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# MJ DIXON CONSTRUCTION LIMITED

## HEALTH AND SAFETY PROGRAM



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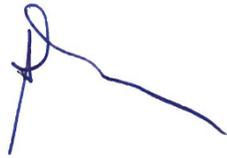
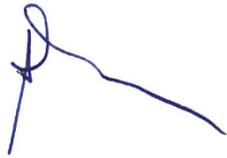
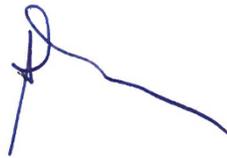
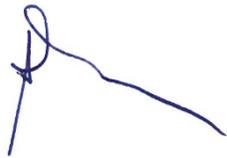
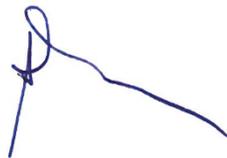
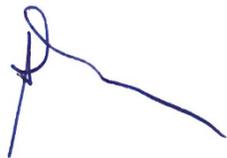
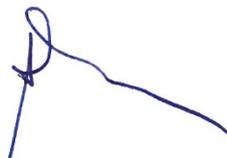
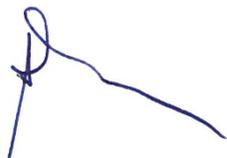
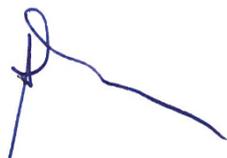
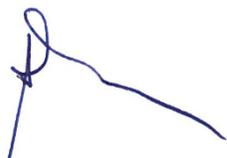
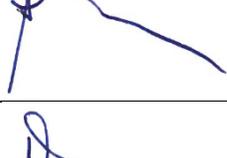
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## PROGRAM REVISIONS

Date of Revision	Changes/Topics	(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	
February 2018	Amended to meet COR requirements		February 2018	
October 2018	Amended to meet COR requirement recommended by the IHSA internal audit report review		October 2018	

The Health and Safety Program must be reviewed on an annual basis and any changes or additions must be documented. Senior Management must sign and date the policy statements annually. It is the responsibility of the Safety Manager to ensure that this process takes place annually.



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CHAPTER ONE  
HEALTH AND SAFETY POLICY

## HEALTH AND SAFETY POLICY STATEMENT

MJ Dixon Construction Limited is committed to the protection from accidental loss of all its resources, including all workers and physical assets. Protecting employees from injury and other work related health issues is an ongoing objective of the company. MJ Dixon Construction Limited is committed to providing a safe work environment and a work environment that promotes occupational health. All employees at MJ Dixon Construction Limited must be dedicated to the objective of reducing risk of injury for themselves and other employees.

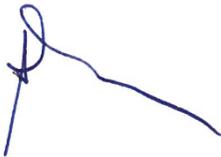
MJ Dixon Construction Limited, as an employer, is ultimately responsible for the health and safety of its employees. On behalf of the Senior Management of MJ Dixon Construction Limited, I give you my personal promise that every reasonable precaution will be taken for the protection of workers. I recognize that all workers have a right to work in a safe and healthy workplace. Legislative requirements will serve as minimum acceptable standards.

All Managers and Supervisors will be held accountable for the health and safety of workers under their supervision, and are responsible for maintaining safe and healthy working conditions. Managers and Supervisors are responsible for ensuring that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Managers and Supervisors will receive adequate training to fulfill their supervisory duties and ensure that workers under their supervision receive adequate training to do their jobs in a safe manner.

Workers have a responsibility to work safely in compliance with the legislation and the safe work practices and safe job procedures established by MJ Dixon Construction Limited. Workers will receive the necessary information, training and supervision required for their specific tasks, to protect their health and safety.

All contractors, sub-contractors and visitors will work in accordance with all MJ Dixon Construction Limited policies, procedures and practices in compliance with all legislative requirements.

The company is committed to work jointly with relevant personnel in the development and implementation of the health and safety program. Health and safety is a key requirement for our success and viability as a company. It is in the best interest of all parties to consider health and safety in every activity. Managers, Supervisors and workers will work together as a team in maintaining and improving our safe working environment.

A handwritten signature in blue ink, appearing to be 'D. Dixon', written over a horizontal line.

MJ Dixon Construction Limited- Principal

21 February 2018

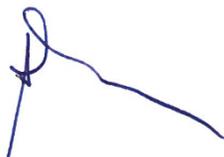
Date

## ENVIRONMENTAL 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.



\_\_\_\_\_  
MJ Dixon Construction Limited- Principal

\_\_\_\_\_  
21 February 2018

\_\_\_\_\_  
Date

## DUTIES AND RESPONSIBILITIES OF WORKPLACE PARTIES

### CONSTRUCTORS

Along with Section 23 of the Occupational Health and Safety Act (OHS), below are responsibilities of a constructor:

- Ensure all workers on site are in compliance with the Occupational Health and Safety Act and Regulations for Construction Projects.
- Ensure that subcontractors are obliged by contract to comply with the constructor's safety program.
- Ensure the health and safety of all workers on the project is protected.
- Ensure the Notice of Project is posted on site.

### EMPLOYERS

Along with Section 25 of the OHS, below are responsibilities of an employer (senior management):

- Provide a safe and healthy workplace.
- Prepare and review at least annually a written corporate occupational health and safety policy.
- Assign and review the development of an occupational health and safety program to implement the policy.
- Provide the necessary resources to implement, support, and enforce the health and safety policy and program within the company. (Note: the provisions of the *Occupational Health and Safety Act and Regulations for Construction Projects* address the minimum requirements for the control of health and safety hazards.)
- Provide workers with health and safety information and training.
- Promote the exchange of health and safety information with outside groups, such as regional labour-management health and safety committees and trade associations.
- Review accident reports and communicate with government agencies, unions, and other organizations regarding legally required notices respecting critical injuries, accidents, incidents, and other events. (For more information, refer to Legal Requirements for Reporting Accidents and Incidents in CSAO's DS030: *A Guide to Developing Health and Safety Policies and Programs in Construction*.)
- Conduct an annual review meeting with project manager and superintendent.
- Attend at least one health and safety committee meeting at a project each year.
- Perform workplace inspections at least annually to monitor the program and take corrective action.
- Appointing competent personnel as supervisors.
- Reviewing health and safety trends which include injury/illness causes, injury/incident investigations, hazard reports and work refusal reports; commending employee health and safety performance.

### PROJECT MANAGERS

Along with Section 27 of the OHS, the following are responsibilities of project managers:

- Implement, support, and enforce the safety program at the project level.

- Communicate with the Senior Management on Ministry of Labour-related items, such as notices respecting projects and notices of accidents and injuries.
- Cause a health and safety committee to be established and represent management on it.
- Oversee site planning and approve a site plan that takes into account access, traffic control, materials handling, storage, and sanitation.
- Review site fire protection and emergency response plans.
- Review site training plans for health and safety and ensure that adequate resources are available.
- Review safe work procedures for the site.
- Direct accident investigations on site. Review and forward reports to head office.

## SUPERVISORS

Along with Section 27 of the OHSA, the following are responsibilities of supervisors (including subcontractors):

- Ensure all workers including subcontractor's employees are 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 weekly safety meetings with the crew and document minutes of these meetings.
- Investigate accidents/incidents (as required) 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.

**Note:** Candidates for supervision should have a good knowledge of the *Occupational Health and Safety Act and Regulations for Construction Projects*, as well as knowledge of the trade and well-developed communications skills.

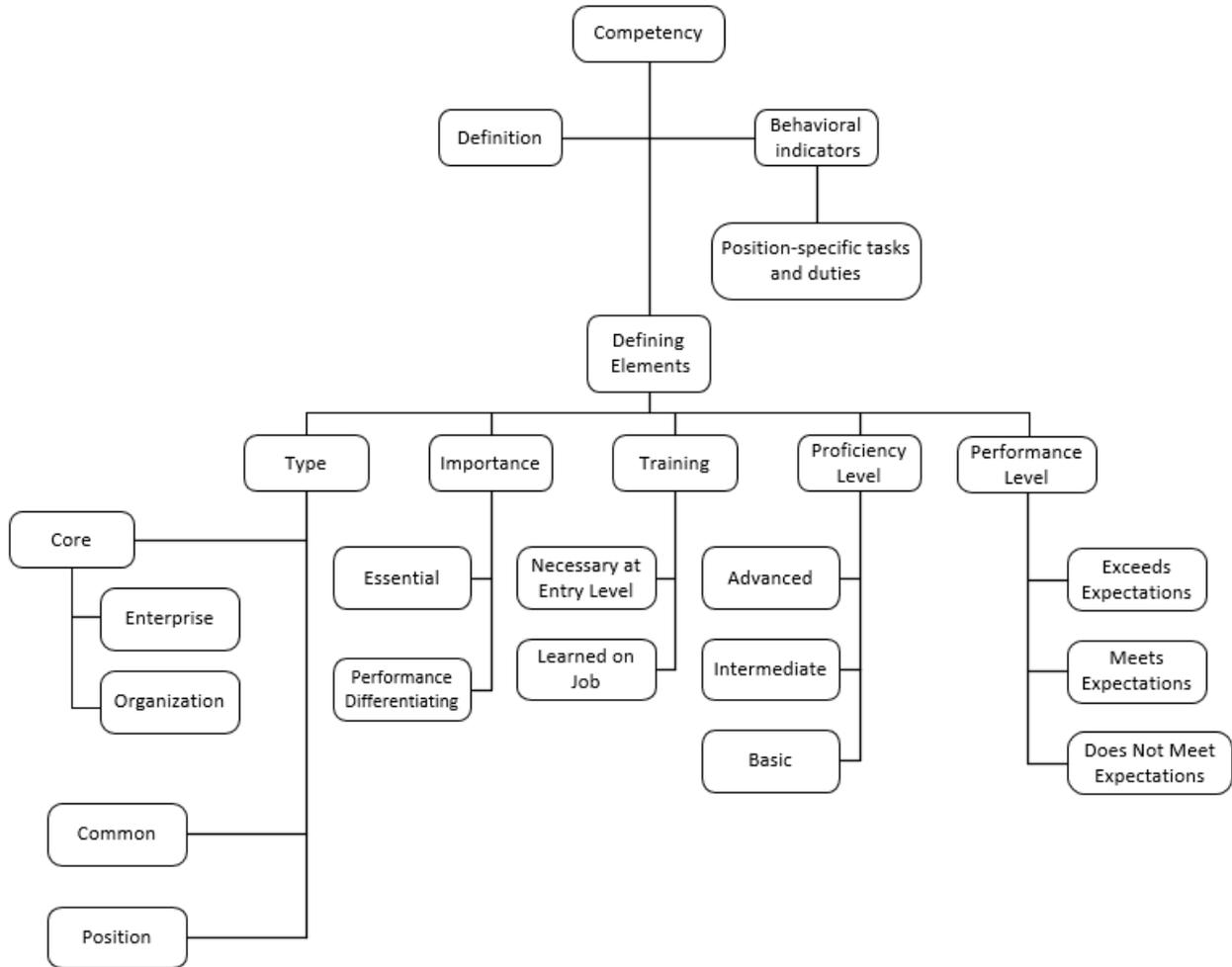
## WORKERS

Along with Section 28 of the OHSA, the following are responsibilities of workers (including subcontractors):

- Work in compliance to the occupational health and safety act and its regulations.
- Work in compliance to the governing corporate health and safety policy.
- Wear and use any personal protective equipment/clothing that is required for his or her health and safety.
- Report any hazardous conditions or unsafe practices immediately to their supervisor.

- Work in a manner that will not endanger his/her self or other workers.
- Report any near misses, incidents and accidents regardless of its severity, to his/her supervisor, without delay.
- 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.
- Not engage in any prank, contest, and feat of strength, unnecessary running or rough boisterous conduct.
- 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.
- 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.
- 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.
- Not engage in acts of violence, discrimination, harassment and bullying.
- Participate in project specific safety talks and meetings.

# COMPETENCY OF SUPERVISORS AND WORKERS



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## CHAPTER TWO

# HAZARD ASSESSMENT, ANALYSIS AND CONTROL

## HAZARD ASSESSMENT, ANALYSIS AND CONTROL PROCEDURE

### PURPOSE

This procedure will assist in identifying and controlling potential hazards in the workplace. MJ Dixon Construction Limited understands that hazard awareness is critical to keep our worksites safe. The following is the procedure for the detection and mitigation of hazardous conditions that may exist at the workplace.

### SCOPE

This procedure applies to all employees at MJ Dixon Construction Limited. Hazard assessments for routine tasks performed by MJ Dixon employees can be found in the Job Hazard Analysis Manual.

### DEFINITIONS

- **Hazard** – a hazard is any source of potential damage, harm or adverse health effects on something or someone.
- **Hazard Assessment** – the process of conducting a systematic review in order to identify hazards associated with work activities, analyze the risks associated with the hazards, and determine the appropriate ways to eliminate or control the hazards.
- **Job Step** – a segment of the operation necessary to advance the work. The steps must be kept in sequential order.
- **Ongoing Hazard Assessment** – the process of conducting daily hazard assessments to address the ever changing site activities and conditions.

### HAZARD ANALYSIS PROCEDURE

When an update to the Job Hazard Analysis is required, the following steps are to be followed:

#### 1. BREAKDOWN OF JOB INTO SEQUENTIAL STEPS

Identify the job steps required to complete the task.

#### 2. IDENTIFY HAZARDS ASSOCIATED WITH EACH STEP

All potential hazards must be identified at each step. This can be done based on the knowledge of the job, knowledge of previous accidents/incidents causes, and personal experience. In identifying potential hazards, it would be beneficial to ask workers about their personal experience and knowledge of the job.

Along with a hazard description, it is also important to identify the type of hazards. The types of hazards are as follows:

- **Physical** – noise, vibration, electricity, heat and cold, pressure and radiation.
- **Chemical** – gases, vapours, liquids, solids, plasma, dust, fume or mist.
- **Biological** – living organisms, such as bacteria, viruses, mould, parasites and fungi.
- **Musculoskeletal** – poorly designed equipment or work processes which place undue strain on the body by repetitive or strenuous activity.
- **Psychosocial** – risks of crime and violence and harassment in the workplace; production pressures which can influence the pace of work.

- **Safety** – housekeeping, falls, pinch points, sharp points, sharp edges, moving machinery, dropping items, pressure systems and fire and explosion.

### 3. CONDUCT A RISK ASSESSMENT FOR EACH HAZARD

The level of risk must be identified for all hazards, using the probability and severity of injury. The Job Hazard Analysis Guide (found in the JHA Manual) provides a table for determining the level of risk. **MJ Dixon Construction Limited has defined their risk threshold level to be any task with a hazard risk greater than 12.** These tasks are considered critical tasks and require the development of a safe job procedure. The following is a list of critical tasks based on the Job Hazard Analysis:

- Operating a Loader
- Operating a Skid Steer
- Excavating
- Working on Scaffolds
- Working on Elevating Work Platforms
- Working on Suspended Access Platforms
- Working at Heights
- Working in a Confined Space
- Refueling Equipment

### 4. IDENTIFY PREVENTATIVE CONTROLS FOR EACH TASK

Preventative controls must be implemented for each identified hazard. The types are as follows:

- **At the Source (Engineering Control)** – Elimination of task, substituted task, redesign of work station/processes, isolating processes, automated procedures.
- **Along the Path** – relocation, barriers, absorption, dilution.
- **At the Worker (Administrative & PPE)** – job rotation and relief procedures, orientation, training and supervision, safe job procedures, safe work practices, emergency planning, housekeeping, hygiene practices, personal protective equipment (PPE).

Upon identification of a hazard, any controls, safe work practices and safe job procedures required must be implemented in a timely manner.

(Refer to the JHA guide for detailed instruction)

### 5. COMMUNICATION OF JOB HAZARD ANALYSIS

Workers will review the job hazard assessments that apply to their job through the 4SafeCom system. The job hazard analysis must be reviewed and acknowledged by the workers to indicate that they understood their hazard exposures and controls. Workers who perform the job must ensure that all the basic steps of the task have been noted, are in the correct order, have suitable controls and are documented. If the worker does not agree with the assessment, they must inform their supervisor. The supervisor must review the worker's concern, update the assessment if required, and communicate this information to the workers. Supervisors must ensure that workers are following the appropriate control procedures.

### 6. VALIDATION AND EVALUATION

Management must monitor implemented controls for effectiveness. This can be in the form of obtaining feedback from workers. The Job Hazard Analysis will be reviewed and modified as required annually by management.

## FACTORS TO CONSIDER

The development or review of a Job Hazard Assessment must be performed for the following additional factors:

- Accident frequency and severity – jobs where accidents occur frequently or where they occur infrequently but result in severe injuries.
- Potential for severe injuries and illnesses – the consequences of an accident, hazardous condition, or exposure to harmful substances are potentially severe.
- Newly established jobs – hazards are unknown due to the lack of experience with the job
- Modified jobs – new hazards may exist with changes in job procedures.
- Infrequently performed jobs – A job hazard analysis is required prior to non-routine work being performed.

## ONGOING HAZARD ASSESSMENT

A daily pre-job safety assessment will be conducted by the sites superintendent prior to any work being performed on site, using the Superintendent's Daily Construction Report. This form is used to identify potential hazards specific to the work that is being performed on that day. This form will be filled out by site supervisors, and reviewed and signed by the workers.

## RESPONSIBILITIES

### MANAGEMENT

- Review Job Hazard Analysis Manual annually or as required.
- Develop new Job Hazard Assessments as required.
- Provide assistance in implementing necessary controls.
- Approve the implementation of requested controls in a timely manner.
- Follow up with implemented controls to ensure effectiveness.

### SITE SUPERVISOR

- Identify any new tasks being performed in their workspace.
- Communicate the results of the Job Hazard Analysis to all affected workers.
- Ensure workers review the hazard analysis related to their job.

### WORKERS

- Review and sign off on the Daily Field Level Assessment.
- Review the Job Hazard Analysis as it relates to their job tasks.
- Follow the safe work practices and safe job procedures that apply to their job tasks.

### JOINT HEALTH AND SAFETY COMMITTEE

- Assist management in developing and reviewing Job Hazard Assessments.

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# CHAPTER THREE

## SAFE WORK PRACTICES

## SAFE WORK PRACTICES

### PURPOSE

Safe work practices (SWP) will be used as a control measure for hazards identified in the Job Hazard Analysis. The review of relevant safe work practices will be part of training workers to perform their tasks safely.

### SCOPE

The SWPs apply to all MJ Dixon Construction Limited employees.

### DEFINITIONS

- **Safe Work Practices** – Ways in which something is done in the workplace in order to ensure worker safety. A set of positive guidelines or “do’s and don’ts” on how to perform a specific task that may not always be done in a certain way.

### REVIEW OF SAFE WORK PRACTICES

All workers will review the safe work practices that relate to their job during orientation. Supervisors are responsible for ensuring their workers understand the safe work practices that apply to their specific tasks, prior to the workers performing those tasks. The safe work practices will be reviewed through the 4SafeCom system. Safe work practices will be available at all work locations.

As workers review the safe work practices, they are encouraged to report any concerns or suggested changes to their supervisor. The supervisor will then make suggestions to the JHSC, and the JHSC will implement the required changes.

Safe Work Practices can be found in the Safe Work Practices & Safe Job Procedures Manual.

### ANNUAL REVIEW

The safe work practices will be reviewed annually by management to ensure they are accurate and still reflect the company’s scope of work. Management will suggest any required changes to the JHSC. The JHSC will then determine the changes to be made and will develop the changes. Any new or modified safe work practices will be communicated to all affected workers.

### RESPONSIBILITIES

#### MANAGEMENT

- Support the development of Safe Work Practices.
- Review the Safe Work Practices annually.

#### SUPERVISORS

- Ensure their workers have reviewed the safe work practices that relate to their specific workplace and tasks.
- Review comments/concerns of the workers regarding the safe work practices with the JHSC and make changes as required.
- Have the safe work practices readily available to their workers.

## WORKERS

- Review and understand the safe work practices that relate to their specific job.
- Follow the safe work practices while performing their job tasks.
- Report concerns or suggested changes to the safe work practices to their supervisor.

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## CHAPTER FOUR

# SAFE JOB PROCEDURES

## SAFE JOB PROCEDURES

### PURPOSE

Safe job procedures (SJP) will be used to control the hazards for the critical tasks identified in the Job Hazard Analysis. The review of relevant safe job procedures will be part of training workers to perform their tasks safely.

### SCOPE

The SJPs apply to all MJ Dixon Construction Limited employees.

### DEFINITIONS

- **Safe Job Procedures** - the step by step instructions that must be followed in sequence in order to complete a task or process safely. A written, step by step description of how to complete a job safely and efficiently from start to finish.
- **Critical Task** – a task that, if not accomplished following the specified safe job procedure, has the potential to result in a serious adverse effect. A job with high potential for serious loss or injury.

### REVIEW OF SAFE JOB PROCEDURES

Workers will review the safe job procedures that relate to their job during orientation. Supervisors are responsible for ensuring their workers understand the safe job procedures that apply to their specific site and tasks, prior to the workers performing that task. The safe job procedures will be reviewed through the 4SafeCom system. Safe job procedures will be available at all work locations.

As workers review the safe job procedures, they are encouraged to report any concerns or suggested changes to their supervisor. The supervisor will then make suggestions to the JHSC, and the JHSC will implement the required changes.

Safe Job Procedures can be found in the Safe Work Practices & Safe Job Procedures Manual.

### ANNUAL REVIEW

The safe job procedures will be reviewed annually by management to ensure they are accurate and still reflect the company's scope of work. Management will suggest any required changes to the JHSC. The JHSC will then determine the changes to be made and will develop the changes. Any new or modified safe job procedures will be communicated to all affected workers.

### RESPONSIBILITIES

#### MANAGEMENT

- Support the development of Safe Job Procedures.
- Review the Safe Job Procedures annually.

## SUPERVISORS

- Ensure their workers have reviewed the safe job procedures that relate to their specific workplace/tasks.
- Review comments/concerns of the workers regarding the safe job procedures with the JHSC and make changes as required.
- Have the safe job procedures readily available to their workers.

## WORKERS

- Review and understand the safe job procedure that relate to their specific job.
- Follow the safe job procedures while performing any critical tasks.
- Report concerns or suggested changes to the safe work practices to their supervisor.

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# CHAPTER FIVE

## COMPANY RULES

## GENERAL COMPANY RULES

The following is a list of rules which must be followed by all employees, including subcontractors, and trade contractors working on MJ Dixon job sites.

1. All unsafe acts and conditions, “near miss” incidents, property damage, accidents and incidents must be reported to your supervisor immediately.
2. All required personal protective equipment must be worn where required. Protective equipment must be inspected prior to each use.
3. All work shall be carried out as per the safe work practices and safe job procedures.
4. The workplace must remain in a clean and orderly condition. Proper housekeeping must take place throughout the workplace to eliminate potential hazards.
5. No possession or consumption of alcohol or non-prescription drugs is permitted while at the workplace.
6. Smoking is strictly prohibited near flammable or combustible gases and materials, and in all storage areas.
7. Fighting, horseplay, practical jokes or otherwise interfering with other workers is prohibited.
8. Theft, vandalism or any other abuse or misuse of any property is prohibited.
9. Tools and equipment shall be inspected before each use and shall only be used if in good condition. **Never remove any guards or safety devices.**
10. Do not operate any machinery unless you have been properly trained for the task.
11. Never place tools or materials near edges to openings. Keep all tools and materials at least two meters back from edges and openings.
12. 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.
13. 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.
14. Always use the "buddy system" to avoid working alone. If it is necessary to do so, arrangements should be made to check on the worker at fifteen-minute intervals, by the worker's foreman. Confined space work however, requires constant tending of the isolated worker(s) and there are strictly regulated procedures to follow in this kind of situation. Check with your foreman for instructions before entering any confined space.
15. When in doubt, don't. Do not attempt any work that your feel is unsafe or may place yourself or others in danger. If you feel incapable of performing a task, advise your foreman.
16. 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**

Any employee (including subcontractors) who willfully act in violation of the Company Rules and/ or the Ontario Occupational Health and Safety Act will be subject to disciplinary actions.

## HOUSEKEEPING POLICY

MJ Dixon Construction Limited will not tolerate an untidy worksite. It is the responsibility of each direct and sub-contractual crew foreman to clean-up his respective work areas and route ways to his work areas on a daily basis or as often as necessary to maintain a clean and unobstructed condition.

Route ways 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 separated and disposed in accordance with environmental waste disposal requirements.

Good housekeeping is essential in injury prevention, fire prevention, environmental 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 dB'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.

## VISITOR POLICY

### PURPOSE

To standardize a protocol to ensure all visitors act in accordance with MJ Dixon Construction Limited's health and safety policies, procedures and the legislative requirements.

### SCOPE

This procedure applies to all MJ Dixon Construction Limited visitors including, but not limited to vendors, suppliers, and consultants who may visit any MJ Dixon location. This procedure does not apply to subcontractors who will be working on site for a long period, as they will not be treated as visitors.

### PROCEDURE

1. 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.
2. All visitors must sign upon arrival and sign out before leaving.
3. All visitors going outside of the designated waiting area must be accompanied by a MJ Dixon Construction Limited representative and must be given a site orientation.
4. All visitors must wear personal protective equipment outlined in the project safety orientation.
5. All visitors must comply with all MJ Dixon Construction Limited policies and procedures and those of the Constructor.

### RESPONSIBILITIES

#### DESIGNATED HOST

- Ensure that the visitors entering the premises are signed in.
- Inform the visitor of any personal protective equipment that will be required.
- Ensure site visitors receive a site specific orientation.
- Inform the visitor that in the event of a fire alarm, to leave the workplace using the closest exit and assemble at the designated location.

#### VISITOR

- Remain with designated host at all time.
- Adhere and abide by all company policy and procedures.
- Use all required personal protective equipment.
- Remain in designated areas.
- Report any injury/illness or hazards identified during the visit to their designated host.

## PROGRESSIVE DISCIPLINE POLICY

### PURPOSE

To standardize a protocol for managing, motivating, and correcting substandard performance or behavior of employee performances. Progressive Discipline will be used as a deterrent to prevent workers from working in an unsafe manner, and will ensure compliance with all health and safety regulatory and program requirements.

### SCOPE

This procedure applies to all employees and subcontractors at MJ Dixon Construction Limited. All employees are required to comply with all legal requirements concerning the health and safety of workers in the workplace, as well as the safe work procedures and any other requirements of the company's health and safety program. The company will not condone any breach of legal requirements or the health and safety program.

### POLICY

Workers, subcontractors or others who willfully act in violation of the Company Health and Safety Program and/or the Ontario Occupational Health and Safety Act and Regulations will be subject to any of the following disciplinary actions as is appropriate:

1. Verbal warning
2. Written warning
3. Suspension/Termination

The following are the specific procedures to be followed based on the type of violator:

	Violation Number		
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
<b>MJ Dixon Employee</b>	Recorded verbal warning	Written warning	Suspension, retraining or termination
<b>Subcontractor and Trade Contractor Employee</b>	Recorded verbal warning	Written warning	Dismissal from the project
<b>Architects/ Owners and Representatives</b>	Recorded verbal warning	Written warning	Dismissal from the project

### DOCUMENTING DISCIPLINARY PROCEDURES

All disciplinary actions must be documented (included verbal warnings). The warnings will be distributed to the following parties (when applicable):

- Supervisor in charge of the subcontract work
- Project superintendent or his competent replacement
- Trade contractor's head office
- MJ Dixon Construction Limited's project manager



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.

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CHAPTER SIX  
PERSONAL PROTECTIVE EQUIPMENT

## PERSONAL PROTECTIVE EQUIPMENT POLICY STATEMENT

The use of personal protective equipment (PPE) is necessary to help prevent serious injury or illness by eliminating or minimizing exposure to hazardous physical/chemical material. Personal protective equipment must be worn at all times where required. The following will also be practiced by all MJ Dixon Construction Limited employees when the company undertakes any job or contract:

- All employees and guests on job sites must wear CSA approved hard hats, safety boots, high visibility and any other specialty PPE required on the job site. Long trousers, long sleeves and garments must also be worn when required.
- 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, toxic fluids or chemicals, and overhead work 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.
- All PPE used by the company will be within the requirements of the Occupational Health and Safety Act and Regulations.
- All PPE will be selected, used and maintained in accordance with the manufacturer's instructions, specifications, and requirements.
- All PPE will be inspected prior to each use. Any defective equipment must be removed from service.
- All PPE that is damaged, or in need of service will be removed from service immediately.
- PPE shall not be used, modified or changed contrary to manufacturer's instructions.
- Any violation of the personal protective equipment requirements will result in disciplinary action.

# PERSONAL PROTECTIVE EQUIPMENT PROCEDURE

## PURPOSE

The purpose of this procedure is to ensure that all employees receive appropriate information of Personal Protective Equipment (PPE) to protect their health and safety while performing their assigned duties. PPE is required to protect workers against hazards when other controls are not feasible, or to supplement other controls.

## SCOPE

The procedure applies to all MJ Dixon Construction Limited employees. The required PPE for each job task has been determined by the Job Hazard Analysis. The legislative requirement, manufacturer’s guidelines and SDS pertaining to the task were reviewed during the assessment. A list of PPE required for each task performed by MJ Dixon Construction Limited employees is identified in the PPE Matrix found in the Job Hazard Analysis manual.

## DEFINITIONS

- **Basic PPE** – The PPE that should be worn at all times by all personnel on a job site. This may include high visibility garments, safety glasses, hard hats and safety footwear.
- **Specialized PPE** – The PPE which is used only for specific jobs or for protection from specific hazards. This may include respiratory equipment, fall arrest equipment and hearing protection.

## BASIC PERSONAL PROTECTIVE EQUIPMENT

### FOOT PROTECTION

Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear protects against compression, puncture injuries, and impact. Every worker shall wear protective footwear at all times when on a project. Protective footwear shall be a safety shoe or safety boot,

- a) with a box toe that is adequate to protect the wearer’s toes against injury due to impact and is capable of resisting at least 125 joules impact; and
- b) with a sole or insole that is adequate to protect the wearer’s feet against injury due to puncture and is capable of resisting a penetration load of 1.2 kilonewtons when tested with a Deutsche Industrie Norm standard pin.

Symbols, or markings, will help to determine which footwear is appropriate for the job. For example, Green triangle indicates sole puncture protection with a Grade 1 protective toecap where yellow triangle indicates grade 2.

(Reference: Construction Projects Regulation 213/91, s.23, CSA standard Z195-14 Protective footwear, Z195.1-16 Guideline on selection, care, and use of protective footwear)

#### DO:

1. Choose footwear according to the job hazard and approved standards;
2. Lace up boot and tie laces securely (boots do not protect if they are a tripping hazard or fall off);
3. Use a protective boot dressing to help the boot last longer and provide greater water resistance (wet boots conduct current);
4. Choose a high-cut boot to provide ankle support (fewer injuries).

#### DO NOT:

1. Wear defective safety footwear (i.e., exposed steel toe caps);
2. Under protect your feet;
3. Modify safety footwear.

## HEAD PROTECTION

Safety headwear is designed to protect the head from impact from falling objects, bumps, splashes from chemicals or harmful substances, and contact with energized objects and equipment.

Every worker shall wear protective headwear at all times when on a project. Protective headwear shall be a safety hat that,

- a) consists of a shell and suspension that is adequate to protect a person’s head against impact and against flying or falling small objects; and
- b) has a shell which can withstand a dielectric strength test at 20,000 volts phase to ground.

Both parts of the headwear must be compatible and maintained according to manufacturer's instructions. If attachments are used with headwear, they must be designed specifically for use with the specific headwear used. Bump caps or laceration hats are not considered safety helmets.

The recommended type of protective headwear is a hard hat which has the required “dielectric strength”. There are many designs, but they all must meet CSA requirements for Class G (General Usage) and Class E (Electrical trades).

(Reference: Construction Projects Regulation 213/91, s.22, CSA standard Z94.1-15 Industrial protective headwear — Performance, selection, care, and use)

### Inspection and Maintenance

Proper care is required for headgear to perform efficiently. Its service life is affected by many factors, including temperature, chemicals, sunlight, and ultraviolet radiation (welding). The usual maintenance for headgear is simply washing with a mild detergent and rinsing thoroughly.

<b>DO:</b>	<b>DO NOT:</b>
1. Replace headgear that is pitted, holed, cracked or brittle;	1. Drill, remove peaks, alter the shell or suspension in any way;
2. Replace headgear that has been subjected to a blow even though damage cannot be seen;	2. Use solvents or paints on the shell (makes the shell breakdown);
3. Remove from service any headgear if its serviceability is in doubt;	3. Put chin straps over the brims of certain classes of headgear;
4. Use chin straps in a high wind environment	4. Use any liner that contains metal or conductive material; or remove the Styrofoam liner;
5. Replace headgear and components according to manufacturer’s instruction; or every 5 years;	5. Carry anything in the hard hat while wearing the hard hat;
6. Consult regulations or your supplier for information on headgear.	6. Wear the hard hat backwards.

## EYE AND FACE PROTECTION

This PPE is designed to protect the worker from such hazards as:

- Flying objects and particles,
- Molten metals,
- Splashing liquids,
- Ultraviolet, infrared, and visible radiation (welding).

The following are types of eye and face protection:

- Eye cup goggles,
- Mono-frame goggles and spectacles with side shields.
- Metal mesh face shields for radiant heat or hot and humid conditions,
- Chemical and impact resistant (plastic) face shields,
- Welders' shields or helmets with specified cover,
- Filter plates and lenses.

<b>DO:</b>	<b>DO NOT:</b>
1. Ensure your eye protection fits properly (close to the face);	1. Modify eye/face protection;
2. Clean safety glasses daily, or more often if needed;	2. Use eye/face protection which does not have a proper certification. (Various markings or the safety stamp for safety glasses are usually on the frame inside the temple near the hinges of the glasses);
3. Store safety glasses in a safe, clean, dry place when not in use;	3. Wear contact lenses. Contact lenses may trap or absorb particles or gases causing eye irritation or blindness. Hard contact lenses may injure the eye when hit.
4. Replace pitted, scratched, bent and poorly fitted PPE. (Damages to face/eye protection interferes with vision and will not provide the protection it is designed to deliver.)	

(Reference: Construction Projects Regulation 213/91, s.24, CSA standard Z94.3-15 Eye and face protectors, Z94.3.1-16 - Guideline for selection, use, and care of eye and face protectors)

#### 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.

(Reference: Construction Projects Regulation 213/91, s.21, 25)

#### HAND PROTECTION

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.

(Reference: Construction Projects Regulation 213/91 s.25)

#### 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.

(Reference: Construction Projects Regulation 213/91, s.21, CSA Standard Z96-15 High-Visibility Safety Apparel)

## SPECIALIZED PERSONAL PROTECTIVE EQUIPMENT

### HEARING PROTECTION

The surest methods of preventing noise-induced hearing loss (NIHL) is to eliminate the source, or to reduce noise at the source by engineering methods. However, in certain situations, these measures are not possible. In such workplaces, workers may need to wear hearing protectors to reduce the amount of noise reaching the ears.

#### **Hearing Protection Devices**

People should wear a hearing protector if the noise or sound level at the workplace exceeds 85 decibels (A-weighted) or dBA. Hearing protectors reduce the noise exposure level and the risk of hearing loss.

The effectiveness of hearing protection is reduced greatly if the hearing protectors do not fit properly, if they are worn only periodically, or if they are removed even for a short period of time. To maintain their effectiveness, the hearing protection should not be modified. Radio/music earphones or headsets are not substitutes for hearing protectors and should not be worn where hearing protectors are required to protect against exposure to noise.

Select hearing protection that is:

- Correct for the job. Refer to the Canadian Standards Association (CSA) Standard Z94.2-14
- Provides adequate protection. Check the manufacturer's literature.
- Compatible with other required personal protective equipment, or communication devices.
- Comfortable enough to be accepted and worn.
- Appropriate for the temperature and humidity in the workplace.
- Able to provide adequate communication and audibility needs (e.g., the ability to hear alarms or warning sounds).

#### **Types Of Hearing Protection**

1. Ear plugs are inserted in the ear canal. They may be premolded (preformed) or moldable (foam ear plugs). Disposable, reusable or custom molded ear plugs are available.
2. Semi-insert ear plugs which consist of two ear plugs held over the ends of the ear canal by a rigid headband.
3. Ear muffs consist of sound-attenuating material and soft ear cushions that fit around the ear and hard outer cups. They are held together by a head band.

#### **Selection of Hearing Protection**

The choice of hearing protectors is a very personal one and depends on a number of factors including level of noise, comfort, and the suitability of the hearing protector for both the worker and his environment. Most importantly, the hearing protector should provide the desired noise reduction. It is best, where protectors must be used, to provide a choice of a number of different types to choose from.

If the noise exposure is intermittent, ear muffs are more desirable, since it may be inconvenient to remove and reinsert earplugs.

## Ear Plugs vs. Ear Muffs

Ear Plugs	Ear Muffs
<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• small and easily carried</li> <li>• convenient to use with other personal protection equipment (can be worn with ear muffs)</li> <li>• more comfortable for long-term wear in hot, humid work areas</li> <li>• convenient for use in confined work areas</li> </ul>	<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• less attenuation variability among users</li> <li>• designed so that one size fits most head sizes</li> <li>• easily seen at a distance to assist in the monitoring of their use</li> <li>• not easily misplaced or lost</li> <li>• may be worn with minor ear infections</li> </ul>
<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• requires more time to fit</li> <li>• more difficult to insert and remove</li> <li>• require good hygiene practices</li> <li>• may irritate the ear canal</li> <li>• easily misplaced</li> <li>• more difficult to see and monitor usage</li> </ul>	<p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• less portable and heavier</li> <li>• more inconvenient for use with other personal protective equipment.</li> <li>• more uncomfortable in hot, humid work area</li> <li>• more inconvenient for use in confined work areas</li> <li>• may interfere with the wearing of safety or prescription glasses: wearing glasses results in breaking the seal between the ear muff and the skin and results in decreased hearing protection.</li> </ul>

### User Preference

The human aspects of hearing protection are particularly important since the only useful kind of protection is the protection that is actually worn. Some people do not accept particular kinds of protectors; every human being is different, and the anatomy of the ear and ear canal can vary significantly from person to person.

It is a good idea for the employer to provide a number of different types of hearing protection from which workers can choose, keeping in mind any safety or hygienic reasons for not providing a particular kind of protector. That is, a particular type of protector should not be used if noise levels are too high or if it proves to be inadequate from a hygienic point of view. For example, ear plugs which are used in a plant setting where people reuse them throughout the day, often reinserting them with dirty fingers, can introduce dirt and bacteria into the ears, causing ear infections.

The bottom line on hearing protection is worker preference. If the workers do not like the type of protection (for example, if it is uncomfortable, does not fit well, or is impractical), they will not wear it.

### Proper Fitting

Follow manufacturer's instructions. With ear plugs, for example, the ear should be pulled outward and upward with the opposite hand to enlarge and straighten the ear canal, and insert the plug with clean hands. Ensure the hearing protector tightly seals within the ear canal or against the side of the head. Hair and clothing should not be in the way.

### **Removing Hearing Protection**

In order to get full benefit, hearing protectors must be worn all the time during noisy work. If hearing protectors are removed only for a short duration, the protection is substantially reduced. The following table gives a maximum protection provided for non-continuous use of an ideally fitted 100% efficient hearing protector. For example, when hearing protection is rated with an attenuation of 25dB, if one takes off his/her hearing protector for 5 minutes in an hour the maximum protection will be reduced to no more than 11dB.

<b>Impact of Removing Hearing Protection</b>	
<b>Time (mins)</b>	<b>Max. 25dB Protection Reduced To:</b>
0	None
1	17
5	11
10	8
30	3
60	0

### **Care and Maintenance**

- Follow the manufacturer's instructions.
- Check hearing protection regularly for wear and tear.
- Replace ear cushions or plugs that are no longer pliable.
- Replace a unit when head bands are so stretched that they do not keep ear cushions snugly against the head.
- Disassemble ear muffs to clean.
- Wash ear muffs with a mild liquid detergent in warm water, and then rinse in clear warm water. Ensure that the sound-attenuating material inside the ear cushions does not get wet.
- Use a soft brush to remove skin oil and dirt that can harden ear cushions.
- Squeeze excess moisture from the plugs or cushions and then place them on a clean surface to air dry. (Check the manufacturer's recommendations first to find out if the ear plugs are washable.)

(Reference: Noise Regulation 381/15, CSA standard Z94.2-14 - Hearing protection devices - Performance, selection, care, and use)

## FALL PROTECTION EQUIPMENT

### **Mandatory Fall Protection**

All supervisors and workers must make themselves familiar with Section 26 of the *Regulations for Construction Projects* which outlines the circumstances where fall protection is required.

Fall protection application applies where a worker is exposed to any of the following hazards:

1. Falling more than 3 metres.
2. Falling more than 1.2 metres, if the work area is used as a path for a wheelbarrow or similar equipment.
3. Falling into operating machinery.
4. Falling into water or another liquid.
5. Falling into or onto a hazardous substance or object.
6. Falling through an opening on a work surface.

Section 26.1 (1) and (2) of the Construction Regulations states that:

26.1 (1) A worker shall be adequately protected by a guardrail system that meets the requirements of subsections 26.3 (2) to (8).

(2) Despite subsection (1) if it is not reasonably possible to install a guardrail system as that subsection requires, a worker shall be adequately protected by at least one of the following methods of fall protection:

1. A travel restraint system that meets the requirements of section 26.4
2. A fall restricting system that meets the requirements of section 26.5
3. A fall arrest system, other than a fall restricting system designed for use in wood pole climbing, that meets the requirements of section 26.6
4. A safety net that meets the requirements of section 26.8

Always remember that if you are not certain of what type of fall protection is required for a particular situation, ask your supervisor for direction.

#### **Fall Arrest Protection – Definition**

Consists of a lanyard or lifeline/lanyard set-up where the wearer is allowed some movement at an exposed edge to perform his/her work and if he should trip or lose his/her balance he could possibly fall over the edge.

This fall protection system must be adjusted so as to limit the wearer's fall to within 1.5 metres from where he stands or sits and only full body safety harnesses should be allowed for his/her protection.

#### **Equipment Standards and Set-Up**

1. All safety belts, full body harnesses and lanyards must be CSA certified and carry a CSA label.
2. Safety harnesses and belts are to be snug-fitting and worn with all hardware and straps intact and properly fastened.
3. Lanyards will comply with CSA standards.
4. The D-rings on the safety belts should be centered on the person's back.
5. The lanyard or lifeline and lanyard combination must be secured to a rigid support capable of resisting the peak arrest forces of 1800 lbs minimum for fall arrest protection purposes and its length should be adjusted so that the wearer will be prevented from falling no greater than 1.5 meters from where he stands.
6. When the lifeline consists of wire rope, or the connecting lanyard consists of nylon webbing, a shock-absorbing lanyard shall be used.

#### **Lifelines and Set-Up**

All lifelines shall:

1. Comply with CSA standards.
2. Be used only by one worker at a time.
3. Be free of any cuts, abrasions, other defects and protected against chaffing.
4. Be long enough to reach the ground or be knotted at the end.
5. Be connected at right angles to the worker's position.
6. Be provided with a rope grab (cam lever) device for lanyard attachment.

**WARNING!**

No worker shall be exposed to heights greater than three metres when near an unguarded edge to a floor, roof, platform, opening or on a ladder without first providing travel restraint, fall arrest or guardrail protection.

Any person found doing so shall be subjected to 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 the minimum three metre ruling.

## Reference:

- Construction Projects Regulation 213/91, s.26
- CAN/CSA-Z259.1-05: Body Belts and Saddles for Work Positioning and Travel Restraint
- CAN/CSA-Z259.2.5-12: Fall Arresters and Vertical Lifelines
- CAN/CSA-Z259.2.2-98 (R2004): Self-Retracting Devices for Personal Fall-Arrest Systems
- CAN/CSA-Z259.2.3-99 (R2004): Descent Control Devices
- CAN/CSA-Z259.10-06: Full Body Harnesses
- CAN/CSA-Z259.11-05: Energy Absorbers and Lanyards
- CAN/CSA-Z259.12-01 (R2006): Connecting Components for Personal Fall Arrest Systems (PFAS)
- CAN/CSA-Z259.14-01 (R2007): Fall Restrict Equipment for Wood Pole Climbing

**RESPIRATOR PROTECTION**

A wide variety of equipment can be used to protect workers from respiratory hazards. Devices range from simple, inexpensive dust masks to sophisticated self-contained breathing apparatus. Choosing the proper respiratory protection is key to protecting yourself from hazardous gases, vapours, fumes, mists and dusts.

Respiratory protective equipment can prevent illness, disease, and death from breathing hazards. However, the equipment must be properly selected, fitted, worn, and maintained to ensure maximum protection.

**Respirator Selection**

In order to select the proper respirator for a particular job, it is necessary to know and understand:

- the characteristics of the contaminant(s),
- the anticipated exposure conditions,
- the performance limitations of the equipment,
- any legislation that applies.

Refer to the Material Safety Data Sheet (MSDS) or Sheets if more than one product is being used. The MSDS will identify any respiratory protection required and should specify the type of respirator to be worn.

It is also important to realize that facial hair and deep facial scars can interfere with the seal between the respirator and face. Respirators should only be selected by someone who understands all of these factors.

If there is any doubt about the correct type of protection for a specific material and operation, consult the manufacturer of the product, a supplier or manufacturer of respirators, or the CSAO.

**Fit Testing**

Before each use, you must perform a Positive and Negative pressure test. This applies to respirators only. If the required protection is a filtering half facepiece (dust mask) then follow manufacturer's instructions.

### Negative Pressure Test

The wearer puts on the respirator and adjusts it so that it feels relatively comfortable. Then the air inlets are blocked off with the hands or a plastic cover, and the wearer inhales gently. If the respirator is properly fitted, it should collapse slightly and not permit any air into the facepiece. If leakage is detected, the mask should be readjusted and the test repeated until the fit is satisfactory.

### Positive Pressure Test

The wearer puts on the respirator and adjusts it so that it feels relatively comfortable. Then the exhaust port of the respirator is covered and the wearer tries to exhale gently. The facepiece should puff away from the wearer, but no leakage should occur.

### General Instructions:

1. Filters should be changed as follows:
  - Dust/mist/fume filters should be changed when there is noticeable resistance to normal breathing.
  - Chemical cartridge respirators should be changed when the gas or vapour can be tasted or smelled.
  - Any filter should be changed at the interval specified by the manufacturer or when damaged in any way.
2. Inhalation and exhalation valves should be checked before the respirator is used.
3. Damaged facepiece, straps, filters, valves, or other parts should be replaced with “original equipment” parts.
4. Facepieces should be washed with mild soapy water as often as necessary to keep them clean and wearable.
5. Respirators should be assigned to the exclusive use of individual workers.
6. Where a respirator must be assigned to more than one worker, it should be disinfected after each use. (Check with the manufacturer regarding acceptable sanitizers/disinfectants.)
7. Check all supply hoses, valves, and regulators on supplied-air respirators as specified by the manufacturer.
8. SCBA units and high-pressure cylinders of compressed breathing air should be used and maintained in accordance with current Canadian Standards Association Z180.1 *Compressed Breathing Air and Systems*, and Z94.4 *Selection, Care and Use of Respirators*.
9. Compressors and filtration systems used with supplied-air respirators must be maintained in accordance with the manufacturers’ recommendations.
10. Consult the manufacturer for information on respirator cartridge change-out.

### Respiratory Maintenance

Like any equipment, respirators need maintenance. The following instructions cover the major points.

- 1) Filters should be changed as follows:
  - Dust/mist/fume filters should be changed when there is noticeable resistance to normal breathing.
  - Chemical cartridges should be changed when indicated by the end-of-service-life indicator or according to the change-out schedule.

- Any filter should be changed at the interval specified by the manufacturer or when damaged in any way.
- 2) Inhalation and exhalation valves should be checked before the respirator is used.
- 3) Damaged face piece, straps, filters, valves, or other parts should be replaced with "original equipment" parts.
- 4) Face pieces should be washed in accordance with the manufacturer's instructions.
- 5) Respirators should be assigned to the exclusive use of individual workers.
- 6) Where a respirator must be assigned to more than one worker, it should be disinfected after each use (check with the manufacturer regarding acceptable sanitizers/disinfectants).
- 7) Check all supply hoses, valves, and regulators on supplied-air respirators as specified by the manufacturer.
- 8) SCBA units and high-pressure cylinders of compressed breathing air should be used and maintained in accordance with current CSA Standards Z94.4: Selection, Care and Use of Respirators and Z180.1: Compressed Breathing Air and Systems.
- 9) Compressors and filtration systems used with supplied-air respirators must be maintained in accordance with the manufacturers' recommendations.
- 10) Consult manufacturer for information on respirator cartridge change-out.
- 11) Store respirators in a location away from dust, ozone, sun, heat, extreme cold, excessive moisture, vermin, damaging chemicals, oils, and grease. Also ensure the rubber face piece is not deformed.

(Reference: CAN/CSA-Z94.4-18 - Selection, use, and care of respirators)

## RESPONSIBILITIES

### MANAGEMENT

- Ensure all required PPE is provided to all workers.
- Ensure supplies are replenished as required.

### SUPERVISORS

- Ensure PPE is worn by all workers when required.
- Ensure PPE is used properly by all workers on site.
- Ensure PPE is stored, cleaned and maintained properly.
- Review PPE compliance problems and requirements in safety meetings with all workers.

### WORKERS

- Participate in PPE training when applicable (respirators, hearing, fall protection, etc).
- Be informed of all hazards and potential hazards on a project.
- Not to remove or make ineffective any protective device required by the regulations or by the employer.

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# CHAPTER SEVEN

## PREVENTATIVE MAINTENANCE

## PREVENTATIVE MAINTENANCE PROCEDURE

### PURPOSE

In addition to ensuring that workers use tools and equipment properly, it is vital that tools and equipment be properly inspected, maintained, and kept in good repair. Our maintenance program will reduce the risk of injury, damage and lost production.

### SCOPE

This procedure applies to all MJ Dixon Construction Limited supervisors and employees who operate or maintain equipment and tools.

### DEFINITIONS

- **Competent Inspector** – an individual who has the training, experience, knowledge and understanding of the operation of the equipment. This individual must possess: a certificate of qualification, specific manufacturer's training or years of experience in the industry.

### PROCEDURE

#### INVENTORY LISTS

An inventory list of equipment owned by MJ Dixon Construction Limited must be compiled. Items included on the list are those that require scheduled servicing, adjusting or replacing of components, which can include: power tools, equipment, skid steers, lift trucks, vehicles, facilities, etc.

#### STANDARD REQUIREMENTS

Equipment must be serviced in accordance with the manufacturer's instructions. The standards for the preventative maintenance program are established by the following:

- The manufacturer's recommendations;
- Industry's regulations and standards; and
- Legislated requirements.

All equipment will be inspected by a competent inspector. 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. **The Project superintendent or his competent replacement shall insist that subcontractors having equipment on our sites - meet these legislative requirements.**

## DEFECTIVE EQUIPMENT

All tools and equipment directly owned or leased by MJ Dixon Construction Limited shall be maintained in working condition. Defective equipment shall be tagged as repair or replacement at the judgment of the project superintendent or his competent replacement or his designate. All electrical operated tools and equipment shall be protected by ground fault interruption devices if used outdoors or in wet locations. Any and all tools, equipment or vehicles owned and/or operated by subcontractor companies on a work site, shall be maintained in 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 tools and equipment as per training and manufacturing instructions and report and defects to their supervisors.

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# CHAPTER EIGHT

## TRAINING AND COMMUNICATION

## EMPLOYEE ORIENTATION PROCEDURE

### PURPOSE

The purpose of this procedure is to ensure that all employees have the necessary instruction and training required to ensure their safety on the job at MJ Dixon Construction Limited and to ensure effective systems are in place to communicate health and safety information to employees.

### SCOPE

This procedure applies to all employees at MJ Dixon Construction Limited. All employees are required to go through an orientation prior to starting work. Subcontractors will be given a site orientation on their first day on the job site.

### NEW EMPLOYEE ORIENTATION (MJ DIXON)

Employees are required to complete the MJ Dixon Construction Limited Health and Safety Orientation. New employees will be provided with a tour of the physical work environment and given basic health and safety information. This orientation will be documented and will include signatures from the new employee and the employee providing the orientation.

### YOUNG WORKERS – STUDENTS

**The minimum allowable working age in construction in Ontario is 16 years of age.** Where a young worker or student is assigned to the crew, the Supervisor is responsible to in addition to providing a Health and Safety Orientation, to closely supervise the worker. MJ Dixon Construction Limited is committed to educating young workers on job specific hazards and controls by assigning competent supervision during project activities. Young and inexperienced workers will not be permitted to work alone or handle tasks that they have not received training or instructions for.

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 months with the company.

### HEALTH AND SAFETY TRAINING

Newly hired employees will be required to take health and safety training as part of the Health and Safety Program. The following mandatory trainings must be completed by all employees prior commencing their job:

- Worker/Supervisor Health and Safety Awareness Training
- WHMIS-2015
- Workplace Violence and Harassment
- AODA

Employees will be accessing the training modules through the 4SafeCom Training Management System. Training records will be maintained in the system and monitored by management.

### JOB HAZARD ASSESSMENT

Based on the employee's job task, the job hazard assessment will be assigned to be reviewed through the 4SafeCom system. The Safe Work Practices (SWP) and Safe Job Procedures (SJP) that apply to those tasks will also be assigned. The required SWP and SJP for each task are identified in the Procedure Matrix found in the Job Hazard Analysis

manual. Employees will not be permitted to begin their job without reviewing their job hazard assessments or procedures. The reviews will be maintained in the system and monitored by supervisors.

Employees who are promoted/transferred will be required to take training based on their new job hazard exposure.

#### JOB SPECIFIC TRAINING

In addition to the mandatory training, based on the hazard assessment, employees may be required to take additional training (including hands-on training). This will be reviewed during the Health and Safety Orientation.

Supervisors will also be trained on the following:

- Workplace Inspection
- Accident Investigation
- Emergency Response

The required training based on each job task is identified in the Training Matrix found in the Job Hazard Analysis manual.

#### SITE ORIENTATION

It is MJ Dixon Construction Limited's 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 Health and Safety Policy.

It is MJ Dixon Construction Limited's policy during pre-award negotiations with any subcontractor, that the subcontractor be made aware of and become contractually bound to MJ Dixon Construction Limited's 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 equipment required and the proper use of safety equipment in construction should be communicated to all employees before commencement of work.

Any worker coming to a project site for the first time requires a site orientation. The site supervisor is responsible for providing this orientation before the worker is allowed to start work. This orientation will be documented and will include signatures from the new employee and the employee providing the orientation.

## HEALTH AND SAFETY COMMUNICATION

### WEEKLY TOOLBOX TALKS

Site superintendents will conduct weekly toolbox talks with their workers. Each worker will acknowledge that they have understood the topics discussed. The topic of the talk and the worker's signatures must be documented. Subcontractors are required to perform toolbox talks and submit records to the site superintendent on a weekly basis.

## ANNUAL HEALTH AND SAFETY MEETINGS

Senior Management will coordinate a company-wide health and safety meeting at least annually. The meeting agenda will be provided in advance to all workers. Health and safety objectives of the year and an action plan will be communicated to employees. Employees are encouraged to provide their feedback and raise any concerns. The meeting minutes will be posted on the health and safety board at the main office. Action plans will be updated based on the discussion with employees, if required.

## RESPONSIBILITIES

### MANAGEMENT

- Conduct annual safety meeting with all employees.
- Take employees' feedback and concerns and update the action plan if necessary.
- Retain records of orientation, safety training and meeting minutes for a period of no less than 3 years.

### SUPERVISORS

- Conduct orientation at the first day of employment to a new hire.
- Conduct weekly toolbox talks.
- Site foremen must complete site orientation forms on a worker' first day on the site.

### WORKERS

- Complete all trainings and task reviews before starting the job.
- Actively participate in orientations.
- Actively participate in toolbox talks and annual meeting and provide feedbacks.

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CHAPTER NINE  
WORKPLACE INSPECTIONS

## WORKPLACE INSPECTIONS PROCEDURE

### PURPOSE

It is MJ Dixon Construction Limited policy to perform work in the safest possible way, consistent with good construction practice. 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.

### SCOPE

This procedure applies to all MJ Dixon Construction Limited employees, including subcontractors. 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.

### PROJECT SUPERINTENDENT INSPECTIONS

The project superintendent or a competent person appointed by the supervisor will perform a weekly inspection of their site through the 4Safecom system. The inspection will include the inspection of all machinery and equipment, including fire extinguishing equipment, magazines, electrical installations, communication systems, sanitation and medical facilities, building and other structures, temporary supports and means of access and egress at the project to ensure that they do not endanger any worker. Any deficiencies found will be sent to management, and corrective actions will be taken in a timely manner.

(Reference: Construction Projects Regulation 213/91, s.14(3), (4))

### SITE HEALTH AND SAFETY REPRESENTATIVE INSPECTIONS

On project sites with 6-19 regularly employed workers, the Site Health and Safety Representative will perform an inspection of that site monthly. The inspection will be documented and a report will be provided to the project superintendent to post on site.

(Reference: Occupational Health and Act s. 8(6))

### JOINT HEALTH AND SAFETY COMMITTEE (JHSC) INSPECTIONS

On project sites with more than 19 regularly employed workers, the Site JHSC will perform an inspection of that site monthly. The inspection will be documented and a report will be provided to the project superintendent, and will be discussed during the next JHSC meeting. The inspection report will be posted on site.

(Reference: Occupational Health and Act s. 9(23)-(28))

A worker representative of MJ Dixon Construction Limited's JHSC will perform a workplace inspection of the office on a monthly basis. The inspection will be documented and will be reviewed during the next JHSC meeting. The inspection report will be posted on site.

During any JHSC inspection, a minimum of one worker will be interviewed to address any of their concerns regarding health and safety at the workplace.

### MANAGEMENT INSPECTIONS

Senior Management will conduct at least one site inspection annually. Appropriate personnel will be notified of deficiencies found, and corrective action will be taken immediately.

### THIRD PARTY INSPECTIONS

A third party consultant will inspect random sites each month. Each report will be sent to management, who will take corrective actions if necessary.

### EQUIPMENT PRE-USE INSPECTIONS

All vehicles, machines, tools and equipment shall be used in accordance with any operating manuals issued by the manufacturers.

For vehicles, machines, tools and equipment rated at greater than 10 horsepower, copies of any operating manuals issued by the manufacturers shall be kept readily available at the project.

All mechanically-powered vehicles, machines, tools and equipment rated at greater than 10 horsepower shall be inspected by a competent worker to determine whether they can handle their rated capacity and to identify any defects or hazardous conditions.

The inspections shall be performed before the vehicles, machines, tools or equipment are first used at the project and thereafter at least once a year or more frequently as recommended by the manufacturer

All machineries and equipment are inspected using equipment specific inspection checklists that were designed with the manufactures manuals. Tool inspections are conducted during daily Pre-Job Safety Assessments (PSAs). Vehicle Inspection Reports are completed monthly.

(Ref: Construction Projects Regulation 213/91, s. 93(3)(4), 94 (1),(2)

### SCHEDULE

Type of Inspection	Frequency	Who
Equipment	Daily	Equipment operator
Site	Weekly	Site Superintendent
Site	Monthly	Site Health and Safety Representative or Joint Health and Safety Committee Worker Representative (if applicable)
Office	Monthly	JHSC
Workplace	Annually	Senior Management

### FOLLOW UP AND CORRECTIVE ACTIONS

Identified deficiencies will be corrected immediately, if possible. Corrective actions will be documented on the inspection form used. If required, management will be notified of deficiencies. Workers affected by the hazard must be informed and corrective actions must be taken. Management will monitor the completion of inspections.

## RESPONSIBILITIES

### MANAGEMENT

- If a safety issue with equipment is brought to their attention, management will take the necessary remedial action in a timely manner.
- Reviewing inspection reports.

### SUPERVISORS

- Conduct inspections as per the inspection schedule.
- Implement corrective actions.
- Inform workers of identified deficiencies and corrective actions taken.

### WORKERS

- Conduct a daily pre-use inspection for their equipment.

### HEALTH AND SAFETY REPRESENTATIVE/JHSC

- Complete a monthly inspection of job sites.

### OFFICE JHSC

- Conduct an inspection of the office/shop on a monthly basis.
- Complete the applicable form during the inspection.
- Make necessary recommendations to Management based on inspections.

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# CHAPTER TEN

## INVESTIGATION AND REPORTING

## INVESTIGATION AND REPORTING 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 a subcontractor on our projects must be reported immediately to our project superintendent and an accident investigation report containing all pertinent information and future preventative measures shall be forwarded to the project superintendent or his competent replacement within 24 hours of the occurrence. The project superintendent or his competent replacement is responsible for evaluating the cause of all incidents and the possible effect on other workers doing similar tasks, so that suitable preventative measures can be implemented.

## INVESTIGATION AND REPORTING PROCEDURE

### PURPOSE

The objective of this procedure is to ensure all incidents/accidents are reported to supervisors, and that investigations are carried out as may be required. The goal of an investigation is to find the root cause of the incident and develop corrective actions to prevent the same incident from occurring again. This procedure will also ensure the MOL/WSIB is reported to within the required time frame.

### SCOPE

This procedure applies to all MJ Dixon employees, including subcontractors.

### DEFINITIONS

- **Lost Time Injury (LTI)** refers to any injury that prevents a worker from coming to work on the day following the day of the injury.
- **Medical Aid** refers to any injury not severe enough to warrant more than the day of injury off, but where medical treatment by a doctor is given.
- **First Aid** refers only to injuries that can be treated on the job without any days lost.
- An **Incident** is defined as property damage but with no injury to workers.
- A **Near Miss** is a situation in which no injury or damage occurred but might have if conditions had been slightly different.
- **Occupational Illness** is defined as a condition resulting from a worker's exposure to chemical, biological or physical agents in the workplace to the extent that the health of the worker is impaired.
- **Critical Injury** is defined as an injury of a serious nature that:
  - Places life in jeopardy;
  - Produces unconsciousness;
  - Results in substantial loss of blood;
  - Involves the fracture of a leg, arm, fingers and toes (but not a single finger or toe);
  - Involves the amputation of a leg, arm, hand, foot, fingers and toes (but not a single finger or toe);
  - Consists of burns to a major portion of the body; or
  - Causes the loss of sight to an eye.

## NOTIFICATION PROCEDURES

All incidents will be documented and reported to a MJ Dixon Construction Limited supervisor.

### 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
10. Joint Health and Safety Committee/ Health and Safety Representative

### MEDICAL AND LOST TIME INJURIES

When an accident occurs which results in 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
6. Joint Health and Safety Committee/ Health and Safety Representative

### 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

### NEAR MISS INCIDENTS WITH INJURY OR PROPERTY DAMAGE POTENTIAL

For near miss incidents with the potential to cause injury or property damage:

- MJ Dixon Construction Limited Superintendent or Competent Replacement
- The nearest MOL office
- The Supervisor of Injured Worker
- The Employer of Injured Worker
- MJ Dixon Construction Limited Safety Consultant

## REPORTING TIMELINE

Type of Incident or Accident	Reported to	When to report	How to report
If a person, whether a worker or not, has been critically injured or killed at the workplace	Ministry of Labour Health & Safety Contact Centre JHSC/Health and Safety Representative	Immediately	By Telephone or direct means
	A director of the Ministry of Labour	Within 48 hours	In writing
If an accident, explosion or fire occurs, or if there is an incident of workplace violence, and a person is disabled or requires medical attention	A director of the Ministry of Labour JHSC/Health and Safety Representative	Within 4 days	In writing
If occupational illness or that a claim for an occupational illness has been filed with the Workplace Safety and Insurance Board	A director of the Ministry of Labour JHSC/Health and Safety Representative	Within 4 days of being advised	In writing
If the injured worker: <ul style="list-style-type: none"> <li>requires treatment from a health professional (beyond first aid), or</li> <li>is absent from, or</li> <li>earns less than regular pay</li> </ul>	WSIB	Within 3 days	In writing
If the injured worker: <ul style="list-style-type: none"> <li>does not receive health care, and</li> <li>requires modified work due to the injury or illness, and</li> <li>has been doing modified work at regular pay for more than 7 days</li> </ul>	WSIB	8th day of modified work.	In writing
Near Miss Reporting – Project Site <ul style="list-style-type: none"> <li>An accident, premature or unexpected explosion, fire, flood or inrush of water, failure of any equipment, machine, device, article or thing, cave-in, subsidence, rockburst, or other prescribed incident</li> </ul>	A director of the Ministry of Labour JHSC/Health and Safety Representative	Within 2 days	

\* Reference: Occupational Health and Safety Act s.51-53.1, WSIB

The following incidents at project sites are considered as near misses, which must be reported to MOL.

1. A worker falling a vertical distance of three metres or more.
2. A worker falling and having the fall arrested by a fall arrest system other than a fall restricting system.
3. A worker becoming unconscious for any reason.
4. Accidental contact by a worker or by a worker's tool or equipment with energized electrical equipment, installations or conductors.

5. Accidental contact by a crane, similar hoisting device, backhoe, power shovel or other vehicle or equipment or its load with an energized electrical conductor rated at more than 750 volts.
6. Structural failure of all or part of falsework designed by, or required by this Regulation to be designed by, a professional engineer.
7. Structural failure of a principal supporting member, including a column, beam, wall or truss, of a structure.
8. Failure of all or part of the structural supports of a scaffold.
9. Structural failure of all or part of an earth- or water-retaining structure, including a failure of the temporary or permanent supports for a shaft, tunnel, caisson, cofferdam or trench.
10. 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.
11. Overturning or the structural failure of all or part of a crane or similar hoisting device.

\* Reference: Construction Projects Regulation 213/91, s.11

## INJURY RESPONSE PROCEDURES

### 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.

### INVESTIGATING ALL OTHER INCIDENTS

The following is the procedure to be followed when investigating incidents:

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 for an accident investigation.
4. Phone senior management and report the circumstances.
5. The supervisor, with the assistance of the Health and Safety Representative or the JHSC Worker Representative, must investigate the accident and report in writing to senior management. Senior management may however, elect to follow-up with a professional investigation. The initial investigation should be completed within 24 hours.
6. During the investigation, witnesses (if any) must be interviewed.
7. The root cause of the incident must be identified, along with corrective actions to prevent the incident from reoccurring.
8. Follow-up on the injured person's progress, the WSIB claim status and modified duties will be performed by the supervisor or management.

**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.**

#### FOLLOW UP AND CORRECTIVE ACTIONS

The JHSC will review all incident investigation reports and make recommendations for corrective actions to management. Management will determine if any corrective actions can be implemented. All corrective and preventative actions, if taken, will be communicated to all personnel of MJ Dixon Construction Limited through: safety meetings, tool box talks, or posted material.

#### **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.

#### RESPONSIBILITIES

##### MANAGEMENT

- Review investigation reports.
- Implement necessary corrective actions.
- Follow up on corrective actions to ensure effectiveness.

##### SUPERVISORS

- Conduct an investigation if required.
- Complete the Investigation Form and hand it in to management.

##### WORKERS

- Report all accidents/incidents to their supervisor.

##### JHSC/HEALTH AND SAFETY REPRESENTATIVE

- Review all incident investigation reports (JHSC only)
- Recommend any corrective actions to management.
- Accompany the supervisor during an investigation, if required.

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# CHAPTER ELEVEN

## EMERGENCY PREPAREDNESS

## EMERGENCY PREPAREDNESS PROCEDURE

### PURPOSE

To provide direction and to identify the resources needed to respond to an emergency situation on site. The plan may be implemented in whole, or in part, as the situation(s) warrants.

### SCOPE

This procedure applies to all MJ Dixon project managers and site superintendents.

### DEFINITIONS

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.

Note: Any of the above incidents must be reported to the Ministry of Labour.

### EMERGENCY CONTACT NUMBERS

MJ Dixon Construction Limited – Head Office	(905) 270-7770
MJ Dixon Construction Limited – Fax	(905) 270-4244
President	(905) 270-7770 ext.223
Vice President	(905) 270-7770 ext.231
General Manager	(905) 270-7770 ext.231
Project Manager	(905) 270-7770 ext.231
General Supervisor	(905) 270-7770 ext.231
H&S Representative	(905) 270-7770 ext.236
Spill Control Centre	1-800-268-6060

Poison Control Centre	(416) 813-5900
Ministry of Labour	1-877-202-0008
Emergency Services (Police, Ambulance, Fire Dept.)	911

## PROJECT LAYOUT AND EMERGENCY RESPONSE INFORMATION

### EMERGENCY RESPONSE PLAN DEVELOPMENT

As soon as practical, during the on-site mobilization process, the project superintendent will develop an emergency response 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 MJ Dixon employees, trade contractors and subcontractors during their site orientation

The Emergency Response Plan shall include the following information:

- Location of entrances and major access routes to site, and assembly point.
- Location of MJ Dixon Construction Limited site office.
- Location of First Aid Stations.
- Location of Washroom Facilities.
- Location of storage and parking areas.
- Location of Fire Hydrants.
- Location and type of fire extinguishers and other fire protection equipment.
- Location of Overhead Power Lines.
- Location and Street names of streets around site.
- Route and contact information for nearest hospital.
- Site emergency contact information.
- Emergency warning system and procedures for potential emergencies on site.

The constructor shall review the emergency procedures with the joint health and safety committee or the health and safety representative for the project.

## POTENTIAL EMERGENCIES

### CRITICAL INJURY OR FATALITY

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.**

**MEDICAL EMERGENCY**

- Evaluate the incident area to ensure that it is safe for you.
- Do not move the victim unless greater danger exists.
- The first aider must provide first aid if required.
- Alert supervisor or the nearest trained first aider.
- Contact 911 or provide immediate transportation to medical aid.
- Ensure a report form or investigation form is filled out as required.
- Report to the WSIB or MOL as required.

**POWER FAILURE**

- Evaluate the area to ensure that it is safe
- It is important to stay at one location during a power failure.
- If necessary due to hazards within the building, exit the building and proceed to muster point.
- One employee will be designated to contact management (if not on-site) to inform them of the power failure.
- Identify and evaluate the source of the power outage.
- Contact the utility contractor responsible for the power outage to report the outage.

**GAS LEAK**

- Evacuate the area to an upwind location.
- Identify and evaluate any injuries.
- If required, contact 911 by sending someone to the nearest phone, or provide immediate transportation to the doctor's office or hospital as required.
- Contact the utility contractor responsible for the equipment causing the leak.

**POWERLINE CONTACT**

- Stay on the equipment. Never touch the equipment and the ground at the same time. In fact, touching anything that is in contact with the ground can be fatal.
- Keep others away. No one else should touch the equipment or its load—including buckets, outriggers, load lines, and any other part of the machine. Beware of time-delayed relays. Even after breakers are tripped by line damage, relays may be triggered to restore power.
- Break contact. The operator can try to break contact by moving the equipment clear of the wires while remaining inside the machine. However, that may not be possible if the contact has welded a conductor to the equipment.
- Call the local utility. Get someone to call the local electrical utility for help. Stay on the equipment until the utility shuts down the line and confirms that the power is off. Report every incident of powerline contact to the utility - they'll check for damage that could cause the line to fail later.

- Report the contact. If the powerline is rated at 750 volts or more:
  - Report the contact to the inspection department of the Electrical Safety Authority within 48 hours.
  - Provide notice in writing to the Ministry of Labour and to the Joint Health and Safety Committee, health and safety representative, and trade union.
- Since you cannot smell, see, or hear an electric current there is no way for you to determine if fallen power lines are live. Never assume a downed line is safe to touch or to approach. Stay away from them. Tell others to stay away as well. Call 911 to alert emergency crews of the situation.

## CHEMICAL SPILL OR RELEASE

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

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

## FIRE AND EXPLOSION

If You Detect a Fire:

- Back away - assess the danger.
- Use a fire extinguisher only if safe to do so.
- Alert co-workers to evacuate the area - remain calm.
- Sound an alarm - use pull station, shouts, etc.
- Evacuate building by nearest, safe exit close doors as you leave.
- Proceed to designated staging area for "head count".
- Advise supervisor / foreman of observations, location of fire, etc.
- Remain at designated "staging area" until further advised.

## VEHICLE INCIDENT

During a Collision Resulting in Injury:

- Stay at the scene.
- Call for help or have someone else call (call 911).
- Turn off engine and turn on flashers.
- If trained in first aid, treat injuries.
- Calmly wait for assistance.

During Vehicle Trouble:

- At the first sign of trouble, begin to pull over.
- Check your mirrors, put on your hazard lights.
- Never stop in the driving lanes.

- Exit vehicle through the door away from traffic.
- Call for help. While you wait for help, stay in your vehicle with the doors locked.

## 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.

## FIRE PROTECTION

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.

c) Classification of dry chemical fire extinguishers

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

## SEVERE WEATHER/NATURAL DISASTER

When severe weather is forecasted:

- Monitor the weather conditions and forecasts.
- Inform your supervisor or Manager before leaving your place.

When severe weather arrives:

If outdoors, find shelter

- During a tornado, hurricane or high winds, find shelter in a low-lying area such as a ditch or inside a building

- During any other type of severe weather; find shelter at a higher ground elevation, such as a building

If indoors or at another facility

- Adhere to the emergency plan of the facility
- Do not travel until the weather has subsided and any alerts have been lifted

Evacuation is required:

- Shut down any equipment
- Follow the Emergency Evacuation Procedure and do not return to the premise until the alert has been lifted.

## WORKPLACE VIOLENCE

- Call the police, fire department or paramedics, summon medical attention, secure the location or evacuate the premises.
- There may be little sense in asking the perpetrator to stop, since doing so might just provoke that person even further.
- Wherever possible, it is important to let a harasser or abuser know right away that his or her behavior is unacceptable and that it must stop immediately.
- Follow the emergency response plan developed for the location.

## TRAINING

- Employees on site who will be in charge of first aid station will be required to complete Standard First Aid - CRP-A + AED from WSIB regulated provider
- Employees at the office and shop will be trained in the emergency response plan during their orientation. Employees on site will be trained in the emergency response plan during their site orientation.
- Workers who may be in charge of spill response will be required to complete the online Spill Response training through the 4SafeCom system.
- Workers who may be required to use a fire extinguisher will be trained by completing the online Fire Extinguisher training through the 4SafeCom system.

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CHAPTER TWELVE  
STATISTICS AND RECORDS

## STATISTICS AND RECORDS PROCEDURE

### PURPOSE

At MJ Dixon Construction Limited, there is an utmost importance on the health, safety and well-being of employees and others who may be affected. Protecting employees from injury and other work related health issues is an ongoing objective of the company. This procedure provides guidelines on organizing, monitoring and measuring health and safety performance in order to prevent accidents and injuries.

### SCOPE

This procedure applies to all superintendents, management and the JHSC at MHJ Dixon Construction.

### PROCEDURE

#### 1. WEEKLY STATISTICS

Weekly statistics will be recorded for all sites. This form will be completed by the site superintendent on a weekly basis.

#### 2. MONTHLY STATISTICS

The 4SafeCom system will generate monthly statistics based on the submitted Weekly Safety Summary Forms. The JHSC will review the statistics monthly and provide recommendations to Senior Management if required.

#### 3. ANNUAL STATISTICS

The JHSC will provide Senior Management with a yearly summary each year. Senior Management will review the summary each year and implement any necessary corrective actions.

#### 4. TRENDS ANALYSIS REVIEW

Senior Management will compare 3 years of health and safety statistics and prepare a **Trends Analysis (19.0A)**, which will be reviewed in the following Management meeting. Based on the review, any required corrective actions will be determined.

#### 5. ANNUAL AUDIT

The internal auditor will conduct an audit of MJ Dixon Construction Limited health and safety program on a yearly basis. The audit will be presented to Senior Management each year. Annual audit reports must be retained for 3 years.

#### 6. ACTION PLAN

Senior Management will review the internal auditor's report, annual statistics submitted by the JHSC, and the trends analysis review and develop an action plan. The action plan will be posted on the health and safety board at the office. Senior Management will appoint appropriate individuals to take actions based on the action plan. Workers will be informed of the actions taken.

## RESPONSIBILITIES

### MANAGEMENT

- Respond to the JHSC recommendations within 21 days in writing.

- Review the annual statistics submitted by JHSC.
- Review the audit submitted by the auditor.
- Develop an action plan, appoint individuals to implement corrective actions and communicate the information to all workers.

#### SUPERVISORS

- Document all accidents, incidents, first aid occurrences, lost time injuries, equipment damage, MOL reports and JHSC minutes.
- Provide the monthly reports to the JHSC.

#### WORKERS

- Report all accidents, incidents, first aid occurrences, lost time injuries and equipment damage to your supervisor.

#### JOINT HEALTH AND SAFETY COMMITTEE

- Review monthly reports and provide recommendations to the Senior Management.
- Prepare annual reports and submit to the Management with recommendations.

#### INTERNAL AUDITOR

- Conduct the audit and submit the report to Senior Management.

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# CHAPTER THIRTEEN

## LEGISLATION

## DOCUMENTATION ON SITE

### POSTING REQUIREMENTS

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

1. Notice of Project
2. MJ Dixon Construction Limited Health and Safety Policy Statement
3. MJ Dixon Construction Limited Workplace Violence Policy Statement
4. MJ Dixon Construction Limited Environmental Policy Statement
5. Company Rules
6. Employment Standards in Ontario poster
7. Emergency Response Procedure
8. Emergency contact numbers
9. Route & map to the nearest hospital
10. Name of first aider on the project (and first aid certificate)
11. WSIB poster 82 ("In the case of injury poster")
12. Name of H & S Representative
13. Names of JHSC members (where a committee is established)
14. JHSC minutes of the meeting (where a committee is established)
15. MOL reports/orders
16. Location of the toilets
17. Copy of up to date OHS & Regulations for Construction Projects (most current edition)
18. Prevention Starts Here – Workers right to know (MOL) poster

### AVAILABLE FOR REVIEW:

1. SDS 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

### AVAILABLE ON THE PROJECT:

1. First aid kit adequate for number of workers (see First aid 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 Construction Reg. 213/91.)
5. Emergency air horns

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

## SUBCONTRACTOR DOCUMENTATION

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

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

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

## SAFETY SIGNAGE

**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

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# CHAPTER FOURTEEN

## OCCUPATIONAL HEALTH

## OCCUPATIONAL HEALTH PROCEDURE

### PURPOSE

The purpose of this procedure is to protect the health and safety of the employees at MJ Dixon Construction Limited with regards to occupational health hazards.

### SCOPE

This procedure applies to all MJ Dixon Construction Limited employees.

### DEFINITIONS

- **Occupational illness** – a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired.

### RISK ASSESSMENT

A job hazard analysis has been completed for all tasks performed at MJ Dixon Construction Limited, which includes the risk of occupational health hazards. Controls for these hazards have also been identified in the job hazard analysis. The job hazard analysis will establish controls such as: elimination, substitution, engineering, administration and PPE to assist employees on working in a safe work space.

A risk assessment must be conducted for newly identified occupational health hazards and must be added to the existing job hazard analysis.

### SAFE JOB PROCEDURES

The SWP/SJP binder includes safe job procedures for the following occupational health hazards:

- Physical Agents
- Biological Agents
- Lead
- Asbestos
- Silica
- Workplace Chemicals (includes spill response, handling and storage, etc.)
- Confined Space

### PHYSICAL AGENTS

Physical agents are sources of energy that may cause injury or disease. Examples include noise, vibration, radiation, and extremes in temperature. Physical agents become the most hazardous when a worker is exposed to them for a longer period of time. (Refer Safe Job Procedure for detail)

### BIOLOGICAL AGENTS

Sources of biological hazards may include bacteria, viruses, insects, plants, birds, animals, and humans. These sources can cause a variety of health effects ranging from skin irritation and allergies to infections (e.g., tuberculosis, AIDS), cancer, etc. (Refer Safe Job Procedure for detail)

## LEAD

Lead has been commonly used for many industrial and commercial purposes, primarily because it is widely available, easy to extract, and easy to work with. Two routes of entry are of major concern: inhalation and ingestion.

A significant portion of lead that is inhaled or ingested gets into the bloodstream. Once in the bloodstream, lead circulates through the body and is stored in various organs and body tissues. Some of this lead is filtered out of the body and excreted, but some remains in the blood and tissues. As exposure continues, the amount stored will increase if the body absorbs more lead than it excretes. The lead stored in the tissue can slowly cause irreversible damage, first to individual cells, then to organs and whole body systems. (Refer Safe Job Procedure for detail)

## ASBESTOS

Asbestos refers to a group of naturally occurring minerals once used widely in the construction industry. Asbestos is found small fibres and clumps of fibres which may be released into the air as dust during construction. Asbestos fibres are easily inhaled and carried into the lower regions of the lung which overtime can cause fibrotic lung disease and changes in the lining of the chest cavity. These diseases can lead to reduced respiratory function and death. Long-term inhalation of asbestos fibres also increases the risk of lung cancer and mesothelioma. (Refer Safe Job Procedure for detail)

## SILICA

Silica dust and particles are a hazard on many jobsites.

Silica dust and particles are generated from

- cutting and drilling concrete
- sandblasting concrete
- cutting and drilling masonry
- grinding concrete and masonry
- sanding drywall.

If we breathe silica dust and particles into our lungs often enough and long enough, we can get a disease caused silicosis. Silicosis is a disabling, progressive, non-reversible, often deadly lung disease. You may show no symptoms in the early stages and severe breathing problems in the later stages. Many workers with silicosis can develop other health problems such as tuberculosis and lung cancer. They can also develop complications such as heart disease. (Refer Safe Job Procedure for detail)

## WORKPLACE CHEMICALS

Every workplace has chemicals, if chemicals are not used, stored and handled properly, they can cause injury, illness, disease, fire, explosions, or property damage. Information of the hazards of chemicals and appropriate precautions to take to work safely and avoid injury will be given to workers as required. Workplace Hazardous Materials Information System (WHMIS) provides health and safety information on hazardous products intended for use, handling, or storage in workplaces. (Refer Safe Job Procedure for detail)

### **WHMIS Compliance Plan**

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 SDS 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.

## CONFINED SPACE

A confined space is defined as a place:

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

All three criteria have to be met before a space is defined as a confined space. Both physical and atmospheric hazards may exist in a confined space. Prior to entering a confined space, a confined space program must be in place, workers must be adequately trained, have the required personal protective equipment available and must have a rescue plan. (Refer Safe Job Procedure for detail)

## TRAINING

All workers will be trained in WHMIS 2015 as part of their orientation. Workers will also be required to review the safe work practices and safe job procedures for the occupational health hazards that relate to their specific job tasks. Asbestos awareness training will be taken by workers who may come in contact with asbestos. This will be used as a refresher training and will be taken yearly.

## SITE OCCUPATIONAL HAZARDS

Prior to starting work at a site, the site superintendent must ensure there is:

- Adequate toilet/wash-up facilities.
- Adequate supply of potable drinking water.
- SDS are readily available on site.

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# CHAPTER FIFTEEN

## FIRST AID

## FIRST AID PROCEDURE

### PURPOSE

The purpose of this procedure is to ensure that all MJ Dixon Construction Limited locations are in compliance with the First Aid Regulation 1101.

### SCOPE

This procedure applies to all MJ Dixon Construction Limited employees.

### DEFINITIONS

- **First Aid** - the one-time treatment or care of an injury. First aid includes, but is not limited to:
  - Cleaning minor cuts, scrapes
  - Treating minor burns
  - Applying bandages/dressings
  - Applying cold compress, cold pack, or ice bag
  - Applying a splint
  - Changing a bandage or a dressing after a follow-up observation visit
- First aid includes treating any illness or injury as taught by the first aid delivery organization.
- If applicable, first aid also consists of calling Emergency Medical Services (EMS), beginning Cardio Pulmonary Resuscitation (CPR), and using an Automatic External Defibrillator (AED) if available.

### FIRST AID SUPPLY REQUIREMENTS

- All locations must have a first aid station;
- First aid stations must be positioned in a conspicuous location and accessible to everyone;
- The following list are the required materials for a First Aid Station:

No. of Workers	First Aid Station Requirements	First Aid Kit/Box Requirements
1 to 5 People	<ul style="list-style-type: none"> <li>• Current edition of the St. John's Ambulance First Aid Manual and Log;</li> <li>• Current edition of Reg.1101;</li> <li>• One eye wash Station</li> <li>• 1 'In Case of Injury' poster;</li> <li>• Incident/Accident</li> <li>• Investigation Report Form</li> <li>• First Aid Station Inspection Form</li> </ul>	<ul style="list-style-type: none"> <li>• 1 card of safety pins;</li> <li>• 12 adhesive dressings individually wrapped;</li> <li>• 4 sterile gauze pads, 3 inches wide;</li> <li>• 2 rolls of gauze bandage, 2 inches wide</li> <li>• 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses;</li> <li>• 1 triangular bandage</li> </ul>
6 to 15 People	<ul style="list-style-type: none"> <li>• Current edition of the St. John's Ambulance First Aid Manual and Log;</li> <li>• Current edition of Reg.1101;</li> <li>• One eye wash Station</li> <li>• 1 'In Case of Injury' poster;</li> </ul>	<ul style="list-style-type: none"> <li>• 1 card of safety pins;</li> <li>• 24 adhesive dressings individually wrapped;</li> <li>• 12 sterile gauze pads, 3 inches wide;</li> <li>• 4 rolls of 2 inch gauze bandage;</li> <li>• 4 rolls pf 4 inch gauze bandage;</li> </ul>

	<ul style="list-style-type: none"> <li>• Incident/Accident</li> <li>• Investigation Report Form</li> <li>• First Aid Station Inspection Form</li> </ul>	<ul style="list-style-type: none"> <li>• 4 sterile surgical pads suitable for pressure dressings, individually wrapped;</li> <li>• 6 triangular bandages;</li> <li>• 2 rolls of splint padding;</li> <li>• 1 roll-up splint;</li> </ul>
16 to 200 People	<ul style="list-style-type: none"> <li>• Current edition of the St. John's Ambulance First Aid Manual and Log;</li> <li>• Current edition of Reg.1101;</li> <li>• One eye wash Station</li> <li>• 1 'In Case of Injury' poster;</li> <li>• Incident/Accident Investigation Report Form</li> <li>• First Aid Station Inspection Form</li> <li>• 1 Stretcher</li> <li>• Two Blankets</li> </ul>	<ul style="list-style-type: none"> <li>• 24 card of safety pins;</li> <li>• 1 basin, preferably stainless steel;</li> <li>• 48 adhesive dressings individually wrapped;</li> <li>• 2 rolls of adhesive tape, 1 inch wide;</li> <li>• 48 sterile gauze pads, 3 inches wide;</li> <li>• 8 rolls of 2 inch gauze bandage;</li> <li>• 8 rolls of 4 inch gauze bandage;</li> <li>• 6 sterile surgical pads suitable for pressure dressings, individually wrapped;</li> <li>• 12 triangular bandages;</li> <li>• 2 rolls of splint padding</li> <li>• Splints of assorted sizes;</li> </ul>

(Reference First-aid Regulation 1101, s. 1-12)

## 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. 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 for filing. By law it must remain filed of one year.

(Reference First-aid Regulation 1101, s. 5)

## 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.

## QUARTERLY INSPECTION OF FIRST AID KITS

- On site, first aid kits will be inspected on a quarterly basis by the designated first aid attendants for the work area.
- In the office the first aid kits will be inspected by the JHSC during their workplace inspection.

- The inspector will examine the first aid kit in their work area and document the results of their inspection.
- Any deficiencies or missing items will be supplied by management.
- The first aid attendant will provide the date of the inspection and their signature.
- (Reference First-aid Regulation 1101, s. 6)

## RESPONSIBILITIES

### WORKERS

#### In All Cases of Injury/Disease

1. Get first aid immediately.
2. Tell your supervisor or manager of any injury or the possible onset of a work- related disease/condition.
3. Claim benefits if the injury causes him or her to seek health care. Health care includes services requiring the professional skills of a health care practitioner (i.e., a doctor, nurse, chiropractor or physiotherapist); services provided at hospitals and health facilities and prescription drugs.

The worker should also claim benefits if the injury causes him or her to:

- Be absent from regular work
  - Require modified duties at less than regular pay
  - Require modified work at regular pay for more than seven calendar days after the date of accident
  - Earn less than regular pay at regular work.
4. Claim WSIB benefits by:
    - Signing WSIB Form 6, Worker's Report of Injury/Disease and giving a copy of the form to the Management
  5. Choose a doctor or other qualified health professional. Do not change health professionals without permission from the WSIB.
  6. Cooperate in health care treatment.
  7. Consent to disclose their Functional Abilities information by signing the:
    - WSIB Form 6, Worker's Report of Injury/Disease
    - Functional Abilities Form for Planning Early and Safe Return to Work (FAF), or
    - REO6 - Worker's Continuity Report (REO6) (if applicable)
- Cooperate in the work reintegration process.
  - Complete and return all WSIB forms promptly.
  - Report to the WSIB any material change (i.e., change in income, return to work status, or medical condition).

### SUPERVISORS

- Ensure that a First Aid Station is setup (all job sites must complete this step upon project start up).
- Ensure that the First Aid Station is stocked as per the legislated requirements.
- Appoint someone who is trained in First Aid and holds a valid certification of training to be responsible for maintaining and completing a quarterly inspection of the First Aid Station.

#### In All Cases of Injury/Disease

1. Make sure first aid is given immediately.
  - a. (First aid includes but is not limited to: cleaning minor cuts, scrapes or scratches; treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, splint, changing a

bandage or a dressing after a follow-up observation visit and any follow-up for observation purposes only)

2. Make sure there is a record of the first aid treatment/advice given to the worker.
3. Provide immediate transportation to a hospital, a doctor's office, or the worker's home, if necessary.

#### FIRST AID ATTENDANT

##### In All Cases of Injury/Disease

- Provide first aid immediately as required.
- Fill out the First Aid Log when first aid treatment is given to any worker.

#### MANAGEMENT

- Review first aid treatment records annually.

##### In All Cases of Injury/Disease

1. Complete WSIB Form 7, Employer's Report of Injury/Disease, if the worker gets health care. Health care includes services requiring the professional skills of a health care practitioner (i.e., a doctor, nurse, chiropractor or physiotherapist); services provided at hospitals and health facilities and prescription drugs. Must also complete WSIB Form 7, Employer's Report of Injury/Disease if the injury causes the worker to:
  - a. Be absent from regular work
  - b. Require modified duties at less than regular pay
  - c. Require modified work at regular pay for more than seven calendar days after the date of accident
  - d. Earn less than regular pay at regular work.
2. Return the completed Form 7 to the WSIB within three calendar days of learning of their reporting obligation. If the worker is unable or unwilling to sign the Form 7, send the form in without the signature.
3. Give the worker a copy of the accident report (including any attachments to the Form 7) which is provided to the WSIB.
4. Pay full wages and benefits for the day or shift on which the injury occurred.
5. Supply a Functional Abilities Form 2647 to the health professional treating the worker. Ensure that the worker's signed consent to the release of the functional abilities information is attached. This signed consent will either be on the Form 2647 or the employer's copy of the Form 6.
6. Cooperate in the work reintegration process.

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CHAPTER SIXTEEN  
JOINT HEALTH AND SAFETY COMMITTEE  
&  
HEALTH AND SAFETY REPRESENTATIVE

## JOINT HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

### PURPOSE

This Terms of Reference provides the basic guidelines necessary to have an effective Joint Health and Safety Committee (JHSC). The Occupational Health and Safety Act is built upon the principle that workers and employer work together to ensure that the working environment is safe and that provincial standards are met. This is achieved with the assistance of the Joint Health and Safety Committee member representatives.

The terms of reference define the purpose, role, powers, and responsibilities of the committee and ensure that the joint health and safety committee is functioning with a clear mandate to implement the principle of shared responsibilities of management and workers.

### SCOPE

This Terms of Reference applies to all Joint Health and Safety Committees established at MJ Dixon Construction Limited.

### PURPOSE AND MISSION OF THE JHSC

The primary purpose and mission of the JHSC is to monitor, assist and support the Internal Responsibility System (IRS). This is best accomplished when the JHSC fulfills its essential role of identifying weaknesses in the company's IRS and recommends solutions that enable all parties to understand accept and carry out their individual and collective responsibilities for health and safety. The JHSC will endeavor to make recommendations that establish, implement, monitor, evaluate and improve company policies, programs and procedures. An effective JHSC ensures that any weaknesses in the company's chain of internal responsibility are identified and that attention remains focused on these weaknesses until they are addressed and resolved.

The JHSC shall ensure that all health and safety concerns are brought forward and revisited until they have been resolved. The JHSC which will meet on a quarterly basis to discuss issues including, but not limited to:

- First aid records
- Accident investigation reports
- Hazard reports
- Monthly inspection reports
- Review minutes of prior JHSC meeting
- Review training records
- Health and Safety disciplinary actions
- Ministry of Labour (MOL) orders (if any)

### SELECTION OF JHSC MEMBERS AND CO-CHAIRS

Worker representatives on the JHSC are to be selected by the workers who do not exercise managerial functions. The employer shall select the remaining members of a committee from persons who exercise managerial functions for the employer. Two members of the committee will co-chair the committee, one of whom will be selected by the members who represent workers and the other of whom will be selected by the members who exercise managerial function.

(Ref: s. 9 (8); s. 9 (11))

## COMPOSITION OF THE JHSC

MJ Dixon Construction Limited will have a committee with at least one management member and one worker member, to include representatives from office and site.

(Ref: s. 9 (6))

### Project Requirement

Project Duration	Workforce	Minimum Requirements
Any	6-19	Worker representative elected (by workers)
3 months or more	20-49	Joint health and safety committee (JHSC) with one worker representative elected (by workers) or selected (by union). One management member appointed by plant management.
3 months or more	50+	JHSC with at least two workers elected (by workers) or selected (by union). At least two management members appointed by management. One management and one worker member must be certified by the Ministry of Labour.

In addition to the above, a JHSC will be formed based on Minister order.

The JHSC shall consist of a minimum of two certified members; one member who does not exercise managerial functions and one member who exercises managerial functions. The term of the serving certified member will be a minimum of two years. Alternatives may be allowed; however, they shall only be used in emergency conditions and with the approval of the co-chairs. Each party will supply a list of 1 alternative. (Ref: R.S.O. 1990, c. O.1, s. 9 (12))

The JHSC shall meet quarterly on a specific date and time, which will be decided by the JHSC.

(Ref: s. 9 (33))

A co-chair may, with the consent of his/her counterpart, invite any additional person(s) to attend the meeting to provide additional information and comments. However, this individual(s) shall not participate in the regular business of the meeting unless asked to do so.

If a certified member resigns steps shall be taken to ensure that the requirement for a certified member is met.

The certified member may bilaterally order the company to Stop Work if they agree that the work being performed is dangerous as defined in the Occupational Health and Safety Act. Section 44 (1).

A list of JHSC members will be posted in a conspicuous location such as bulletin board. This list will be updated as required. (Ref: s. 9 (32))

Within forty-eight hours after a health and safety representative or joint health and safety committee members are selected for a project, a constructor shall add to the notice the name, trade and employer of the health and safety representative or of each of the committee members

## FUNCTIONS OF THE JHSC

In accordance with the Occupational Health and Safety Act the JHSC functions are as follows:

- To conduct meetings according to an established schedule.
- To conduct monthly workplace inspections.
- To receive and review all incident, inspection and health and safety audit reports and to make recommendations as necessary.
- To receive and review all health and safety-related test results and to make recommendations as necessary.
- To operate on the principle of consensus-building when reaching decisions.
- To make written recommendations to the employer as necessary.
- To have members accompany Safety Association representatives or MOL/Health and Safety Inspectors as required.
- To investigate incidents, injuries or occupational illnesses as required.
- To report findings of investigations to the MOL and management as required.
- To assist and promote the development of company health and safety policies, programs, procedures and best practices.
- To obtain information from the employer regarding potential or actual workplace hazards.
- To obtain information from the employer regarding statistics, trends, records, processes or any other information that may help it to fulfill its mandate.
- To always work in compliance with legislation, company health and safety policies, programs, procedures and industry best practices.
- To assist in hazard assessment of new or modified facilities, processes, procedures, equipment, devices and materials.
- To monitor the effectiveness of the Internal Responsibility System and its own effectiveness on an ongoing basis through various auditing programs.
- To encourage adequate education and training programs in order that all employees are knowledgeable in their rights, restrictions, responsibilities, and duties under the Occupational Health and Safety Act.
- To evaluate all newly introduced potential hazards (i.e. machinery and/or chemicals) and communicate the hazard potentials to respective Management, prior to their use.
- To develop and implement with Management, training programs for all newly introduced hazards and participating in the development and delivery of health and safety training programs.
- To be present during an occupational hygiene testing if required at the workplace.
- To advise the selection of the personal protective equipment.
- To address matters related to Designated Substances Regulations and WHMIS, where applicable.
- To address any workplace harassment incident, if it is brought to the committee.
- To review these terms of reference at least annually or sooner if required.
- To carry out any other duties and functions as prescribed by the legislation.

(Ref: s. 9 (18), (19))

## QUORUM

Both co-chairs should be present at every meeting and the management representatives must be not more than worker members.

## HEALTH AND SAFETY MEETINGS

JHSC meetings are to be held at least quarterly on a specific date and time, which will be decided as a committee. Records of the recent meeting must be posted on the health and safety board.

Meetings shall consist of a number of issues, including the analysis of: first aid records, accident investigation reports, hazard/near miss reports, and the hazards identified on the JHSC tour. In addition, meetings may include the review of: minutes to the last JHSC meeting, applicable training records, hygiene surveys, safety/safety talk meeting minutes, health or safety related disciplinary action, repeat items, as well as any other items that may arise.

(Ref: s. 9 (33))

## MINUTES OF MEETINGS

The committee will designate a secretary for the meeting to take minutes and be responsible for having the minutes typed, filed and circulated within 5 working days of the meeting, or as the committee may from time to time instruct. Minutes of the meetings will be reviewed and edited, where necessary, by the co-chairs. They will then be signed and circulated to all committee members. Agenda items, meeting minutes, inspection reports and recommendations will be kept in the terms of reference binder for a year. (Ref: s. 9 (22))

## PAYMENT OF ATTENDING MEETINGS

All time spent in attendance at committee meetings or in activities relating to the function of the committee will be paid for at the members' current rate of pay for performing work, and the time spent shall be considered as time at work. (Ref: s. 9 (35-37))

## MEETING AGENDA

The co-chair will prepare an agenda and will forward a copy to all committee members prior to the meeting. The committee may accept any item as proper for discussion and resolution pertaining to health and safety. All items raised from the agenda in meetings will be dealt with on the basis of consensus rather than voting. Formal motions will not be used. All items will be reported in the minutes. Unresolved items will be recorded and placed on the agenda for the next meeting.

## WORKPLACE INSPECTIONS

The JHSC will inspect the workplace once a month. Each inspection must be done by minimum of one worker and management member. (Ref: s. 9 (23-29))

## FURTHER REQUIRED TRAINING FOR ALL JHSC MEMBERS

In addition to the legislated requirement that at least one worker member and one management member of the JHSC receive certification training, all JHSC members are required to take the following training that pertains to their legislated responsibilities:

- Accident Investigation
- Workplace Inspection
- Emergency Response
- Occupational Health and Safety Responsibilities
- Hazard Analysis

## CONFIDENTIALITY OF INFORMATION

JHSC members are required by the Occupational Health and Safety Act to keep confidential any personal medical details or other sensitive information they receive. This means paying strict attention to the security of committee records. In order for the committee to function properly, all parties must be confident and trust that no improper use will be made of the information received.

## RESPONDING TO UNSAFE CONDITIONS OR PRACTICES

One of the most important legislated functions of the JHSC is to develop recommendations to control hazards or address safety concerns at the workplace. Certified members of the JHSC have the authority to investigate and act upon dangerous circumstances that require immediate attention. Individual committee members may identify hazards during monthly inspections, incident investigations or through daily worker contacts. However, because committee members are workers under the legislation, they first have a legal duty to report any hazards or contravention they become aware of to their Supervisor.

## ACCIDENT INVESTIGATION

All accidents, injuries and incidents will be reviewed and discussed by the committee during the regular monthly meeting to explore if anything can be done to prevent any similar occurrences in the future.

In the event of a critical injury, one of the designated members of the committee along with a member of Senior Management shall investigate the accident. Refer to the Investigation and Reporting Procedure for further details. (Ref: s. 9 (31))

## ACCOMPANIMENT

The committee will designate certified worker members to accompany a Ministry of Labour inspector while carrying out a Ministry inspection of the workplace. (Ref: s. 9 (29))

## WORK REFUSALS

In the event of a work refusal, the designated certified worker member will investigate if possible. Please refer to the Work Refusal Procedure for further details. (Ref: s. 43 (4)(a); s. 45)

## FORMAL WRITTEN RECOMMENDATIONS

The JHSC will be required to submit formal written recommendations to control hazards at the workplace. Recommendations can be based on the following:

- Workplace Inspections
- Observations
- Discussions
- Review of training programs
- Worker request or concerns

In developing recommendations, the committee must meet the following criteria:

1. Define the hazard
2. Collect all necessary information
  - Description of the process and workplace layout.
  - History/details of previous accident and investigations.
  - Comments and suggestions from supervisors and workers in the area concerned.

- Maintenance schedules and manufacturers specifications.
3. Consider possible solutions, taking into account:
    - The actual and potential seriousness of the problem.
    - The range of possible solutions.
    - The practicality of the solution being recommended.

In submitting recommendations, the recommendation must meet the following criteria;

1. Submitted by either Co-Chair of the committee upon final agreement by the committee.
2. Submitted to Senior Management.
3. Submitted within one week of the JHSC meeting at which the recommendation was decided upon.

Senior Management must communicate in writing directly to the co-chairs within **21 days** regarding recommendations of the committee included in the minutes by giving its assessment of the problem and outlining who is responsible for resolving the matter, along with a timeframe in which the matter will be resolved.

(Ref: s. 9 (20-21))

## GENERAL

All workers will be encouraged to discuss their problems with their supervisor before bringing it to the attention of the committee.

- (a) Committee members will thoroughly investigate all complaints to get all the facts and will exchange these facts when searching for a resolution of the problem. All problem resolutions will be reported in the minutes.
- (b) Medical or trade secret information will be kept confidential by all committee members.

## AMENDMENTS TO THESE GUIDELINES

Any amendments, deletions or additions to these guidelines must have the consensus of the total committee and shall be set out in writing and attached as an appendix to these guidelines.

## RESPONSIBILITIES

### MANAGEMENT

- Providing assistance and co-operation where necessary to the committee to carry out its role.
- Respond to written recommendations to the committee within 21 days. The response must include corrective action time and dates, or reasons for disagreement of recommendations.
- Conducting a minimum of one workplace inspection annually.

### WORKER

- All workers shall cooperate with the committee members while they perform their JHSC duties.
- All workers shall comply with this standard, procedures and legislative requirements.

### JOINT HEALTH AND SAFETY COMMITTEE

- All JHSC members shall perform duties as legislated. All JHSC members shall comply with this standard, procedure and legislative requirements.

## CO-CHAIRS

The co-chairs have a crucial role to play in ensuring that a meeting runs smoothly both in the planning and running of the meeting. Both co-chairs should be involved in planning for the meeting although only one should be responsible for presiding over a meeting (a duty which the chairs should alternate every three months). The duties are:

- Schedule meetings and notifying members.
- Preparing an agenda.
- Inviting specialists or resource persons as required.
- Making sure committee's recommendations are presented to employer in writing and the committee is kept informed of the employer's response.
- Review and approve committee minutes for distribution and posting.
- Ensuring that the committee carries out its function.
- Assigning special or ongoing projects to members.
- Participating to an equal extent as other members in discussions and decisions.
- Informing the committee about any policy changes and new programs.

(Ref: s. 9 (19.1))

## SECRETARY

The secretary is often the one who, with the backing of the chairs, make sure things get done on time. Duties include:

- Keeping pertinent records.
- Reporting on the status of recommendations.
- Preparing the minutes and posting minutes in the appropriate areas.
- Posting and updating safety committee's members name and first aid certified members name.
- Distributing the minutes for approval.
- Disseminating safety information to members.
- Assisting the co-chairpersons as required.
- Arranging for meeting room, logistics, etc.
- Providing notices and copies of all required material to all committee members, and arrange for posting and distribution of minutes, etc.
- Handling all information requests from the committee.
- Arranging with Supervisors to have employee committee members made available for committee function as required.
- Liaise with co-chairs and other levels of management.
- Maintaining the Joint Health and Safety Committee binder.

(Reference: OHSA, s.8&9)

## SITE HEALTH AND SAFETY REPRESENTATIVE

### PURPOSE

To outline the requirements and responsibilities with regards to the site health and safety representatives.

### SCOPE

Applies to all MJ Dixon Construction Limited site superintendents and employees who may act as a Health and Safety Representative on site, including subcontractor employees.

### SELECTION

On MJ Dixon Construction Limited sites with 6-19 employees, a health and safety representative is required. The H&S Representative must be selected by the workers on site, and must be a worker themselves.

### BASIC RESPONSIBILITIES

The following are the basic responsibilities of the site Health and Safety Representative:

- Conduct monthly inspections.
- Make recommendations to their site superintendent/management.
- Assist the site superintendent in accident/incident investigations.
- Act as a representative of the workers on site, with regards to health and safety

(Reference: OHSA, s.8)

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CHAPTER SEVENTEEN  
WORKPLACE VIOLENCE & HARASSMENT

## WORKPLACE VIOLENCE AND HARASSMENT POLICY STATEMENT

MJ Dixon Construction Limited is committed to the prevention of workplace violence and harassment and will take all necessary precautions to protect employees and contractors from workplace violence and harassment from all sources. Senior Management of MJ Dixon Construction Limited recognizes the right of workers to work in an environment free of violence and harassment.

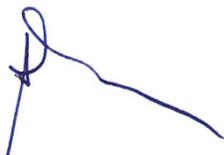
Employees will be trained on recognizing and reporting violence and harassment in the workplace. All employees are encouraged to raise concerns relating to workplace violence and harassment to management without fear of retaliation or penalty. Reported incidents of workplace violence and harassment will be taken seriously and information regarding any harassment complaint or incident will not be disclosed except to the extent necessary to protect workers, to investigate and to take correction action or as otherwise required by law. Employees will be made aware on the importance of maintaining respect in the workplace at all times.

Behaviour associated with workplace violence and harassment will not be tolerated at MJ Dixon Construction Limited. MJ Dixon Construction Limited, as the employer, will ensure that this policy and supporting program are implemented and maintained and that all employees and supervisors have the appropriate information and instruction to protect them from violence and harassment in the workplace.

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

Management is responsible for ensuring that this policy and related procedure are being followed by employees and ensuring that they understand that workplace violence or harassment is unacceptable from anyone in any form. Employees may seek help to address workplace harassment with a Joint Health and Safety Committee member.

Senior Management of MJ Dixon Construction Limited will allocate resources necessary to address workplace violence and harassment in a fair and timely manner, respecting the privacy of all concerned.



\_\_\_\_\_  
MJ Dixon Construction Limited- Principal

\_\_\_\_\_  
21 February 2018

\_\_\_\_\_  
Date

## WORKPLACE VIOLENCE AND HARASSMENT PROCEDURE

### PURPOSE

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. This program identifies the procedures to follow in the event of an incident involving workplace violence or harassment.

### SCOPE

This program applies to all MJ Dixon Construction Limited employees, including full-time, temporary and contract staff, as well as students, interns and apprentices, subcontractors, clients, customers, suppliers, strangers and domestic/intimate partners.

Violence or 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. Objectives of this policy are to:

- Ensure that no employee is exposed to Violence & Harassment in the workplace; and
- Ensure that appropriate disciplinary measures are taken against any employee found to have committed violence or harassment against another employee up to and including dismissal

### DEFINITIONS

#### WORKPLACE VIOLENCE

As per the Occupational Health and Safety Act, **workplace violence** is defined as:

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

Some examples of workplace violence are:

- **Threatening behavior** - such as shaking fists, destroying property or throwing objects.
- **Physical attacks** - hitting, shoving, pushing or kicking.

#### WORKPLACE HARASSMENT

**Workplace harassment** is defined as the following:

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- (b) workplace sexual harassment;

**Workplace sexual harassment** is defined as:

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

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

## WORKPLACE VIOLENCE RISK ASSESSMENT

Management is required to periodically assess the risk of violence in each workplace. Assessments and reassessments must be documented, using the *Workplace Violence Risk Assessment Module* in the 4SafeCom system, and must identify the potential risk of violence in the workplace. The assessment requires an evaluation of the following:

- General physical environment
- Specific risks associated with the type of work or conditions of work
- Controls associated with the specific risks

The assessment should be done at least annually, or earlier as may be required. Reasonable controls must be implemented to eliminate or mitigate the risks identified in the assessment. The results of the assessments must be reviewed by the JHSC to determine the controls to be implemented. Ref: s. 32.0.3 (1-5)

## DOMESTIC VIOLENCE

Domestic violence is defined as violent, threatening or extremely coercive behavior perpetrated by one partner in a current or former relationship on the other. It can consist of a pattern of ongoing abuse, or a single isolated incident.

If senior management becomes aware of domestic violence that would likely expose a worker to physical injury in the workplace, senior management shall take every precaution reasonable in the circumstances for the protection of the worker. If an employee discovers that a co-worker has a domestic violence issue, they are to advise them to discuss the issue with senior management. All information must be kept confidential to help maintain the privacy of the individual being threatened with domestic violence. Ref: s. 32.0.4

## EMPLOYEE WITH A HISTORY OF VIOLENCE

Senior management and supervisors must provide workers with information, including personal information, related to a risk of workplace violence from a person with a history of violent behavior if:

- (a) The worker can be expected to encounter that person in the course of his or her work; and
- (b) The risk of workplace violence is likely to expose the worker to physical injury.

All information must be kept confidential to help maintain the privacy of the individual with a history of violence. Ref: s. 32.0.5 (3) (a-b)

## VIOLENCE WITHOUT INTENT

Violence in the workplace can occur without the intent of the person who is causing harm. Examples of this include:

- A person could become violent due to medical conditions.
- A person could become violent due to a disability such as Autism.
- Two individuals who are not employees could be fighting and injure a MJ Dixon Construction Limited employee who tries to intervene.

If a supervisor discovers that a worker may be taking a medication which could potentially cause a violent incident, they must contact senior management to implement safety measures to protect the worker and their coworkers.

If a worker begins taking a medication which could cause violent behavior, the details of the medication from the attending medical practitioner are to be provided to senior management. Co-workers must be aware that they must only get involved and diffuse a violent situation only if it is safe to do so.

## RISK REDUCTION MEASURES

The following measures are in place to minimize the potential of workplace violence or harassment:

1. Visitors (other than clients, program attendees and visiting professionals) are required to register while on premises. Any person with a history of violence or harassing behavior may be restricted from accessing our premises or job sites.
2. All exterior entrances are always to be locked to the outside except for the front entrance. No exterior doors are to be propped open. The front entrance will remain open during normal business hours. If a member of staff believes an individual in reception/waiting area may be violent or exhibiting harassing behavior, he or she will notify Management immediately.
3. The screening process for new employees, students and volunteers will include a police record check to reduce the risk of hiring individuals with a history of violent or harassing behavior.
4. New staff members will be required to complete training on the Workplace Violence and Prevention Policy, including any risks of Violence or Harassment relating to their employment and procedures for managing potentially violent or harassing situations.
5. Annual training on Violence and Harassment prevention will be provided for all staff. Emphasis will be put on the different needs and levels of personnel – for example, stress management, teamwork, conflict resolution, non-violent crisis intervention, bullying and violence in the workplace including domestic violence, and other related topics.
6. The Joint Health and Safety Committee will conduct monthly inspection of Office while Jobsites will have H&S Rep perform inspection, to assess hazards related to safety matters, including vulnerabilities to workplace violence – for example, lighting and building security.

MJ Dixon Construction Limited will ensure that appropriate corrective action is taken to reduce risks.

The violence risk assessment and controls required will be addressed in workplace violence risk assessment.

## WORK REFUSAL

An employee has the right to refuse work if they have reason to believe they are in danger from workplace violence. However, an employee can only refuse work if the alleged violent offender is threatening violence at that time. An employee cannot refuse work because of a harassment issue. The protocol for the work refusal process can be found in the work refusal procedure. Ref: s. 43

## REPORTING

1. Prior to filing a formal report of the incident, a person subjected to workplace violence or harassment (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.

The 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. The Complainant may ask for support from the Health and Safety Representative, if the alleged offender is their supervisor or manager.

2. The Complainant should carefully record details of the incident including the date and time of the incident, the nature of the violence or harassment, and names of people who may have witnessed the incident. This document is the Complainant's personal record and property.
3. The Complainant may choose to file a formal complaint that documents their concerns to the Management of MJ Dixon Construction Limited. MJ Dixon must retain records for at least two years.
4. If a person is disabled from performing his or her usual work or requires medical attention because of workplace violence at a workplace, but no person dies or is critically injured because of that occurrence, the company will, within four days of the occurrence, give written notice of the occurrence containing the prescribed information and particulars to the following:
  - (a) The committee and the health and safety representative of the site if applicable
  - (b) The Director, if an inspector requires notification of the Director

Ref: s. 32.0.5 (1)

#### REPORTING TO POLICE

All physical assaults will be reported to the police, as will any behavior or threat of Violence or Harassment that requires police intervention or follow-up.

#### IMMEDIATE THREATS

Where there is an extremely urgent and/or life threatening situation in the workplace, particularly with regard to serious violence, the following steps should be taken:

1. Ensure the immediate safety and well-being of affected employees, contractors, clients, visitors and other individuals is taken care of.
2. Call the police, fire department or paramedics to summon medical attention.
3. Secure the location or evacuate the premises (depending on the situation)

#### INVESTIGATIONS

Upon receipt of a formal complaint of workplace violence or harassment, 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.

Ref: s. 32.0.2 (2) (d)

## CORRECTIVE ACTION

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.

## 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.

Ref: s. 32.0.5 (4)

## 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.

## RESPONSIBILITIES

## MANAGEMENT/SUPERVISOR

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.

## WORKERS

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.

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# CHAPTER EIGHTEEN

## RETURN TO WORK

## RETURN TO WORK POLICY

### RETURN TO WORK DEFINITION

Return to work is the process or strategy of safely returning employees to the workplace on a timely basis.

### PHILOSOPHY

The Management of MJ Dixon Construction Limited is committed to cooperating with all their employees who have been injured on the job site and will do everything they can for an early and safe return to work. At MJ Dixon, we will provide a modified work program to any of our injured employees until he/she is able to return to their pre-accident job, wherever possible.

### ROLES AND RESPONSIBILITIES:

Employer will:

- Contact injured worker ASAP and stay in regular contact. Cooperate in providing suitable work.
- Give WSIB information as required.
- Provide workers with Functional Abilities Form to take to the testing practitioner for completion.
- Educate workers about the return to work program.
- Set specific time frames for the return to work.
- Review worker's progress regularly.
- Pay full wages and benefits for the day or shift on which the injury occurred.
- Make certain that workers understand their obligations to co-operate.
- Set clear procedures to follow in reporting injuries.

Worker will:

- Contact supervisor immediately of any injury. If not available, phone office and contact employer.
- Stay in regular contact.
- Help identify and cooperate in suitable work arrangements.
- Give WSIB information as required.
- Return to work within 24 hours with the completed form to develop with the employer an early and safe return to work.
- Choose a doctor or qualified practitioner. Note: A change in doctor cannot be made without permission of WSIB.

### GOAL

MJ Dixon will:

- Assess everyone's situation according to any practitioner's report and recommendations and will provide some kind of modified work to suit the degree of injury.
- Assist in the employee's active recovery and encourage the worker to return to work to their pre-accident job, wherever possible.
- Identify jobs that are suitable for accommodating injured workers on a temporary basis to facilitate the early and safe return to work program and limit any loss of their earnings.

## ACCOMMODATIONS

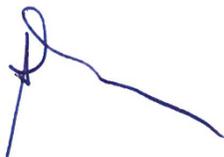
A change or modification to the job or workplace so that the work is within the injured or ill person's functional capabilities and the risk of injury is reduced.

### TYPES OF ACCOMMODATIONS

- Reduce hours
- Graduate RTW hours
- Re-assign duties
- Restructure the job
- More frequent rest breaks
- Work platform vs. ladders
- Ladders for climbing scaffolds
- Mini stretch breaks (10-15 minutes)
- Chair with back support vs. Picnic table
- Anti-vibration tools (e.g. anti-vibration jackhammer)
- Make heavy tools available at waist height
- Light shop work, general clean-up
- Painting trailers, containers (light work with brush)
- Washing trucks
- Pickup or delivery of plans
- Training in their selected field, where possible
- Computer training in safety prevention, if available
- Increasing of awareness

### FIRST AID

First Aid Stations are available at all job sites. Employees with Valid First Aid Certificate will provide first aid assistance when required.



\_\_\_\_\_  
MJ Dixon Construction Limited- Principal

\_\_\_\_\_  
21 February 2018

\_\_\_\_\_  
Date

## RETURN TO WORK PROGRAM

### PURPOSE

This Return to Work (RTW) 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.

### SCOPE

This program applies to all MJ Dixon Construction Limited employees.

### PROCEDURES

#### STEP 1 – CALL THE WORKER

First collect the information you need to prepare for the worker's return. The worker must provide a medical assessment (i.e. Functional Abilities Form) to management. 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.

#### STEP 2 – REINTEGRATION PLAN

The injured worker's supervisor/management will assess the medical report(s) and provide suitable modified work that is consistent with the worker's functional abilities form. This will be done using the existing Physical Demands Matrix which was developed through the Job Hazard Analysis.

It is the employer's duty to modify the work or workplace to accommodate to the needs of the worker. This may include working in a modified setting (fewer hours, alternate duties, physical change to environment, job sharing, task alteration, work process changes, etc.). If work is modified, the injured worker will be provided with a documented description of the modified work, and RTW Schedule. The injured worker must sign the forms as well as the supervisor/manager. If management and the employee cannot agree on a workable solution, the WSIB may be contacted and a mediator brought in to assist towards a resolution.

After verbal and written instruction is provided, the injured worker should then be asked to begin performing the modified job while in the presence of the supervisor. The injured worker should be observed for a while to ensure that the work being performed does not exceed the workers physical restrictions and that difficulties are not encountered.

#### STEP 3 – PROGRESS EVALUATION

The supervisor/manager of the worker must evaluate the worker's progress on a weekly basis during their re-integration plan. This evaluation will be documented and will include the signature of both the supervisor/manager and the worker. Based on the evaluation, the modified duties may be adjusted for the following week. The worker will only return to their normal job function once given written clearance by a physician.

### WSIB REPORTING

Management must report the following to WSIB:

- Any changes in wages as a result of the modified duty.
- Any changes in the duties or the duration of the program.
- The inability of the employee to comply or participate in the program.

- The completion of the program.

## RESPONSIBILITIES

### MANAGEMENT

- Promote and implement an RTW 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 RTW plan is understood.
- Determine the frequency of conducting evaluations of the RTW and the worker's progress in the Plan.
- Ensure the worker signs all formal RTW plan(s).

### SUPERVISOR

- Promote and participate in the objectives of the program and discuss objectives with the employee(s).
- Provide RTW 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 RTW plan and maintain records of the worker's progress and up -to-date restrictions.

### WORKER

- Contact the employer during the recovery period. Contact must occur weekly or as soon as the worker is fit to return to work.
- Assist in the collection of job descriptions, task analysis, etc.
- Provide such medical information, as the employer requires, for an early and safe return to work.
- Participate in the RTW Plan and immediately report any task difficulties.
- Ensure that ongoing treatment does not interfere with the RTW Plan
- Work within the established company rules, procedures and the RTW Plan.

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# CHAPTER NINETEEN

## MANAGEMENT REVIEW

## SENIOR MANAGEMENT REVIEW POLICY

Senior Management of MJ Dixon Industries is committed to conduct an annual review of the occupational health and safety program and the occupational health and safety performance of MJ Dixon Industries to ensure that continual improvement is being made to the occupational health and safety management system. The program and performance will be reviewed for sustainability, adequacy and effectiveness.

### EVALUATION OF OHS PROGRAM

An internal audit will be conducted annually and a report will be submitted to the Senior Management.

The audit report and the supporting documentations will be reviewed to evaluate the 19 elements of the OHS Program, including the following:

- Records such as inspections, hazard assessments, incident reports, statistical reports
- Evaluation of legal compliance (required new policy, procedure, training, etc.)
- Follow up actions from previous management reviews
- New Job tasks or modification to existing tasks

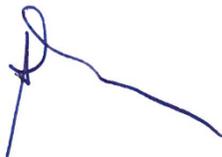
### EVALUATION OF OHS PERFORMANCE

The following will be reviewed to evaluate the company's OHS performance:

- Statistical reports (weekly, monthly, yearly safety & injury reports)
- Corporate and project health and safety summaries
- Employees performance through Accountability forms, Disciplinary actions
- Review of previous year OHS objectives

Senior Management will compare 3 years of health and safety records and prepare a trends analysis. Based on the review, opportunities for improvements will be identified. An action plan will be developed to implement changes to the OHS management system. MJ Dixon Industries health and safety objectives for the year will be identified and follow ups will be implemented.

The action plan will be posted on the office and sites health and safety board. Senior Management will appoint appropriate individuals to implement control measures based on the action plan. Workers will be informed of the actions taken.



\_\_\_\_\_  
MJ Dixon Construction Limited- Principal

\_\_\_\_\_  
21 February 2018

\_\_\_\_\_  
Date

## MANAGEMENT REVIEW PROCEDURE

### PURPOSE

To ensure that Senior Management is involved in health and safety activities at MJ Dixon Construction Limited and is an active participant in improving the company's safety culture.

### SCOPE

This program applies to the senior management team at MJ Dixon Construction Limited.

### POLICY

Senior Management of MJ Dixon Construction Limited will conduct an annual review of the occupational health and safety program and the occupational health and safety performance to ensure that continual improvement is being made to the program. The program will be reviewed for sustainability, adequacy and effectiveness.

### PROCEDURE

#### STEP 1: CONDUCTING THE AUDIT

The internal auditor, appointed by Senior Management will conduct the audit using COR™ Audit Tool. The internal audit will be based on the following elements:

Element # 1:	Health and Safety Policy Statement
Element # 2:	Hazard Assessment, Analysis and Control
Element # 3:	Safe Work Practices
Element # 4:	Safe Job Procedures
Element # 5:	Company Rules
Element # 6:	Personal Protective Equipment
Element # 7:	Preventative Maintenance
Element # 8:	Training and Communications
Element # 9:	Workplace Inspections
Element # 10:	Investigations and Reporting
Element # 11:	Emergency Preparedness
Element # 12:	Statistics and Records
Element # 13:	Legislation
Element # 14:	Occupational Health
Element # 15:	First Aid
Element # 16:	Health & Safety Rep.
Element # 17:	Workplace Violence and Harassment
Element # 18:	Return to Work and Re-employment
Element # 19:	Management Review

The auditor will review all the documents pertaining to all the above 19 elements. The audit inspections will be coordinated with the Management and site superintendents.

The following factors will be taken into consideration to evaluate the OHS program:

- Records such as inspections, hazard assessments, incident reports, statistical reports
- Evaluation of legal compliance (required new policy, procedure, training, etc.)

- Follow up actions from previous management reviews
- New Job tasks or modification to existing tasks

The following will be reviewed to evaluate the company's OHS performance:

- Statistical reports (weekly, monthly, yearly safety & injury reports)
- Corporate and project health and safety summaries
- Employees performance through Accountability forms, Disciplinary actions
- Review of previous year OHS objectives

#### STEP 2: SUBMIT THE AUDIT

Annual audits will be scheduled every year. The auditor will submit the report to the Management within a month from the date of completion. Annual audit reports must be retained for 3 years.

#### STEP 3: MANAGEMENT REVIEW

Senior Management will schedule an annual meeting to review the health and safety performance of the previous year. Senior Management will compare 3 years of health and safety records and prepare a trends analysis in the meeting. The minutes of the meeting will be documented.

Senior Management will also review the following reports to measure the effectiveness of the company's health and safety performance.

1. Internal auditor's report
2. Annual statistics submitted by management

Based on the review, MJ Dixon Construction Limited's health and safety objectives for the year will be identified and follow ups will be implemented in an action plan. The action plan will be posted on the office health and safety board. Senior Management will appoint appropriate individuals to implement control measures based on the action plan. Workers will be informed of the actions taken.

### RESPONSIBILITIES

#### MANAGEMENT

- Review the annual statistics submitted by the JHSC.
- Review the audit submitted by the auditor.
- Identify the health and safety objectives for the year.
- Develop an action plan, appoint individuals to implement corrective actions and communicate the information to all workers.

#### SUPERVISORS

- Document all accidents, incidents, first aid occurrences, lost time injuries, equipment damage, MOL reports.
- Provide the monthly reports to management.

#### WORKERS

- Cooperate with the auditor during the interview.

#### INTERNAL AUDITOR

- Conduct the audit and submit the report to Senior Management.

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# CHAPTER TWENTY

## SUBCONTRACTOR GUIDELINES

## SUBCONTRACTOR MANAGEMENT PROCEDURE

### PURPOSE

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 acknowledgement 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.

### SCOPE

Applies to all contractors at MJ Dixon Construction Limited Corporation.

### QUALIFICATION

- 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

### 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.

### SITE ORIENTATION

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.

## REQUIREMENTS WHILE OF PROJECTS

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.

## 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).

## JOINT HEALTH AND SAFETY COMMITTEE

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).

## 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.