



M.J. Dixon Construction Limited

ORIENTATION

Prepared by: HSE Manager
Reviewed by: JHSC
Approved by: Vice President
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Rev:02

About Company

Welcome to M.J. Dixon Construction Limited

M.J. Dixon Construction Limited was established in 1986 and has experienced steady growth while attaining a reputation for quality of work and service in construction.

M.J. Dixon Construction Limited is a member of the [Ontario General Contractors Association](#) and is [CORTM certified with the IHSA](#). We are also certified with the [League of Champions](#), highlighting the culture of safety in our practice and industry.



www.mjdixon.ca

M.J.Dixon Culture

Teamwork

From top management to field staff, teamwork moves the project forward effectively. Personal dedication and responsible direction gets the job done right.

Value

A client may not always be able to evaluate the cost implications of an architect's proposal. We bring an insider's knowledge of costs and an excellent network of professional resources to deliver consistently competitive pricing on a variety of projects. We offer creative thinking on alternatives and options to stay within budget. The firm's principals are involved directly with each project and this ability to mobilize and manage quickly means value in construction.

Control

MJ Dixon Construction maintains a supervisory staff for the project to coordinate and oversee progress of trade contractors. During construction, our team schedules progress meetings to discuss procedure, problems and deadlines and reports to you. We lead not only with individual tasks, but with the entire process.

Comfort

Throughout the life of your project, your company will have the comfort of knowing it has an ally exclusively devoted to your interests. MJ Dixon Construction will assist you and the design team in obtaining building permits and certificates of occupancy and coordinate inspections by required authorities. With ample bonding capacity, we will give you total piece of mind thereby allowing you to focus on running your business.

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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.

Health & Safety And Environmental Policy

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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.

Violence & Harassment Policy



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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 OHS 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.
13. Covid plans and protocols should be followed at all M.J. Dixon premises and project sites.

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.

General Safety Rules



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Required PPE on Site

All Basic PPE and Specialized PPE should be always worn



PPE must be worn correctly, used appropriately, cared for, and maintained regularly.

In Case of Injury

**IN CASE OF INJURY
OR ILLNESS AT WORK**

1
Get medical help


2
Document


3
Report to the WSIB


4
Work together


Questions?
We're here to help.

Call us at: 1-800-387-0750 | TTY: 1-800-387-0050
For details visit wsib.on.ca/reporting

wsib
ONTARIO

MJ DIXON CONSTRUCTION

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MJD Return to Work Policy & Program

M.J.Dixon is committed to working with any injured employee to ensure an early and safe return to work following a workplace injury.

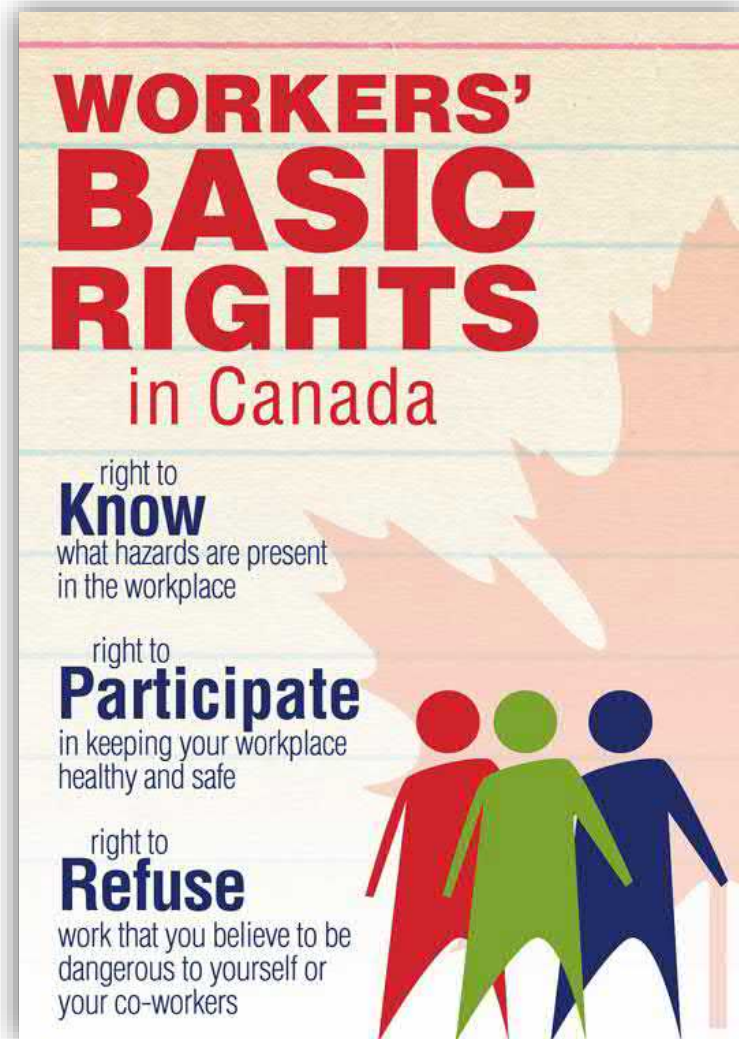
We will make every reasonable effort to provide suitable value-added modified work to an employee who is temporarily unable to perform his/her normal duties as a result of physical limitations caused by injury/illness



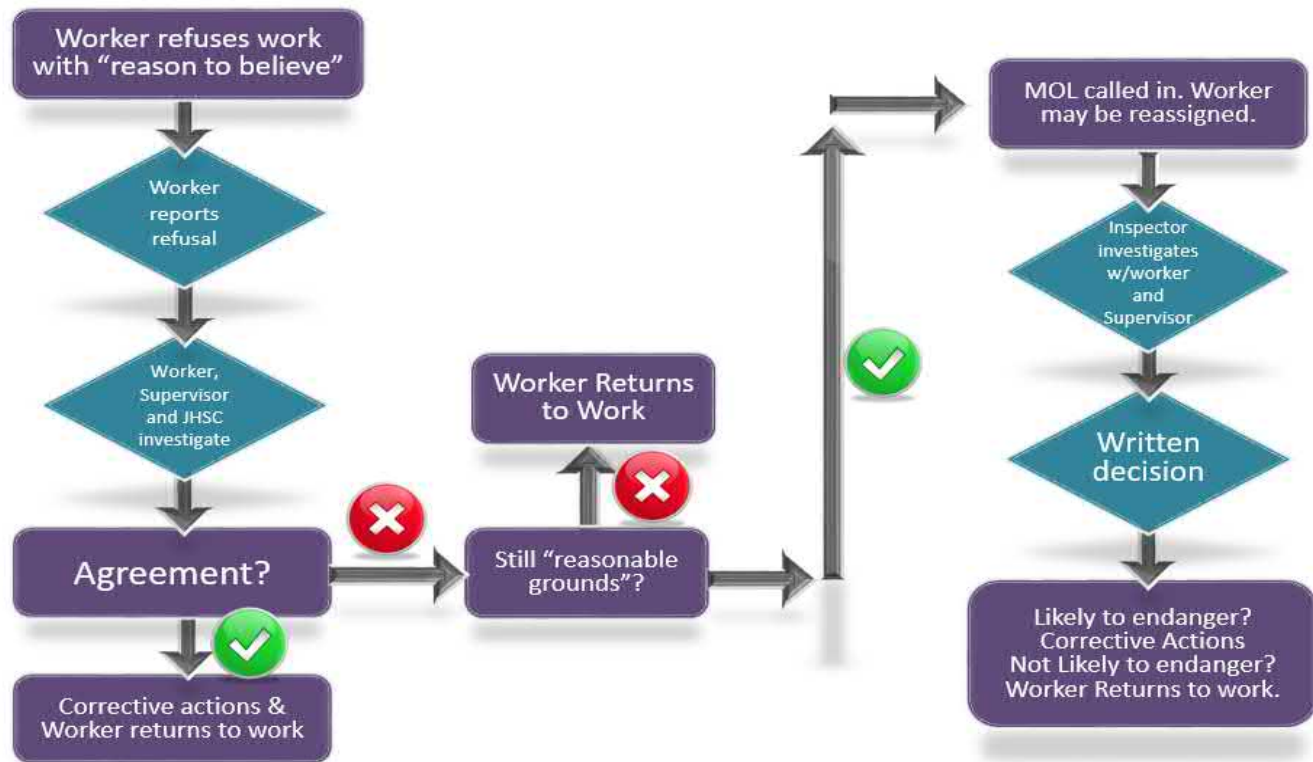
Worker Rights

No employer or person acting on behalf of an employer shall action against a worker because the worker:

- Sought enforcement of the OHSA or regulations; or,
- Acted in compliance with the OHSA or the regulations.

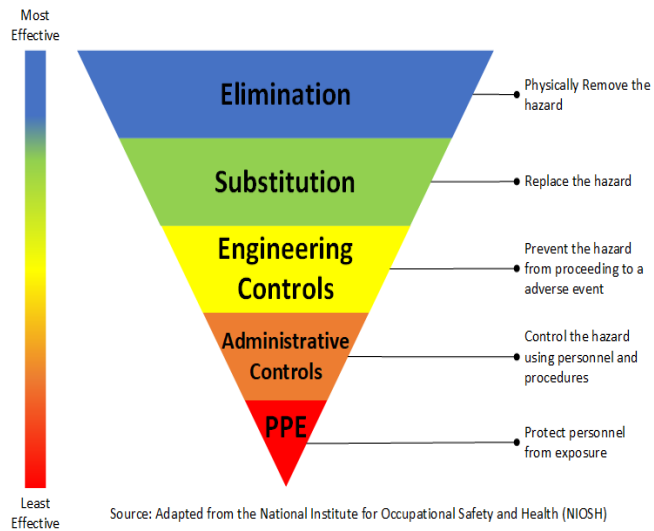


Work Refusal Process



Overall Hazards & Control Method

HAZARDS					
PHYSICAL	CHEMICAL	SAFETY	BIOLOGICAL	ERGONOMICS	PHYSIOLOGICAL
Noise	Dust/ Particulates	Blocked walkway	Bacteria	Workflow	Shiftwork
Radiation	Fumes	Fall from heights	Virus COVID-19	Workspace Layout	Workload
Lighting	Gasses	Electrical	Fungi	Repetition	Violence & Harassment
Extreme Temperatures	Liquids	Confined Spaces	Parasites	Overexertion	Stress
Vibration	Vapours	Machinery with moving parts	Insect/ Animal bite	Posture	Fatigue
Pressure	Fibers	Spills	Mold	Strains	Bullying



Housekeeping



Maintain order throughout the workday

- Cleaning and organization must be done regularly
- not just at the end of a shift!

Assign responsibility to all MJD employees

- Keep work areas neat and orderly
- Inspect work areas to ensure housekeeping is maintained
- Report housekeeping hazards/deficiencies to a Supervisor!



Drug and Alcohol Smoking & Vaping

In the interest of promoting a safe and healthy work environment, and in compliance with local bylaws and provincial legislation:

- ***Smoking/vaping is prohibited within all MJD facilities, vehicles and project sites except in designated outdoor smoking areas.***
- A list of designated outdoor smoking areas with any restrictions are posted on facility communication boards.
- Per Ontario Law, **e-cigarettes** are banned wherever smoking is banned.

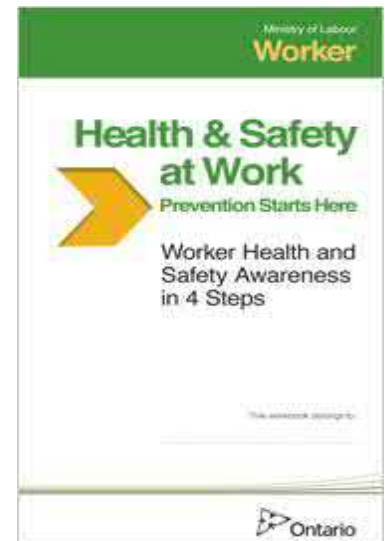
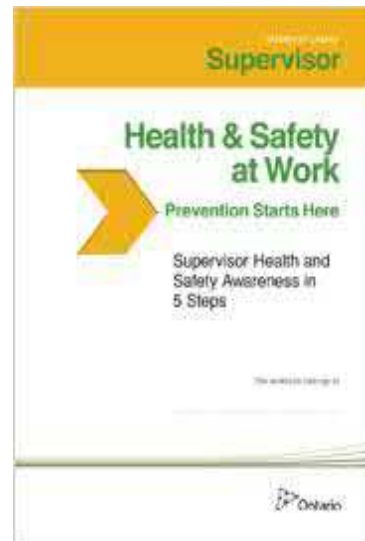


On Site Minimum Requirements

Training

Certifications

1. OHS Awareness
 - 4 steps (Worker)
 - 5 Steps (Supervisor)
2. WHMIS 2015
3. Working at height
4. First Aid Certification



On-Site Reporting

Daily:	<ul style="list-style-type: none">• PHA/JHA• Equipment Inspection• Harness Inspection• Specific Tools & PPE Inspection• COVID - 19 Screening• QA/QC	As Required:	<ul style="list-style-type: none">• Utility Reports• Risk Assessment• MOL Reports• Site Orientation• Incident & Accident reporting• Contractor Violation Report• Progressive Discipline• Permit (LOTO/CS/Excavation/Height)• Rescue Plan• Specific SafeWork Plan
Weekly:	<ul style="list-style-type: none">• Toolbox Talk• Site Superintendent Workplace Inspection		
Monthly:	<ul style="list-style-type: none">• H&S Rep Workplace Inspection• HSE Manager Inspection• Fire Extinguishers Inspection• First Aid Station Inspection• Eye Wash Station Inspection	Yearly:	<ul style="list-style-type: none">• MJD Fire Drill Report• MJD Senior Management Site Visit• MJD COR Internal Audit• MJD Contractor's Evaluation Report

Security

What should you do in the event of an active shooter situation?



On-Site Reporting



ATTENTION CONTRACTORS!

Please scan the QR code to
access our online Inspection
forms.

Contractors are required to
fill in the inspection forms
daily before working on site.

SCAN ME!



THANK YOU!

www.mjdixon.ca

SUB-Contractors Compliance

Pre-qual

1. Form 1000
2. WSIB Clearance (Current)
3. Certificate of Insurance (Named M.J. Dixon Construction LTD.)
4. Health & Safety Policy (Signed & Current)
5. Violence & Harassment Policy
6. H&S Policy & Program/Manual
7. AODA Policy (Signed & Current)
8. Training Records: Fall/WHMIS/MOL 485/Competent Supervision/First Aid/Trade Specific
9. Safety Data Sheets (SDS)
10. List of Contractors and Sub-contractors

Progressive Discipline 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

How To Wash your hands

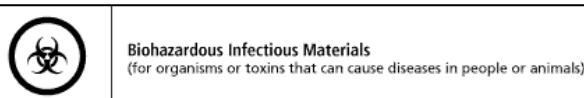




View our online SDS Library



1. Open your phone's camera app
2. Scan the QR code but don't take a picture!
3. A small box will appear on the screen that says "Tap to go to www.mjdixon.ca"
4. The list is in Alphabetical order starting with the Product name



www.mjdixon.ca

Manual Handling

LIFTING DO'S & DON'TS			
<p>DO LIFT AS A TEAM</p>  <p>Do lift bulky or heavy loads as a team. Doing so is smart and the safe way to work.</p>	<p>DO TURN WITH LEGS</p>  <p>Do move your legs and feet when turning or lowering the load. Avoid twisting at your waist.</p>	<p>DO USE YOUR LEGS</p>  <p>Do lift the load using your powerful leg and buttocks muscles. Your feet should be wide apart, head and back upright. Keep abdominal muscles tight and the load in close.</p>	<p>DO USE EQUIPMENT</p>  <p>Do use equipment like hand trucks, dolly's, or forklifts to do the heavy lifting. It's much less work and less risk of injury.</p>
<p>DON'T LIFT BULKY LOADS ALONE</p>  <p>Don't lift bulky or heavy loads alone. Doing so puts great stress on your low back muscles and spine.</p>	<p>DON'T TWIST WHEN LIFTING</p>  <p>Don't twist when lifting, lowering, or carrying any load as this increases your risk of back injury.</p>	<p>DON'T USE YOUR BACK</p>  <p>Don't lift the load with your rear end high and your head low. Use your leg muscles, not your weaker low back muscles.</p>	<p>DON'T LIFT HEAVY LOADS</p>  <p>Don't lift heavy loads when you can use equipment. It is less work and less stress on your low back.</p>

How to Use a Fire Extinguisher

- You are not compelled to extinguish the fire, but if you do, you must be familiar with your fire extinguishers.
- Only try to put out a fire if you have a clear path out of the area.
- Only attempt to put a fire out if you have a clear exit from the area
- **Do not turn your back on a fire.**
- Extinguishers are only effective for about 30 seconds.



Environment

- Construction practices will require scoping to ensure conformance with legal, local and M.J.Dixon requirements.
- Identify Environmental aspects and monitor and implement required action
- Activities of concerns:
 - Oil and fuel Storage and handling
 - Hazardous material and waste management
 - Excavating existing soil
 - Dust control
 - Protected species
- Any chemical spills or releases must be immediately reported to M.J.Dixon Site Super.



**SAFE JOB PROCEDURES
OCCUPATIONAL HEALTH**



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SAFE JOB PROCEDURES



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Job Hazard Assessment

-  01 OFFICE WORK 2020
-  02 DRIVING 2020
-  03 SUPERVISING SITE 2020
-  04 SNOW FENCE INSTALLATION 2020
-  05 HOARDING SET UP AND TAKEDOWN 2020
-  06 ROAD CLOSURE 2020
-  07 SIGNAGE INSTALLATION 2020
-  08 LOADER OPERATIONS 2020
-  09 SKID STEER OPERATIONS 2020
-  10 MATERIAL HANDLING 2020
-  11 EXCAVATION 2020
-  12 STRUCTURAL STEEL INSTALLATION 2020
-  13 WORKING ON SCAFFOLDS 2020
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-  15 WORKING ON SUSPENDED ACCESS PLATFORMS 2020
-  16 POWER-HAND TOOL OPERATIONS 2020
-  17 LADDER USE 2020
-  18 WORKING AT HEIGHTS 2020
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-  24 DISPOSAL 2020
-  25 HIGH VOLTAGE WORK 2020
-  26 EXPOSURE TO OCCUPATIONAL HEALTH HAZARDS 2020
-  27 HOISTING AND RIGGING 2020

Incident Reporting & Communication Plan



All:

- ❖ Hazards
- ❖ Near Misses
- ❖ First Aids
- ❖ Incidents
- ❖ Accidents
- ❖ Spills

Shall be reported to MJD Site Super Immediately

Documents that need to be collected :

- ❖ Worker Statement
- ❖ Witness Statement
- ❖ WSIB Required Forms (Form 8/FAF)
- ❖ Incident Report



Health Hazards

Designated Substances

Ontario

Dangers of exposure:

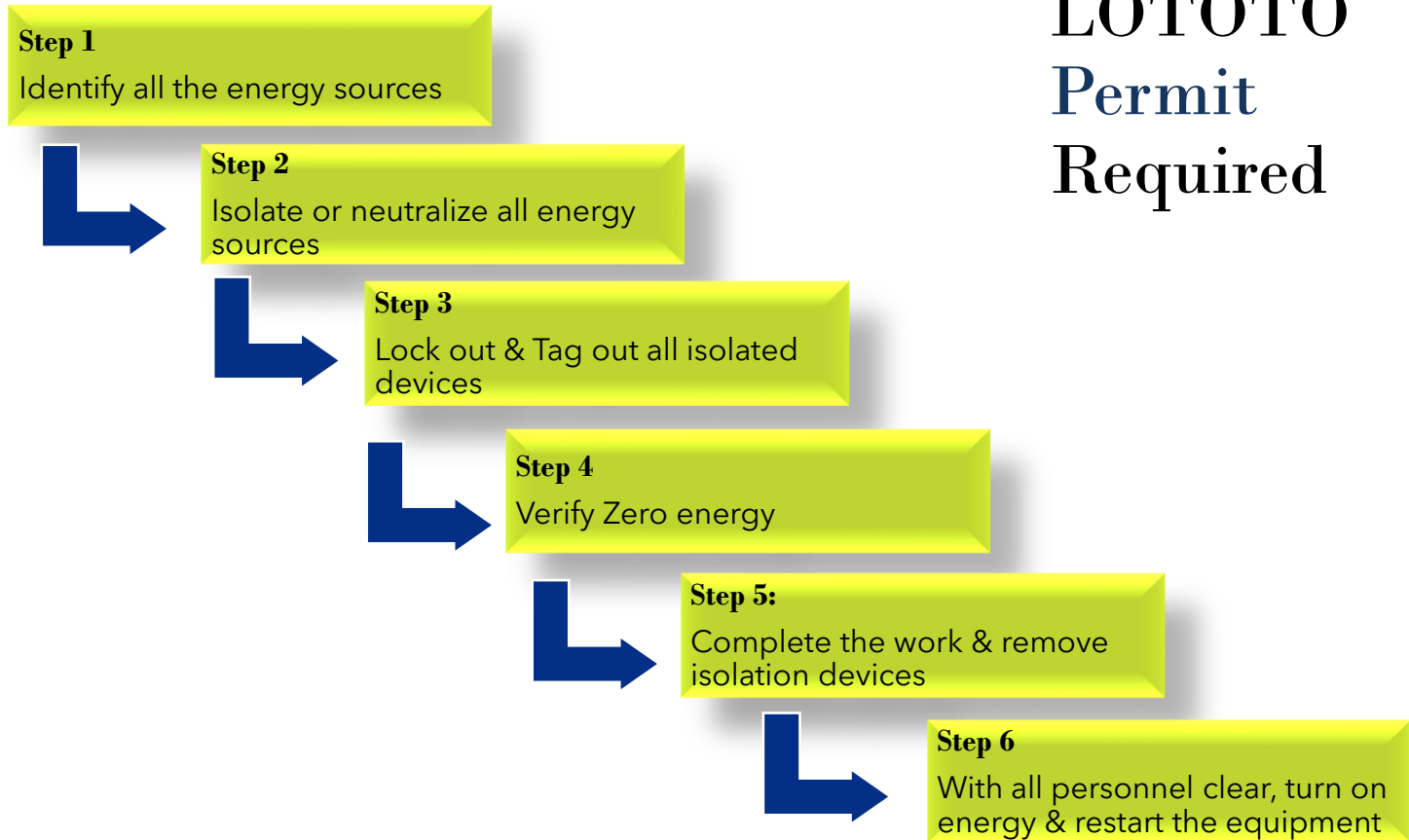
- Cancer
- Strong allergic reactions
- Liver and lung disorders
- Damage to the nervous system



11 Designated Substances

1. Acrylonitrile
2. Arsenic
3. Asbestos
4. Benzene
5. Coke oven emissions
6. Ethylene oxide
7. Isocyanates
8. Lead
9. Mercury
10. Silica
11. Vinyl chloride

LOTOTO Permit Required



Legislation



Construction Sites
O. Reg. 213/91:
CONSTRUCTION PROJECTS
Ontario.ca

Offices & Shops
O. Reg. 851 Industrial
establishment standard

Top 8 Food Allergies in the Workplace



Training Verification On Site:

Proof of Training (to be always carried on person)

- WHMIS 2015
- AODA Worker or Supervisor Awareness
- Workplace Violence and Harassment
- Working at Height
- MOL Worker Awareness Training
- MOL Supervisor Awareness Training for Site Foreman
- First Aid (One Certified First Aid Person per crew at minimum as well as First Aid Kit appropriate for crew size)
- Trade or Task Specific Training

Orientation Evaluation

- Q1: What are the three worker's rights?
- Q2: What are the health risks of being exposed to designated substances?
- Q3: What are the four steps to using a fire extinguisher?
- Q4: Where can you obtain an emergency response plan for a specific site?
- Q5: Where can you obtain information on health and safety representatives?

Site Specific Orientation:

- ☐ Project Information
- ☐ Emergency Evacuation
- ☐ Emergency Contact Information
- ☐ Closest Hospital
- ☐ Location of Safety Board
- ☐ Project Specific Hazards
- ☐ Site Logistics
- ☐ Covid Safety Plan

How the Act Affects Employers and Employees Who Own or Drive Work Vehicles

A workplace vehicle, a vehicle used by an employer or employee to conduct any type of work, is an **enclosed workplace** under the *Smoke-Free Ontario Act* (SFOA). This means that smoking is prohibited in workplace vehicles 24 hours a day, seven days a week, just as it is prohibited inside of an office building. Smoking in a workplace vehicle is prohibited after working hours are over and regardless of whether or not there are passengers in the vehicle. Workplace vehicles are required to have “No Smoking” signage posted in the vehicle, visible to occupants.

Examples of Workplace Vehicles

- Taxis and limosines
- Delivery and courier vehicles
- Tow trucks
- Fleet vehicles
- Municipal vehicles
- Construction and trades vehicles
- Company vehicles given to an employee to attend meetings
- Company vehicles used for work regardless of logos or markings



Signs

“No Smoking” signs must be posted in all work vehicles in a location where visible to employees such as on a window or on the dashboard.

Orientation Acknowledgment

Or click the
picture to
access the form

Once you've completed your Site Orientation, please complete the Acknowledgement form.

- Go to www.mjdixon.ca
- Click on **Connect With Us**
- Click on **Section B**
- Click on **Site Orientation Acknowledgement**
- Complete the form and **Submit**

Thank you for your cooperation!

DIXON
MJ DIXON CONSTRUCTION

Site Orientation Acknowledgement

Name *
First Name: Last Name:


Company name * Role *
Please Select:

Phone number * Email *
000.000.0000 example@example.com

Date of sign-in * 2022-03-07 Time of sign-in * 01:11 PM
Date Hour Minutes

Site Address/Location *
Please Select:

I acknowledge that I have received the Site Orientation and have a thorough understanding of all conveyed information. Furthermore, I understand that it is my responsibility to follow all of the site requirements. The violation(s) of any of these requirements may result in disciplinary actions.

Signature *
Sign Here 

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