign off on **MJ Dixon Construction Limited**– TRADE CONTRACTOR HEALTH AND SAFETY AGREEMENT before commencement of work on any of our projects.

Qualifications (skills & abilities) required (Trade Contractors):

- Evidence of experience in the trade – occupation.
- References from previous clients which are checkable.
- Accident ill health statistics.
- Qualifications, proof of competency, skills and ongoing training programs including health and safety training

- (TQAA – certifications)
- How they will do the work i.e. Risk Assessments and Method Statements
- Criteria for selecting Trade Contractor
- MOL orders/fines statistics

Trade Contractors Responsibilities

On our projects, the Trade Contractor shall actively promote safe work practices and procedures among their employees. All Trade Contractors must ensure their crew supervisory personnel have received appropriate training in Health & Safety practices and legislation and that they are competent to perform all required work in a safe and legal manner. Trade Contractor supervisors are required to abide by our specified supervisory responsibilities as listed in our safety policy. All Trade Contractors shall ensure that our corporate safety policy and guidelines are communicated and understood by their supervisors, workers, Trade Contractor/suppliers are enforced.

Training and on site safety meeting

In addition to Trade Contractor providing competent supervisors of their crews, workers should be oriented to the Constructor's work site safety rules and program requirements by the trade or Demolition Contractor's supervisor. All supervisors on our sites, whether working directly or under contract with **MJ Dixon Construction Limited** are expected to perform their duties and responsibilities in a manner that ensures that workers under their authority have the knowledge, training or experience to perform their job tasks in the safest manner possible. All supervisors must ensure their workers are familiar with the *actual* and *potential* hazards of the job and with an understanding of the safety standards and regulations that apply to their work.

Crew "Tool box – Safety talks"

Health and Safety crew "tool box talks" are to be held by the trade or Demolition Contractor super-visors at least one a week or as often as the project superintendent establishes, and records of these talks are to be submitted to **MJ Dixon Construction Limited** superintendent for review. We invite you to use our policy's crew safety talk forms of recording purposes. Trade Contractor shall attend all safety meetings and management production meetings as required by **MJ Dixon Construction limited**

Trade Contractor's labour health and safety representative

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

Trade Contractor and project JHSC

Trade Contractor labour safety representatives or their unions shall appoint, among them, one who is to act as the Joint Health & Safety Committee's Labour Representative on behalf of all labour safety representatives on the project. This J. H. & S. Committee member shall exercise his/her rights as outlined in Ontario's Occupational Health & Safety Act and this policy. The Trade Contractor must provide training of this representative as required, to meet "Certified Member" standards (where applicable).

Trade Contractor's provision of documentation

The Trade Contractor shall provide to MJ Dixon Construction Limited any or all of the following:

- Copy of their health and safety policy and procedures.
- Any engineered stamp and signed design drawings and specifications required (e.g. horizontal life line system approval, anchor approval, demolition, shoring/bracing prior to placement of concrete etc.).
- Written safe work procedures as required (e.g. fall arrest rescue and compliance plan, lock out - tag out, demolition, confined space entry etc.)
- Traffic control protection plans for both or either inside or outside of project.
- Records of training required by the safety regulations and **MJ Dixon Construction Limited** safety policy. Any trade certifications, licenses or permits, log books and operator manuals of equipment.
- All documents required by Ontario's O.H. & S. Act and its Regulations.
- Copies of Hazardous Material Safety Data Sheets and records of W.H.M.I.S. training for all Trade Contractor workers on our projects.
- Signed copy of our Declaration of Supervisor Competency form.
- Provide your WSIB Clearance Certificate – account in good standing.
- Provide a copy of your most current WSIB – Cad 7 performance report.
- Registration of Constructors and Employers engaged in construction form (T 1000) (all trades and sub – trades)
- Copies of MSDS for controlled product used on site.

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

Notification of near misses, incidents and accidents

Trade Contractor, their employer, supervisors or workers are required to report all incidents, accidents or near misses to **MJ Dixon Construction Limited** site superintendent.

Copies of documentation required by provisions of Ontario's Occupational Safety Act or the Worker's Compensation Act, for reporting accidents, incidents and injuries to the authorities shall be submitted to the governing authorities and **MJ Dixon Construction Limited** project superintendent for review.

Saving life or relieving human suffering; maintaining an essential public utility service or public transportation system, or; preventing unnecessary damage to equipment or other property

Investigation and reporting procedures

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

Trade Contractor are to ensure the proper authorities are notified and the appropriate reporting forms are submitted within the prescribed time restraints as set out in legislation. **MJ Dixon Construction Limited** requires to be notified within twenty-four hours of any claim made by anyone against the Constructor or a Trade Contractor of any accident, incident or material or property damage.

Ensuring compliance on our work sites

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

Trade Contractor are required to enforce the above in addition to ensuring safe work practices and work site conditions prevail on our projects. In accordance to **MJ Dixon Construction Limited**– TRADE CONTRACTOR HEALTH AND SAFETY AGREEMENT penalties may be assessed against the Trade Contractor of non-compliance behavior of their employers, employees and suppliers.

Any remedial action having to be taken by **MJ Dixon Construction Limited** for any reason, to correct Trade Contractor work site conditions or neglect, and other reasons as per our agreement, such costs incurred by **MJ Dixon Construction Limited** shall be back charged to the trade Demolition Contractor.

Trade Contractor performance review

An evaluation of any Trade Contractor on our projects may be conducted to determine at intermittent stages of their contract and an overall rating assessed. Such assessments will be forwarded to **MJ Dixon Construction Limited** management of record and review. Trade Contractor exhibiting poor ratings may not become eligible of future contract bid considerations.

Summation

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

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 an 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 an experienced and competent worker for instructions, monitoring and guidance. Do not permit inexperienced worker, under training to carry out difficult task 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. Young workers are less than 25 years of age and new workers by definition are employees that are less than 6 month with the company.

MJ Dixon Construction Limited 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.

HEALTH AND SAFETY TRAINING

Safety Orientation

It is **MJ Dixon Construction Limited** policy that trade contractors ensure 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.
- **MJ Dixon Construction Limited** safety policies and procedures.

It is **MJ Dixon Construction Limited** policy during pre-award negotiations with any subcontractor, that the subcontractor be made aware of and become contractually bound to **MJ Dixon Construction Limited** Health & Safety Policy. This process fosters the desired attitudes and reinforces **MJ Dixon Construction Limited** 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

MJ Dixon Construction Limited 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) /AED
- 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
- Fall Protection Systems 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
- Asbestos Awareness
- Confined Spaces

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

ACCIDENT/INCIDENT INVESTIGATING POLICY AND REPORTING PROCEDURES

Accident – Incident Investigation policy:

It is **MJ Dixon Construction Limited** 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 **MJ Dixon Construction Limited**
- 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. **MJ Dixon Construction Limited** Superintendent or Competent Replacement
2. **MJ Dixon Construction Limited** General Supervisor
3. **MJ Dixon Construction Limited** Project Manager
4. **MJ Dixon Construction Limited** General Manager
5. **MJ Dixon Construction Limited** Vice President
6. **MJ Dixon Construction Limited** President
7. The nearest MOL office
8. The direct employer of injured employee
9. **MJ Dixon Construction Limited** 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. **MJ Dixon Construction Limited** Superintendent or Competent Replacement
2. **MJ Dixon Construction Limited** Project Manager
3. The nearest MOL office
4. The direct employer of injured employee
5. **MJ Dixon Construction Limited** Safety Consultant

C) FIRST AID INJURIES:

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

1. **MJ Dixon Construction Limited** Superintendent or Competent Replacement
2. **MJ Dixon Construction Limited** Project Manager
3. The Supervisor of Injured Worker
4. The Employer of Injured Worker
5. **MJ Dixon Construction Limited** Safety Consultant

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

- **MJ Dixon Construction Limited** Superintendent or Competent Replacement
- The Supervisor of Injured Worker
- The Employer of Injured Worker
- **MJ Dixon Construction Limited** 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 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 purposed, 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.

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

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 the address of the Employer and Constructor

2. The nature and circumstance 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 addresses 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 recurrence.

IMPORTANT: ***CONTACT THE AUTHORITIES:***

Immediately by phone, facsimile etc. and provide a written report of the occurrence to Ministry of Labour (MOL) within forty eight (48) hours..

INJURY CLAIMS MANAGEMENT PROGRAM & PROCEDURES

[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.

MJ DIXON CONSTRUCTION LIMITED POLICY AND INVOLVEMENT

It is **MJ Dixon Construction Limited** 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 **MJ Dixon Construction Limited** management's offer of light duties, modified work or his/her pre-incident job duties.

MJ Dixon Construction Limited 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.

Show that you care about the worker by offering assistance:

- how you are feeling?
- is there anything we can do for you?

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.

a) Ask what the doctor called the worker's medical problem or condition.

b) Ask how long the doctor thinks the worker will be unable to work.

c) Ask if the doctor said the worker could return to the pre-incident job or if the job should be changed in some way.

d) 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.

e) 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)

f) 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.

g) 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.

MJ Dixon Construction Limited 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 of 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.)

EARLY AND SAFE RETURN TO WORK POLICY

It is the policy of **MJ Dixon Construction Limited** 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.

MJ Dixon Construction Limited 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

<u>The Worker shall</u>:

1. Contact the accident employer during the recovery period. Contact must occur weekly or as soon as the worker is fit to return to work.
2. Assist in the collection of job descriptions, task analysis, etc.
3. Provide such medical information, as the employer requires, for an early and safe return to work.
4. Participate in the ESRTW Plan and immediately report any task difficulties.
5. Ensure that ongoing treatment does not interfere with the ESRTW Plan
6. 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 - FORM

I hereby authorize the release of medical information to my employer

_____
Employee Signature

Dear Doctor:

In order for **MJ DIXON CONSTRUCTION LIMITED** 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
_____ 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

FIRST AID & MEDICAL TREATMENT REQUIREMENTS

FIRST AID SUPPLY REQUIREMENTS

Every **MJ Dixon Construction Limited** 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 **MJ Dixon Construction Limited** office management of filing. By law it must remain filed of one year.

FIRST AID CERTIFICATION

It is **MJ Dixon Construction Limited** 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 **MJ Dixon Construction Limited** 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 **MJ Dixon Construction Limited** *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.*

WORKER'S SUBSTANCE ABUSE PROGRAM

It is the policy of **MJ Dixon Construction Limited** to assist any directly hired employee in dealing with substance abuse (drugs or alcohol). We recognize the inherent dangers to other workers who have to work with a worker who is impaired through substance abuse, as well as the personal problems associated with the substance abuser. All superintendents are to keep a watchful eye of any signs or symptoms associated with crew foremen and work site possible substance abuse by workers on our work sites. Workers suspected of being impaired shall not be allowed to continue working but rather shall be interviewed at the site office trailer and if necessary, escorted back home for his personal safety.

Our company management will follow these procedures:

The site supervisor will discuss the situation with the Trade Company, project labour safety representative or the Joint Health and Safety Committee representatives if committee established on the project. These people will investigate and assess the problem. Where the third party concurs that the employee is unfit for work, the employee should be taken home.

Where there is not an agreement after the third party assessment, assistance will be obtained from certified members of the Joint Health & Safety Committee.

The employee will be made to understand that our management cannot allow him to continue working until he seeks medical attention and treatment to eliminate his dependence or practice of substance abuse. The worker will be suspended from working until his treatment is completed and his reliance to the substance is over.

Management will assist in setting up a treatment plan in collaboration with the substance abuser's family doctor and such local substance abuse clinics as:

- Addiction Research Foundation 1-800-463-6273
- Ontario Drug and Alcohol Registry of Treatment 1-800-565-8603

HEAT STRESS – HOW TO PREVENT HEAT ILLNESS

1. 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 that a large amount after hours of sweating.

2. Learn the signs and symptoms of heat-related illness.

3. Inform workers they should avoid alcohol or drinks with caffeine before or during work in hot weather.

4. Try to do the heaviest work during the cooler parts of the day.

5. Adjusting to work in heat takes time. Allow workers to acclimatize. Start slower and work up to your normal pace.

6. Wear lightweight, loose-fitting, light-colored, breathable (e.g. cotton) clothing and a hat.

7. Allow workers to take regular breaks from the sun. Loosen or remove clothing that restricts cooling.

8. 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.

9. 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
• Heavy sweating • Exhaustion, weakness • Fainting / Lightheadedness • Paleness • Headache • Clumsiness, dizziness • Nausea or vomiting • Irritability	• 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)
• 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. • Do not further expose the worker to heat that day. Have them rest and continue to drink cool water or electrolyte drinks.	• 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.

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

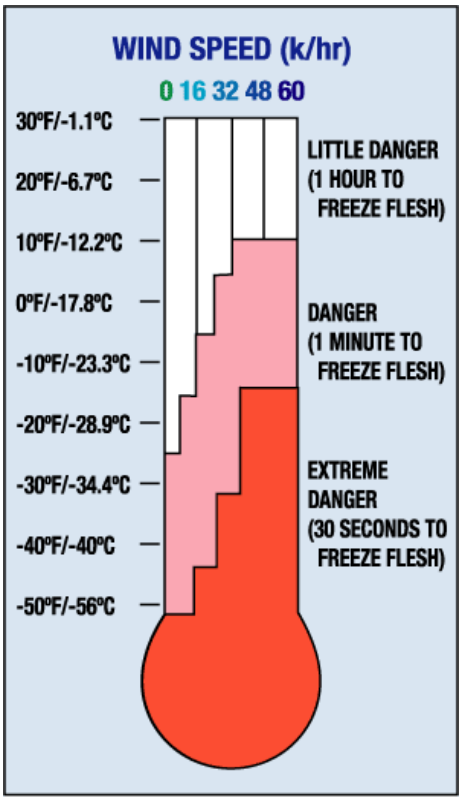
Core Temperature

The body tries to maintain an internal (core) temperature of approximately 37ºC (98.6 ºF). 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.



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 35ºC (95ºF).

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 35ºC (95ºF)
- 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 2ºC (35.6ºF) 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 health and safety 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

<table>
<tr><th colspan="12">TLVs Work/Warm-up Schedule for Outside Workers based on a Four-Hour Shift*</th></tr>
<tr><th colspan="2">Air Temperature - Sunny Sky</th><th colspan="2">No Noticeable Wind</th><th colspan="2">5 mph Wind</th><th colspan="2">10 mph Wind</th><th colspan="2">15 mph Wind</th><th colspan="2">20 mph Wind</th></tr>
<tr><td>°C (approx)</td><td>°F (approx.)</td><td>Max. work Period</td><td>No. of Breaks**</td><td>Max. Work Period</td><td>No. of Breaks</td><td>Max. Work Period</td><td>No. of Breaks</td><td>Max. Work Period</td><td>No. of Breaks</td><td>Max. Work Period</td><td>No. of Breaks</td></tr>
<tr><td>-26° to -28°</td><td>-15° to -19°</td><td colspan="2">(Norm breaks) 1</td><td colspan="2">(Norm breaks) 1</td><td>75 min.</td><td>2</td><td>55 min.</td><td>3</td><td>40 min.</td><td>4</td></tr>
<tr><td>-29°to -31°</td><td>-20°to -24°</td><td colspan="2">(Norm breaks) 1</td><td>75 min.</td><td>2</td><td>55 min.</td><td>3</td><td>40 min.</td><td>4</td><td>30 min.</td><td>5</td></tr>
<tr><td>-32° to -34°</td><td>-25°to -29°</td><td>75 min.</td><td>2</td><td>55 min.</td><td>3</td><td>40 min.</td><td>4</td><td>30 min.</td><td>5</td><td colspan="2" rowspan="5">Non-emergency work should cease</td></tr>
<tr><td>-35° to -37°</td><td>-30° to -34°</td><td>55 min.</td><td>3</td><td>40 min.</td><td>4</td><td>30 min.</td><td>5</td><td colspan="2" rowspan="4">Non-emergency work should cease</td></tr>
<tr><td>-38° to -39°</td><td>-35° to -39°</td><td>40 min.</td><td>4</td><td>30 min.</td><td>5</td><td colspan="2" rowspan="3">Non-emergency work should cease</td></tr>
<tr><td>-40° to -42°</td><td>-40°to -44°</td><td>30 min.</td><td>5</td><td colspan="2" rowspan="2">Non-emergency work should cease</td></tr>
<tr><td>-43° & below</td><td>-45° & below</td><td colspan="2">Non-emergency work should cease</td></tr>
</table>

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 -35ºC (-30ºF) 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 16ºC (60.8ºF) 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 -1ºC (30.2ºF).
- Workers should wear gloves where fine manual dexterity is not required and the air temperature falls below 16ºC (60.8ºF) for sedentary, 4ºC (39.2ºF) for light, and -7ºC (19.4ºF) for moderate work.
- To prevent contact frostbite, workers should wear insulated gloves when surfaces within reach (especially metallic surfaces) are colder than -7ºC (19.4ºF). 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.

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, **MJ Dixon Construction Limited** 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, **MJ Dixon Construction Limited** 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 **MJ Dixon Construction Limited** 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 **MJ Dixon Construction Limited** 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.

MJ Dixon Construction Limited 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.

MJ Dixon Construction Limited 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.

MJ Dixon Construction Limited 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

<u>One or more</u> 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.

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 them 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***

1. 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.
2. The spill action coordinator shall contact and notify the owner of the property.
3. 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**
Ordinary flammable		Flammable liquids and Gases		Electrical
Trash	Cloth	Oils	Gasoline	Motors
Wood	Rubber	Oil based paints	Propane	Switch-gears
Paper	Plastics	Acetylene	Gases	Electrical Panels
		Solvents		Electrical Wiring

DISCRIMINATION, HARRASSMENT & VIOLENCE POLICY

MJ Dixon Construction Limited is committed to providing a harmonious and harassment and violence free workplace. Discrimination, harassment, bullying and workplace violence are unacceptable behaviours.

Policy Intent

MJ Dixon Construction Limited 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 well- being. Bullying and workplace violence refer to coercive, unethical activities that create an environment of fear.

Policy Provisions / Principles

MJ Dixon Construction Limited 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.

MJ Dixon Construction Limited 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 **MJ Dixon Construction Limited** 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 behaviors; and
- support the person to say 'no' to these behaviors.

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 **MJ Dixon Construction Limited** project or premises

Bill – 168 Workplace Violence and Harassment – Prevention Policy

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

MJ Dixon Construction Limited 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. **MJ Dixon Construction Limited** will involve workers in this process. The report and plan will be in writing and available to workers.

MJ Dixon Construction Limited 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

MJ Dixon Construction Limited 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, **MJ Dixon Construction Limited** 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.

MJ Dixon Construction Limited will ensure that workers are advised to consult a health professional of the worker's choice for treatment or referral.

Introduction

MJ Dixon Construction Limited 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 **MJ Dixon Construction Limited** 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

MJ Dixon Construction Limited 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:

1. act respectfully towards other individuals while at work and participating in any work-related activity;
2. develop workplace arrangements that minimize the risk of workplace violence;
3. promote a non-violent workplace;
4. ensure that this policy is explained to all employees that you supervise or manage;

5. identify training needs for employees;
6. ensure that employees understand who to contact regarding concerns about the policy or when reporting an incident;
7. ensure your own immediate physical safety if an incident of workplace violence occurs, then report criminal behavior to the appropriate law enforcement agency and
8. 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:

1. to act respectfully towards other individuals while at work and participating in any work-related activity;
2. 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
3. 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 **MJ Dixon Construction Limited.**

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:

1. advise the Respondent in writing of the investigation and nature and specifics of the complaint;
2. advise the Complainant of the investigation; and
3. assign the investigation to an internal or external person to investigate.

The investigator will:

1. advise all parties to the investigation that they may have representation
2. conduct the investigation in accordance with the principles of natural justice; and
3. 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:

1. sufficient evidence to support a finding of violation of this policy,
2. insufficient evidence to support a finding of violation of this policy, or
3. 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 **MJ Dixon Construction Limited** 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 **MJ Dixon Construction Limited** regarding workplace violence.

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

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 **MJ Dixon Construction Limited** 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:

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 a 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 50lbs 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 [INDENTIFIED AS A COVERING], to prevent accidental removal. All coverings should be marked "DANGER-OPENING – DO NOT REMOVE COVER".

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:

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

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.

Where possible, the suspended worker is to be secured by secondary means of support another lifeline, rope, etc.).

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.

The fallen worker shall NOT attempt to release, or disable the descent control device, or shall he/she attempt self-rescue.

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.

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.

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.

The worker, once he/she has been recovered, shall be immediately removed to the nearest healthcare facility or medical attention.

No work may commence until all investigations have been completed, and where required, recommendations implemented to prevent a recurrence. 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.

PERSONAL SAFETY EQUIPMENT

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 faking 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 gaggles), 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 caused 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 or 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.

Knee Protection

- Knee pads are required for kneeling tasks.

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.

DURING CONSTRUCTION

1. **Workplace Inspection:**

Informal Workplace Inspections are conducted daily by workers and supervisors non-conformity issues are communicated to appropriate workplace parties during 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.

2. **Hazard/Risk Assessments:** Is an ongoing process to monitor and implement the necessary safety controls to ensure a safe workplace. All workplace parties are equally responsible to ensure consistency of this process. Once hazard is identified and evaluated – Safe job procedures shall be developed and communicated verbally or in writing.

3. **Safe Job Procedures –** supervisors are responsible to provide workers with safe job procedures. Job Safety Analysis or TRAC form could be used for this purpose.

4. **Worker Safety Talks: MJ Dixon Construction Limited** 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.

5. **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 2 members elected (one worker and one management member). 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.

6. **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.

7. **Company Rules:** All workers attending the job site must be familiar with **MJ Dixon Construction Limited** rules and general conduct. This information is posted in the site trailer on the health & safety bulletin board.

8. **Safety Violation – Disciplinary Action**

Any worker found to be in contravention of the Occupational Health & Safety Act and Regulation, **MJ Dixon Construction Limited** 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.

LADDER SAFETY

INTRODUCTION

Ladders are not considered safe work platforms and shall not be used for any continuous and prolonged work. Where task is short in duration and light by nature and it is not practical to use safe work platforms exception could be made if following conditions are met:

- Safe operating procedures has been developed by employer for that specific task
- Procedure was communicated to workers in writing
- Workers are honouring the procedures

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?

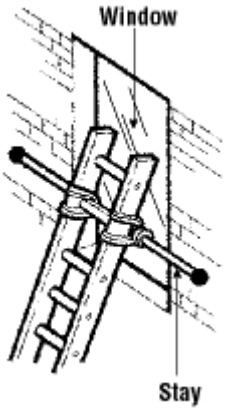
- Do not make temporary or makeshift repairs.
- Do not try to straighten or use bent or bowed ladders.

SAFE USE OF LADDERS

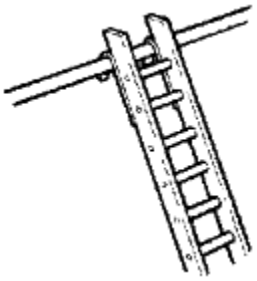
<u>SECURING</u>

How do you secure portable ladders?

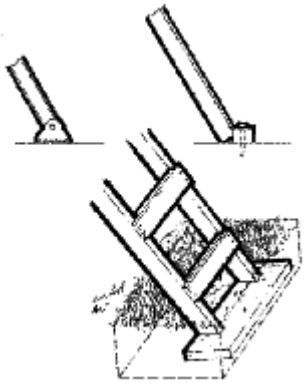
- Rest the top of the ladder against a solid surface that can withstand the load.
- Attach a ladder stay across the back of a ladder where a surface cannot stand the load. Extend the stay across a window for firm support against the building walls or window frame.
- Guard or fence off the area around 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.



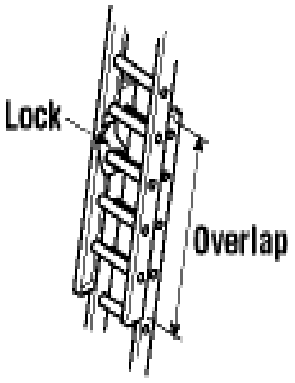
- Do not rest a ladder on any rung. Only the side rails are designed for this purpose.
- Secure the base of a ladder to prevent accidental movement. Securing a ladder at the foot does not prevent a side slip at the top.
- Use ladders equipped with non-slip feet. Otherwise nail a cleat to the floor or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



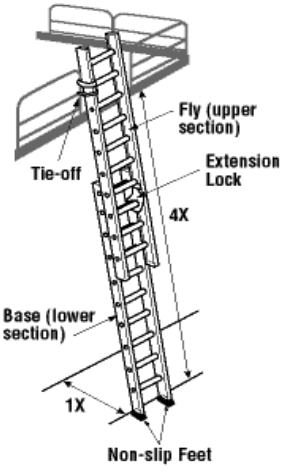
LADDERS – Extension

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 ¼ 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.



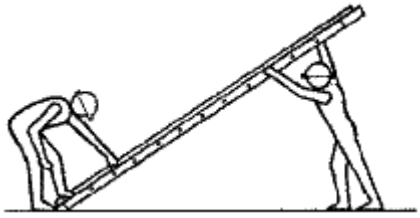
What should you avoid when using extension ladders?

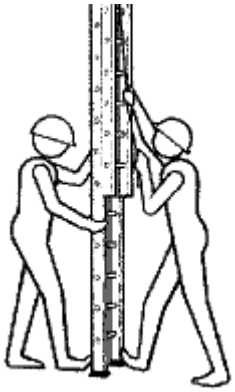
- Do not use ladders near electrical wire.
- Do not set up or take a ladder down when it is extended.
- Do not overextend. Maintain minimum overlap of sections.
- Do not climb higher than the fourth rung from the top of a ladder.
- Do not use ladders on ice, snow or other slippery surfaces without securing 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:

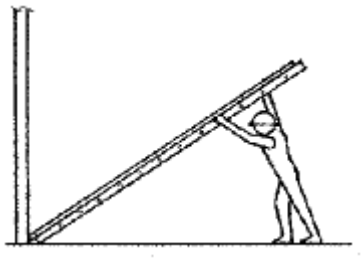
- Lay a ladder on the ground close to intended location.
- Brace ladder base using helpers' feet.
- Grasp the top rung with both hands, raise the top end over your head and walk toward the base of a ladder. Grasp the centre of the rungs to maintain stability.
- Move the erect ladder to the desired location.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

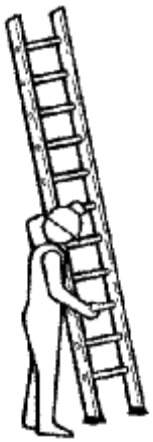




One person can erect a short ladder, step by step as follows:

- 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 – <u>Fixed</u>

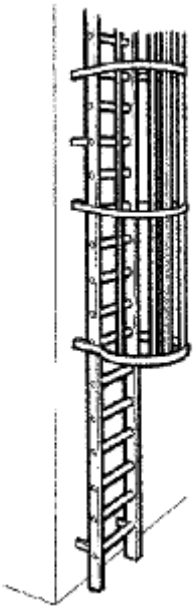
When should you inspect fixed ladders?

- 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.

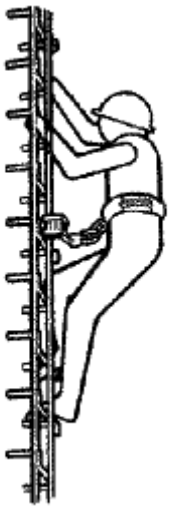
What should you check for when inspecting access ladders?

- 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 <u>INDUSTRIAL ESTABLISHMENTS</u>. FIXED LADDERS ARE MENT 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 ¼ 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?

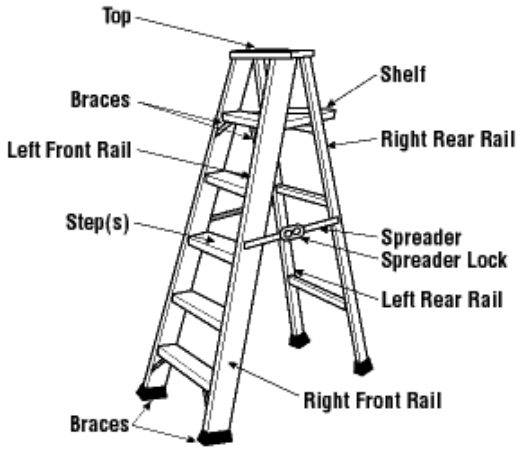
- Use a stepladder that is about 1 m (3 ft) shorter than the highest point you have to reach. This gives a wider, more stable base and places shelf at a convenient working height.
- Open the stepladder spreaders and shelf fully.
- Check stability. Ensure that all ladder feet are on a firm, level and 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.

- 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?

a) Do not overreach. Move a stepladder when needed.
b) Do not "shift" or "walk" a stepladder when standing on it.
c) Do not stand, climb, or sit on the stepladder top or pail shelf.
d) Do not overload. Stepladders are meant for one person.
e) 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

All personal protective equipment, such as hard hats, safety shoes, safety goggles, 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.

Use of cell phones:

Only during brake and lunch periods in designated areas unless special perdition given by the supervisor.

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 tendering 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.

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 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)

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.

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 into a 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.

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.

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 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

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

CRANES AND OTHER HOISTING EQUIPMENT

a) All hoisting equipment shall only be operated by 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 signalman.

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.

COMPRESSED GAS CYLINDERS, WIND RELATED HAZARDS

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 away from traffic area.
c) after using a compressed gas cylinder, always ensure that the valve has been closed and that the protective valve cap is in place.
d) upon discovery of a compressed gas leak from a cylinder, hose, valve or other connection, discontinue use until the problem has been rectified. Under no circumstances is a leaking compressed gas cylinder to be used.
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. Post signs “full” , “empty” and “no smoking”.
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, FLAMMABLE COMBUSTIBLE MATERIALS

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

1. Daily inspection checks shall be performed by the operator in accordance to the manufacturer's recommendations. Only trained personnel shall operate forklifts.
2. Do not drive with wet or greasy hands. You could lose steering control.
3. Face in the direction of travel, look behind you before going backwards.
4. Make sure that the truck is able to carry the load.
5. Recheck the brakes with the first load, and when changing to heavier loads. Never drive with faulty brakes. Report faulty brakes right away.
6. Avoid sudden stops, starts or turns. These could spill the load.
7. When vision is blocked, stop and sound horn at doors, corners, exits, etc.
8. Cross railroad tracks very slowly, on an angle if possible.
9. Keep forks close to the ground (4"-6") and tilted slightly back.
10. 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.
11. Slow down or stop when your vision is blocked.
12. No horse-play or stunt driving, and no passengers.
13. Do not lift anyone on the forklift blades, this is strictly prohibited.
14. Do not work or allow others to work under raised loads.
15. 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.
16. When driving up or down a slope, the load must always be uphill. Do not drive across a slope.
17. When you leave the truck, lower the forks, set the brake, neutralize controls, and shut power.
18. When parking the truck, do not park on a slope and do not block gangways, halls or exits

PORTABLE PROPANE HEATING SYSTEM SETUP

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 additional 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.

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 **MJ Dixon Construction Limited** president.

DEFECTIVE TOOLS, POWER ACTUATED TOOLS, TRENCHES

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.

Power Actuated Tools

a) Only workers who have furnished evidence of training by the manufacturer shall be allowed to operate a power-actuated tool.

b) Eye and head protection shall be worn by all personnel exposed to the use of this type of tool.

c) Tools shall not be loaded until just prior to use and loaded tools shall not be left unattended 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.

b) 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.

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 **MJ Dixon Construction Limited** 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

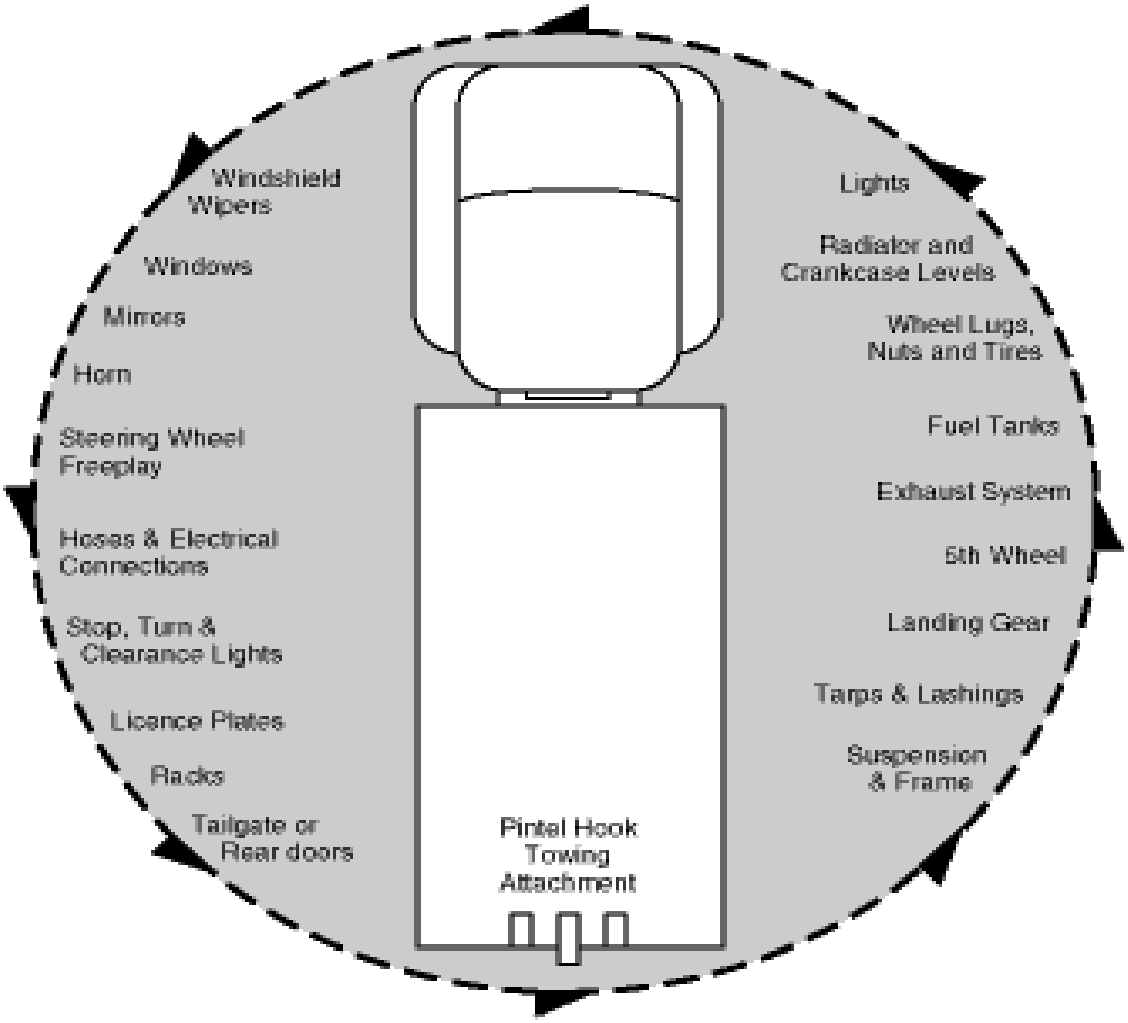
All tools and equipment directly owned or leased by **MJ Dixon Construction Limited** shall be maintained in first class working condition. Defective equipment shall be tagged of repair or replacement at the judgment of the project superintendent or his competent replacement or his designate. All electrical 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 if 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.

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:
MJ Dixon Construction Limited is 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.

OVERHEAD WORK, DESIGNATED SUBSTANCES, HOT WORK PERMITS, POWER ELEVATED PLATFORM

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, silica, asbestos, mold

a) The existence of a designated substance in the work place will require appropriate protective measures to be taken in accordance with regulatory requirements.

c) 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 **MJ Dixon Construction Limited** superintendent 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.

WELDING, TORCH CUTTING OR BURNING

1. 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.

2. Always ensure that there is adequate ventilation, natural or mechanical since hazardous fumes can be created causing respiratory harm.

3. Always use the necessary personal protective equipment of your protection such as respirators, cutting goggles and protective clothing.

4. Ensure there are fire extinguishing equipment nearby for immediate use.
5. Check cables and hoses to protect them from slag and sparks.
6. 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.

7. 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.

8. 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.

9. 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.

10. 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, and 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.

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:

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

2. Always unplug the saw from its power source before attempting to change its blade. Always keep the blade sharp.

3. Before the saw is set down always ensure the retracting blade guard has fully returned to its down position.

4. Ensure all cords are clear of the cutting area before starting to cut.
5. Before cutting check the stock of foreign objects or any other obstruction which could cause the saw to "kick back".

6. When ripping, make sure the stock is held securely in place.
7. Where harmful vapors or dusts are created, approved breathing protection is to be used.

8. 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.

9. Avoid using gloves or other loose fitting clothing - could catch in blade.

WALL BRACING, FIRE PROTECTION, TRAFFIC CONTROL

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.

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.

15. 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.

SAFE EXCAVATION GUIDELINES

1. **Know the regulations applicable to the work**
   Prior to any excavation being done, **MJ Dixon Construction Limited** management, the excavation supervisor and machine operators, shall review the safety regulations pertaining **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

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

Services at dig area have been located, staked-out and are adequately supported to prevent failure or damage. _____

No unreasonable accumulation of water exists in excavation _____

Suitable slope cutbacks or support systems in place as per regulatory standards for soil classification determined. _____

Suitable means of access/egress has been set up within the protected area of excavation? _____

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. _____

A clear work space of at least 450 millimeters exists between wall of excavation and any formwork or other structure. _____

All loose materials, loose rocks, clay chunks, have been stripped from excavation walls. _____

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. _____

Is the stability of the excavated walls maintained where it may be affected by stock-piling of excavated soil, rock or other materials? _____

Have machine and vehicle operators in area been warned to keep clear of excavated walls so wall stability will not be compromised? _____

Vertical walls deeper than 2.4 meters are provided with barriers 1.1 meters in height. _____

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? _____

Are written opinions by a professional engineer as to the stability of the walls of the excavation on site for inspector review? _____

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. _____

Are all regulations pertaining to the use and setup of support system equipment been complied with prior to workers entering these protected areas? _____

Is a qualified first aid attendant readily available at the work area and are emergency procedures in place and conveyed to workers? _____

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

MJ Dixon Construction Limited 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)

Before any excavation is to begin, the excavating Contractor, its operator and **MJ Dixon Construction Limited** supervisor of the workplace, shall review policy procedures and Ontario's excavation safety regulations applicable to work. Prior to excavating, the Contractor performing the excavating task is responsible for the work must contact the utility owner and request locates of any services within 1 meter of the area of the proposed dig. Reference will be made from survey or plan drawings. 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. Where the service cannot be located within the locate stakeout limits, the utility owner should be contacted to assist with the locates.

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.

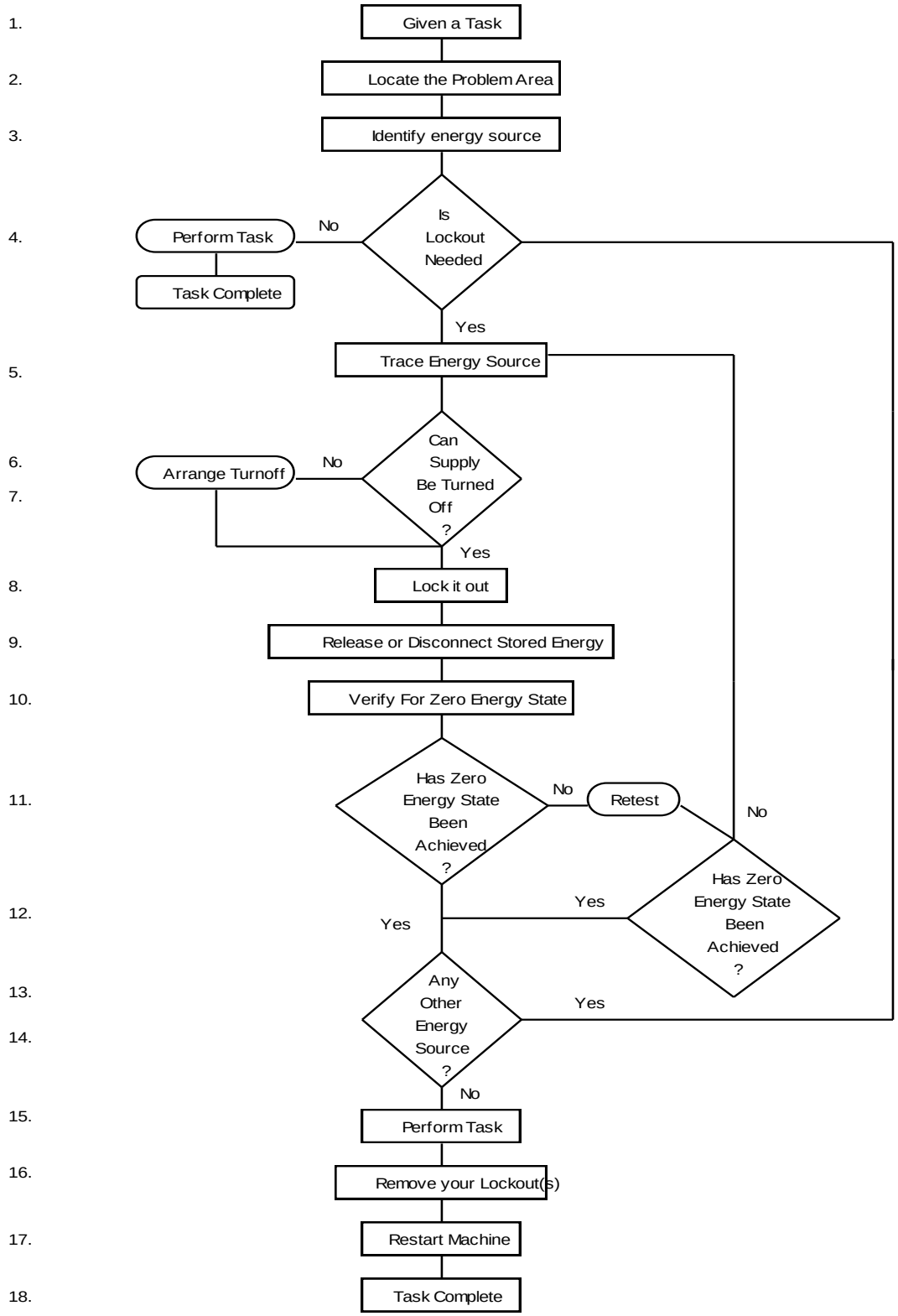
If the gas line cannot be shut off and disconnected, the owner of the utility service shall be requested to supervise the uncovering of the service. Where gas pipelines may need support or where they may shift because of a disturbance of surrounding soil due to excavation, guidelines for excavation and 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



WORKING IN CONFINED SPACES

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

- Ensure that a list of confined spaces at all **MJ Dixon Construction Limited** worksites is maintained.
- Ensure that cancelled permits are reviewed for lessons learned.
- Ensure training of personnel

Confined Space

The purpose of **MJ Dixon Construction Limited** 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:

a. an atmosphere that is flammable or explosive;
b. lack of sufficient oxygen to support life;
c. contact with or inhalation of toxic materials; or
d. general safety or work area hazards such as steam or high pressure materials.

Confined Space Assessment

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 <u>not</u> 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 Assessment

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, **MJ Dixon Construction Limited** will:

- 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

MJ Dixon Construction Limited 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 **MJ Dixon Construction Limited** 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 a ***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 **MJ Dixon Construction Limited** 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 Assessment

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. The **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 a **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.
- A **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 the **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 a **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 or 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, a **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 the **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

A **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 Procedure – Confined Space

A **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 **MJ Dixon Construction Limited** 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.

DEMOLITION PROCEDURES AND DESIGNATED SUBSTANCE – REQUIREMENTS AND CHECK LIST

Policy

It is the policy of **MJ Dixon Construction Limited** 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 personnel will be assigned by management to carry on demolition task.

All demolition work prescribed by the OHSA and Regulations for Construction Projects must be observed prior to development of site specific demolition plan/procedures and commencement of work.

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.
- 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.
- Professional Engineer (structural) must be obtained to 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, hoarding 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 are 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 material 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

i) 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.

Removal of walls, masonry sections, and chimneys

a) 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.

11. 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 are 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

MJ DIXON CONSTRUCTION LIMITED 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 =/> 24,000 pounds**
- ☐ **Crane will Lift Personnel**
- ☐ **Crane will "Walk" with Load**
- ☐ **Load will be upended and weighs >10,000 lbs.**
- ☐ **Loads =/> 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 = 3b. On Crane: 1 + 2a + 2b + 2c = _____Lbs. _____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: _____

SAMPLE RISK ASSESSMENT QUESTIONNAIRE – Violence & Harassment

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:

_____ _____ _____
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)

SAFETY ORIENTATION CHECKLIST FOR NEW EMPLOYEES

Employee Name: _____
Supervisor: _____
Job Position/Description: _____
Date Hired: _____/_____/_____
D M Y

Subjects to be reviewed with employee.

General Subjects (Applies to all new employees including temporary and seasonal):

- Safety and Health Policy Statement
- General Safety Rules and Enforcement Procedures
- Reporting Unsafe Conditions, Workers Rights & Safety Suggestions
- Substance Abuse Awareness
- Emergency Action Plan (evacuation, fire, medical, weather and threats to personnel)
- Work-Related Accident Reporting Procedures
- Safe Operations of Company Vehicles/Equipment and Accident Policy
- Lifting Techniques & Back Safety
- Housekeeping
- Material Handling and Storage
- Personal Protective Equipment (use and maintenance)
- Hand Tools and Power Tools
- Ladders
- Machine Guarding
- Discipline
- Hazardous Chemicals and Materials
- Compressed Gases
- Flammable Liquids/Dusts
- First Aid/CPR Supplies and Procedures
- Digging and Excavations
- Pinch Points
- Dust, Noise, Vibration Hazards and Controls
- Lockout/Tagout
- Electrical Safety

Job Specific Items:

1. Job Specific Hazards & Training
2. Job Specific Safety Precautions and Rules
3. Required PPE & WHMIS Training

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: _____ S.I.N. _____

Constructor: _____ ***Phone Number:*** _____

Address of Injury/job site location:
_____

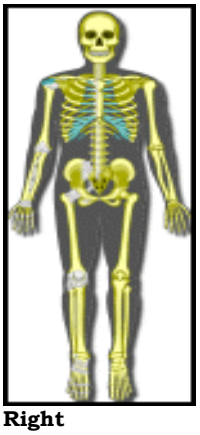
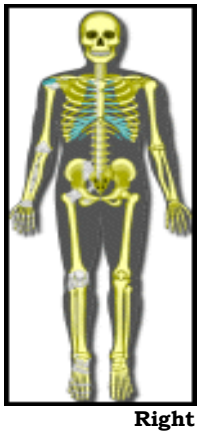
Date of Accident: _____ ***Time of Accident:*** _____ ***am/pm***

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 etc._____

Indicate area of injury below.	**Use this area to sketch site location and layout of accident.**
  **Right** **Left** **Right** **Specify right or left.**	

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/SUPERVISOR_____

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: ( ) _____ Position: _____

Employer: _____ Time of Statement: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature: _____ Witness: _____

WORKPLACE INSPECTION CHECKLIST

Inspected by: _____ For the week of: _____

Initial site inspection: _____

Item	Condition	Follow-up needed?
At the job shack (or wherever employees gather before work starts for the day) ☐ If 5 or more employees regularly report to work at a fixed site: a safety bulletin board available for employees to see. ☐ Copy of previous week's inspection posted ☐ Written plans, as required by OHSA is available ☐ Notes of safety meetings posted ☐ First aid kits readily accessible ☐ First aid kit contents match inventory sheets ☐ Sufficient copies of "Accident, Incident & Injury Report forms available ☐ Adequate supply of drinking water readily available ☐ Hand-wash facilities clean & adequately stocked (including individual towels) ☐ Toilet clean and serviced per schedule		
Personal Protective Equipment ☐ Supplies of employer-provided PPE at the level you consider adequate ☐ PPE clean and in good condition ☐ All workers have hardhats on site and available ☐ All workers wearing appropriate footwear ☐ All workers exposed to eye hazards are wearing ANSI-approved eye protection ☐ Other hazards for which workers should wear PPE		

Traffic patterns ☐ Routes for vehicle travel and parking adequately established ☐ Sufficient clearance for foot traffic ☐ No blind corners where pedestrians are hidden from traffic		
Housekeeping ☐ Walkways unobstructed; clear of equipment & materials ☐ Building materials piled/assembled ☐ Scraps, trash not intruding on walkways ☐ Electrical cords and compressed air lines don't pose tripping hazards		
Walking, Working Surfaces ☐ Access to building has safe stairs/ramp if over 18" step up ☐ Stair treads & handrails in good condition ☐ Ramps not more than 20^{o} in slope o At least 18" wide o Provided with railings when over 4' from ground ☐ Open-sided decks guarded ☐ Floor openings covered or guarded		

Ladders ☐ Rungs & side rails securely fastened & free from visible damage ☐ Non-skid feet fully intact and swivel freely ☐ Ladders in use are used appropriately o No one standing on top rungs or platform o Tools/equipment not left on platform o Step ladders not used as straight ladders o People climbing ladders have "3 point contact" ☐ If employees will be working from ladders, are ladders secured top and bottom?		

Machinery, equipment and power tools ☐ All guards in place and fully operational o Saw guards o Belts and pulleys on compressors ☐ Operator's area free from debris and scrap		
Vehicles ☐ All lights, horns, signaling devices (including back-up alarms) fully functional. ☐ Seat belts show evidence of being in use during operation ☐ Fire extinguisher & first aid kit (on road vehicles) in place ☐ Area where forklifts operate checked for damage that would indicate operator error		

Hazardous Chemicals ☐ All solvents, cleaning supplies, lubricants, etc. that have warning labels also have MSDS on file ☐ Ventilation fans tested for proper air movement in areas where solvents are used		
☐ List checked against previous two months to detect recurrent hazards/conditions		

SUBCONTRACTOR WORK PERMIT FORM

MJ DIXON CONSTRUCTION LIMITED
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 & **MJ DIXON CONSTRUCTION LIMITED** 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 Clarence Certificate ☐ Yes ☐ No
Did you submit liability insurance ☐ Yes ☐ No

❑ Approved for Work ❑ Permit for work denied (comment below)	_____ **MJ DIXON CONSTRUCTION LIMITED** Superintendent Date

MJ DIXON CONSTRUCTION LIMITED 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 **MJ Dixon Construction Limited** The Subcontractor, may be permanently dismissed from the project and contract terminated at the cost of the violator.

JOINT HEALTH AND SAFETY COMMITTEE

NOTICE BOARD SHEET FORM

	NAME	DEPARTMENT/LOCATION
Worker: Co-Chair		
Management: Co-Chair		
Secretary:		
Worker Members:		
Management Members:		

(*indicates a certified member)

Meetings are Held: Monthly Bi-Monthly Quarterly

Location: _____ _____

For More Information, Contact: _____

Location: _____

JOINT HEALTH AND SAFETY COMMITTEE

NOTICE OF RECOMMENDATION

RECOMMENDATION No._____ SUBMITTED TO: _____

DATE SUBMITTED: _____ DEPARTMENT: _____

RE: _____

WE RECOMMEND:

REASON(S) FOR RECOMMENDATION(S):

SIGNED:_____ _____

WORKER CO-CHAIR MANAGEMENT CO-CHAIR

MJ DIXON CONSTRUCTION LIMITED

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Mississauga ON. L5A 3Z8
905.270.7770
905.270.4244
www.mjdixon.com

EMPLOYEE ORIENTATION – HSF 001

Orientation By:	Date:

Employee Data

Sub-Trade Name:	Employee Name:
Telephone:	Emergency Contact:

Workplace Orientation

With Employee, Reviewed

- ❑ Health and Safety Policy and Program
- ❑ Health and Safety Duties
- ❑ Job Duties
- ❑ Fire Protection Equipment
- ❑ Site Specific Hazards _____
- ❑ First-aid facilities and first aider's names
- ❑ Name of Health and Safety Representative
- ❑ Names of JHSC Members
- ❑ Reporting Injuries
- ❑ Emergency Evacuation
- ❑ Right to know, participate, and refuse unsafe work
- ❑ Other _____

Health and Safety Procedures

With Employee, Reviewed

- ❑ Personal Protective Equipment
- ❑ Housekeeping
- ❑ Proper lifting techniques
- ❑ Restricted Areas
- ❑ Material Handling and storage
- ❑ Safe operation of equipment, including inspection
- ❑ Emergency Response
- ❑ Other _____

Health and Safety Training

Training	Previously Trained	Requires Training	Training Arranged	Training Complete
WHMIS				
Asbestos				
Fall Protection				
Working at Heights				
Confined Space				
Traffic Control				
Trenching				
Rigging and Hoisting				
First Aid				
Safety Awareness				
Propane				
Forklift				
Scaffold				
EWP				

Employee Acknowledgement

As an employee of _____, I understand the requirement to work in compliance with the OHSA, the construction regulations and the rules and guidelines included in the company health and safety Program.

Employee Signature: _____ Supervisor Signature: _____

ALL SUPERVISORS MUST COMPLETE THIS FORM IN ITS ENTIRTY AND SUBMIT ON WEEKLY BASIS TO HEAD OFFICE

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Occupation or Categories of Hazards	Details of Hazards	Rating * Risk	Existing Controls	Identified Changes to existing controls or additional controls required to maintain risk at an acceptable level	Compliance Dates	Accountability

WORKSITE HAZARD ANNUAL REVIEW – HSF002 Date Reviewed:

Class A Hazard-A condition or practice with the potential for permanent disability, loss of life or body part, and/or extensive loss of structure, equipment or material.
Class B Hazard-A condition or practice with the potential for serious injury or illness (resulting in serious or temporary disability or property damage less disruptive then class A.
Class C Hazard-A condition or practice with the potential for injury or illness, or disruptive (non-disabling) property damage.

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Occupation or Categories of Hazards	Details of Hazards	Rating * Risk	Existing Controls	Identified Changes to existing controls or additional controls required to maintain risk at an acceptable level	Compliance Dates	Accountability
Worker in Paint Department	***Chemical Exposure***	***B***	***PPE: wear mask and gloves when handling chemicals, wear painting protective uniform***	***WHIMIS training***	***Jan31/09***	***Bob***
Installers	***Electrical Hazard (energy)***	***A***	***Electricity training***	***No Changes***		

WORKSITE HAZARD ANNUAL REVIEW – HSF002 Date Reviewed:

Class A Hazard-A condition or practice with the potential for permanent disability, loss of life or body part, and/or extensive loss of structure, equipment or material.
Class B Hazard-A condition or practice with the potential for serious injury or illness (resulting in serious or temporary disability or property damage less disruptive then class A.
Class C Hazard-A condition or practice with the potential for injury or illness, or disruptive (non-disabling) property damage.

HAZARD IDENTIFICATION & RISK ASSESSMENT FORM SAFETY HAZARDS – HSF002.1

	POTENTIAL RISK ASSESSMENT				CONTROLS REQUIRED
IDENTIFIED HAZARD OR UNSAFE WORK ACTIVITY	FATALITY	INJURY	MEDICAL AID	DAMAGE	ELIMINATE, CONTAIN, REVISE PROCEDURE, REDUCE EXPOSURE
Compressed Gas Cylinders	√	√	√	√	Proper upright outdoor storage at all times, use of protective caps
Forklift Operations	√	√	√	√	Authorized persons only, audible reverse beeper sound, guide man if necessary.
Tripping/Slipping Hazard	√	√	√	√	Maintain good housekeeping clearing area of debris and trip hazards, use of absorbents to dry wet areas and clear snow from walk areas.
Good Housekeeping	√	√	√	√	Remove scrap material and debris from work area. Stack used lumber. Use absorbent to dry up oil/water spills.
Work Alone	√	√	√	√	Indicate limitations and/or limitations of specific activities while working alone. Maintain regular contact with employee.
Confined Space	√	√	√	√	Be familiar with hazards associated. Ensure air monitoring is conducted. Provide appropriate equipment.
Lockout/Tagout	√	√	√	√	Notify employees. De-energize equipment. Check locks/tags for defects. Install by authorized employee only.
Overhead Wires	√	√	√	√	Notify Utility to identify existing facilities and de-energize if required. Workers not to work within 10 feet of energized lines. If line is contacted, place barricades around. If wire comes in contact with equipment leap with both feet together as far away from the equipment as possible
Welding/Cutting	√	√	√	√	Qualified personnel only. Inspect equipment before use. Use of proper safety clothing / respiratory protection. Ensure proper fire extinguishers close at hand.
Manual Material Handling	√	√	√	√	Elimination of manual lifting where ever possible. Reduce load size and use proper lifting equipment.
Personnel Protective Equipment	√	√	√	√	The personal clothing of a worker must be of a type and in a condition which will not expose the worker to any unnecessary or avoidable hazards. Clothing must fit close to the body to reduce snagging. Dangling neckwear, bracelets, wristwatches, rings or similar articles must not be worn. Hard Hats and safety boots must be worn.

HAZARD IDENTIFICATION & RISK ASSESSMENT FORM SAFETY HAZARDS – HSF002.1

	POTENTIAL RISK ASSESSMENT				CONTROLS REQUIRED
IDENTIFIED HAZARD OR UNSAFE WORK ACTIVITY	FATALITY	INJURY	MEDICAL AID	DAMAGE	ELIMINATE, CONTAIN, REVISE PROCEDURE, REDUCE EXPOSURE
Working from Heights	√	√	√	√	Eliminate the hazard, work from the ground where possible. Where possible use walkways for access instead of ladders. Isolate the hazard by using a physical barrier. Modify the system of work by use of a restraint. Reduce the time or exposure to the risk. Use personnel protective equipment
Falling Objects	√	√	√	√	Secure loose items aloft. All materials, equipment, and tools, which are not in use while aloft, shall be secured against accidental displacement. Contractor shall bar other construction processes below steel erection unless overhead protection for the employees below is provided. Use protective headwear.

HAZARD IDENTIFICATION & RISK ASSESSMENT FORM
PHYSICAL HAZARDS – HSF002.2

	POTENTIAL RISK ASSESSMENT				CONTROLS REQUIRED
IDENTIFIED HAZARD OR UNSAFE WORK ACTIVITY	FATALITY	INJURY	MEDICAL AID	DAMAGE	ELIMINATE, CONTAIN, REVISE PROCEDURE, REDUCE EXPOSURE
Lighting	√	√	√	√	Work areas and walkways must be properly lit and bulbs replaced as needed. Regular inspections required.
Noise	√	√	√	√	Proper hearing protection must be worn when noise levels require it.
Air Quality	√	√	√	√	Dust Masks must be worn in areas where air quality is an issue.
Heat/Cold	√	√	√	√	Recognize symptoms of Heat Exhaustion / Hypothermia / Frostbite. Be knowledgeable in how to deal with the symptoms.
Flammable Liquid Storage	√	√	√	√	Must be stored in proper containers, sealed and stored in ventilated areas
Vibration		√	√	√	Redesigning the equipment to include vibration-absorbing mounts or shock absorbers. Replace older equipment with newer vibration-free models. Use vibration-absorbing handles and vehicle seats, or remote control systems. Vibration-absorbing gloves are the most common form of control
Radiation	√	√	√	√	Shielding equipment can control radiation. Increase the distance between the radiation source and the worker. Limit the time of exposure. Use protective equipment (lead aprons, gloves and googles)

HAZARD IDENTIFICATION & RISK ASSESSMENT FORM
CHEMICAL HAZARDS – HSF002.3

	POTENTIAL RISK ASSESSMENT				CONTROLS REQUIRED
IDENTIFIED HAZARD OR UNSAFE WORK ACTIVITY	FATALITY	INJURY	MEDICAL AID	DAMAGE	ELIMINATE, CONTAIN, REVISE PROCEDURE, REDUCE EXPOSURE
Hazardous Materials	√	√	√	√	Compile a file of MSDS Sheets for any Item/product used on site.
Flammable Storage	√	√	√	√	Flammable liquids must be stored in proper containers. Proper location of storage room. Proper ventilation provided. Must not exceed maximum quantities. Must utilize proper dispensing methods.
Transportation of Dangerous Goods	√	√	√	√	All hazardous materials must be properly labeled and transported in proper packaging. All employees transporting hazardous material must be trained to do so.

HAZARD IDENTIFICATION & RISK ASSESSMENT FORM
BIOLOGICAL HAZARDS – HSF002.4

	POTENTIAL RISK ASSESSMENT				CONTROLS REQUIRED
IDENTIFIED HAZARD OR UNSAFE WORK ACTIVITY	FATALITY	INJURY	MEDICAL AID	DAMAGE	ELIMINATE, CONTAIN, REVISE PROCEDURE, REDUCE EXPOSURE
Asbestos Discovery / Removal	√	√	√	√	To be handled by specially trained personnel only. Proper hygiene practices, cleaning/storage and disposal of respirators
Lead and PCB Abatement	√	√	√	√	Proper use of protective clothing and use of respirators with use of HEPA Filter Vacuum

HAZARD IDENTIFICATION & RISK ASSESSMENT FORM
WORK DESIGN HAZARDS – HSF002.5

	POTENTIAL RISK ASSESSMENT				CONTROLS REQUIRED
IDENTIFIED HAZARD OR UNSAFE WORK ACTIVITY	FATALITY	INJURY	MEDICAL AID	DAMAGE	ELIMINATE, CONTAIN, REVISE PROCEDURE, REDUCE EXPOSURE
Fall Protection	√	√	√	√	Fall Arrest Safety Training and Instruction for Proper Care and Use of Safety Harnesses
Use of Guardrails	√	√	√	√	Proper installation at beginning of job and daily inspection and maintenance.
Ladders	√	√	√	√	Check for defects before use, maintain proper angle, Must be construction standard not household standard.
Scaffold and Work Platforms	√	√	√	√	Erection and dismantling be experienced employees. Proper use of braces and pins and tied off, proper planks
Ergonomics		√	√	√	Proper placement and height of work surfaces. Where possible use ergonomically designed equipment adjustable to different heights and directions. Use of proper ergonomically designed tools (eg longer handled shovels, left and right handed equipment.)
Posture		√	√	√	Training of staff in proper procedures for lifting. Change working positions at regular intervals. Rotation of tasks involving different body postures.
Repetitive work		√	√	√	Make changes in equipment or processes to reduce repetitive work. Take regular breaks or rotation of tasks.
Work Organization		√	√	√	Where possible, establish work standards so as to give the individual the ability to perform the work appropriately and meet production targets. Set achievable targets.
Job Design		√	√	√	Design for extremes (including height, reach, leg length,,body shape,) thus accommodating everyone. Designs with adjustment features allows individuals to adjust elements of the work station (eg adjustable seats and arm- rests, tiltable keyboards and movable monitor screens)
Hoisting & Rigging	√	√	√	√	The selection of rigging material and hardware should be based upon the size and type of load and the environmental conditions of the workplace. Keep into consideration load size, weight and centre of gravity. Proper inspection of equipment before using.

HAZARD IDENTIFICATION & RISK ASSESSMENT FORM
STRESS HAZARDS – HSF002.6

	POTENTIAL RISK ASSESSMENT				CONTROLS REQUIRED
IDENTIFIED HAZARD OR UNSAFE WORK ACTIVITY	FATALITY	INJURY	MEDICAL AID	DAMAGE	ELIMINATE, CONTAIN, REVISE PROCEDURE, REDUCE EXPOSURE
Work Alone	√	√	√	√	Indicate limitations and/or limitations of specific activities while working alone. Maintain regular contact with employee.
Lack of Training	√	√	√	√	Staff needs to be properly trained for the job required of them and have the necessary tools available to complete the job.
Emergencies	√	√	√	√	Staff needs to be advised of person on site with first aid training. Emergency phone numbers must be posted.
Traffic	√	√	√	√	Where possible, arrange work hours around traffic rush hours to reduce travel time.
Workload	√	√	√	√	Excessive work demands may lead to emotional stress. Reduce workload. Provide adequate breaks. Where conflicting job responsibilities are unclear, work can be confusing and frustrating and may lead to excessive stress. Make work expectations of employee clear and precise.

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FALL PROTECTION CHECKLIST – HSF003

Project:			Project Location:	Fall Protection Location:
Supervisor:			Date:	Time:
☑	Step	Action	Description	
❑	1.	**Choose appropriate protection system**	**Consider the work to be performed, the training needed for each system, the project conditions and the availability.**	
		❑ Power Elevating Work Platform	Perform system checks, ensure level ground, operate according to manufacturers' recommendations, tie off to PEWP or to adequate anchor points above at all times.	
		❑ Horizontal Lifeline	Install and use according to engineer's design, use min. ½" steel wire, <30 ft. between vertical posts, <15" sag in a 30 ft. span, 3 clips tying wire at beam end, engineer's design drawings available, workers using double lanyard, and workers tied off at all times.	
		❑ Vertical Lifeline	Column adequately secured with ½" steel wire or 5/8" polypropylene rope, vertical lifeline attached, vertical lifeline with rope grab extends from top of column to base, 1 worker using lifeline at a time.	
		❑ Self-Retracting Lifeline (SRL)	Anchor to approve roof anchor, 1 worker using SRL at a time, must be moved periodically, lifeline locks up in quick movement, automatically retracts when tension removed, minimizing fall distance.	
		❑ Guardrail, Scaffolding, etc.	Removes fall potential by providing a physical barrier, must meet minimum horizontal and vertical forces, must have top rail, mid rail, and toe board, scaffolding must be built accordingly.	
❑	2.	**Frequent inspections of fall protection components**	**All Components of fall protection systems are to be inspected prior to each use by each worker. If deficiency is found, remove equipment from service.**	
		❑ Harness	Burns, cuts, loose stitching, frayed webbing, D-Rings, grommets and buckles not worn or damaged, CSA stamp.	
		❑ Lifelines	Burns, cuts, frayed material, no discoloration or other damage.	
		❑ Lanyards	Burns, cuts, loose stitching, frayed webbing, CSA stamp, shock absorber in good condition, locking snap hook.	
		❑ Anchor Points	Able to support 3600 lbs., verified by a competent worker.	
		❑ PEWP	Maintenance Log, manufacturers recommended inspections.	
		❑ Rope Grab	Damage, cracking, dents, bends, connecting rings centered, rust, moving parts working smoothly	
❑	3.	Rescue procedure	Refer to Construction Regulations, Sec. 26 for employer's Fall rescue requirements.	
❑	4.	Engineers design drawings and manufacturers specs available	Engineers design drawings for: ❑ Horizontal lifeline ❑Scaffold system ❑Anchor system Manufacturers specifications for: ❑ Anchor systems ❑ PEWP ❑SRLs ❑ Harnesses ❑ Rope Grab	

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FALL PROTECTION WORK PLAN (Site Specific) – HSF003.1

A FALL PROTECTION WORK PLAN MUST BE IN PLACE FOR EACH SPECIFIC WORK SITE.
THE WORK PLAN MUST BE POSTED AND AVAILABLE FOR INSPECTION.

Site Supervisors are responsible for taking every precaution reasonable to protect workers. A Fall Protection System must be used when work is done at a place from which a fall of 3m (10ft) or more may occur, or where a fall from a height of less than 3m involves a risk of injury greater than the risk of injury from the impact on a flat surface.

On the table below, identify each fall hazard that exists or will exist during this construction project and the location of the hazard and then identify the protection method.

✓	HAZARD TYPE	GENERAL LOCATION	FALL PROTECTION METHOD	OVERHEAD PROTECTION METHOD
	Roof > 4/12 Pitch		Safety Harness with Vertical Life Line connected to anchor attached to roof or wall	Hard Hats & Warning Signs
	Roof < 4/12 Pitch		Safety Harness with Vertical Life Line connected to anchor attached to roof or wall	Hard Hats & Warning Signs
	Skylight Openings		Cover with Material able to support **Twice** weight of workers	Hard Hats & Warning Signs
	Roof Openings		Cover with Material able to support **Twice** weight of workers	Hard Hats & Warning Signs
	Floor Openings		Cover with Material able to support **Twice** weight of workers	Hard Hats & Warning Signs
	Window Openings		Guard Rails 39-45” with a Midrail & Toe board min 1 ft from edge	Hard Hats & Warning Signs
	Open-Sided Floors		Guard Rails 39-45” with a Midrail & Toeboard min 1 ft from edge	Hard Hats & Warning Signs
	Decks		Guard Rails 39-45” with a Midrail & Toeboard min 1 ft from edge	Hard Hats & Warning Signs
	Balconies		Guard Rails 39-45” with a Midrail & Toeboard min 1 ft from edge	Hard Hats & Warning Signs
	Leading Edge Work		Guard Rails 39-45” with a Midrail & Toeboard min 1 ft from edge	Hard Hats & Warning Signs
	Scaffold Work		Guard Rails 39-45” with a Midrail & Toeboard min 12” from edge	Hard Hats & Warning Signs
	Mobile Lift Work		Guard Rails 39-45” with a Midrail & Toeboard min 12” from edge	Hard Hats & Warning Signs
	Unprotected Edges		Warning Barriers and Bump Lines min 2m from unprotected edges.	Hard Hats & Warning Signs
	Trenches		Warning Barriers and Bump Lines min 2m from unprotected edges.	Hard Hats & Warning Signs
	Excavation Edges		Warning Barriers and Bump Lines min 2m from unprotected edges.	Hard Hats & Warning Signs
	Other:			

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Fall Arrest Systems:

- Must be worn when work is done where a fall of 10 ft or more may occur
- Consist of Full Body Harness, Lanyard, Lifeline, rope grab and adequate anchorage
- Must prevent a falling worker from hitting the ground or any object or level below the work

Travel Restraint Systems:

- Must be worn when working within 6 feet of an open or unprotected edge that presents a fall hazard.
- Must include Full Body Harness, Lanyard, lifeline and proper anchorage

Standard Guardrails Must:

- Must be installed no farther than 1 ft from an edge.
- Must include top rail, mid rail and toe board secured to vertical supports.
- Top rail to be 3 ft high
- Toe board at least 4” high
- Posts to be no more than 8 ft apart and firmly fastened to support surfaces.

Protective Covers:

- Completely cover the opening
- Be securely fastened together as well as to the sides of the opening
- Be clearly identified as a cover
- Be capable of supporting 50 lbs per sq ft or twice the weight of workers

Warning Barriers and Bump Lines:

- Be set up at a minimum of 2 meters from unprotected edge.
- Should be 1.1 meters high and consist of weighted posts, rope, and warning flags or signs along their length.

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EQUIPMENT/VEHICLE PRE-START CHECKLIST – HSF004

Company _____ Machine Make/Model _____

Unit # _____ Date/Time _____ Mileage _____

Fluid Levels					
	Motor Oil		Rear End		Air Filter
	Radiator		Brake Fluid		Oil Change Required?
	Power Steering		Greasing Required		Oil Filter Changed?
	Windshield Washer				
Driver's Compartment					
	Sun Visors		Horn & Switches		Steering Power Assist
	Windshield Wipers		Windshield Defrost		Windshield
	Side Windows		Beam Indicator		Instrument Lamps
	Pedal Pads		Fire Extinguisher		Hazard Warning Kit/Flares
	Seats & Seatbelts		First Aid Kit		Air Pressure Gauge
	Speedometer		Survival Kit		Cellular Phone
	Compressor Buildups		Acc. Pedal and Air Throttle		Booster Cable
	Air Leakage		Compressed Air		Steering Column Security
Body Exterior					
	Head Lamp Operation/Aim		Clearance Lamps		Identification Lamps
	Tail Lamps		Stop Lamps		Turn Signal Lamps
	Marker Lamps		Hazard Lamps		Reflex Reflectors
	Trailer Hitch		TDG Placards		Fenders/Mud Flaps
	Trailer Cord		Paint		Air Lines
	Tire Pressure		Headache Rack or Chain		Body & Doors
	Glad Hands & Air Systems		Reservoirs/Brackets/Straps		Bumpers & Cabs
Under The Hood					
	Hood		Air Compressor Belt		Air Compressor
	Power Steering System		Fuel Pump and System		Battery & Wiring
	Air Filter		Fan & Belt		Carburetor
	Cooling System		Windshield Washer Pump		Distributor
	Exhaust System		Windshield Wash Container		
Undercarriage					
	Pin & Bushing Wear		Sprocket		Springs
	Link Wear		Shock Absorbers		Muffler
	Roller Wear		Oil Pan		Pittman Arm
	Idler Wear		Drag Link		Differential
	Track Wear		Tie Rod		Suspension
	Roller Guards		Frame Rails		Axles
Brake, Tires, and Wheels					
	Brake Components		Chock Block		Road Clearance
	Spring Caging Bolts		Brake Drum Condition		Brake Lining Thickness
	Disc Brakes		Brake Lines & Hoses		Brake Failure Indicator
	Reservoirs and Valves		Tire Pressure		Park Brake
	Wheel Bearings		Vacuum System, Reserve		Emergency Brake
	Proportioning Valve		Pump Operator		Brake Operation
	Brake Camshafts & Travel		Tire Wear		Jack
	Tire Iron		Spare Tire		Chains

Rating Legend:	NA - Not Applicable	P - Passed in good working condition
	M - Passed but maintenance required	R - Rejected, repair necessary before returning to service

☐ Equipment Passed ☐ Equipment Not Passed

Work Required	Assigned To	Completion (Date/Time)
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____

Repairman Signature: _____ Supervisor's Signature: _____

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SMW *Skid Steer-* **HSF004**

TRAINING CONSULTANTS

FILL IN -Please print clearly-

Date:_____ Driver Name:_____

Shift:_____ Hr. Meter Reading Start:_____

CHECK EACH ITEM

Fuel	OK:	❑	Added:	❑
Oil	OK:	❑	Added:	❑
Water/Coolant	OK:	❑	Added:	❑

CATUION: Hot engines must be running when adding fluid. Ensure Radiator cap is ON.

CHECK EACH ITEM Notify Supervisor immediately if repairs are required.

NR = Needs Repair Adj = Adjust

Fire Extinguisher	OK:	❑	NR:	❑	Adj:	❑
Emergency Switches	OK:	❑	NR:	❑	Adj:	❑
Brakes: Pedals	OK:	❑	NR:	❑	Adj:	❑
Parking	OK:	❑	NR:	❑	Adj:	❑
Steering/Levers	OK:	❑	NR:	❑	Adj:	❑
Hoist/Tilt Mechanism	OK:	❑	NR:	❑	Adj:	❑
Canopy/Overhead Guard	OK:	❑	NR:	❑	Adj:	❑
Back-up Light/Headlamps	OK:	❑	NR:	❑	Adj:	❑
Tires/Wheels/Lug nuts	OK:	❑	NR:	❑	Adj:	❑
Rollers/Bearings/Chains	OK:	❑	NR:	❑	Adj:	❑
Hour Meter	OK:	❑	NR:	❑	Adj:	❑
Directional Controls	OK:	❑	NR:	❑	Adj:	❑
Engine Operation	OK:	❑	NR:	❑	Adj:	❑
Transmission Operation	OK:	❑	NR:	❑	Adj:	❑
Oil Leaks	OK:	❑	NR:	❑	Adj:	❑
Gauges	OK:	❑	NR:	❑	Adj:	❑
Horn	OK:	❑	NR:	❑	Adj:	❑

COMMENTS: -Please Print Clearly-

_____

_____

_____

_____

_____

Drivers Signature:_____

*****ALL SUPERVISORS MUST COMPLETE THIS FORM IN ITS ENTIRTY AND SUBMIT ON WEEKLY BASIS TO HEAD OFFICE*****

SMW *Mini Excavator-* **HSF004**

TRAINING CONSULTANTS

FILL IN -Please print clearly-

Date: _____ Driver Name: _____

Shift: _____ Hr. Meter Reading Start: _____

CHECK EACH ITEM

Fuel	OK:	❑	Added:	❑
Oil	OK:	❑	Added:	❑
Water/Coolant	OK:	❑	Added:	❑

CATUION: Hot engines must be running when adding fluid. Ensure Radiator cap is ON.

CHECK EACH ITEM Notify Supervisor immediately if repairs are required.

NR = Needs Repair Adj = Adjust

Fire Extinguisher	OK:	❑	NR:	❑	Adj:	❑
Emergency Switches	OK:	❑	NR:	❑	Adj:	❑
Brakes: Pedals	OK:	❑	NR:	❑	Adj:	❑
Parking	OK:	❑	NR:	❑	Adj:	❑
Steering/Levers	OK:	❑	NR:	❑	Adj:	❑
Hoist/Tilt Mechanism	OK:	❑	NR:	❑	Adj:	❑
Canopy/Overhead Guard	OK:	❑	NR:	❑	Adj:	❑
Back-up Light/Headlamps	OK:	❑	NR:	❑	Adj:	❑
Tires/Wheels/Lug nuts	OK:	❑	NR:	❑	Adj:	❑
Rollers/Bearings/Chains	OK:	❑	NR:	❑	Adj:	❑
Hour Meter	OK:	❑	NR:	❑	Adj:	❑
Directional Controls	OK:	❑	NR:	❑	Adj:	❑
Engine Operation	OK:	❑	NR:	❑	Adj:	❑
Transmission Operation	OK:	❑	NR:	❑	Adj:	❑
Oil Leaks	OK:	❑	NR:	❑	Adj:	❑
Gauges	OK:	❑	NR:	❑	Adj:	❑
Horn	OK:	❑	NR:	❑	Adj:	❑

COMMENTS: -Please Print Clearly-

_____

_____

_____

_____

_____

Drivers Signature _____

*****ALL SUPERVISORS MUST COMPLETE THIS FORM IN ITS ENTIRTY AND SUBMIT ON WEEKLY BASIS TO HEAD OFFICE*****

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Company: _____
Date: _____ Name of Person Inspecting: _____

GENIE LIFE DAILY INSPECTION CHECKLIST

Inspected by:	**Date:**	
	Ok	**Fail**
Check entire machine for dents, damage, cracks in welds or structural components	□	□
Operators manual is legible and stored in a container on the platform	□	□
Safety decals are legible and in place	□	□
Battery is in good condition and at proper fluid level	□	□
Inspect battery cable connections and terminals	□	□
No signs of hydraulic oil leaks	□	□
Tire pressure and condition of wheels	□	□
Inspect horn, lights, steering, warning lights	□	□
Platform guardrails and platform entry gate secure	□	□
Test emergency STOP button	□	□
Test manual lowering mechanism	□	□
Test auxiliary platform lowering mechanism	□	□

Comments:_____

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JOBSITE INSPECTION CHECKLIST – HSF005

Site/Contractor Name:		Date:	
Location:		No of Employees:	
Conducted By:			
S – Satisfactory	**NS – Not Satisfactory**	**NA – Not Applicable**	

Item Inspected	S	NS	NA	Requires Immediate Action
1. SITE ACCESS				
Clean, level ground	☐	☐	☐	
Adequate ramps	☐	☐	☐	
Adequate stairs	☐	☐	☐	
Adequate ladders	☐	☐	☐	
Other	☐	☐	☐	
2. HOUSEKEEPING				
Clear walkways	☐	☐	☐	
Clear work areas	☐	☐	☐	
Clear access and landing	☐	☐	☐	
Other	☐	☐	☐	
3. PERSONAL PROTECTIVE EQUIPMENT				
Head protection	☐	☐	☐	
Foot protection	☐	☐	☐	
Eye protection	☐	☐	☐	
Hearing protection	☐	☐	☐	
Respiratory protection	☐	☐	☐	
Fall protection (plan, rescue)	☐	☐	☐	
Other	☐	☐	☐	
4. LADDERS				
Secured	☐	☐	☐	
Proper angle (extension ladders)	☐	☐	☐	
Proper size and type	☐	☐	☐	
Safe, usable condition	☐	☐	☐	
Properly used	☐	☐	☐	
Proper Handrail and landings	☐	☐	☐	
Non-slip bases	☐	☐	☐	
Other	☐	☐	☐	
5. SCAFFOLDS				
Properly erected (all parts used)	☐	☐	☐	
Properly secured	☐	☐	☐	
Properly planked	☐	☐	☐	
Proper guardrails, toeboards	☐	☐	☐	
Proper access to platform	☐	☐	☐	

Acceptable loading	☐	☐	☐	
Other	☐	☐	☐	

6. POWER TOOLS, EQUIPMENT				
General condition	☐	☐	☐	
Proper guards, cords, PPE	☐	☐	☐	
Tagging as DEFECTIVE	☐	☐	☐	
Other	☐	☐	☐	

7. STAIRWELLS & RAMPS				
Proper filler blocks in metal stairs	☐	☐	☐	
Proper cleats on ramps	☐	☐	☐	
Adequate lighting in stairwells	☐	☐	☐	
Proper handrails or guardrails	☐	☐	☐	
Other	☐	☐	☐	
8. TRAFFIC CONTROL				
Trained traffic controllers	☐	☐	☐	
Properly located	☐	☐	☐	
Clean, regulation sign	☐	☐	☐	
Properly dressed (including vest)	☐	☐	☐	
Other	☐	☐	☐	
9. PUBLIC WAY PROTECTION				
Properly located (within 4.5 m)	☐	☐	☐	
Entrances clearly marked	☐	☐	☐	
Covered where required	☐	☐	☐	
Min. height, width requirement	☐	☐	☐	
Proper rail on street side	☐	☐	☐	
Proper lighting, where required	☐	☐	☐	
Other	☐	☐	☐	
10. FALL PROTECTION				
CSA approved	☐	☐	☐	
Properly worn	☐	☐	☐	
Safe, usable condition	☐	☐	☐	
Unprotected openings and edges	☐	☐	☐	
Working from: Ladders	☐	☐	☐	
Scaffolds	☐	☐	☐	
Swingstages	☐	☐	☐	
Other	☐	☐	☐	
11. GUARDRAILS, BARRICADES				
Located where required	☐	☐	☐	
Properly constructed	☐	☐	☐	
Adequately secured	☐	☐	☐	
Other	☐	☐	☐	
12. GAS CYLINDERS				
Properly located	☐	☐	☐	
Properly secured	☐	☐	☐	
Properly moved or lifted	☐	☐	☐	
Properly hooked up	☐	☐	☐	
Other	☐	☐	☐	

13. CONFINED SPACES				
Proper access	☐	☐	☐	
Air testing before entry	☐	☐	☐	
Rescue equipment readily available	☐	☐	☐	
Safety harness, lifeline properly anchored & used	☐	☐	☐	
Second person for rescue	☐	☐	☐	
Outgoing air monitored	☐	☐	☐	
Entry permit where required	☐	☐	☐	
Other	☐	☐	☐	
14. FIRST AID REQUIRMENTS				
Adequate qualified first aiders on jobsite	☐	☐	☐	
First aid kits: Adequate number	☐	☐	☐	
Adequate contents	☐	☐	☐	
Other	☐	☐	☐	
15. FIRE PROTECTION				
Master emergency plan	☐	☐	☐	
Extinguishers where required	☐	☐	☐	
Fully charged	☐	☐	☐	
Adequately identified	☐	☐	☐	
Other	☐	☐	☐	
16. CRANES, HOISTS, ETC.				
Safe setup of equipment	☐	☐	☐	
Maintenance log available	☐	☐	☐	
Competent operator	☐	☐	☐	
Condition of slings, hardware	☐	☐	☐	
Safety catches on all hooks	☐	☐	☐	
Proper use of tag lines	☐	☐	☐	
Proper lifting containers	☐	☐	☐	
Competent signaller	☐	☐	☐	
Other	☐	☐	☐	
17. WELDING				
Rods & cylinders properly labeled	☐	☐	☐	
MSDSs readily available	☐	☐	☐	
Properly secured ground cables	☐	☐	☐	
Proper eye protection worn	☐	☐	☐	
Proper screens and exhaust	☐	☐	☐	
Gas cylinders upright and secured	☐	☐	☐	
Fire extinguisher readily available	☐	☐	☐	
Other	☐	☐	☐	
18. ELEVATING WORK PLATFORM				
Worker training	☐	☐	☐	
Properly used	☐	☐	☐	
Safe, usable condition	☐	☐	☐	
Acceptable loading	☐	☐	☐	

Manufacturer's operating manual	☐	☐	☐	
Other	☐	☐	☐	

19. TRENCHES & EXCAVATIONS				
Properly sloped, where required	☐	☐	☐	
Excavated soil properly placed	☐	☐	☐	
Appropriate shoring used	☐	☐	☐	
Proper access to trench	☐	☐	☐	
Proper storage of materials in and above	☐	☐	☐	
Other	☐	☐	☐	
20. EXTENSION CORDS				
Outdoor-type, rated over 300 volts	☐	☐	☐	
Condition of casing, ends, connections	☐	☐	☐	
GFCIs used where required	☐	☐	☐	
Other	☐	☐	☐	
21. TEMPORARY POWER SUPPLY				
Properly identified	☐	☐	☐	
Overhead lines flagged & secured	☐	☐	☐	
Surface cables buried or protected	☐	☐	☐	
Other	☐	☐	☐	
22. MATERIALS STORAGE				
Properly located	☐	☐	☐	
Safely piled, stacked, bundled	☐	☐	☐	
Properly moved or lifted	☐	☐	☐	
Properly labeled (WHMIS)	☐	☐	☐	
Other	☐	☐	☐	
23. FORMWORK				
Guardrails and fall-arrest system	☐	☐	☐	
Design drawings kept on project	☐	☐	☐	
Inspection statement by engineer or competent worker	☐	☐	☐	
Other	☐	☐	☐	
24. SUSPENDED SCAFFOLDS				
Properly attached and capable of at least 4 times maximum load	☐	☐	☐	
Outrigger beam tied to fixed support with adequate counterweight	☐	☐	☐	
All mechanical/electrical devices in good working condition	☐	☐	☐	
Independent lifelines for each worker (extend to ground)	☐	☐	☐	
Engineer's drawing on site if required	☐	☐	☐	
25. SIGNS & PRINT MATERIAL				
OH&S Act and regulations	☐	☐	☐	
WSIB Form 82 poster	☐	☐	☐	
MSDSs	☐	☐	☐	
Warning signs	☐	☐	☐	
Emergency phone list	☐	☐	☐	

Report forms	☐	☐	☐	
Other	☐	☐	☐	

26. WORKER EDUCATION				
WHMIS training	☐	☐	☐	
Company safety policy & program	☐	☐	☐	
Injury reporting	☐	☐	☐	
Hazard reporting	☐	☐	☐	
OH&S Act and Regulations	☐	☐	☐	
Personal H&S responsibilities	☐	☐	☐	
Other	☐	☐	☐	

27. HYGIENE				
Washroom facilities available	☐	☐	☐	
Cleanliness of facilities	☐	☐	☐	
Injury/hazard reporting	☐	☐	☐	
Personal responsibilities	☐	☐	☐	
Safety policies and procedures	☐	☐	☐	
Other	☐	☐	☐	

*****ALL SUPERVISORS MUST COMPLETE THIS FORM IN ITS ENTIRTY AND SUBMIT ON MONTHLY BASIS TO HEAD OFFICE*****

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WEEKLY INSPECTION REPORT – HSF006

Completed by:		Site:		
Accompanied by:		Date:		Last insp:
Item	Comment	Area	Contractor	Action taken
1. Housekeeping				
2. Storage				
3. PPE				
4. Ladders				
5. Guardrails				
6. Scaffolds				
7. Other work platforms				
8. Fire protection				
9. Electrical				
10. Gas cylinders				
11. Stairs				
12. Public protection				
13. Lighting				
14. Machine guards				
15. Material handling				
16. Ventilation				
17. Traffic control				
18. Elevators				
19. Floor/roof openings				
20.				
21.				
Copies provided to:				

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MAINTENANCE SERVICE LOG – HSF006

DATE	EQUIPMENT	SERVICE PERFORMED	PERFORMED BY

ALL SUPERVISORS MUST COMPLETE THIS FORM IN ITS ENTIRTY AND SUBMIT ON WEEKLY BASIS TO HEAD OFFICE

HOT WORK PERMIT – HSF007

CAN THIS JOB BE PERFORMED IN A DESIGNATED HOT WORK AREA?
IN CASE OF EMERGENCY CALL: (INSERT LOCAL # HERE)
(print all information, must be legible and complete)

Supervisor/Project Leader:		Hot Work done by: ☐ Employee ☐ Contractor
Issue Date:	Issue Time:	Contractor Name:
Expiration Date:	Expiration Time:	**Permit is valid for One Shift** Not to exceed 12hrs.

Name of Person/s doing Hot Work: (maximum of six people per permit)	

Job Description: (work to be performed and the exact location)

IN CASE OF EMERGENCY:

DIAL (INSERT LOCAL EMERGENCY # HERE) :

Hot Work Start Time: **Finish Time:**

Is there another way to do this job, which would eliminate the fire potential? ☐Yes ☐No
If Yes, Why not use alternative method?

Are there hazardous substances within 35 feet? ☐Yes ☐No
If Yes. Is Extinguisher designed for Metal?
If Yes, How are the fines protected?

What is the closest column with a Fire Extinguisher? Column # _____ **Insp. Date** _____
What is the inspection Date of the portable extinguisher at the job site?
Where is the nearest phone located? **Ext. #**

Are there easily ignitable materials in the area? ☐Yes ☐No
Is a fire watch required? ☐Yes ☐No **Name of fire watch:**

Will any other individuals be exposed to flash? ☐Yes ☐No
Are flash protection curtains in place? ☐Yes ☐N/A

What PPE is being used? (circle one) Gloves / Welding Shield / Welding Goggles / Welding Helmet / Faceshield / Jacket
What is the tint of shade required? (circle one) 5 / 10

Are there flammable materials within 35 feet? ☐Yes ☐No
Can they be removed? ☐Yes ☐No **If No. How are they protected?**

Is there a potential for a vapor release? ☐Yes ☐No **If Yes, what?**

Are there open pits or drains, which will be exposed to, sparks or slag? ☐Yes ☐No
How are they protected? (Includes Overhead Work)

Will work be performed which may expose employees below to sparks or slag? ☐Yes ☐No
Are Danger Signs and Danger tape deployed? ☐Yes ☐N/A

What hot work equipment will be used?
Equipment inspected by:

Are Flashback Arrestors on equipment? ☐Yes **(check hoses, gauges, valves, and welding cables before use)** ☐Yes
Check pieces of equipment being used for the task :
Welder –
Acetylene torch –
Grinder –

Is Plant operating on propane? ☐Yes ☐No **If Yes. LEL level_____of Pits or Drains within 35'.**

I verify that the location has been examined and prepared. The precautions noted have been taken and permission is authorized for this work.
Signed: (Maintenance Supervisor/Project Leader trained on the Hot Work Policy)

Work area and all adjacent areas to which sparks and heat might have spread were inspected during the fire watch period (30-minutes) and were found fire safe.
Signed: (Fire Watch trained in use of equipment and sounding alarm).

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CONFINED SPACE PERMIT – HSF008

OVERVIEW		
Date and Time Issued:	Date and Time Permit Expires	
Location and Description of Confined Space:		
Purpose of entry:		
Site Supervisor:	Phone#:	
Client Contact Name:	Client Contact#:	Emergency#:

HAZARDOUS IDENTIFICATION REVIEW		Y	N		Y	N		Y	N
% of Oxygen:_____	Biological Material			Blocked Pathways			Vehicle Traffic		
	Dusts/Fumes/Mists			Corrosives			Clutter		
% of LEL's:_____	Entrapment			Electrical Current			Curiosity		
Other Atmospheric Hazards:	Lapse of Consciousness			Falling			Energy Wave		
_____	Moving Equipment			Flammable/Combustible			Light Extremes		
_____	Panic			Wet/Slick Surfaces			Lack of oxygen		
_____	Reactive Material			Poisons/Toxins			Noise		
_____	Temperature Extremes			Structural Failure			Pressure		

PRE-ENTRY HAZARDOUS MANAGEMENT REQUIREMENTS *(please place a check mark when task has been done OR N.A)*			
Lockout Switches and valves		Entrant to attendant communications	
Blanking/Blocking of pipes		Personal protective equipment or clothing	
Depressurization of Pipes		Entrant respiratory protection	
Vehicle Barricades		Retrieval system with rescuer PPE	
Pedestrian Barricades		First Aid & packing equipment	

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Ventilation		Chocking of Mechanical/moving parts	
Gaseous & Liquid Purging		Lighting	
Special work precautions Welding / High Temperature / Other:		Refreshing / clean up / decontamination system	

IN CASE OF EMERGENCY			
Rescuer Name:			
Retrieval / Rescue System:		Rescue equipment in good order?	❑ YES ❑ NO, Defects
Contact Method :	PHONE:	/RADIO	/VOICE

PERIODIC ATMOSPHERIC TESTS							
Time of Test							
Oxygen							
LEL							
Carbon Monoxide (CO)							
Hydrogen Sulfide (H2S)							
OTHER:							
OTHER:							
Tester's Name (print):				Signature:			

CERTIFICATION			
I certify that I have personally examined the confined space and am satisfied that all the particular requirements listed abo have been met AND THAT THE SPACE IS HAZARD FREE AT THE TIME OF INSPECTION, making it safe to enter.			
Signature of Evaluator:	Print Name:	Date(DD/MM/YYY):	Time:
Confirmation of Work Completion Signature:	Date:	Time:	

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CONFINED SPACE EMERGENCY PLAN – HSF008A

JOB LOCATION: _____

DATE: _____

PROCEDURE

In the event of an emergency requiring immediate attention to a worker the following procedure will be followed:

Proceed to the aid of the worker (if safe) to assess the extent of his or her injuries and condition.

If the injuries are minor, notify your Supervisor and escort the worker to the first aid station for treatment.

If the injury or incident is serious, contact 911 and stay with the worker.

The Site Safety Representative for M.J. Dixon Construction Limited will then contact 'Project' Management "Enter Name" or "Enter Name" to announce that there is an injured worker or incident and the condition of the situation.

The scene will then be secured to ensure the area is undisturbed for the investigation. Witnesses will remain on-site to be interviewed for the investigation.

The accident/incident report will be completed and forwarded to M.J. Dixon Construction Limited head office within 24 hours to be reviewed and addressed accordingly

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EMERGENCY CONTACT NUMBERS – HSF008A

A key contacts list will be maintained throughout the project, including at least two (2) alternate contacts, to ensure that communications can be completed in a timely manner.

Contacts	Names	Numbers
EMERGENCY CONTACTS		
General Hospital		
Project Coordinator		
Supervisor		
Site Contact		
Police		
Ambulance		
Fire Department		
PROJECT TEAM CONTACTS		
Project Manager		
Owner		
Health and Safety Rep		
Health and Safety Manager		

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CONFINED SPACE ENTRY LOG – HSF008B

DATE:				JOB LOCATION:					
SITE SUPERVISOR:				ATTENDANT:					
Worker Name	Permit Reviewed with worker	Time in	Time out	Time in	Time out	Time in	Time out	Time in	Time out
	❑								
	❑								
	❑								
	❑								
	❑								
	❑								
	❑								
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CONFINED SPACE MULTI EMPLOYER COORDINATION – HSF008C

Space to be entered:	Date of entry:	Time of Entry:
Description of work activity*(including hazardous materials)*:		
Control of Hazard:		

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Employers:

1. _____ 4. _____

2. _____ 5. _____

3. _____

Responsible Employers
(employer representative sign below)

DUTIES	1	2	3	4	5
Confined Space Program					
Hazard Assessment					
Confined space plan					
Training					
Entry Permit					
Rescue Plan					
Rescue Team					
Lockout/Tagout					
Attendants					
Entry Methods					

The table above indicates which employers (who) will be responsible for the identified essential elements of the confined space work when multiple employers are working in the same confined space.

Copies are too distributed to: Each Employer on form above and the JHSC or H&S Rep of each employer.

Employers Print name, Initial and Print Contact Phone #

Print Name – 1. 2. 3. 4. 5.

Initial - 1. 2. 3. 4. 5.

Contact # - 1. 2. 3. 4. 5.

Use the form for the previous page to coordinate duties of multiple employers working in the same confined space

ELEMENT	REG No.	DESCRIPTION
Confined Space Program	5(1)	If a workplace includes a confined space that workers may enter to perform work, the employer shall ensure that a written program for the confined space is developed and maintained in accordance with this regulation before a worker enters the confined space.
Hazard Assessment	6(1)	Before any worker enters a confined space, the employer shall ensure that an adequate assessment of the hazards related to the confined space has been carried out.
Confined Space Plan	7(1)	Before any worker enters a confined space, the employer shall ensure that an adequate written plan, including procedures for the control of hazards identified in the assessment, has been developed and implemented by a competent person for the confined space.
Confined Space Training	9.1(1)(2)	This section applies to only workplaces that are projects. The employer shall ensure that every worker who enters a confined space or who performs related work receive adequate training to perform the work safely, in accordance with the relevant plan.
Confined Space Entry Permit	10(1)	The employer shall ensure that separate entry permit is issued each time work is to be performed in a confined space, before any worker enters the confined space.
Confined Space Rescue Procedure	11(1)(2)	The employer shall ensure that no worker enters or remains in a confined space unless, in accordance with the relevant plan, adequate written on-site rescue procedures that apply to the confined space have been developed and are ready for immediate implementation.
Confined Space Rescue Team		Before w worker enters a confined space, the employer shall ensure that an adequate number of persons trained in the matters listed in subsection (3) are available for immediate implementation of the on-site rescue procedures mentioned in subsection 1.
Confined Space Rescue Equipment	12(1)(a)(b)(c)	The employer shall ensure that the rescue equipment identified in the relevant plan is: Readily available to effect a rescue in the confined space; Appropriate for entry into the confined space; and inspected as often as necessary to ensure it is in good working order by a person with adequate knowledge, training and experience who is appointed by the employer.
Confined Space Lockout/Tag out	14(1)	The employer shall, in accordance with the relevant plan, ensure that each worker entering the confined space is adequately protected (through lockout/tag out)
Attendants	15(1)(2)	Whenever a worker is to enter a confined space, the employer shall ensure that an attendant (a) is assigned, (b) is stationed outside and near(i) the entrance to the confined space, or(ii) if there are two or more entrances, the one that will best allow the attendant to perform his or her duties under subsection(2); (c) is in constant communication with all workers inside the confined space, using the means of communication described in the relevant plan and; (d) is provided with a device for summoning an adequate rescue response. The attendant shall not enter the confined space at any time and shall, in accordance with the relevant plan, (a) monitor the safety of worker inside; (b) provide assistance to him or her; and (c) summon an adequate rescue response if required.
Safe Entry and Exit	16	An adequate means for entering and exiting shall be provided for all workers who enter a confined space, in accordance with the relevant plan.

When multiple employers are working in same confined space, this document indicates which employer (who) is responsible for identified essential elements of confined space work. Above documents are part of the regulations only. Refer to full text refreference.

Copies are too be distributed to: Each employer listed on form and the JHSC or H&S Rep of each employer

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DISCIPLINARY RECORD AND CORRECTIVE ACTION – HSF009

Name of Employee:	Date:
Work Area:	Position:
What is the employee being reprimanded for? ❑ Conduct ❑ Production ❑ Timeless/Tardiness ❑ Safety ❑ Other	
Explanation:	
What is expected of this employee in response to this reprimand?	
How will supervision assist the employee?	
Has the employee been warned about this before? ❑ YES ❑ NO / ❑ Written ❑ Verbal	
Date of earlier reprimand and by whom:	
Supervisor's Name: _____ Supervisor Signature: _____	
Comments:	

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FIRST AID CHECKLIST – HSF010

Project: _____

Date: _____

Ontario #2 Kit Contents	✓	✘
4 Compress Bandages 10 cm x10 cm		
6 Triangular Bandage		
4 Gauze Bandage - 5 cm x 4.5 m		
4 Gauze Bandage - 10 cm x 4.5 m		
Metal Splint 30 cm		
2 Splint padding		
12 Gauze pads 7.5 cm x 7.5 cm		
25 Assorted Adhesive bandages		
Safety Pins / 6 assorted sizes		
Additional First Aid supplies		
Pair Large Nitrile Gloves		
CPR Face Shield		
Pocket First Aid Guide		
Universal Scissors		
Roll of cotton fabric tape		
Pair of Forceps		

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FIRST AID RECORD – HSF011

PROJECT LOCATION:		
Date of Injury:		**Time:**
Date Injury Reported:		**Time:**
Full Name of injured worker:	**Name of Employer:**	
Position (type of work):		
Description of Injury:		
Type of first aid provided:		

Name of First Aider: _____

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LOCKOUT & TAG LOG – HSF012

Building				
Name and Location of Equipment Locked Out & Tagged	**ID for Lockout Device**	**Date Installed**	**Authorized Employee Name**	**Date Removed**

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SMALL TOOLS RECORD – HSF013

Tool Tag No.:_____

Description:_____

Date	Location	Initial

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SAFETY MEETING – HSF014

Project: _____ **Project #:** _____

Site Supervisor: _____ **Date:** _____

# of Men: _____

Participants:

1. _____ **6.** _____

2. _____ **7.** _____

3. _____ **8.** _____

4. _____ **9.** _____

5. _____ **10.** _____

Safety Items Discussed:

Employee Suggestions:

Actions to be Taken:

Injuries/Accident Reviewed:

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Supervisor Remarks:

Supervisor Signature_____

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ACCIDENT / INCIDENT INVESTIGATION REPORT – HSF015

1. Company or Division:		2. Project:	
3. Location of Incident:	4. Date of Incident:	5. Time: AM PM	6. Date of Report:

INJURY OR ILLNESS		PROPERTY DAMAGE	OTHER INCIDENTS
7. Insured/s Name:		14. Property Damage:	19. Nature of incident:
8. Part of body:	9. Days Lost:	15. Nature of Damage:	20. Incident cost, if applicable:
10. Nature of injury or illness:		16. Cost: Estimated: Actual:	21. Person reporting incident:
11. Equipment/Substance/Object/Inflicting Harm:		17. Object/Equipment/Substance inflicting Damage:	22. Object/Equipment/Substance related:
12. Occupation:	13. Experience Yrs:	18. Person with most control of item #17:	23. Person with most control of item #22

Evaluation of Loss	
24. Loss severity potential potential if not corrected: ❑ MAJOR ❑ SERIOUS ❑MINOR	25. Probability of occurrence: ❑ FREQUENT ❑ OCCASIONAL ❑ SELDOM

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26. Describe how the event occurred:

27. Immediate Causes: What Substandard Actions and Conditions caused or could cause the event?

28. Basic Causes: What specific personal job or factors caused or could have caused this event:

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29. Remedial Actions: What was and/or should be done to control the causes listed?

30. Signature of Investigator:	31. Date:	32. Follow up circle number for temporary, X out for final action/date. 1. 3. 5.
33. Signature of Reviewer:	34. Date:	2. 4. 6.

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RETURN TO WORK SCHEDULE – HSF016

Date: _____

Employee: _____
Print Name Signature

Site Supervisor: _____
Print Name Signature

Start Date: _____

Date	Hours	Job Description	Accommodation

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IDENTIFICATION OF SUITABLE WORK – HSF016

Review Date:_____

Employee: _____
Print Name Signature

Site Supervisor:_____
Print Name Signature

Description of Available work	Requirements	Functional Abilities	Ability

Next Review Date: _____

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PROGRESS EVALUATION REPORT – HSF017

This report is to be filled out by both Supervisor and Employee

Evaluation Period:	Review Date:
Name:	

Date of Accident:
Description of Accident:
Return to work Date:

Description of modified duties/work schedule at time of return to work:
Description of modified duties/work schedule now:
What has worked well in the return to work process?
What are the opportunities for improvement?

Job Site:	
Name of Supervisor:	Name of Employee:
Signature:	Signature:

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WASTE AUDIT REPORT – PART 1 – HSF018

1. General Information (Owner/Contractor undertaking project)

Company Name and Address:			
Telephone No:		Fax No:	
Name of Contact Person and Company:			
Telephone No:		Fax No:	
Type of Building	❑ Large construction projects	❑ Large Demolition Projects	
	❑ Office Building(s)	❑ Large Manufacturing Establishment	
Number of Buildings:	Floor Area:	Municipality:	
Estimated start Date of Project:		Estimated Completion Date:	

2. Description of Project/Entity

3. Categories of Waste and Waste Items

List the categories of waste that will be produced; the associated waste items for each category and the waste items included in each category.

Examples: Blue Box materials, cardboard, drywall, wood, metal, plastic, insulation, etc. Waste Item: Glass, cans, boxes, broken/cut-off drywall pieces, hangers, pipe, etc.

Category of Waste	Waste Items

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4. Production of Waste

For each category of waste listed in Section 3, explain how the waste will be or is produced. Include reference to how management decisions and policies will affect the production of waste.

Example:

Blue Box: *Glass, cans, paper* *Cardboard: boxes* *Cannot be avoided*
Will consider shipping reusable containers

How waste is Produced	Decision/Policies Affecting Waste

5. Management of Waste

For each category of waste listed in Sec. 3, indicate which waste item will be disposed or reused/recycled and how each item will be managed at the project.

Example: *Skids*

Category	Waste to be disposed (general rubbish)	Re-Used or Recycled Waste

6. Estimated Quantity of Waste Produced

See Chart 1 – Estimated amount of waste produced

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7. Extent to which Materials/Products used by the Entity consist of recycled or re-used materials

Do you have a management policy in place that promotes the purchasing and/or use of materials/products that consist of recycled and/or reused materials/products? Describe below:
Do you have plans to increase the extent to which materials/products used consists of recycled or re-used materials/products? Describe below:

Completed By: **Print** **Signature**	**Title/Position:**	**Date:**

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ESTIMATED AMOUNT OF WASTE PRODUCED - CHART 1 – HSF018

	Estimated Amount of Waste Produced (kg or tonnes)											
	Generated			Re-Used			Recycled			Disposed		
Categories of Waste	"A" Base Year	"B" Year 2	"C" Change (A-B)	"A" Base Year	"B" Year 2	"C" Change (A-B)	"A" Base Year	"B" Year 2	"C" Change (A-B)	"A" Base Year	"B" Year 2	"C" Change (A-B)
TOTAL												
Percent Change = (Total C/Total A x 100)												

Note: When completing this form, write N/A where the entity will not produce any waste for a category of waste. Fill out the columns each year following the initial audit or baseline year to determine the progress that is being made by your waste reduction program.

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WASTE AUDIT REPORT – PART 2 – HSF019

1. General Information (Owner/Contractor undertaking project)

Company Name and Address:			
Telephone No:		Fax No:	
Name of Contact Person and Company:			
Telephone No:		Fax No:	
Type of Building	❑ Large construction projects	❑ Large Demolition Projects	
	❑ Office Building(s)	❑ Large Manufacturing Establishment	
Number of Buildings:	Floor Area:	Municipality:	
Estimated start Date of Project:		Estimated Completion Date:	

2. Description of Project/Entity

3. Plans to Reduce, Reuse, and Recycle Waste

For each category described in Section 3 of the Waste Audit Report, explain plans to reduce, reuse and recycle waste, including a) how waste will be source separated at the project and b) the programs in place to reduce, reuse, recycle source separated waste.

Example: Wood — *Wood recycling program: Reuse scrap wood where possible for bridging and blocking*

Category Of Waste	Waste items

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4. Responsibility for Implementing the Waste Reduction Work Plan

if more than one person is responsible for implementation, list all people involved

Name	Responsibility	Telephone / Contact

5. Timetable for Implementing Waste Reduction Work Plan

Source Separation & 3 R's Program	Schedule for Completion

6. Communication to Workers

Explanation of how Waste Audit Reduction Work Plan will be communicated to workers at the worksite:

7. Estimated Annual Waste Produced by Material Type and the Projected Annual Amount to be diverted by the 3Rs (See Chart 2)

Completed By:	Title/Position:	Date:
Print Signature		

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WASTE AUDIT – CHART 2 – HSF019

Material Category	Estimated Waste Produced/Yr (Kg or Tonnes)	Name of Proposed 3Rs Program	Projections to Reduce, Reuse, Recycle Waste/Yr (Kg or Tonnes)			Estimated Waste Diversion Rate (%)
			Reduce	Reuse	Recycle	

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JOBSITE INSPECTION CHECKLIST – HSF020

Inspected by: _____

Company/Project: _____

Number of Employees: _____ **Copies to:** _____

Date: _____ _____

1.	**SITE ACCESS**		**OK**	**Not OK**	**ACTION TAKEN**
	Clean, level ground		☐	☐	
	Adequate ramps		☐	☐	
	Adequate stairs		☐	☐	
	Adequate ladders		☐	☐	
2.	**PROTECTIVE EQUIPMENT**		**OK**	**Not OK**	**ACTION TAKEN**
	Hard hats worn		☐	☐	
	Fall protection worn		☐	☐	
	Skin protection:	Worn	☐	☐	
		Available	☐	☐	
	Eye & face protection:	Worn	☐	☐	
		Available	☐	☐	
	Hearing protection:	Worn	☐	☐	
		Available	☐	☐	
	Respiratory protection:	Worn	☐	☐	
		Available	☐	☐	
3.	**GUARDRAILS, BARRICADES**		**OK**	**Not OK**	**ACTION TAKEN**
	Located where required		☐	☐	
	Properly constructed		☐	☐	
	Adequately secured		☐	☐	
4.	**LADDERS**		**OK**	**Not OK**	**ACTION TAKEN**
	Secured		☐	☐	
	Proper angle (extension ladders)		☐	☐	
	Proper size and type		☐	☐	
	Safe, usable condition		☐	☐	
	Properly used		☐	☐	
	Proper Handrail and landings		☐	☐	
	Non-slip bases		☐	☐	

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5. FIRE PROTECTION	OK	Not OK	ACTION TAKEN
Extinguishers where required	☐	☐	
Fully charged	☐	☐	
Adequately identified	☐	☐	
Master emergency plan	☐	☐	

6. PUBLIC WAY PROTECTION	OK	Not OK	ACTION TAKEN
Properly located (within 4.5 m)	☐	☐	
Covered where required	☐	☐	
Min. height, width requirement	☐	☐	
Proper rail on street side	☐	☐	
Proper lighting, where required	☐	☐	

7. HOUSEKEEPING	OK	Not OK	ACTION TAKEN
Clear walkways	☐	☐	
Clear work areas	☐	☐	
Clear access and landing	☐	☐	

8. FALL PROTECTION		OK	Not OK	ACTION TAKEN
CSA approved		☐	☐	
Properly worn		☐	☐	
Safe, usable condition		☐	☐	
Unprotected openings and edges		☐	☐	
Working from:	Ladders	☐	☐	
	Scaffolds	☐	☐	
	Swingstages	☐	☐	

9. STAIRWELLS & RAMPS	OK	Not OK	ACTION TAKEN
Proper filler blocks in metal stairs	☐	☐	
Proper cleats on ramps	☐	☐	
Adequate lighting in stairwells	☐	☐	
Proper handrails or guardrails	☐	☐	

10. SCAFFOLDS	OK	Not OK	ACTION TAKEN
Properly erected (all parts used)	☐	☐	
Properly secured	☐	☐	
Properly planked	☐	☐	
Proper guardrails, toeboards	☐	☐	
Proper access to platform	☐	☐	
Acceptable loading	☐	☐	

11. POWER TOOLS, EQUIPMENT	OK	Not OK	ACTION TAKEN
General condition	☐	☐	
Proper guards, cords, PPE	☐	☐	
Tagging as DEFECTIVE	☐	☐	

12. EXTENSION CORDS	OK	Not OK	ACTION TAKEN
Outdoor-type, rated over 300 volts	☐	☐	
Outdoor-type, rated over 300 volts	☐	☐	

13. GAS CYLINDERS	OK	Not OK	ACTION TAKEN
Properly located	☐	☐	
Properly secured	☐	☐	
Properly moved or lifted	☐	☐	
Properly hooked up	☐	☐	

14. WORKER EDUCATION	OK	Not OK	ACTION TAKEN
WHMIS training	☐	☐	
Company safety policy & program	☐	☐	
Injury reporting	☐	☐	
Hazard reporting	☐	☐	
OH&S Act and Regulations	☐	☐	
Personal H&S responsibilities	☐	☐	

15. FIRST AID REQUIRMENTS		OK	Not OK	ACTION TAKEN
Adequate qualified first aiders on jobsite		☐	☐	
First aid kits:	Adequate number	☐	☐	
	Adequate contents	☐	☐	

16. CRANES, HOISTS, ETC.	OK	Not OK	ACTION TAKEN
Safe setup of equipment	☐	☐	
Maintenance log available	☐	☐	
Competent operator	☐	☐	
Condition of slings, hardware	☐	☐	
Safety catches on all hooks	☐	☐	
Proper use of tag lines	☐	☐	
Proper lifting containers	☐	☐	
Competent signaler	☐	☐	

17. TRAFFIC CONTROL	OK	Not OK	ACTION TAKEN
Trained traffic controllers	☐	☐	
Properly located	☐	☐	
Clean, regulation sign	☐	☐	
Properly dressed (including vest)	☐	☐	

18. WELDING	OK	Not OK	ACTION TAKEN
Rods & cylinders properly labeled	☐	☐	
MSDSs readily available	☐	☐	
Properly secured ground cables	☐	☐	
Proper eye protection worn	☐	☐	
Proper screens and exhaust	☐	☐	
Gas cylinders upright and secured	☐	☐	
Fire extinguisher readily available	☐	☐	

19. ELEVATING WORK PLATFORM	OK	Not OK	ACTION TAKEN
Worker training	☐	☐	
Properly used	☐	☐	
Safe, usable condition	☐	☐	
Acceptable loading	☐	☐	
Manufacturer's operating manual	☐	☐	

20. TEMPORARY POWER SUPPLY	OK	Not OK	ACTION TAKEN
Properly identified	☐	☐	
Overhead lines flagged & secured	☐	☐	
Surface cables buried or protected	☐	☐	

21. SIGNS & PRINT MATERIAL	OK	Not OK	ACTION TAKEN
OH&S Act and regulations	☐	☐	
WSIB Form 82 poster	☐	☐	
MSDSs	☐	☐	
Warning signs	☐	☐	
Emergency phone list	☐	☐	
Report forms	☐	☐	

22. MATERIALS STORAGE	OK	Not OK	ACTION TAKEN
Properly located	☐	☐	
Safely piled, stacked, bundled	☐	☐	
Properly moved or lifted	☐	☐	
Properly labeled (WHMIS)	☐	☐	

23. TRENCHES & EXCAVATIONS	OK	Not OK	ACTION TAKEN
Properly sloped, where required	☐	☐	
Excavated soil properly placed	☐	☐	
Appropriate shoring used	☐	☐	
Proper access to trench	☐	☐	
Proper storage of materials in and above Trench	☐	☐	

24. CONFINED SPACES	OK	Not OK	ACTION TAKEN
Proper access	☐	☐	
Air testing before entry	☐	☐	
Rescue equipment readily available	☐	☐	

	Safety harness, lifeline properly anchored & used	☐	☐	
	Second person for rescue	☐	☐	
	Outgoing air monitored	☐	☐	
	Entry permit where required	☐	☐	
25.	**SUSPENDED SCAFFOLDS**	**OK**	**Not OK**	**ACTION TAKEN**
	Properly attached and capable of at least 4 times maximum load	☐	☐	
	Outrigger beam tied to fixed support with adequate counterweight	☐	☐	
	All mechanical/electrical devices in good working condition	☐	☐	
	Independent lifelines for each worker (extend to ground)	☐	☐	
	Engineer's drawing on site if required	☐	☐	
26.	**FORMWORK**	**OK**	**Not OK**	**ACTION TAKEN**
	Guardrails and fall-arrest system	☐	☐	
	Design drawings kept on project	☐	☐	
	Inspection statement by engineer or competent worker	☐	☐	
27.	**HYGIENE**	**OK**	**Not OK**	**ACTION TAKEN**
	Cleanliness of facilities	☐	☐	

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SAFETY INSPECTION REPORT RESPONSE – HSF021

Job Location: _____

Site Supervisor: _____

Date of inspection: _____

Date of Response: _____

Item Discussed: _____ **Section No:** _____
Response/Action:

Item Discussed: _____ **Section No:** _____
Response/Action:

Item Discussed: _____ **Section No:** _____
Response/Action:

Item Discussed: _____ **Section No:** _____
Response/Action:

Item Discussed: _____ **Section No:** _____
Response/Action:

Item Discussed: _____ **Section No:** _____
Response/Action:

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WORKPLACE VIOLENCE
EMPLOYEE RISK ASSESSMENT QUESTIONNAIRE – HSF022

Name: _____ Title: _____

Manager's Name: _____ Company: _____

Date Completed: _____

	YES	NO
1. Have you experienced verbal abuse (e.g. swearing, insults, teasing, or bullying) while an employee of this company?		
• If **yes**, did you report the incident (s)?		
• If **yes**, how did you report the incident (s)? ☐ Orally? ☐ In writing?		
What was the relationship of the abuser to you? ☐ co-worker ☐ client/customer ☐ member of the public ☐ other (describe) _____		
2. Have you experienced verbal threats (e.g. "If you don't get off my back, you'll regret it.") while an employee of this company?		
• If **yes**, did you report the incident (s)?		
• If **yes**, how did you report the incident (s)? ☐ Orally? ☐ In writing?		
What was the relationship of the abuser to you? ☐ co-worker ☐ client/customer ☐ member of the public ☐ other (describe) _____		
3. Have you been threatened with physical harm (e.g. someone shaking a fist, throwing objects, committing vandalism) while an employee of this company?		
• If **yes**, did you report the incident (s)?		
• If **yes**, how did you report the incident (s)? ☐ Orally? ☐ In writing?		
What was the relationship of the abuser to you? ☐ co-worker ☐ client/customer ☐ member of the public ☐ other (describe) _____		
4. Have you experienced a physical assault or attack while an employee of this company?		
• If **yes**, did you report the incident (s)?		
• If **yes**, how did you report the incident (s)? ☐ Orally? ☐ In writing?		
What was the relationship of the abuser to you? ☐ co-worker ☐ client/customer ☐ member of the public ☐ other (describe) _____		
5. Do you ever:		
• Work alone or with a small number of co-workers?		
• Work in a community-based setting?		
• Work late at night or early in the morning?		
6. Are you concerned about work rage on the job?		
• What is the source of your concern: _____		
7. Do you believe that work rage in your workplace is a ☐ high risk ☐ medium risk ☐ low risk		

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