



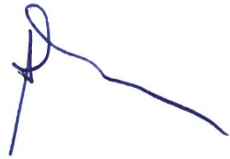
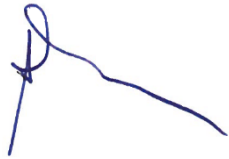
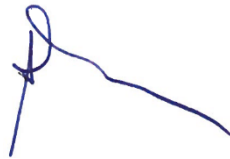
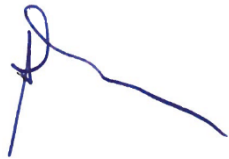
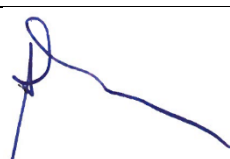
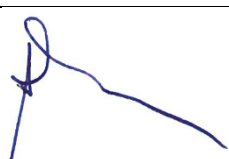
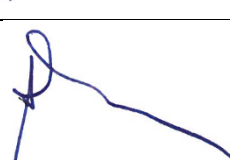
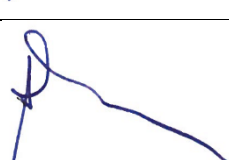
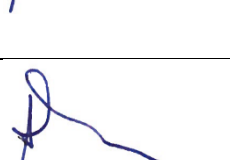
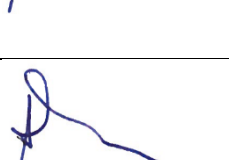


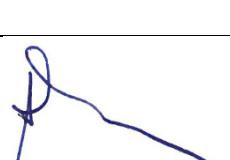
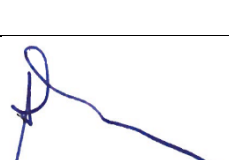
MJ DIXON CONSTRUCTION LIMITED
HEALTH AND SAFETY PROGRAM
LAST REVISED: AUGUST 2020

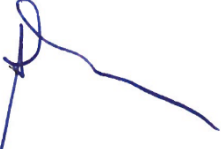
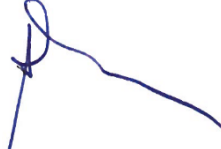
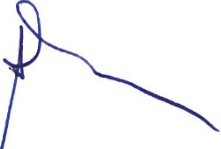
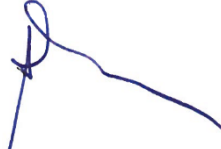
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PROGRAM REVISIONS

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	

June 2019	Amended to meet COR requirements recommended by External audit report review		June 2019	
August 2020	Amended to meet COR requirements recommended by External audit report review		August 2020	

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.

CHAPTER ONE

HEALTH AND SAFETY POLICY

HEALTH AND SAFETY, ENVIRONMENTAL POLICY STATEMENT

MJ Dixon Construction Limited (MJD) is committed to excellence in Health and Safety, and Environmental (HSE) policy. MJD acknowledges their employees' rights to safe and healthy work environment and promotes their adherence to safety protocols. Through implementation of strategic programs and business-specific initiatives, MJD ensures that its operations and services cause zero harm to people and environment.

Senior Management Team actively support the implementation of this policy and are committed to:

- Communicate and coordinate HSE policies, programs, and procedures with all workplace parties.
- Provide a safe and healthy workplace (including mental well-being) for employees and those whose safety may be affected by the conduct of MJD operations.
- Ensure all legislated HSE requirements and responsibilities, client requirements, recognized industry practices and MJD standards are met and always applied.
- Establish a joint health and safety committee or safety representative that is responsible for promoting and monitoring Health and Safety policies, programs, and compliance with the OHS Act and regulations.
- Provide education and job training to demonstrate HSE competence so that all employees know their roles and responsibilities as well as hazards and risks to carry out their work safely while reducing environmental impacts.

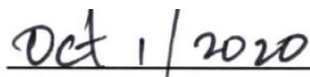
The roles and responsibilities of other members of our organization are:

- **The Management Team:** regularly assesses environmental aspects and supports hazard analysis, risk reduction, incident investigations, and allocate adequate resources to implement proactive action plans for corrective and preventative measures.
- **Supervisors:** held responsible and accountable for the health and safety of the workers working under their supervision. They must make sure tools, equipment and machinery provided are safe, and that workers understand and work in compliance with the OHS act and other company HSE procedures and practices.
- **Workers:** responsible for the health and safety of the worker's own person, as well as the others around them, by working in compliance with the law, safe work practices, and procedures established by MJD.
- **Contractors, Subcontractors, and Suppliers** will be evaluated by MJD third party prequalification process. They will work in compliance with the OHS act regulation and MJD HSE program requirements.

MJD is committed to prevent all safety and environmental incidents in its day to day operations through ongoing quality improvement activities. The safety information in this policy does not take precedence over the Occupational Health and Safety Act. All employees should be familiar with the Occupational Health and Safety Act.




 MJ Dixon Construction Ltd. - President



 Date



 MJ Dixon Construction Ltd. – Vice President



 Date

ENVIRONMENTAL POLICY STATEMENT

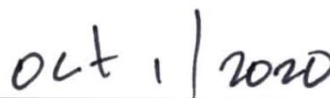
At MJ Dixon Construction Limited we believe that all employees, supervisors, and managers shall behave in a way that protects and preserve the environment. We are committed to protecting the environment and resources in all areas affected by our activities. Compliance to environmental legislation pertinent 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 - President



Date



MJ Dixon Construction Limited - Vice President



Date

DUTIES AND RESPONSIBILITIES OF WORKPLACE PARTIES

CONSTRUCTORS

Along with Section 23 of the Occupational Health and Safety Act (OHSA), 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 OHSA, 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 OHSA, 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

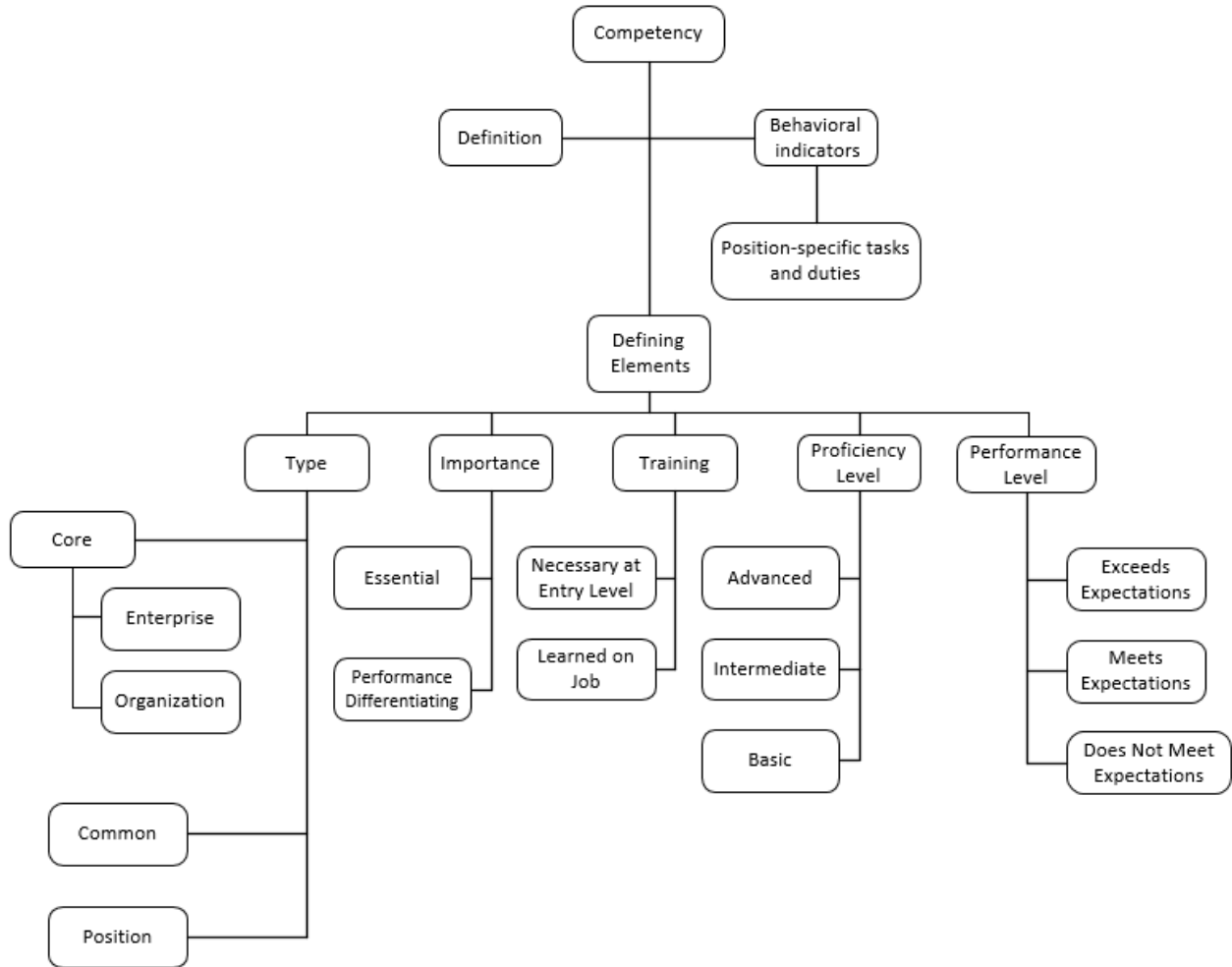
particular material in question and follow the instructions outlined in addition to any further measures, for his/her protection.

- 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.

JHSC/CERTIFIED MEMBER

- Inspect the workplace, equipment, and material at least once a month
- Write recommendation to employer on how to improve Health and Safety in the workplace
- Follow-up on recommendations. A response on recommendations should be received no later than 24 calendar days
- Attend and participate in JHSC meetings which are held every Quarter
- Co-chair JHSC meetings – alternatively plan and prepare for meetings
- Be present at the beginning testing.
- Investigate work refusals and dangerous circumstance
- Accompany Ministry of Labour on his/her inspection
- Consult with the employer to review policies and procedures and practices such as
 - Company Health and Safety Policy
 - Violence and Harassment Policy
 - WHMIS program

COMPETENCY OF SUPERVISORS AND WORKERS



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.

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.

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.

CHAPTER FIVE

COMPANY RULES

SAFETY RULES

M.J. Dixon Construction employees, subcontractors and visitors shall abide by the rules while working on all M.J. Dixon job sites and premises.

1. Required Personal Protective Equipment (PPE) must be worn and used as determined by M.J. Dixon and OSHA requirements.
2. Report all unsafe **acts** and **conditions**, incidents such as Near misses, Property Damage and Accidents, must be reported to your Supervisor and M.J. Dixon representative immediately.
3. Carry out work and task on hand as per the Safe Work Practices and Procedures.
4. Proper housekeeping must always take place throughout the workplace to eliminate potential hazards and provide unobstructed access/egress in all workplaces.
5. Make sure you only use equipment and tools you are trained on and authorized to use.
6. Make sure you inspect the tools and follow the manufacturer specifications. Never remove or tamper with the safety features.
7. Participating or encouraging horseplay, fighting, practical jokes or any other misconduct that might create, or constitute a hazard to others or you are prohibited at all M.J. Dixon job sites and premises.
8. Make sure you 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.
9. Zero tolerance for impaired work, including to and from work, applies. Zero tolerance for all alcohol and drugs applies to all M.J. Dixon job sites and premises.
10. Smoking is only allowed in designated smoking areas.
11. 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**

12. For the safety of you and others always remember to apply S.T.O.P. (Stop, Think, Observe, Proceed) to ensure each task is executed in a safe manner.

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.



 MJ Dixon Construction Limited – President



 MJ Dixon Construction Limited – Vice President



 Date



 Date

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 STATEMENT

Progressive discipline is the process of using increasingly serious measures to correct behaviors and to improve an employee's performance and/or conduct. **M.J. Dixon Construction Limited's** goal of progressive discipline is to communicate the employer's expectations for performance or conduct; to provide appropriate supports when possible; and to afford the employee with the opportunity to improve his/her performance or conduct.

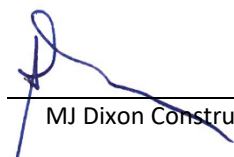
Depending on the mitigating factors, Supervisor, in consultation with Senior Management, will determine the most appropriate form of disciplinary action in consideration of the employee's performance or misconduct. Serious offences may result in immediate suspension or dismissal without progressing through verbal or written reprimands.

Disciplinary action may be initiated in situations such as, but not limited to, the following:

- if any employee has willfully acted in violation of M.J. Dixon's Company Health and Safety Program, Policies and/or the Ontario Occupational Health and Safety Act and Regulations
- if an employee has not satisfactorily met the work requirements.
- for inappropriate conduct in the workplace; or
- for off duty conduct that has a detrimental impact on the employment relationship.

Discipline should be administered as soon as possible after an incident has occurred. If a workplace investigation is required, this should be completed expeditiously. If discipline is recommended upon the conclusion of an investigation, it should be initiated as soon as possible.

Written notice of disciplinary action must be added to the employee's personal file by the employee's Supervisor. Any written notice of disciplinary action added to the employee's personal file shall, at the request of the employee, be removed after two years, provided there has not been a recurrence of a similar incident during that period.



MJ Dixon Construction Limited- Principal

August 2020

Date

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 st	2 nd	3 rd
MJ Dixon Employee	Recorded verbal warning	Written warning	Suspension, retraining or termination
Subcontractor and Trade Contractor Employee	Recorded verbal warning	Written warning	Dismissal from the project
Architects/ Owners and Representatives	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.

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.



MJ Dixon Construction Limited- Principal

August 2020

Date

PERSONAL PROTECTIVE EQUIPMENT PROCEDURE

1. PURPOSE

The purpose of this policy is to ensure that employees/subcontractors and any employees under them 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, in emergency situations, or to supplement other controls.

2. SCOPE

This policy applies to employees, subcontractors, and any employees under them working on behalf of MJ Dixon Construction Limited. 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 always be worn 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.

3. RESPONSIBILITY

3.1 Employer:

- Introduce, to the extent possible, engineering and/or administrative hazard control measures to minimize the need for PPE and/or protective clothing
- Ensure required and specialized PPE is provided for workers as required by the hazards of the job or workplace
- Ensure that PPE is replaced or replenished as needed

3.2 Supervisor:

- Ensure that PPE is provided to workers
- Ensure that mandatory and additional PPE is worn, used, and maintained by all workers
- Ensure that each worker is properly trained in and knowledgeable of the hazards associated with his/her work, the type of PPE required and its proper maintenance, care, and use
- Co-ordinate purchases of PPE when required
- Immediately stop and correct any non-compliant PPE activities

3.3 Worker:

- Visually inspect all PPE prior to wearing or using
- Wear, use, and always maintain PPE when and where required for their protection
- Immediately stop and correct any non-compliant PPE activities
- Immediately report any lost, damaged, or defective PPE to their supervisor
- Participate in PPE training when applicable
- DO NOT make modifications of any kind in a manner that affect the integrity of the PPE

3.4 Contractors/Subcontractors

- Provide the necessary PPE to their employees to ensure the duties can be performed safely at MJ Dixon sites

3.5 Visitors

- Visitors are required to be escorted by an MJ Dixon Site Supervisor (host)
- The host is required to ensure their guest(s) are equipped with the mandatory PPE, or any specialized PPE that may be required.

4. PROCEDURE

4.1 Mandatory/Standard PPE: The standard PPE described in this document is to be used or worn by personnel at MJ Dixon sites as a minimum requirement.

4.2 Specialized/Task Specific PPE: The specialized PPE described in this document is to be used or worn in addition to the standard PPE by personnel at MJ Dixon for specific jobs or for protection from specific hazards. The Subcontractor workers and their subcontractors are responsible for providing their employees with specialized PPE. This PPE policy is only for their review and reference.

5. SELECTION OF PPE

5.1 A review of SDS's, hazard assessments, best practices from similar industries and legislation will determine the specific criteria used to select the appropriate PPE for the job task.

5.2 Workers will be made aware of requirements for PPE for specific tasks through orientation training, site training, departmental training, hazard assessments, procedures, or work instruction training.

6. MANDATORY/STANDARD PPE

- All Standard PPE must be maintained in good condition, used, or worn in accordance with manufacturer instructions, and meet the specified CSA standards.
- All PPE must be worn appropriate for the circumstance.
- All workers are required to wear the following minimum PPE listed below. Any worker who is found not wearing the required PPE will result in disciplinary action.
- Other types of PPE will be used or worn as prescribed when required or when there is a risk of injury or illness due to specific work or job tasks being performed, or where indicated by signage or manufacturer's instructions.

6.1 Protective Headwear

Protective headwear (hard hat) must comply with CSA Z94.1-15. Type 2 Class G hard hat provides protection against impact hazards to the sides and crown of the head as well as against penetration hazards. Where there is exposure to high voltage hazards Class E hard hat must be worn.

The following guidelines should be followed when working with protective headwear:

- Hard hats must be worn in the forward-facing position, regardless if the "reverse orientation" symbol is present.
- Hard hats must be replaced after being subjected to impact.
- Hard hats should be replaced if deep cuts or scratches are present
- Hard hats should not be painted, as paint can weaken the plastic
- Never remove the Styrofoam liner (if applicable), as this will reduce the side impact protection.
- Damaged inner liners/shells must be reported and promptly replaced
- Use chinstraps when high winds are encountered, or movement will cause the hard hat to fall off the head

- Stickers on hard hats do not weaken the plastic, however, some marking pens might.
- When performing cutting, burning operations, areas of high heat, choose a hard hat made from fiberglass or other heat resistant materials.

6.2 Protective Eyewear

Eye protection (safety glasses/goggles) must comply with CSA Z94.3-15. Safety glasses with permanently attached side shields are considered the basic standard for eye protection at MJ Dixon sites. Torch persons or welders are to wear safety glasses under face shields. Welders safety glasses should also have a shade number marked on them and must comply with CSA W117.2-12. Coverall glasses or goggles shall be required for prescription glasses that do not meet the standard.

The following guidelines should be followed when working with protective eyewear:

- Match the type of protection to the specific hazard. For example, glasses/goggles that protect your eyes from dust and other physical hazards may not protect your eyes from radiation or a chemical splash.
- All safety glasses/goggles should be CSA approved, and the CSA logo available on the frames.
- To protect you the way they are designed to, your safety glasses should fit securely and comfortably on the nasal bone.
- Always keep your safety glasses on as you may still be exposed to flying chips, dust, or other hazards.
- Contact lenses must not be worn in any area or for any job involving chemical eye irritants.

Shade numbers for oxygen cutting (from CSA W117.2)

Process	Plate Thickness (mm)	Minimum Shade #	Suggested Shade #
Light	<25	3	4
Medium	25-150	4	5
Heavy	>150	5	6

6.3 High-Visibility Clothing

Approved high visibility clothing (hi-vis clothing) must comply with CSA Z96-15 Class 2. Employees will be provided with a fluorescent green 5-point tear-away class 2 Hi-Vis vest during orientation. Employees may also wear breathable Hi-Vis class 2 t-shirt when temperatures are high.

6.4 Protective Footwear

Protective footwear must comply with CSA Z195.1-16 and must be equipped with built-in or fixed metatarsal protection. Safety boots must meet a minimum height of 6 inches.

7. SPECIALIZED/TASK SPECIFIC PPE

Specialized PPE will be used or worn when indicated by hazard assessments, or when there is a risk of injury or illness due to specific work or job task being performed. Specialized PPE will be provided and made available to workers for specific activities. Proper training will be provided to workers who are required to use specialized PPE.

7.1 Protective Hand Wear

Approved hand wear are gloves that are ANSI Cut Level 4 and must be worn by MJ Dixon employees when working under conditions where there is a potential for hand injury. This includes any material handling, picking items to inspect from a load, cutting steel straps, etc. Gloves, that are loose, or dangling should not be worn near any rotating shaft, spindle, gear, belt, or other source of entanglement.

Chemical resistant gloves that provide an effective barrier against the specific chemical used must be worn whenever hands are potentially exposed to chemicals. An appropriate chemical resistant glove must demonstrate no significant degradation, a high breakthrough time, and a low permeation rate upon contact with the chemicals used. Chemical

permeation through an inappropriate glove can result in significant worker exposure and serious health effects, particularly when using highly toxic chemicals that are readily absorbed into the bloodstream via the skin. Gloves will be replaced on a regular and frequent basis upon need. They should be replaced immediately upon signs of degradation, and particularly after contact with toxic chemicals. Once a chemical has been absorbed onto the glove material, the chemical can continue to diffuse through the material even after the surface has been washed.

7.2 Hearing Protection

Hearing protection devices (HPD) must comply with CSA Standard Z94.2-14. The standard identifies classes of hearing protectors as A, B, and C. Class A protectors offer the highest ability to attenuate, followed by B and C. Workers will be instructed in the proper fitting of HPDs as recommended by the manufacturer. Training should include a demonstration. Workers should then practice using the HPDs under close supervision. Checks are needed to ensure the best possible protection.

Workers should understand the following:

- that the risk of hearing loss increases if HPDs are not worn in noisy environments (eight-hour exposure of 85 dBA).
- that wearing HPDs is required in all situations where noise exposure may damage hearing.
- that to be effective an HPD must not be removed even for short periods.
- that various HPDs are available to accommodate differences in ear canal size, jaw size, head size and shape, comfort level, compatibility with other forms of PPE, etc.
- that proper fit is essential to achieve maximum protection.

Using the table below we can identify proper hearing protectors based on noise.

Recommended Class of Hearing Protector

MAXIMUM NOISE LEVEL (dBA)	RECOMMENDED CLASS OF HEARING PROTECTOR
Less than 85 dB	No protection required
Up to 89 dBA	Class C
Up to 95 dBA	Class B
Up to 105 dBA	Class A
Up to 110 dBA	Class A plug + Class A or Class B muff
More than 110 dBA	Class A plug + Class A or Class B muff and limited exposure

7.3 Face Protection

Face protection must comply with CSA Z94.3-15. MJ Dixon employees are to wear face protection on top of the mandatory PPE while conducting tasks such as grinding materials, using the quick-cut saw, etc.

7.4 Respiratory Protection

Approved respiratory protection equipment must be worn by MJ Dixon employees when working under conditions where ventilation is not practical or possible in order to reduce hazards by breathing in airborne hazardous agents such as dust, fumes, gases and vapours. Supervisors are to ensure there is adequate ventilation in work areas to reduce hazards from dust, fumes, gases or vapours.

Respiratory protection consists of, but not limited to, single use dust masks, half-face masks with replaceable filters. Respiratory protection must comply with CSA Z94.4-18. To ensure proper use of half-face mask, each worker

must apply both the Positive Pressure Test and the Negative Pressure Test each time the respirator is put on. Workers required to wear a respirator must be clean-shaven (trimmed moustache is okay) to provide the proper seal.

Positive Pressure Test

- Put on a face piece and adjust to fit comfortably under chin and over bridge of nose.
- Block the exhalation valve and attempt to breath out.
- The face piece should puff slightly away from the face but should not let air escape.

Negative Pressure Test

- Block the air inlets (usually the opening in the filter on the sides of the face piece).
- Try to breath. The face piece should collapse slightly if there are no leaks.

Respiratory Equipment Instructions

1. Filters should be changed as follows:
 - a. Dust/mist/fume filters should be changed when there is noticeable resistance to normal breathing.
 - b. Chemical cartridge respirators should be changed when the gas or vapour can be tasted or smelled.
 - c. 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.

8. FALL PROTECTION EQUIPMENT

8.1 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:

(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.

8.2 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.

8.3 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.

8.4 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

Additional - Protective Clothing – Fire prevention

9. MAINTENANCE AND INSPECTION

9.1 Without proper maintenance and inspection, the effectiveness of PPE cannot be assured. All PPE must be inspected and maintained according to manufacturer instructions and legislative requirements, and prior to be used or worn.

9.2 PPE Maintenance and Inspection schedule:

Standard PPE:	Maintenance	Inspection Frequency	MJD PPE Inspection
Head Protection	According to manufacturer instructions	Visual prior to using and according to manufacturer instructions	PHA – Weekly/Monthly
Foot Protection	According to manufacturer instructions	Visual prior to using and according to manufacturer instructions	PHA – Weekly/Monthly
Reflective Safety Vest	According to manufacturer instructions	Visual prior to using and according to manufacturer instructions	PHA – Weekly/Monthly
Eye and Face Protection (When Required)	According to manufacturer instructions	Visual prior to using and according to manufacturer instructions	PHA – Weekly/Monthly
Specialized PPE:	Maintenance	Inspection Frequency	MJD PPE Inspection
Hearing Protection	According to manufacturer instructions	Visual prior to using and according to manufacturer instructions	PHA – Weekly/Monthly
Respiratory Protection	According to manufacturer instructions	Visual prior to using and according to manufacturer instructions	PHA – Weekly/Monthly
Fall Protection	According to manufacturer instructions	Visual prior to using and according to manufacturer instructions	PHA – Annual Inspection External
Hand Protection	According to manufacturer instructions	Visual prior to using and according to manufacturer instructions	PHA – Weekly/Monthly
Equipment/Tools	Maintenance	Inspection Frequency	MJD PPE Inspection
Fire Extinguishers	According to manufacturer instructions	Visual prior to using and according to manufacturer instructions	Annually
First aid Kits	According to manufacturer instructions	Visual prior to using and according to manufacturer instructions	Monthly – Internal
Eye Wash Station	According to manufacturer instructions	Visual prior to using and according to manufacturer instructions	Monthly - Internal
ERP Equipment	According to manufacturer instructions	Visual prior to using and according to manufacturer instructions	Monthly - Internal
Vehicles	Maintenance	Inspection Frequency	MJD PPE Inspection
GM Trucks	According to manufacturer instructions	Visual prior to using and according to manufacturer instructions	Monthly - Internal

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; **O.Reg 145/00, s. 25(2)**
- Industry's regulations and standards; and **O.Reg 145/00, s. 26**
- Legislated requirements. **O. Reg. 213/91, s. 93(1)**

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 & VEHICLE PROCEDURE

PURPOSE

All tools and equipment directly owned or leased by MJ Dixon Construction Limited shall be maintained in working condition. Defective equipment overdue for services shall be tagged as repair or replacement at the judgment of the project superintendent or his competent replacement or his designate. All electrically 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.

SCOPE

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

DEFINITIONS

- **Defective Equipment** – A **faulty** piece of **equipment** has something wrong with it and is not working properly

PROCEDURE

DEFECTIVE EQUIPMENT

- Switch off and remove equipment from energy source if safe to do so (e.g. electricity, gas, hydraulics)
- Remove and isolate the item from service if safe to do so – e.g. physically removing the item from the work area, isolation of energy sources, signage, Out of service tags
- Fix an Out of Service Tag to the equipment and any other warning signage
- Report the faulty/broken equipment to Supervisor to ensure action is taken to repair equipment, or for it to be decommissioned and removed from work area and disposed.
- An out of service tag will only be removed by a competent person once the defect has been corrected.

DEFECTIVE VEHICLES

The operator of mobile equipment shall not use any defective unit that poses a danger to operate or could further damage the equipment through its continued use.

- **If a defect is found during pre-start inspection:**
 - The equipment or item shall be tagged out (as outlined below) and not used.
- **If a defect becomes evident during operation:**
 - The operator of any defective mobile equipment shall not use such a unit but shall isolate it by:
 - Parking it up (if possible, park clear of traffic or haulage way)
 - Turn wheels toward wall - if on incline or decline
 - Apply park brakes fully
 - Idle motor to cool (if possible)
 - Place in lowest gear (first gear or reverse)
 - Shut down motor.
 - Place an Out of Service tag on the main valve isolating point(s) of the unit. The tag must identify:
 - The problem
 - The date and time
 - The name of the person completing the tag / report.
- Ensure the Supervisor is made aware of the tagging immediately (so he or she can in turn contact maintenance and have the situation rectified as soon as possible).
- There may also be other persons who shall be affected by the isolation of the unit and need to be informed.
- The maintenance person shall:
 - Check the unit to establish the extent of the problem.
 - If safe to do so - drive to the workshop.
 - Or if not safe to drive - have the unit towed or carried on a trailer to the workshop.
 - Add their personal Danger tag to the Out of Service tag on the Isolation point, prior to working on unit and barricade work area.
- **When satisfied that the unit is in working order, they will remove their Danger tags, and test the unit.**
 - If all is OK, they will:
 - Remove the Out of Service tag.
 - Return the unit to the go bay, to indicate it is ready to return to service.
 - Notify the supervisor the unit is operational again.

(Note: If an item requires repair but does **not** pose a danger to anyone and will not cause more damage to the unit if it is still used, then it may be used. The items requiring attention should be reported to the Supervisor and the maintenance personnel at the end of the shift in order to repair or correct the problem.)

RESPONSIBILITIES

MANAGEMENT

- Ensure all supervisors and workers are acquainted with equipment/vehicles they are using by having safe system put into place
- Ensure workers are appropriately trained to correctly operate equipment

SUPERVISORS

- Ensure routine safety inspections and equipment maintenance
- Ensure PPE is worn by all workers when required.
- Ensure all equipment/vehicles are cleaned and maintained properly.

WORKERS

- Participate in training when applicable
- 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.

MAINTENANCE SCHEDULES FOR VEHICLES, FALL PROTECTION, PORTABLE EXTINGUISHERS

Scheduled Maintenance – GM Vehicles

Service	Maintenance I	Maintenance II
Change engine oil and filter. Reset oil life system.	✓	✓
Replace external transmission filter at the first maintenance service performed on the vehicle.		
Lubricate chassis components.	✓	✓
Visually check for any leaks or damage.	✓	✓
Inspect engine air cleaner filter or change indicator (if equipped). If necessary, replace filter.		✓
Rotate tires and check inflation pressures and wear.	✓	✓
Inspect brake system.	✓	✓
Check engine coolant and windshield washer fluid levels and add fluid as needed.	✓	✓
Perform any needed additional services. See “Additional Required Services”	✓	✓
Inspect Suspension and steering components.		✓
Inspect engine cooling system.		✓
Inspect wiper blades.		✓
Inspect restraint system components.		✓
Lubricate body components.		✓
Check transmission fluid level and add fluid as needed.		✓

Additional Required Services

Mileage	40,000km	80,000km	120,000km	160,000km	200,000km	240,000km
Inspect fuel system for damage or leaks	✓	✓	✓	✓	✓	✓
Inspect exhaust system for loose or damages components	✓	✓	✓	✓	✓	✓
Vehicles without a filter restriction indicator: Replace engine air cleaner filter		✓		✓		✓
Change automatic transmission fluid and filter (severe service)		✓		✓		✓
Change automatic transmission fluid and filter (normal service)						
Change transfer case fluid		✓		✓		✓

Inspect evaporative control system.		✓		✓		✓
Replace spark plugs and inspect spark plug wires.				✓		
Engine cooling system service (or every 5 years, whichever occurs first).						✓
Inspect engine accessory drive belt.						✓

Scheduled Maintenance – Chrysler Vehicles

At every Oil Change Interval As indicated By Oil Change Indicator System:
<ul style="list-style-type: none"> Change oil and filter.
<ul style="list-style-type: none"> Rotate the tires. Rotate at the first sign of irregular wear, even if it occurs before the oil indicator system turns on.
<ul style="list-style-type: none"> Inspect battery and clean and tighten terminals as required
Inspect automatic transmission fluid if equipped with dipstick.
Inspect brake pads, shoes, rotors, drums, hoses and park brake.
Inspect engine cooling system protection and hoses.
Inspect exhaust system.
Perform any needed additional services. See “Additional Required Services”
Inspect engine air cleaner if using in dusty or off-road conditions.

Additional Required Services

Mileage	32,000km	48,000km	64,000km	80,000km	96,000km	112,000km
Or Years:	2	3	4	5	6	7
Inspect the CV/Universal joints.		✓			✓	
Inspect front suspension, tie rod ends, and replace if necessary.	✓		✓		✓	
Inspect the front and rear axle surfaces. If gear oil leakage is suspected, check the fluid level.		✓			✓	
Inspect the brake linings, replace as necessary.	✓		✓		✓	
Adjust parking brake as necessary.	✓		✓		✓	
Inspect transfer case fluid.		✓				
Replace engine air filter.		✓			✓	

Flush and replace the engine coolant at 10 years or (240,000km) whichever comes first.						
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Scheduled Maintenance – Jaguar Vehicles

Mileage	24,000km	48,000km	72,000km	96,000km	120,000km	144,000km
Or Years:	1	2	3	4	5	6
1. Vehicle Interior						
Check operation of parking brake	✓	✓	✓	✓	✓	✓
Check operation of all lights, warning indicators, and horn	✓	✓	✓	✓	✓	✓
Check operation of windshield wiper/washer systems	✓	✓	✓	✓	✓	✓
Replace climate-controlled seat cushion motor filters (if fitted)		✓		✓		✓
2. Vehicle Exterior						
Inspect windshield wiper blades and rubber inserts	✓	✓	✓	✓	✓	✓
Check tire pressure, condition and tread depth	✓	✓	✓	✓	✓	✓
3. Luggage Compartment						
Check spare tire pressure, condition and tread depth	✓	✓	✓	✓	✓	✓
Check and top-up battery electrolyte level		✓		✓		✓
4. Engine Compartment						
Check and top-up brake, PAS and windshield washer fluid	✓	✓	✓	✓	✓	✓
Check coolant level and freeze protection level	✓	✓	✓	✓	✓	✓
Inspect accessory drive and (if equipped) supercharger belt	✓	✓	✓	✓	✓	✓
Replace engine oil and oil filter	✓	✓	✓	✓	✓	✓
Replace pollen filter		✓		✓		✓
Replace air cleaner elements – supercharged				✓		
Replace air cleaner elements – naturally aspirated					✓	
Replace brake fluid	Every three years regardless of mileage					
Replace spark plugs	Every 168,000 km					
Replace supercharger drive belt (if equipped)	Every 168,000 km					
Replace engine coolant	Ten years or 240,000km					
Replace accessory drive belt	@ 240,000km					

2. Under Vehicle						
Inspect for brake pad wear, caliper leaks and disc condition	✓	✓	✓	✓	✓	✓
Check tire pressures, condition and tread depth	✓	✓	✓	✓	✓	✓
Inspect for under vehicle fluid leaks	✓	✓	✓	✓	✓	✓
Inspect break lines and hoses, fuel lines, PAS hoses and unions for correct routing and damage	✓	✓	✓	✓	✓	✓
Replace fuel filter	Ten years or 240,000km					
3. Remedial Work / Service Campaign Needed						
If fault lamps illuminated use IDS for further diagnosis / repair	✓	✓	✓	✓	✓	✓
Check VIN in DDW for any open Service Campaigns	✓	✓	✓	✓	✓	✓

Scheduled Maintenance – Excavator ZX35U5

A. Greasing

Parts			Quantity	Interval (hours)							
				8	50	100	250	500	1000	2000	
1	Front Joint Pins	Bucket and Link Pins	5	★							
		Swing Post and Others	10	★		★★					Or every year
2	Blade Pins		4								Or every year
3	Swing Bearing		2								
4	Swing Internal Gear		1								
5	Control Lever Universal Joint ★		2								Or every year

★: In case excavations are performed in water, grease the pin after operation is complete.

★★: Grease all pins every 100 hours during first time operation up to 500 hours.

B. Engine

Parts			Quantity	Interval (hours)							
				8	50	100	250	500	1000	2000	
1	Engine Oil	Check oil Level	1								
2	Engine Oil	Change	6.7 L					★			
3	Engine oil Filter	Replace	1								

★: As the oil life is shortened more than normal under high temperature operating condition, shorten the maintenance interval.

C. Transmission

Parts			Quantity	Interval (hours)							
				8	50	100	250	500	1000	2000	
1	Travel Reduction Gear	Check Oil Level	2								
		Change	0.6Lx2								

D. Hydraulic System

Parts		Quantity	Interval (hours)									
			8	50	100	250	500	1000	1500	2000	3000	

1	Check Hydraulic Oil Level		1								
2	Drain Hydraulic Oil Tank Sump		1								
3	Change Hydraulic Oil		43L					★	★	★	★
4	Clean Suction Filter		1	Each time when hydraulic oil is changed							
5	Replace full-flow filter Element	Filter-Paper Element	1			★★	★				
		High Performance Element (Optional)	1				★★	★			
6	Replace Pilot Oil Filter Element		1								
7	Check Hoses and Lines	For leaks, loose	-								
		For cracks, bend, etc.	-								

★: Changing interval differs according to the brand of hydraulic oil used, kind of filter element or average attachment operating availability.

★★: Maintenance required only during first time.

E. Fuel Engine

Parts		Quantity	Interval (hours)							
			8	50	100	250	500	1000	2000	
1	Check Fuel level	1								
2	Drain Fuel Tank Sump	1	As Required							
3	Drain Water Separator	1								
4	Replace Fuel Main Filter Element	1								
5	Check Fuel Hoses	For leaks, cracks	-							
		For cracks, bend, etc.	-							

F. Air Cleaner

Parts			Quantity	Interval (hours)						
				8	50	100	250	500	1000	2000
1	Air Cleaner Outer Element	Clean	1	(or when indicator is lit)			★			
		Replace	1	After cleaning 6 times or 1 year						
2	Air Cleaner Inner Element (Optional)	Replace	1	When outer element is replaced						

★: Shorten the interval in a dusty work site.

G. Cooling System

Parts		Quantity	Interval (hours)							
			8	50	100	250	500	1000	2000	
1	Check Coolant Level	1								
2	Check and Adjust Fan Belt Tension	1								
3	Change Coolant	5.0L	Twice a Year*							
4	Clean Radiator and Oil Cooler	Outside	1							
		Inside	1	When coolant is changed						
5	Clean Air Conditioner Condenser	-								
6	Clean Air Conditioner Condenser Front Screen	-								

7	Clean Fuel Cooler	-							
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- ★: Shorten the maintenance interval when the machine is operated in dusty areas.
- ★★: Maintenance required only during first time check.
- *: When genuine Hitachi Long-Life Coolant (LLC) is used, change every two years or 2000 operating hours, whichever comes first.

IMPORTANT:

- Use soft water as a coolant. Do not use strong acid or alkaline water. Use the coolant with genuine Hitachi Long-Life Coolant (LLC) mixed by 30 to 50%. If a coolant mixed with less than 30% of genuine Hitachi Long-Life Coolant (LLC) is used, service life of the cooling parts may be shortened due to damage by freezing or corrosion of coolant system parts.
- If mineral-rich water is used for coolant, water stain or scale may build up inside the engine or radiator, causing overheat due to deterioration of coolant performance.

H. Electrical System

Parts			Quantity	Interval (hours)							
				8	50	100	250	500	1000	2000	
1	Battery	Check Electrolyte Level	1	Every month							
		Check Electrolyte specific gravity	1	Every month							
2	Replacing Fuses	Replace	-	As Required							

I. Miscellaneous

Parts			Quantity	Interval (hours)											
				8	50	100	250	500	1000	1500	2000	3000			
1	Check and Replace Bucket Teeth		-												
2	Change Bucket		-	As required											
3	Adjust Track Sag (Rubber Crawler) and Check for Damage		2												
4	Replace Rubber Crawler		2	As Required											
5	Check Track Sag (Steel Crawler) (optional)		2												
6	Check and Replace Seat Belt		1												
7	Check Air Conditioner (Cab Equipped Machine)		-												
8	Clean an Replace Heater/Air Conditioner Filter	Circulating Air Filter	Clean	1											
			Replace	1	After cleaning 6 times or so										
	Fresh Air Filter	Clean	1												
		Replace	1	After cleaning 6 times or so											
9	Clean Cab Floor		-	As Required											
10	Check, Clean and Function Check of Injection Nozzle		-									★			
11	Inspect and Adjust Injection Timing		-									★			
12	Measure Engine Compression Pressure		-									★			
13	Check Starter and Alternator		-									★			
14	Check Crankcase Breather		-										★		

15	Check Radiator Cap	-							★	
16	Tightening and Retightening Torque of Nuts and Bolts	-		★★		*				

★★: Maintenance required only during first time check.

Scheduled Maintenance – Thomas Skid Steer T153

ITEM	SERVICE REQUIRED	50 HRS	150 HRS	300 HRS	800 HRS	1000 HRS
Engine Oil	Check level and add if necessary. Use 10W30 API Classification CF oil.					
Hydraulic Oil	Check level and add if necessary. Use 10W30 API Classification SJ or 20W50 API Classification SJ oil.					
Radiator & Oil Cooler	Check level and add if necessary. Fill with 50% mixture of ethylene glycol and water. Check cooling fins for dirt. If necessary, blow out with compressed air					
Air Cleaner	Empty dust cap. Check condition indicator and service or replace element as required.					
Tires and Wheel Nuts	Check for low pressure or tire damage, refer to Section 5.1 for more information. Check wheel nut torque 100-110 ft. lbs. (136-149 Nm)					
Safety Equipment	Check all safety equipment for proper operation and condition. Seat belt lift arm supports, quick-tach locks, parking brake, safety treads, front shield and cab side screens. If necessary, lubricate foot pedal and steering control linkages, springs and shafts with a silicone-based lubricant. If necessary, repair or replace.					
Decals	Check for damaged safety or instruction decals. If necessary, replace.					
Lubrication	Grease all hinge pin fittings and pivot bearings until excess shows.					
Hydraulic Oil Filter	Replace hydraulic oil filter element. Initial change only					
Safety System Linkages and Springs	Check and if necessary, adjust. Lubricate lock springs, shaft and linkage with a silicone-based lubricant.					
50 Hour Service	Perform complete 50-hour service					
Engine Oil	Replace engine oil. Use API Classification CF oil. (See Section 4.8-3). Initial change only.					
Engine Oil Filter	Replace engine oil filter. Initial change only.					
Final Drive	Check chain and sprocket condition. Check every 150 hours					
Hydraulic Oil Filter(s)	Replace hydraulic oil filter element					
Preventative Maintenance Service Check	It is recommended as a preventative maintenance procedure that the 50-hour service be repeated every 150 hours.					

Engine Oil	Replace engine oil. Use API Classification CF oil. Replace every 150 hours.						
Engine Oil Filter	Replace engine oil filter. See 4.8-3. Replace every 300 hours.						
Engine Fuel Filter	Replace engine fuel filter.						
Engine Valve Clearance	Adjust						
Final Drive	Change final drive lubricating oil. Use 10W30 API Classification SJ oil.						
Hydraulic reservoir	Remove and replace the 100-micron suction element in the oil reservoir. Change hydraulic oil. Replace with 10W30 API Classification SJ oil or 20W50 API Classification SJ						
Engine Cooling System	Drain, flush and refill. Use 50% mixture of ethylene glycol and water.						

Scheduled Maintenance (Yearly) - Fall Protection Equipment, Safety Harness –

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

WEBBING
<ul style="list-style-type: none"> • UV Damage (discoloration), mildew, rotting • Cuts/ frays / abrasion • Contact with chemicals / oil / paint / marker • Soiling • Evidence of heat damage (friction, welding splatter, sparks, burn holes)
D-RINGS (includes hardware, keepers and back pads)
<ul style="list-style-type: none"> • Damage • Distortion, grooved, bent • Sharp edges, cracks • Burrs • Corrosion • Evidence of heat damage (friction, welding splatter, sparks, burn holes)
STITCHING
<ul style="list-style-type: none"> • Fully stitched • Backstitch present • Pulled or cut stiches
BUCKLES & ADJUSTERS
<ul style="list-style-type: none"> • Damage • Distortion • Sharpe edges, cracks • Sticky springs • Bent tongues • Corrosion
SNAP HOOKS
<ul style="list-style-type: none"> • Excessive wear • Excessive dirt • Sharpe edges, cracks • 2 Action open • Locking action • Corrosion

LANYARDS & LIFELINES	
• Appropriate OHSA / CSA markings or labels	
• Cuts, burns, tears or frays	
• Abrasion	
• Knots	
• Excessive soiling	
• Contact with chemicals /solvents	
• Contact with grease/ oil / paint / marker	
• UV damage (discoloration), mildew, rotting	
• Evidence of heat damage (friction, welding splatter, sparks, burn holes)	
• Distortion of housing	
• Spring tension allows for retraction and for retention	
• Indicator for activation / deployed	
• Broken wires	
LABELS & MARKINGS	
• Appropriate OHSA / CSA markings or labels	
• Legible	
• Securely held in place	
• Manufacturer's in-service date	

SCHEDULED MAINTENANCE – PORTABLE EXTINGUISHERS

CHECK – Means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

TEST – Means operation of device or system to ensure that it will perform in accordance with its intended operation or function.

INSPECT – Means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

A record of all tests and corrective measures as required by the Ontario Fire Code MUST be retained for a period of two years after they are made.

Frequency Intervals	Function	O.F.C. Reference	Reg
Annually	Maintenance and testing of portable extinguishers shall be in conformance with NFPA 10, “Portable Fire Extinguishers”. *	Div B – 6.2.7.1.	
Monthly	Portable extinguishers shall be inspected monthly. **	Div B – 6.2.7.2.	O. Reg 213/91, s. 55
Every 5 Years	Pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested . *	Div B – 6.2.7.1.	
Every 6 Years	Stored pressure extinguishers that require a 12-year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures. *	Div B – 6.2.7.1	

* Portable extinguishers must be serviced by a qualified technician in accordance with NFPA 10.

** A record of this inspection shall be recorded on the tag located on the portable extinguisher or in a maintenance logbook

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.

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.

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

<p>If the injured worker:</p> <ul style="list-style-type: none"> requires treatment from a health professional (beyond first aid), or is absent from, or earns less than regular pay 	WSIB	Within 3 days	In writing
<p>If the injured worker:</p> <ul style="list-style-type: none"> does not receive health care, and requires modified work due to the injury or illness, and has been doing modified work at regular pay for more than 7 days 	WSIB	8th day of modified work.	In writing
<p>Near Miss Reporting – Project Site</p> <ul style="list-style-type: none"> An accident, premature or unexpected explosion, fire, flood or inrush of water, failure of any equipment, machine, device, article or thing, cave-in, subsidence, rock burst, or other prescribed incident 	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.

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
HSE Manager	(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	Gasoline	Motors
Wood	Rubber	Oil based paints	Propane	Switch-gears
Paper	Plastics	Acetylene	Gases	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.

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 (PROJECT REVIEW)

Weekly statistics will be reviewed for all sites during the company-wide safety meeting/call.

2. MONTHLY STATISTICS (PROJECT REVIEW)

The 4SafeCom system will generate monthly statistics based on the submitted Weekly Safety reports. 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** report, 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.

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 Clarence certificates

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

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

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

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) **O. Reg. 149/12**

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) **O.Reg. 490/09**

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)

Operations that may expose a worker to asbestos are classified as Type 1, Type 2 and Type 3 operations. **O. Reg. 278/05, s. 12 (1).**

The following are Type 1 operations:

- Installing or removing ceiling tiles that are asbestos-containing material, if the tiles cover an area less than 7.5 square metres and are installed or removed without being broken, cut, drilled, abraded, ground, sanded or vibrated.
- Installing or removing non-friable asbestos-containing material, other than ceiling tiles, if the material is installed or removed without being broken, cut, drilled, abraded, ground, sanded or vibrated.
- Breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable asbestos-containing material if,
 - the material is wetted to control the spread of dust or fibres, and
 - the work is done only by means of non-powered hand-held tools.
- Removing less than one square metre of drywall in which joint-filling compounds that are asbestos-containing material have been used. **O. Reg. 278/05, s. 12 (2).**

The following are Type 2 operations:

- Removing all or part of a false ceiling to obtain access to a work area, if asbestos-containing material is likely to be lying on the surface of the false ceiling.
- The removal or disturbance of one square metre or less of friable asbestos-containing material during the repair, alteration, maintenance or demolition of all or part of machinery or equipment or a building , aircraft, locomotive, railway car, vehicle or ship.
- Enclosing friable asbestos-containing material.
- Applying tape or a sealant or other covering to pipe or boiler insulation that is asbestos-containing material.
- Installing or removing ceiling tiles that are asbestos-containing material, if the tiles cover an area of 7.5 square metres or more and are installed or removed without being broken, cut, drilled, abraded, ground, sanded or vibrated.
- Breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable asbestos-containing material if,
 - the material is not wetted to control the spread of dust or fibres, and
 - the work is done only by means of non-powered hand-held tools.
- Removing one square metre or more of drywall in which joint filling compounds that are asbestos-containing material have been used.
- Breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable asbestos-containing material if the work is done by means of power tools that are attached to dust-collecting devices equipped with HEPA filters.
- Removing insulation that is asbestos-containing material from a pipe, duct or similar structure using a glove bag.
- Cleaning or removing filters used in air handling equipment in a building that has sprayed fireproofing that is asbestos-containing material.
- An operation that,

- is not mentioned in any of paragraphs 1 to 10
- may expose a worker to asbestos, and
- is not classified as a Type 1 or Type 3 operation. O. Reg. 278/05, s. 12 (3).

The following are Type 3 operations:

- The removal or disturbance of more than one square metre of friable asbestos-containing material during the repair, alteration, maintenance or demolition of all or part of a building, aircraft, ship, locomotive, railway car or vehicle or any machinery or equipment.
- The spray application of a sealant to friable asbestos-containing material.
- Cleaning or removing air handling equipment, including rigid ducting but not including filters, in a building that has sprayed fireproofing that is asbestos-containing material.
- Repairing, altering or demolishing all or part of a kiln, metallurgical furnace or similar structure that is made in part of refractory materials that are asbestos-containing materials.
- Breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable asbestos-containing material, if the work is done by means of power tools that are not attached to dust-collecting devices equipped with HEPA filters.
- Repairing, altering or demolishing all or part of any building in which asbestos is or was used in the manufacture of products, unless the asbestos was cleaned up and removed before March 16, 1986. O. Reg. 278/05, s. 12 (4).

Asbestos on Construction Projects, Regulation 278/05

SILICA

Silica dust and particles are a hazard on many jobsites. **O.Reg. 490/09**

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) **O. Reg. 36/93**

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) **O. Reg. 95/11**

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.

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"> • Current edition of the St. John's Ambulance First Aid Manual and Log; • Current edition of Reg.1101; • One eye wash Station • 1 'In Case of Injury' poster; • Incident/Accident • Investigation Report Form • First Aid Station Inspection Form 	<ul style="list-style-type: none"> • 1 card of safety pins; • 12 adhesive dressings individually wrapped; • 4 sterile gauze pads, 3 inches wide; • 2 rolls of gauze bandage, 2 inches wide • 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses; • 1 triangular bandage
6 to 15 People	<ul style="list-style-type: none"> • Current edition of the St. John's Ambulance First Aid Manual and Log; • Current edition of Reg.1101; • One eye wash Station • 1 'In Case of Injury' poster; • Incident/Accident • Investigation Report Form • First Aid Station Inspection Form 	<ul style="list-style-type: none"> • 1 card of safety pins; • 24 adhesive dressings individually wrapped; • 12 sterile gauze pads, 3 inches wide; • 4 rolls of 2-inch gauze bandage; • 4 rolls pf 4-inch gauze bandage; • 4 sterile surgical pads suitable for pressure dressings, individually wrapped;

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

(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.
 - (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:
 - 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.
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.

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)

CHAPTER SEVENTEEN

WORKPLACE VIOLENCE & HARASSMENT

WORKPLACE VIOLENCE AND HARASSMENT POLICY STATEMENT

MJ Dixon Construction Limited recognizes the potential for workplace violence and harassment and are committed to working with employees to provide a safe and respectful work environment.

MJ Dixon Construction Limited does not condone and will not tolerate workplace violence and harassment and will take all reasonable and practical measures to prevent violence and harassment from occurring on company premises, while an employee is conducting company business at other locations, during work-related travel or when conducting business by phone.

The Occupational Health and Safety Act defines:


Workplace Violence as: the exercise of physical force, the attempt to exercise physical force, or 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.

Workplace Harassment as: engaging in a course of vexatious comment or conduct against a worker in a workplace – behaviour that is known or ought reasonably to be known to be unwelcome, or workplace sexual harassment.

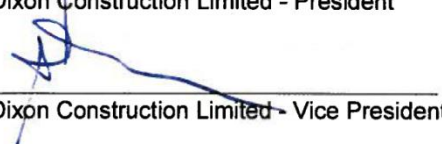
Workplace Sexual Harassment as: engaging in a course of vexatious comment or conduct against a worker in a work- place because of sex, sexual orientation, gender identity or gender expression, where the course of comment or con- duct is known or ought reasonably to be known to be unwelcome or, making sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, rant 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.

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 always be made aware on the importance of maintaining respect in the workplace.


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. Management pledges to investigate all incidents and complaints of workplace violence and harassment in a reasonable and timely manner, respecting the privacy of all concerned to the extent possible, except where required by law. Management also are accountable for putting an end to any discrimination or harassment they are aware of, whether there is a complaint or not.




MJ Dixon Construction Limited - President



MJ Dixon Construction Limited - Vice President



07 Oct 2020



07 Oct 2020

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:

1. The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
2. An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
3. 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:

1. 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
2. workplace sexual harassment;

Workplace sexual harassment is defined as:

1. 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
2. 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 will be completed on an **“annual”** basis or earlier as 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:

1. The worker can be expected to encounter that person in the course of his or her work; and
2. 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

EMPLOYER

For the purposes of this policy, Employers, are responsible for:

1. Advising joint health and safety committee or health and safety representative of results of an assessment of workplace violence risks [section 32.0.3(3)(a)] or the results of a reassessment [section 32.0.3(5)].
2. Inform the committee or health and safety representative if a person is killed, critically injured, disabled from performing their usual work, or requires medical attention due to workplace violence [sections 51(1) and 52(1)].
3. Be aware of their responsibilities for people with disabilities under the Human Rights Code when dealing with workplace violence and harassment
4. Keeping workplace free of discrimination and harassment related to one or more of the Code's protected grounds.
5. Ensuring the prevention of unwelcome sexual solicitation by a person who is in a position to confer, grant or deny a benefit or advancement, or a reprisal or threat of reprisal.
6. Ensure that proper steps have been taken to prevent and address Workplace Violence and Harassment in the workplace or at a work-related function

MANAGEMENT/SUPERVISOR

For the purposes of this policy, as a supervisor or manager, you are responsible for:

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 that proper steps have been taken to prevent and address Workplace Violence and Harassment in the workplace or at a work-related function
8. Ensure your own immediate physical safety if an incident of workplace violence occurs, then report criminal behavior to the appropriate law enforcement agency; and
9. 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. 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.
4. Make a formal report/statement to their supervisor.

INVESTIGATOR

For the purposes of this policy, Investigator, you are responsible:

1. To act respectfully towards other individuals while at work and participating in investigation;

2. Ensure they have received proper training and instruction on how to investigate appropriate to the circumstances;
3. Ensure not to disclose any identifying information unless it is necessary to conduct the investigation
4. Ensure your own immediate physical safety if an incident of workplace violence occurs, then report criminal behavior to the appropriate law enforcement agency; and
5. Ensure the security and safety of all parties involved during an investigation of an incident of workplace violence;
6. Take corrective action or otherwise required by law.

JOINT HEALTH AND SAFETY COMMITTEE OR HEALTH AND SAFETY REPRESENTATIVES (IF ANY)

For the purposes of this policy, JHSC or H&S Representative, are responsible:

1. Receive information and instruction on Workplace Violence and Harassment program;
2. Enforcing same powers and responsibilities for Workplace Violence hazards as they do for other occupational health and safety hazards under the Occupational Health and Safety Act.
3. Recognize risks of Workplace violence and Harassment in the course of carrying out their regular functions
4. Help worker report an incident of Workplace Violence and Harassment, as well as providing worker who has allegedly experience Violence or Harassment resources available.

POLICE

For the purposes of this policy, Police, are responsible:

1. Enforcing Canada's Criminal Code which deals with matters such as assault, sexual assaults, threats of bodily harm and behaviours such as stalking. The police should be contacted immediately when an act of violence has occurred in the workplace or when someone in the workplace is threatened with violence.

MINISTRY OF LABOUR

For the purposes of this policy, Ministry of Labour, are responsible for:

1. Ensuring employers, supervisors and workers are complying with workplace violence and workplace harassment requirements.
2. Inspectors may issue written orders to comply with the Act when contraventions are found [section 57].

ONTARIO HUMAN RIGHTS SYSTEM

For the purposes of this policy, Ontario's Human Rights Code, is responsible for:

1. Providing provincial law that gives everyone equal rights and opportunities without discrimination or harassment in specific areas such as employment, housing and services.

The code's goal is to prevent discrimination and harassment based on the following grounds:

- race
- ancestry
- place of origin
- colour
- ethnic origin
- citizenship
- creed (religion)
- sex (including pregnancy)
- sexual orientation
- gender identity
- gender expression
- age (18 and over)
- marital status (including same sex partners)
- family status
- disability

CHAPTER EIGHTEEN

RETURN TO WORK

RETURN TO WORK POLICY STATEMENT

PHILOSOPHY

The Management of MJ Dixon Construction Limited is committed to cooperating with all employees who have been injured on the job site and will do everything we can for an early and safe return to work. Appropriate and early work reintegration maintains a worker's dignity and productivity which plays an important role in their recovery and rehabilitation. 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.

RETURN TO WORK DEFINITION

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

ROLES AND RESPONSIBILITIES:

EMPLOYER

- 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

- 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.

WSIB

- Ensure the proper administration of all claims.

DESIGNATED RTW COORDINATOR

- Act as a central point of contact to communicate and coordinate the return to work process with all involved parties such as the worker, union, supervisors, health professionals and the insurance provider

CO-WORKERS

- Support the returning employee

UNION OR EMPLOYEE REPRESENTATIVE

- Take an active role as partners in the accommodation process.

HEALTH PROFESSIONAL

- Provide appropriate, effective health care that facilitates recovery and expedites return to productive work.

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

August 2020
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.

PROCEDURE

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.

DETERMINING FITNESS FOR ESSENTIAL DUTIES

To determine the essential duties of a worker's pre-injury job, the duties necessary to achieve the actual job outcome is considered. The "job outcome" is the overall objective of the job in terms of the production of the final product or provision of service. In addition, the following factors are considered

- how often each duty is undertaken
- the proportion of time spent at each duty
- the effect on the job outcome if a duty is removed
- the effect on the process before or after a duty, if a duty is removed
- the current job description, and
- the normal productivity expected in the job.

The "normal productivity expected in the job" refers to the rate, range or level of production or service expected for the job.

RE-EMPLOYMENT

M.J. Dixon Construction Limited's obligation to re-employ begins when it is notified that an injured construction

worker is medically able to perform

- the essential duties of his or her pre-injury job
- suitable construction work, or
- suitable non-construction work.

Following notification, M.J. Dixon must offer to re-employ the injured worker in the first job that becomes available that is consistent with the worker's medical ability to return to work.

M.J. Dixon's offer of work must consider its obligation to accommodate the work or the workplace, to the needs of the worker, to the extent that the accommodation does not cause undue hardship.

In all cases where the worker is medically able to perform some type of construction work, M.J. Dixon has more than one construction job available must offer to re-employ to the worker in the construction job that is most similar in nature and earnings to the one the worker had on the date of injury.

M.J. Dixon's obligation to re-employ continues until the earliest of

- two years from the date of injury
- one year after the worker is medically able to do the essential duties of the pre-injury job
- the date the worker declines an offer of work, or
- the date the worker reaches age 65.

SUITABLE WORK

Suitable work means post-injury work that is safe, productive, consistent with the worker's functional abilities, and that, when possible, restores the worker's pre-injury earnings.

Safe

The following factors should be examined when considering whether post-injury work is safe

- the work does not pose a health or safety risk to the worker (e.g., should not cause re-injury or a new injury), to co-workers, or to third-parties
- the work is performed at a worksite that is covered by either the Occupational Health and Safety Act or the Canada Labour Code, and
- the worker has the functional ability to travel safely to and from the proposed worksite.

To determine the worker's ability to travel safely, the following factors should be considered

- whether the worker's work-related injury/disease restricts his or her capability for safe travel (e.g., a worker with a fractured leg, and on crutches, may not be able to walk on icy ground safely), and
- whether the mode of transportation the worker is required to use to travel to the proposed worksite poses a health or safety risk to him or her or to the general public (e.g., a worker with a broken right foot would

Productive

Productive work is work

- that the worker has, or can acquire, the necessary skills to perform, and
- whose tasks provide an objective benefit to M.J. Dixon.

Another relevant factor is whether the worker is performing productive tasks for the entire shift, or only a portion of the shift.

Consistent with the worker's functional abilities

A job is considered consistent with the worker's functional abilities when the tasks and/or duties associated with the job can be performed within the reported physical/cognitive capabilities of the worker

Pre-injury earnings

A worker's pre-injury earnings may refer to either the worker's average earnings at the time of the injury, or any appropriate recalculation of those earnings.

Work Transition

The WSIB provides a work transition (WT) assessment to determine what specialized assistance a worker requires to enable a return to work with the injury employer or, if necessary, in a suitable occupation (SO) that is available in the labour market

Following the assessment, the WSIB, in collaboration with the workplace parties (worker and employer), union representatives and other authorized representatives determine a SO for the worker.

WT assessments are considered for workers

- who have or likely have a permanent impairment

- who are not capable of performing the pre-injury job
- whose employer is unable to provide suitable and available work, or
- whose employer has identified a job, but it is unclear if the work is suitable.

WT assessment will be provided six to nine months following the date of injury. If this is not possible, the WT assessment will occur as soon as the worker is functionally fit to return to suitable work.

The WT assessments must look at all the worker's impairments/disabilities, including those that are work-related and non-work-related (e.g., including non-physical disabilities such as a learning disability) in accordance with human rights legislation.

All impairments/disabilities must be considered in identifying a SO for the worker.

Determining a Suitable Occupation

A SO represents a category of jobs suited to a worker's transferable skills that are safe, consistent with the worker's functional abilities, and that to the extent possible, restores the worker's pre-injury earnings. The SO must be available with the injury employer or in the labour market.

When determining a SO for a worker, every effort is made to

- maintain the employment relationship between worker and M.J. Dixon by identifying appropriate occupations within company
- provide for effective and meaningful input and choice on the part of the worker in identifying a SO, and
- re-integrate workers into suitable and available work, all within a reasonable cost structure.

In determining a SO, the WSIB works with the worker and M.J. Dixon and considers

- a worker's functional abilities
- a worker's employment-related aptitudes, abilities, and interests
- what jobs are available with M.J. Dixon through direct placement, accommodation, or retraining
- labour market trends, and the likelihood of the worker being able to secure and maintain work within the occupation with another employer, and
- in accordance with applicable human rights legislation, any pre-existing non-work-related condition(s) (e.g., including non-physical disabilities such as a learning disability) a worker may have, as well as any other human rights-related accommodation requirements.

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).
- Obtain expert opinion and advice from designated human resources or health specialist when necessary.
- Keep information/medical records confidential

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.

WSIB

- Ensure the proper administration of all claims.
 - Maintain communication with the company, and our injured workers and their health care providers.
 - Offer mediation services when a dispute arises regarding return to work.
 - Help the company and our injured workers, when necessary, through the return to work process.
 - Determine the suitability of employment and fitness to return to work.
 - Enforce our company's re-employment obligations.
- Encourage and actively assist injured workers in their successful return to work

DESIGNATED RTW COORDINATOR

- Act as a central point of contact to communicate and coordinate the return to work process with all involved parties such as the worker, union, supervisors, health professionals and the insurance provider
- Develop individual RTW Plans with input from the injured /ill workers and facilitate workplace support for the RTW program through education and resources
- Monitor the progress of each return to work case and advise all involved parties of any changes to wages, duration or duties of the plan and the closure of the plan.
- Document all activities and responsibilities in each return to work case and oversee the administration of the return to work program

CO-WORKERS

- Support the returning employee

UNION OR EMPLOYEE REPRESENTATIVE

- Take an active role as partners in the accommodation process.
- Provide accommodation advice and guidance.
- Support accommodation measures regardless of the collective agreement, unless to do so would impose undue hardship.
- Work with the employer to address existing barriers in the collective agreement, ensuring that no new barriers are added.

HEALTH PROFESSIONAL

- Provide appropriate, effective health care that facilitates recovery and expedites return to productive work.
- Provide information on the injured or ill worker's functional abilities when requested by the company, our employees or the WSIB.
- Provide timely information to the WSIB.

CHAPTER NINETEEN

MANAGEMENT REVIEW

SENIOR MANAGEMENT REVIEW POLICY STATEMENT

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

August 2020
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.

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 acknowledgment sheet, the Trade Contractor shall also sign off on **MJ Dixon Construction Limited– TRADE CONTRACTOR HEALTH AND SAFETY AGREEMENT** before commencement of work on any of our projects.

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.

Revision Table

Pg #	Date	Comments	Reviewed by	Approved by	Initial
6	Aug/20	Added JHSC/Certified Member Section	Samira Westlund – HSE Manager	HSE Manager	SW
17	Aug/20	Revised Safety Rules	Samira Westlund – HSE Manager	HSE Manager	SW
24 - 30	Aug 20	Revised PPE Procedures	Samira Westlund – HSE Manager	HSE Manager	SW
59	Aug 20	Updated Emergency Contacts Numbers	Samira Westlund – HSE Manager	HSE Manager	SW
89	Aug/20	Revised Workplace Violence & Harassment Policy Statement	Samira Westlund – HSE Manager	HSE Manager	SW
94	Aug 20	Added to worker responsibilities. 4-Make a formal report/statement to their supervisor.	Samira Westlund – HSE Manager	HSE Manager	SW
65	Aug 20	All summary records are maintained in 4S Added; during company-wide weekly safety meeting/call.	Samira Westlund - HSE Manager Paul Chiang – VP Sara Blake - H&S Rep	HSE Manager	SW
32	Aug 20	Added in element 7 . overdue for services shall be tagged	Samira Westlund – HSE Manager	HSE Manager	SW
30	Aug 20	Revised Maintenance Table	Samira Westlund – HSE Manager	HSE Manager	SW