P&C GENERAL CONTRACTING LTD.

HEALTH

AND

SAFETY

MANUAL

JUNE 2017

P&C GENERAL CONTRACTING LTD.

HEALTH AND SAFETY POLICY MANUAL

June 2017

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SECTION 1. SAFETY POLICY AND RESPONSIBILITIES

1.1 P&C HEALTH AND SAFETY POLICY

Policy Declaration

1. As executive officers of P&C General Contracting Ltd., we will ensure that every reasonable precaution will be taken to provide a safe work environment
2 P & C intends to comply with all safety laws and ordinances and provide a safe workplace.
3. Safety of employees, the public, and our operations are paramount.
4. Safety will take precedence over short cuts.
5. Every attempt will be made to reduce the possibility of accident occurrence.
6. Health and Safety violations will be recorded in the employee file
7 Management, supervisors/foremen and subcontractors will be held accountable for the health and safety of workers under their supervision.
8. All employees are responsible for their **own** behaviour and are accordingly required to observe the safety regulations and to point out any hazard, which they themselves cannot eliminate.
9. Employees are not to be considered agents of the Company in any way where they fail to observe safety regulations and policy.
10. We will review the H&S Policy and Manual annually.

Implementation of Policy (done by Management and Supervisors/Foremen)

1. Prompt action to eliminate unsafe conditions and to maintain good housekeeping at the shop and on the job site.
2. Orientation of new employees in Company policy of accident prevention.
3. Employees will be trained in the proper use and maintenance of equipment.
4. Proper training on work methods and explanations of potential hazards.
5. Established procedures for emergencies.
6. Reporting all accidents and injuries immediately (responsibility of all staff).
7. Quarterly General Staff meetings to review P&C and industry safety practices.
8. Regular tool box meetings and workplace inspections

General Comments

1. Accident prevention control is essential for the Company morale and Company existence and must be of prime importance to everyone.
2. Every employee has the right to expect a proper place in which to work, the proper machines and tools with which to do their job, so that they will be able to devote their energies to their work without danger to life and health.
3. The loss of earnings and physical injuries suffered by employees as a result of accidents are factors that, in themselves, justify a constant and intensive accident prevention program.

NOTE: We are all responsible for recommendations on safer methods of operations, protective equipment and other measures to reduce hazards. Ideas, suggestions or problems are welcome at all times.

OUR SAFETY PROGRAM CALLS FOR ACTIVE PARTICIPATION AND REQUIRES CONTINUOUS IMPROVEMENT

P&C General Contracting Ltd. **June 16, 2017**

Wm. Penny — R. A. Leonard

per William Penny President

per Ray Leonard Vice President

1.2 SAFETY POLICY SUMMARY

OUR SAFETY PROGRAM REQUIRES ACTIVE PARTICIPATION BY ALL

It is our belief that every worker is entitled to work in a safe and healthy construction environment

It is our commitment that every reasonable precaution shall be taken to provide such an environment

P&C intends to comply with all safety laws and regulations

P&C will provide safety orientation and training

Management and supervisors will be held accountable for the health and safety of workers under their supervision

All staffs are responsible for their own behaviour, are required to observe all safety procedures, practices and regulations and must identify to their supervisors, any hazard that they cannot eliminate

All accidents must be reported to supervisors immediately and will be investigated

P&C will conduct regular workplace safety inspections

P&C will support a Health and Safety Committee to monitor and improve our safety program

P&C will enforce our disciplinary policy when our safety program is not followed.

William Penny	June 16, 2017	R.A. Leonard
William Penny	**DATE**	**Ray Leonard**
President		**Vice President**

1.3 RESPONSIBILITIES

Responsibilities of Employer/General Management

The Employer/General Manager (The Constructor) has 3 main responsibilities for which he can be held accountable under Ontario law;

- To enforce the Ontario Health and Safety Act and its Regulations by
  - Being familiar with and adhering to the employer requirements of the Occupational Health and Safety Act.
  - Being knowledgeable of relevant Health and Safety Legislation and ensuring that all applicable Legislation affecting work areas are being complied with.
  - Posting a copy of the Construction Safety Policy (Act, Sec. 25 (2)k - OH&SA)
  - Maintaining a record of accidents (Reg., Sec. 10(1)) and ensuring that all accidents/incidents are reported and investigated.
  - Ensuring that members of Supervision are held accountable for Health and Safety Performance. Note Reg. Sec. 14(1) calls for 'competent supervisor for each project with over 5 workers.

- To ensure that the health and safety of all workers is protected by
  - Providing personal protective equipment in good condition and ensure they are used and provide safety training and information and a written safety policy (Act, Sec. 25(1)a)
  - Identifying all hazardous (designated) substances on the site and notify all workers (Act, Sec. 30 (1)) and ensuring that they are stored, labelled, transported and used safely
  - Posting emergency procedures for each project (includes having a phone for emergency calls) (Reg., Sec.17(3) and Reg., Sec 18)
  - Ensuring that Health and Safety Training is provided to the Health and Safety Committee, Supervisors and Workers.
  - Giving the appropriate people the support, resources, and authority to carry out their health and safety duties and responsibilities
  - Providing appropriate equipment (and materials) in good working condition and ensuring they are used safely
  - Providing healthy and safe work processes, ensuring safety policies, procedures and practices are developed, communicated and followed, posting and sharing appropriate information and reports, and designing processes to control or eliminate hazards

- To establish and enforce a Company Health and Safety Policy by
  - Demonstrating a positive and active commitment to Health and Safety and actively promoting H&S activities and programs.
  - Facilitating the establishing of a H&S Committee and supporting the activities.
  - Establishing written Health and Safety Procedures, Objectives and Priorities (Reg. Sec. 17 (2) and Act, Sec. 25(2)).
  - Ensuring that the Health and Safety Program, Policies and Procedures are implemented and updated as required.

- Report on all accidents and workplace audits to staff
- Ensuring that Safety and Health concerns are considered in the purchasing process of new equipment and/or when changes in work procedures are effected.
- Networking with other similar construction companies to enhance the P&C H&S Committee's work by:
    - participating in industry safety group meetings
    - personal contacts, visits, phone calls with other companies
    - exchanges of policies, documents and guidelines with other companies
    - accessing best practices databases
    - professional affiliations
    - other networking opportunities

Responsibilities of Supervisors/Foremen

Supervision plays a crucial role in the Health and Safety Program at P & C General Contracting Ltd. It is supervisors who have the direct contact and control over the activities of our employees. By willingly accepting the following responsibilities and developing a strong commitment to Safe Work Practices, Supervisors can help ensure the Health and Safety of their Staff.

The Supervisor/Foreman has 3 main responsibilities for which he can be held accountable under Ontario law;

- <u>To enforce the Ontario Health and Safety Act and its Regulations</u>
    - Being knowledgeable of and ensuring applicable Health and Safety Legislation is being complied with.
    - Ensure that all H&S Rules and Regulations are followed (Act, Sec. 27(1)b).
    - Leading by example in work habits, use of personal protective equipment, following procedures/policies, etc.
    - Cooperate with and support of the Health and Safety Committee.

- <u>To ensure compliance with the Act and Regulations and with the P&C Health and Safety Policy</u>
    - Training Employees on Safe Work Procedures and Practices.
    - Reporting and investigation of incidents and/or accidents as required.
    - Ensuring that all equipment and temporary supports are inspected and working properly (Reg., Sec. 14(3)).
    - conducting 'tool box' sessions to discuss and review safety concerns
    - conducting and reporting on site specific safety hazards and discussing methods of elimination or harm reduction

- Inspecting the work site on a daily basis for safety hazards, correcting unsafe conditions and providing a written report on site safety at least once a week. This report is to be reviewed by senior management and copies kept on site and in the office.

- To advise workers of job site hazards
  - Ensuring their work area is inspected routinely for hazards and correcting or having corrected those that have been detected and advising all workers about hazards (Act, Sec. 27(2)b).
  - Where required, provide workers with written instructions as to the measures and procedures to be taken for the protection of the workers
  - Take every precaution reasonable in the circumstances for the protection of the workers

As well, the supervisor/foreman has the responsibility under P&C General Contracting Policy to enforce the accountability/discipline as stated in the P&C Employee Manual and as introduced to all employees during their orientation.

Responsibilities of Workers

Each Employee has a responsibility to themselves, their families and co-workers to do their part in preventing workplace accidents and illnesses.

The following responsibilities can serve as a guide for Employees in helping to ensure their Workplace is a Safe and Healthy one.

The Worker has 3 main responsibilities for which he can be held accountable under Ontario Law;

- To work in compliance with the regulations of the Ontario Health and Safety Act by
  - Abiding by all applicable Health and Safety Legislation.
  - Actively participating in any Health and Safety training and learning and practicing safe work procedures.
  - Reporting all hazards, unsafe conditions, incidents, and accidents as required (Act, Reg. 28(1)d).
- To wear personnel protective equipment as required by
  - Using Personal Protective Equipment when required (Act, Sec 22(1)b and Reg., Sec 22,23(1)).
- To avoid any unsafe working conditions by
  - Not working in unsafe manner or using unsafe equipment (Act, Sec 28(2)b).
  - Contributing to incident/accident investigations when asked.
  - Supporting the activities of the Health and Safety Committee.
  - Supporting Safe Work Practices amongst fellow workers.

1.4 MANAGEMENT REVIEW OF HEALTH AND SAFETY PROGRAM

POLICY

The owners of P&C General Contracting Ltd. will cause the P&C Health and Safety Policy to be reviewed annually and maintain a program to implement that Policy (OHSA 25(1)(j)).

PROCEDURES

WHY (OBJECTIVES)

1. To evaluate our Company's Health and Safety Program and Management System performance against a generally accepted set of evaluation criterion developed by and for the Construction Industry.
2. To identify the gaps in our program with the OGCA HSMS Review form and set out an action plan to ensure continuous improvement of our systems and program
3. To ensure an annual review of our entire Health and Safety system, that our action plans are being implemented and continuous improvement is being achieved.
4. To fulfill the requirements of the OGCA HSMS Review element for CORs qualification.
5. To recognize H&S achievements during the annual Christmas Staff Meeting.

WHO

1. The review will be carried out by the P&C Health and Safety Committee and may involve surveys of the staff.
2. All P&C staff will be made aware of the review, the resulting action plan and the yearly continuous improvement at quarterly General Staff Meetings.
3. Senior management shall be responsible to ensure this activity is carried out, will sign off on the resulting action plan and the year end results.
4. The staff conducting the evaluation will have qualified auditor training (OGCA --- Basic Auditing Principles – IHSA)

WHAT

1. The document to be used for evaluation will be the OGCA Health and Safety Management Review form.
2. Documented evidence will be required to support all items found to be in 'conformance'.
3. An action plan will be developed for all items found to be in 'non conformance' and that will be part of the continuous improvement plan for the year.
4. A year end report will be written on the results of the work during the year.
5. Records will be kept of each year's review, action plans and continuous improvement results.

WHEN

1. The initial review and action plan for the year will be done before the June General Staff Meeting and will be presented to all staff at that meeting.
2. The year end results, along with past year's results will be presented to all staff at the December General Staff Meeting.

APPROVED

__Wm. Penny_____	June16, 2017____	___R.A. Leonard__
William Penny – President	Date	Ray Leonard – Vice President

SECTION 2. SAFETY HAZARDS AND CONTROLS

2.1 HAZARD RECOGNITION

P&C General Contracting recognizes that a key to accident prevention is the recognition and correction of workplace hazards.

A hazard is defined as a 'danger to health', a 'risk of body injury or death' or a 'risk of damage to property'.

Hazards can be identified in many ways

1. Typical accidents from a review of P&C and the construction industry (WSIB/CSAO) accident statistics and reports
2. Input reports form P&C workers (eg. Yearly safety quiz).
3. Inspection reports from our work sites
4. Safety concerns from our staff and our Joint Health and Safety Committee
5. Government regulations, guidelines and other standards such as WHMIS

Hazard identification is an ongoing process. All staff (including management, supervision and site workers) must constantly be on the lookout for hazards that can cause injury to themselves or other staff and report it immediately to their site foreman and/or the Health and Safety Committee and are required to contribute to developing hazard controls.

The P&C H&S Committee will develop a list of 'typical' site hazards on a regular basis and it will be required to be posted on job sites.

Workers will be informed by management and the H&S Committee of hazards and methods of protection, control or elimination at orientation sessions, project start up meetings (including site specific hazards), tool box meetings, and at General Staff Meetings.

A list of current potential hazards that could be found at typical P&C worksites is found in Appendix A.

2.2 HAZARD ASSESSMENT

For each hazard identified, an assessment that includes frequency of exposure, probability of harm and severity of outcome can be made.

One method of ranking the hazards is to give a value (of importance) of 1 to 5 for the categories of frequency, probability of harm and severity for all hazards. Multiplying the three values for each hazard and comparing the results will give a ranking for each hazard.

This method is not used as the P&C JHSC felt that all hazards were important and should be treated equally.

Hazards are assessed on both a 'typical' basis and a job specific basis.

Frequency of exposure and probability of harm are job site specific. These conditions are discussed, determined and documented at the start of each project.

As well, for each hazard, the severity of the outcome of each hazard is identified as one of;

1. first aid
2. medical
3. hospital/fatal injury

Specific hazard controls are then identified (see H&S Manual, Sections 3 and 4, or refer to JHSC for undocumented hazards) to eliminate, control or reduce the hazard.

A job hazard analysis (or assessment) form (QMS form C17) is then developed for each project with the following information:

Col. 1 Sequence of job tasks
Col. 2 Potential Hazards (recognition)
Col. 3 Risk Severity (assessment) **Note at this point on the specific site, hazards are identified as to risk severity.**
Col. 4 Hazard Control (control)

As well, 'typical' hazards list is developed by the P&C H&S Committee and posted on job sites (see Appendix A).

2.3 HAZARD CONTROLS/SAFE WORK PRACTICES AND PROCEDURES DEVELOPMENT

For each safety hazard identified on the job site, the following is required to;

- eliminate the hazard – responsibility – all site workers
- contain the hazard – responsibility – all site workers
- report the hazard – responsibility – all site workers to the site foreman
- propose work methods to reduce exposure to the hazard – responsibility – all P&C staff
- revise and/or update our procedures to control the hazard – responsibility – H&S Committee

These hazard controls are written up in 'easy to read' form as safe work practices and procedures and will be available at all times;

- posted on site on the job specific hazard analysis form
- in the staff safety booklet
- in expanded form in the Foreman's Health and Safety Manual
- in complete form in the P&C office (Pete Casson's office)

Hazard controls will be discussed during project start up safety meetings, tool box safety meetings and during worker orientation. Job specific hazards, risk severity and controls are written up and posted.

It is the responsibility of the JHS Committee to ensure that these safe work practices and procedures are revised/updated on a regular basis and whenever there is a change or a new process/task/operation in our work and to communicate the changes.

These hazard controls or safe work practices and procedures are pro-active tools in our accident prevention program. The JHS Committee is responsible to follow up on any new procedures/actions resulting from hazard and accident reports, inspection reports and to communicate these changes to our staff.

A list of current safe work practices and procedures to control hazards is found in sections 3 and 4 of our H&S Manual.

Training on safe practices and procedures, as required by government regulations, Will be done and records kept in the P&C office (eg. WHMIS, fall protection, first aid).

2.4 ONGOING HAZARD ASSESSMENT

At the initial job site Safety Meetings, the superintendent/foreman will identify and discuss hazards and safe work practices and procedures expected to be found on any particular job site

However, all staff (including supervision and management) should constantly be on the lookout for hazards that can cause injury to themselves or others

If a hazard is observed, which can easily and quickly be corrected, the person making such an observation should correct it right away and notify the foreman. It doesn't make any difference who may have created the hazard.

If the hazard cannot be corrected immediately, the foreman must take steps to correct the hazard before any further work is done in the area.

All hazard reports will be reviewed by the next meeting of the Joint Health and Safety Committee for their action

2.5 SUBCONTRACTOR REQUIREMENTS FOR HAZARD ASSESSMENTS AND CONTROLS

Sub trade contractors have confirmed their general liability insurance and their WSIB coverage when they are issued a P&C purchase order.

P&C foremen will require sub trade workers to provide hazard assessments, risk severity and controls for the work they will be performing on the P&C site.

P&C site foremen may require the sub contractor to place a copy of the sub trade's health and safety policy and will require MSDS sheets for their material with the other safety material.

On site, sub trade workers must take part in the start up safety meeting and subsequent tool box meetings. All participants in these meetings must signify their participation by signing the attendance sheet.

During these meetings site hazards and hazard controls (safe work practices and procedures) are discussed.

Copies of sub trade workers' accident reports must be given to the site foreman and submitted to the P&C office.

Subcontractor's performance is evaluated, monitored and results are documented at 'final job review' at job end - see form C30

SAFE WORK PRACTICES

SECTION 3.1 BASIC OCCUPATION HEALTH

INTRODUCTION

This section covers items of general health and safe work practices that all construction workers should be aware of at all times.

ROUTES OF ENTRY OF HAZARDOUS MATERIAL INTO THE BODY

Inhalation – the body's breathing system is one of the most common routes of entry for a toxic substance. The substance may cause damage to the system itself or it can pass through the lungs to other parts of the body. Typical examples of toxins entering the body this way are

- asbestos
- cigarette smoke
- wood and concrete dust
- carbon dioxide

Absorption – Some chemicals may be absorbed and travel to another part of the body, or it may cause damage at the point of entry (skin irritation) and start the disease process. Typical examples are

- caustics acids
- wet concrete
- toluene or mineral spirits

Ingestion – A third major route of entry for toxic substances is through the mouth and digestive tract. A typical example is

- lead dust

ACUTE AND CHRONIC EFFECTS OF SOME COMMON WORKPLACE HAZARDS

HAZARDS	ACUTE EFFECTS	CHRONIC EFFECTS
Acid Mists	Irritation of the eyes and throat, watering of the eyes, cough, sore throat, chest pain	Chronic bronchitis and emphysema
Asbestos	Mild respiratory irritation, cough, sneezing	Asbestosis, cancer of the lung, pleura, larynx, stomach and intestines.
Carbon Monoxide	Drowsiness, headache, confusion and in very high amounts, unconsciousness and death	May contribute to heart attacks
Dust (eg. Wood, silica, concrete dust)	Cough, irritation, bronchitis, asthma	Silicosis, cancer, bronchitis
Vibration	Tingling and stiffness in the joints	Arthritis, tendonitis

HEAT AND COLD STRESS

Type of Heat Stress	**Symptoms**	**Treatment**
Heat Rash	Red bumpy rash with severe itching	Change into dry clothes and rinse with cool water
Sunburn	Red, painful, or blistering and peeling skin	If blisters, seek medical aid. Use skin lotion and work in shade if possible
Heat Cramps	Painful cramps in legs, stomach or arms	Move to cool area, loosen tight clothes, drink fluids and see medical aid if they continue
Fainting	Loss of consciousness after at least 2 hours of work, cool moist skin and a weak pulse	**Get medical aid immediately.** If regains consciousness, move to a cool area and offer sips of cool water
Heat Exhaustion	Heavy sweating, cool moist skin, weak pulse, vision is blurred	**Get medical aid immediately** – as above
Heat Stroke	May be confused, weak, clumsy or	**Get medical aid immediately – time is very**

	tired. Skin is flushed and dry, pulse is fast with head ache	**important –** as above and spray with water

Type of Cold Stress	**Symptoms**	**Treatment**
Frost bite	Numbness, prickling sensation and looks waxy in face, ears, fingers or toes	Warm frostbitten area gradually with body heat – do not rub and apply sterile dressings to prevent blisters breaking
Hypothermia – mild	Shivering, blue lips and fingers or poor coordination	Remove to shelter, remove wet clothing and wrap in warm covers and give warm sweet drinks
Hypothermia – severe	Disorientation, slow breathing, possible unconsciousness	**Get medical aid immediately.** Remove to shelter and monitor breathing

SECTION 3.2 PERSONAL PROTECTIVE EQUIPMENT

INTRODUCTION

Personal protective equipment (PPE) is something all construction workers have in common.
PPE is designed to protect against safety and/or health hazards. Hard hats, safety glasses, and safety boots, for instance, are designed to prevent or reduce the severity of injury if an accident occurs.
Other PPE, such as hearing and respiratory protection, is designed to prevent illnesses and unwanted health effects.
It is important to remember that PPE only provides protection. It reduces the risk but does not eliminate the hazard.
There are legal requirements/responsibilities for PPE, under the Occupational Health and Safety Act, for employers, supervisors and staff.

FOOT PROTECTION

Ankle injuries represent 50% of all foot injuries in Ontario construction.
CSA Grade 1 rated boots offers the highest protection and is the only one allowed in construction. A steel toe protects against falling objects while a steel insole prevents punctures to the bottom of the foot.
Grade 1 boots can be identified by

- A green triangle patch imprinted with the CSA logo on the outside and
- A green label indicating Grade 1 protection on the inside of the boot

P&C requires all construction staff to provide and wear safety boots at all times.

HEAD PROTECTION

Hard hats protects the wearer's head against impact and against small flying or falling objects, and must be able to withstand an electrical contact equal to 20,000 volts phase to ground.
The CSA label for Type II, Class E is stamped on the inside of the hat

P&C supplies and requires all construction staff to wear approved hard hats on all projects.

EYE PROTECTION

One out of 2 construction workers may suffer a serious eye injury during their career. The importance of wearing proper eye protection cannot be over-emphasized. Proper eye protection must be selected to match the specific construction hazard.
Eye injuries associated with construction projects can be caused by flying objects, dust, heat, acid splash, abrasive sand, glare and radiation.
The various classes of eye protection are

1. Spectacles with side protection
2. Goggles that completely cover the eye socket and give all round protection
3. Welding helmets
4. Welding hand shields
5. Hoods with impact resistant windows
6. Face shields for impact and splash protection and radiation protection
7. Respirator face pieces for complete protection

P&C provides various eye protection types and requires all construction staff to wear this protection when appropriate.

HEARING PROTECTION

Construction activities produce noise and noise can cause temporary or permanent hearing loss.
Any noise level over 80 decibels (dBA) can damage hearing

Typical Construction Noise Levels

Type of Equipment	*Decibel reading (3 feet from operator's ear)*
Electric drill	92 – 95 dBA
Hand work with hammer	102 dBA
Concrete breaker	103 dBA
Electric grinder on steel	107 dBA

Noise hazards can be controlled with proper use of hearing protection devices

- ear plugs - must fit tightly in the ear canal so that no air can get through. Ear plugs must be check and adjusted regularly as the ear canal and outer ear expand throughout the day.
- ear muffs – must form a proper seal around the ear. Hair and ear rings should be pushed aside or removed. Glasses can break the seal. Caution must be used and the fit checked at regular times.

P&C provides various hearing protection devices and requires all construction staff to wear this protection when appropriate.

RESPIRATORY PROTECTION

Respiratory hazards may be present as gases, vapours, fumes mists and dusts and may be compounded depending on the number and variety of jobs under way.
Health effects can be irritants, asphyxiates (lack of oxygen), central nervous system depressants and fibrotic materials (e.g. asbestos).
Respiratory protective equipment can be air-purifying respirators (filter masks) or supplied-air respirators.
Respiratory protection devices must be selected, tested and maintained depending on the particular job conditions

P&C provides various respiratory protection devices and requires all construction staff to wear this protection when appropriate.

OTHER PROTECTION EQUIPMENT/DEVICES

- Protective clothing
- Gloves

P&C provides other protection equipment and requires all construction staff to wear this protection when appropriate.

SAFE WORK PRACTICES

SECTION 3.3 FALL PROTECTION

INTRODUCTION

Some form of fall protection must be used wherever workers are exposed to the hazard of falling

- More than 3 metres (10 feet)
- More than 1.2 metres (4 feet) if the work areas is used as a path for a wheelbarrow or similar equipment
- Into operating machinery
- Into water or another liquid
- Into a hazardous substance or object
- Through an opening in a work surface

Over the past 20 years, falls have accounted for the single largest number of serious construction injuries and accidental deaths. Most of these injuries occurred because fall protection was either missing or not used. Employers, supervisors and workers all have responsibilities under the law to recognize fall hazards and to provide training and use fall protections controls. Violations of these regulations are punishable by fines and penalties

TRAINING

Construction regulations require that employers ensure that workers are trained in fall protection controls and that training records are kept including training dates and participants' names. These records must be available to Ministry of Labour inspectors on request.

FALL PREVENTION METHODS

GUARD RAILS

Guard rails are the most common and convenient means of fall protection.
Guard rails must be installed not further than 300 mm (1 foot) from the edge of the hazard and must be 1 metre (3' 3") high with a top rail, mid rail and toe board. The guard rail must be built to resist the *regulated* lateral force.

PROTECTIVE COVERS

Protective covers must

- Completely cover the opening
- Be securely fastened and clearly identified as a cover
- Be constructed of material adequate to support all expected loads

If guardrails are not practical the worker must be protected by a travel restraint, fall-restricting, or fall-arrest system.

TRAVEL RESTRAINT SYSTEMS

The system allows a worker to travel just far enough to reach the edge but not enough to fall over.
The basic travel restraint system consists of an approved body harness, a lanyard, a lifeline and adequate anchorage (static load of 450 pounds) and rope grab to attach harness.
Travel restraint arrangements must be thoroughly planned and staff trained.

FALL RESTRICTING AND FALL ARREST SYSTEMS

Are designed to limit a worker's free fall distance to 0.6 metres (2 feet). In the event of a fall, these systems must keep a worker from hitting the ground, the next level below, or any other objects below.
Construction regulations requires that

- all fall protection equipment must be inspected for damage, wear, and obvious defects by a competent worker before each use
- any worker required to use fall protections must be trained in its safe use and proper maintenance.

Fall arrest components consist of

- anchors
- lifelines (vertical, horizontal, or retractable)
- full body harness
- lanyards
- shock absorbers
- connecting devices
- **fall arrest planning**

SAFE WORK PRACTICES
SECTION 3.4 MATERIAL HANDLING AND BACK CARE

INTRODUCTION

Nearly 25% of lost time injuries in construction are related to the back (50% of P&C's 'time off' injuries). More than ½ these injuries result from lifting excessive weight or lifting incorrectly.
Most back injuries are the result of every day wear and tear over time rather than a single traumatic event. Repeated bending forward or backward, awkward posture, twisting, heavy lifting, improper lifting, carrying loads over rough or uneven ground and prolonged vibration exposure can all contribute to back pain and injury.
The movement of heavy and awkward materials and other physically demanding duties are common in the construction environment. However, these duties must be planned and conducted in a manner that will not cause injury.

PLANNING

The following are some of the elements that must be considered when planning the physical demands of material handling or other job activities

- Lifting and lowering movements
- Heavy or awkward loads
- Strenuous pushing or pulling
- Working in awkward postures
- Performing repetitive tasks
- Whole body vibration
- Physical surroundings
- Personal physical condition

Planning should also include the consideration of a second person or mechanical assistance.

BASIC LIFT

1. Use a wide balanced stance with one foot slightly ahead of the other
2. Get as close to the load as possible
3. Tighten your stomach muscles as the lift begins
4. When lifting, keep your lower back in its normal arched position and use your legs to lift
5. Pick up your feet and pivot to turn – don't twist your back
6. Lower the load slowly, maintaining the curve in your lower back

OTHER BACK CARE PRACTICES

1. Push rather than pull – pushing allow you to maintain the normal curves in your back
2. Correct posture means maintaining the naturally occurring curves in your spine
3. When working in a crouched, bent or stooping position for a prolonged period, take regular breaks by standing up and bending backwards three times
4. When working overhead in an arched position for prolonged periods, take regular breaks by returning to stable footing and bending forward three times
5. EXERCISE before work including lots of stretching.

SAFE WORK PRACTICES
SECTION 3.5 VISITOR SAFETY

INTRODUCTION
The health and safety standards we establish and enforce for our staff will also be applied to visitors on our project sites.

SITE VISITOR PRACTICES

- All visitors, client representatives or others, must report first to the P&C site supervisor
- A copy of the P&C Health and Safety Manual is available on our sites at all times for reference
- All visitors must wear the personal protective equipment as is required by the site conditions
- Visitors must comply with all health and safety policies, rules and requirements that apply to the site

SAFE WORK PRACTICES

SECTION 3.6 INFECTION CONTROL, ASBESTOS AND MOULD AWARENESS

INTRODUCTION

Control of dust and debris during construction requires careful planning and ten continuing attention to control measures. Dust and debris particles can contain disease bacteria and hazardous particles (i.e. asbestos).

TRAINING
Training courses are now available on Infection control procedures and asbestos and mould awareness and all staff are encouraged to participate.

INFECTION CONTROL PRACTICES

The scope of infection control procedures are established by the client and are determined by;

A. type, extent and duration of construction work – for example, activities generating high levels of dust, major demolition and consecutive work shifts.
B. Nearby population risk group – from healthy to high risk hospital patients (e.g. burn victims)
C. Methodologies (including training and protocols) as per CSA Standard Z317.13 – 17, "Infection control during construction, renovation and maintenance of health care facilities".

Infection control procedures will include;

- Impermeable dust barriers around the construction project, including an anteroom to the construction zone
- All openings sealed
- Dust mats at entrances to work site
- Existing ventilation system to be disabled
- Work area to be maintained in negative pressure using a portable HEPA air filter that is exhausted directly outside
- All construction debris to be removed daily in appropriate (tight) containers
- Daily inspection of the control procedures

ASBESTOS AWARENESS

Asbestos continues to be a health risk in renovation, maintenance and demolition work. This is because asbestos fibers breathed into the lungs can cause a number of fatal diseases that may not show up until many years after a worker's exposures.

Asbestos can be found in insulating materials (around pipes, on ceilings), in cement products (tiles, pipes, shingles), and in vinyl asbestos flooring. As insulation material, it is often gray or brown in colour.

If asbestos is found or suspected on work sites, workers are to stop working in the area, cover it up (to prevent any fibres/particles getting into the air) and call in a qualified inspection agency to deal with it. Our role is only to be able to identify the asbestos.

Regulations governing asbestos containment and /or removal on construction projects can be found in O. Reg. 278/05: Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations

MOULD AWARENESS

Mould (growth of fungi) generally is found in dark and/or damp areas or decaying organic matter. A surface growth or fluffy appearance may be visible.

If mould is found or suspected on work sites, workers are to stop working in the area and call in a qualified inspection agency to deal with it. Our role is only to be able to identify the mould.

SECTION 3.7 LADDERS

INTRODUCTION

Ladder accidents result in serious injuries and fatalities. The following are major causes of accidents.

- Ladders are not held, tied off or otherwise secured
- Slippery surfaces and unfavourable weather conditions cause workers to lose footing on rungs or steps
- Workers fail to grip ladders adequately when climbing up or down
- Workers take unsafe positions on ladders (such as leaning out too far)
- Placement on poor footing or at improper angles causes ladders to slide
- Ladders are defective
- High winds cause ladders to topple
- Near electrical lines, ladders are carelessly handled or improperly positioned
- Ladder stabilizers are not used where appropriate
- 50% ladder accidents occur while tasks are being performed from the ladder
- 30 to 40% of ladder accidents involve lost of footing – generally inattention or doing something else while moving on a ladder

PROPER USE OF LADDERS (some examples)

Staff must be trained in the proper use of ladders and supervisors must ensure the training and proper use

- Check the ladder for defects
- Clear the area surrounding the base and ensure the base is secured on a firm level surface
- Erect straight or extension ladders so the horizontal distance is between ¼ and 1/3 to the height and tie off the top.
- When working on a step ladder, never stand higher than the 4th rung form the top
- Always face the ladder when climbing up or down
- Maintain 3 point contact when moving on a ladder and hoist materials and tools by a rope
- When working on a ladder, keep you body between the side rails

LADDER INSPECTION CHECK LIST

		YES	NO
1.	ARE ANY WOODEN PARTS SPLINTERED?	☐	☐
2.	ARE THERE ANY DEFECTS IN SIDE RAILS, RUNGS OR SIMILAR PARTS?	☐	☐
3.	ARE THERE MISSING OR BROKEN RUNGS	☐	☐
4.	ARE THERE ANY BROKEN, SPLIT, OR CRACKED RAILS WITH MAKESHIFT REPAIRS	☐	☐
5.	ARE THERE ANY WORN, DAMAGED OR MISSING FEET?	☐	☐
6.	ARE THERE ANY WORN, DAMAGED OR UNWORKABLE EXTENSION LADDER LOCKS, PULLEYS OR OTHER SIMILAR FITTINGS	☐	☐
7.	IS THE ROPE ON EXTENSION LADDERS WORN, BROKEN OR FRAYED?	☐	☐
8.	HAS THE ROPE ON EXTENSION LADDERS BEEN REPLACED BY INFERIOR MATERIAL?	☐	☐
9.	ARE THE SPREADER ARMS ON STEP LADDERS RENDERED PARTLY OR TOTALLY INEFFECTIVE	☐	☐

SAFE WORK PRACTICES

SECTION 3.8 WORKING FROM MOBILE ELEVATED PLATFORMS

INTRODUCTION

There are two basic types of elevating work platforms – scissor and boom

1. "Self-propelled elevated work platform" (scissor lift), means equipment with an integrated mobile power source and extendible supports connected to an aerial platform, which can be elevated vertically but cannot be positioned completely beyond the base of the equipment. The mobile and elevating functions of the equipment are typically controlled from the aerial platform.

2. "Boom-type elevating work platform" (boom lift), means equipment with an integrated mobile power source and extendible support connected to an aerial platform which can be positioned completely beyond the base of the equipment. The mobile and elevating functions of the equipment are typically controlled from the aerial platform.

The worker shall be adequately protected by either a travel restraint system, fall restricting system, or a fall arrest system when they are exposed to any of the conditions listed in P&C Safe Work Practices Section 3.3.

WHAT ARE SOME TIPS FOR USING ELEVATING PLATFORMS?

- Follow the manufacturer's operating instructions.
- Follow manufacturer's guidelines for maintenance and operation of the engine and hydraulic systems.
- Ensure that operator controls are at platform level. Place emergency override controls at ground level.
- Lock wheels and use outriggers with adequate sole plates.

WHAT ARE SOME HAZARDS TO LOOK FOR ON THE JOB SITE?

- ditches,
- drop-offs or holes,
- bumps and obstructions,
- debris,
- un tamped earth fills,
- overhead obstructions and electrical wires.

WHAT SHOULD BE INSPECTED BEFORE USING THE PLATFORM (at the beginning of each shift)?

- overall frame condition,
- uncontrolled motion,

- loose connection or missing fasteners,
- improper adjustments,
- cracked welds,
- broken or fraying wire ropes,
- damaged electrical wires, or hydraulic or pneumatic lines,
- inefficient brakes,
- poor tire condition and pressure,
- missing load capacity postings.

WHAT SHOULD YOU DO BEFORE RAISING OR MOVING THE PLATFORM?

Look for overhead obstructions and electrical wires. Regulations set minimum distances that platforms must be from electrical wires.

- Place on a firm and level surface only.
- Position outriggers or stabilizers.
- Install platform guardrails properly and check that gates or openings are closed.
- Ensure that barriers on scissor type lifting mechanisms are in place to prevent entry.
- Ensure that ropes, electrical cords and hoses will not entangle in the work platform.
- Load platform evenly according to manufacturer's instructions.
- Do not overload platform.
- Do not allow workers on or near the platform during raising or lowering.

WHAT SHOULD I DO WHEN USING AN ELEVATED PLATFORM?

- Have proper training before operating controls.
- Read, understand and follow the instructions in the manufacturer's operating manual.
- Tow only vehicles that are designed specifically for that use.
- Wear a safety harness that is fixed to a platform attachment point.
- Maintain three-point contact (one hand and two feet, or two hands and one foot) when getting on or off the platform.
- Maintain firm footing on platform.
- Look in direction of travel and make sure that path is firm and level.

WHAT SHOULD I DO WHEN WORKING NEAR ELECTRICAL CONDUCTORS?

- Measure the distance to electrical wires and maintain minimum clearance distances according to safety regulations.
- Measure distance from the extreme outside dimension of the work platform and equipment, the safety lines, cables, materials or tools handled to the nearest energized conductor. This conductor could be a wire, transformer or any other energized component. When the minimum distance cannot be maintained, stop all work and contact the authority controlling the electrical system for advice.

WHAT SHOULD I NOT DO WHEN USING AN ELEVATED PLATFORM?

- Do not exceed the rate load capacity.
- Do not use a platform without guardrails in place.
- Do not enter or leave a platform when it is elevated.
- Do not use ladders or other devices on the platform to gain extra height.

- Do not stand on guardrails to gain extra height.
- Do not lean over platform railings.
- Do not climb up or down extension or scissor areas.
- Do not use a defective platform.
- Do not use the platform as a jack.
- Do not use guardrails to carry materials unless designed for this purpose.
- Do not lift loads that overhand from the platform.
- Do not use platform for pulling, pushing or dragging materials.

INSPECTION, MAINTENANCE AND RECORDKEEPING

The responsibility for inspection, maintenance and recordkeeping falls with the owner (usually a rental company) of the elevated platform.

However, we are responsible to check this record to see that maintenance has been done according to the manufacturer's requirements and has been done recently and all aspects of the platform are in working condition. Do not operate a platform without checking this record.

SAFE WORK PRACTICES

SECTION 3.9 TRAFFIC CONTROL

INTRODUCTION

The objectives of traffic control are to

- To protect construction workers and the motoring public by regulating traffic flow
- To stop traffic whenever required by the progress of work
- To allow construction to proceed safely and efficiently
- To ensure that public traffic has priority over construction equipment.

REQUIREMENTS OF TRAFFIC CONTROL PERSON

A traffic control person requires sound health, good vision and hearing, mental and physical alertness. As well, this person must have the ability to give motorists simple directions, explain hazards and answer questions.

The traffic control person should not be assigned any other tasks except traffic control.

The traffic control person should wear a hard hat, safety boots and a safety vest that is either fluorescent blaze or international orange in colour and has two retro-reflective and fluorescent vertical yellow stripes on the front and in a diagonal 'X' pattern on the back.

The sign used to direct traffic must be octagonal in shape with a red STOP on one side and a black SLOW on the other in high intensity colours.

The traffic control person must stand the 'correct' distance from the work area, on the non travelled portion of the roadway and facing the oncoming traffic.

REMEMBER

- ALWAYS FACE THE TRAFFIC
- PLAN AN ESCAPE ROUTE
- WEAR PERSONAL PROTECTIVE CLOTHING
- MAINTAIN PROPER COMMUNICATION WITH OTHER TRAFFIC CONTROL PERSONS
- STAY ALERT AT ALL TIMES
- BE COURTEOUS

SAFE WORK PRACTICES

SECTION 3.10 WHMIS

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

INTRODUCTION

Construction trades are required to work with new hazardous material or previously installed hazardous materials requiring repair, maintenance or removal.

Complete details on the WHMIS regulations can be found in Ont. Reg. 860
Key regulations for P&C workers are:

- Each time a toxic/hazardous product is brought on site, a SDS sheet must also be brought or available on site and workers must be notified
- Workers have the right to review these sheets to identify hazards and handling
- SDS sheets must be no more than 3 years old (note date is included on the SDS)
- If a product label is not readable or if the product is transferred to another container, a new label must be immediately attached.

The Workplace Hazardous Materials Information System (WHMIS) gives everyone **the right to know** about the hazards of materials they work with and provides the means to find out that information through

- Labels
- Safety data sheets (SDS)
- Worker training and education

WHMIS PRACTICES

- Training for all staff is required by law for 'controlled' products found on the job site. Training is provided as new products are introduced with a general updating on new projects at least annually.
- Safety Data Sheets (SDS) for all hazardous materials or controlled products must be received from the supplier before the receipt of the material/product.
- SDS for 'controlled' materials will be available for all staff, either at the office or on job sites.
- P&C staff will make our own labels, with the required information, for products/materials 'decanted' into our containers from the supplier containers or when the manufacturer' labels are missing or damaged.

SUPPLIER LABELS

Information on supplier labels includes

- Product name
- Appropriate hazard symbol
- Risk phrases (such as "dangerous if inhaled")
- Precautions (such as "wear rubber gloves")
- First aid measures
- Supplier name

SAFE WORK PRACTICES

SECTION 3.11 HOUSEKEEPING

INTRODUCTION

Many injuries result from poor housekeeping, improper storage of materials and cluttered work areas. To maintain a clean, hazard-free work place, all groups – management, supervisors and workers – must cooperate

PRACTICES

- Waste material and debris must be removed form the site and access areas on a regular basis and at least once a day.
- If you accidentally drop something and make a mess or spill, clean it up immediately
- Entrances, exits, aisle ways, doorways, fire extinguisher locations, emergency eye wash stations and traffic routes throughout the work site must be kept clear at all times.
- Pick up, store or dispose of tools, material or debris which may cause tripping or other hazards
- Accidents happen when working or traveling through cramped, cluttered, slippery or unclean conditions

SAFE WORK PRACTICES

SECTION 3.12 TOOLS, EQUIPMENT AND VEHICLES

INTRODUCTION TO TOOLS

Injuries with hand tools are not often serious but they do involve lost time. Common causes include using the wrong tool, using the right tool improperly, haste and lack of training or experience.
If you are unfamiliar with the tool or the safe operation, ask for training.

COMMON HAND TOOLS

saws	chisels	axes and hatchets	sledgehammers	hammers
utility knives	screwdrivers	planes	crow bars	

SAFE WORK PRACTICES – HAND TOOLS

Use the right tool for the job and ensure that it is in proper working condition.
Injuries can be prevented by keeping the hand that holds the work *behind*, not in front of the tool.
With any striking or struck tool, always wear eye protection.
Use the tool in a motion away from your body.

POWER TOOLS

drills	planes	routers	saws
hammers	screw drivers	grinders	

SAFE WORK PRACTICES – POWER TOOLS

Make sure that electrical tools are properly grounded or double insulated and the extension cord is not damaged.
Never remove or tamper with safety devices
Before making any adjustments or changing attachments, always disconnect the tool from the power source.
When operating power tools, always wear eye protection
When operating tools in confined spaces or for prolonged periods, wear hearing protection.
Make sure that the tool is held firmly and the material properly secured before turning on the tool.

MAINTENANCE OF TOOLS

As each tool is purchased, the qualified repair depot is noted and available at the office. See Section 7 for Inventory and Maintenance of tools.

Tools in regular use should be cleaned daily. Cracked, broken or worn parts should be replaced immediately. Cutting tools should be kept sharp.

All Company owned tools will be inventoried and checked each year in September. As well, all tools and equipment will be check on site before starting each project.

INTRODUCTION TO EQUIPMENT

Generally, P&C will rent large construction equipment. Before leaving the rental store, make sure the maintenance records are up to date and the required training has been received.

SAFE WORK PRACTICES - EQUIPMENT

P&C has negative air units and vacuums available for construction work. These units should be checked before each daily use. Maintenance on these units must be done by a qualified mechanic (see Section 7 for details).

TOOL INVENTORY

An inventory of all Company owned tools is kept at the office along with the assigned foreman. This list is updated on an annual basis. When Company owned tools are 'loaned/given' to another foreman, the office must be informed.

All Company owned equipment will be inventoried and checked each year in September.

INTRODUCTION TO VEHICLES

P&C Company trucks are available as required and the allocation methods are found in the P&C Employee Handbook Section 6.8.

The required care of company vehicles is found in the P&C Employee Handbook Section 6.1.

The vehicle rules and regulations that must be followed by all drivers of P&C vehicles are found in the P&C Employee Handbook Section 6.2.

The procedures for the personal use of company vehicles are found in the P&C Employee Handbook, Section 6.4.

MAINTENANCE OF VEHICLES

Each truck should be checked on a daily basis before starting in the morning for tire pressure, engine oil level and clean windows.

All trucks needed repairs are to be reported to the office and scheduled by the office. Trucks will get oil changes every 6 months or 5000 km.

Costs of work done on company vehicles will be recorded on 'truck records' (CC8).

SAFE WORK PRACTICES

SECTION 3.13 EXPOSURE TO DUST (WOOD, SILICA INSULATION MATERIALS)

INTRODUCTION
P&C General Contracting Limited is committed to ensure that its employees are aware of the health effects from exposure to dust.

WOOD DUST

Workers can be exposed to wood dust at all stages of wood processing. For many years, wood dust was considered to be a nuisance dust that irritated the nose, eyes or throat, but did not cause permanent health problems. Numerous recent studies, however, have shown that exposure to wood dust can cause health problems.

Wood is classified either softwood or hardwood. Softwoods come from coniferous trees such as spruce, pine and fir. Hardwoods come from deciduous trees such as oak, alder and maple.

Secondary industries such as construction and furniture make use of a wider variety of woods. Many of these woods are imported from elsewhere. Of these, western red cedar is the wood of most concern. Its exposure-related health effects are well documented.

The health effects of exposure to wood dust are due to chemicals in the wood or chemical substances in the wood created by bacteria, fungi or moulds. Coughing or sneezing is caused by the dust itself. Dermatitis and asthma may be due to sensitivities to chemicals found in the wood. Workers exposed to wood dust need to understand the potential health effects of such exposure and take precautions to reduce their exposure.

Toxic Effects

Toxic woods contain chemicals that may be absorbed into the body through the skin, lungs or digestive system and cause effects in other parts of the body. Health effects can include headaches, giddiness, weight loss, breathlessness, cramps and irregular heart beat. Toxic woods are typically hardwoods such as yew, teak, oleander, laburnum and mansonia.

Irritation of the eyes, nose and throat

Many hardwoods and softwoods contain chemicals that can irritate the eyes, nose and throat, causing shortness of breath, dryness and soreness of the throat, sneezing, tearing and conjunctivitis (inflammation of the mucous membranes of the eye). Wood dust usually collects in the nose, causing sneezing and a runny nose (rhinitis). Other observed effects include nosebleeds, an impaired sense of smell and complete nasal blockage.

Dermatitis

Chemicals in many types of wood can cause dermatitis, a condition in which the skin can become red, itchy or dry and blisters many develop. Wood dust in direct contact with the skin can also cause dermatitis. With repeated exposure, a worker can become sensitized to the dust and develop allergic dermatitis. Once a worker becomes sensitized, exposure to small amount of dust can cause a reaction that becomes more severe with repeated exposure.

Respiratory system effects

Respiratory system effects due to wood dust exposure include decreased lung capacity and allergic reaction in the lungs. Two types of allergic reaction can take place in the lungs: hypersensitivity pneumonitis (inflammation of the walls of the air sacs and small airways) and occupational asthma.

Decreased lung capacity is caused by mechanical or chemical irritation of lung tissue by the dust. This irritation causes the airways to narrow, reducing the volume of air taken into the lungs and producing breathlessness. It usually takes a long time to see a reduction in lung capacity.

Hypersensitivity pnuemonitis appears to be triggered when small particles penetrate deeply into the lungs where they trigger an allergic response. Particles that are known or suspected to cause this condition include moulds, bacteria and fine dust from some tropical hardwoods. The initial effects can develop within hours or after several days following exposure and are often confused with flu or cold systems, (headaches, chills, sweating, nausea, breathlessness and other fever symptoms). Tightness of the chest can be severe. With exposure over a long period of time, this condition can worsen, causing permanent damage to the lungs. The walls of the air sacs thicken and stiffen, making breathing difficult.

Asthma involves a narrowing of the airways, which results in breathlessness. Coughing and a runny nose can also develop. One of the most studied woods with respect to wood dust-related asthma is red cedar. The first symptoms of asthma due to exposure usually begin late at night and resemble a cold (eye and nose irritation, stuffiness, runny nose, dry cough and tightness in the chest). Eye and nose irritation can slowly improve, leaving wheezing and coughing as the only symptoms. With prolonged exposure, wheezing and coughing happen during the day as well.

Workers who are allergic to aspirin should be aware that willow and birch contain large concentrations of salicylic acid, the predecessor of aspirin. Sensitive individuals may react with only casual exposure to these woods.

Cancer

The International Agency for Research on Cancer (IARC) has classified wood dusts as carcinogenic to humans. A study completed in 1965 observed that a large number of furniture workers and other workers exposed to wood dust in England developed a rare form of nasal cancer (adenocarcinoma). Since that time, many additional studies have shown that workers employed in logging, sawmills, furniture and cabinet making are at an increased risk of developing nasal cancer (Dermers et al. 1995).

Controlling Exposure

The most important factor affecting exposure to wood dust is the type of work being performed. Finer dusts produced by processes such as shaping, sanding and routing are associated with higher exposure levels. The type and quantity of wood dust is also related to the density of the wood. Hardwoods are generally denser than softwoods and, under similar conditions, will usually produce more dust.

Exposure to wood dust can be controlled through the use of appropriately designed ventilation systems or respiratory protection. The National Institute for Occupational Safety and Health (NIOSH) has developed guidelines for local ventilation systems for several types of woodworking equipment (horizontal belt sanders, shapers, automated routers, large diameter disc sanders, orbital hand sanders and table saws). This information is available from the NIOSH Web site at www.cdc.gov/niosh/homepage.

Silica and Insulation Materials

What are the hazards?

There are two kinds of hazardous dust common in construction. These include:

- fibrous dust from insulation materials (such as asbestos, mineral wool, and glass fibre) and
- non-fibrous silica dust from sandblasting, concrete cutting, or rock drilling

Where does construction dust come from?

Dusts are particles which are usually many times larger than fume particles. Dusts are generated by crushing, grinding, sanding, or cutting and by work such as demolition.

Preventative Measures

Ventilation:

- Natural dilution ventilation — Welding outside in a light breeze or inside with doors and windows open provides large volumes of fresh air which should disperse airborne contaminants sufficiently in most cases. However, it is important for the welder to stay to one side of the plume.
- Mechanical dilution ventilation – Fans such as roof exhaust fans and wall fans force outside air into and out of the building. General mechanical ventilation in most cases will deflect the plume out of the welder's breathing zone.

- Local exhaust ventilation – Consists of an exhaust fan, air cleaner, and ducted system dedicated to removing airborne contaminants at the source and exhausting them outdoors. Local exhaust ventilation is preferred over dilution ventilation because it is better able to prevent airborne contaminants from entering the welder's breathing zone.

Respiratory Protection:

- See the Respirator Selection Guide in CSAO's *Construction Health and Safety Manual* (M029) for activities that create dust.

- If you are in doubt about choosing the correct Respiratory protection or if you are not sure to the source of the dust stop work and advise your supervisor.

SAFE WORK PROCEDURES

SECTION 4.1 WORKING FROM SCAFFOLDS
FALL ARREST RESCUE PLANNING

INTRODUCTION

More than half of scaffold accidents in construction are falls. The number and severity of injuries involved make scaffold accidents one of the more serious safety problems in construction.

The main problem areas are

- Erecting and dismantling scaffolds
- Climbing up and down scaffolds
- Planks sliding off or breaking
- Improper loading or overloading
- Platforms not fully planked or 'decked'
- Platforms without guardrails
- Failure to install all required components such as base plates, connections and braces
- Moving rolling scaffolds in the vicinity of overhead electrical wires
- Moving rolling scaffolds with workers on the platform.

SAFETY WHILE WORKING FROM SCAFFOLDS

- scaffolds must be erected by a 'competent' worker – a worker that has been trained on proper methods of handling scaffolds
- do not exceed the load the scaffold has been designed for
- all components must be installed according to the manufacturers recommendation and have safety catches on all hooks
- work platforms (planking) must cover the entire area of the scaffold
- if the work platform is over 2.4 metres (8 feet) from the floor, it must have a guardrail system which includes a top and mid rail - and a 125 mm (5 inches) toe board to prevent tools or materials from falling
- scaffolds shall only be accessed by stairs, ramps or ladders and not by climbing on the scaffold supports
- all wheels on rolling scaffolds must be locked while any worker is on the scaffold or when the scaffolds are unattended
- before moving the scaffold, check the intended line of travel for obstruction (i.e. electrical wires) and maintain minimum clearances.

FALL ARREST RESCUE PLANNING

Examples of working from heights - on a scaffold above 3 metres
- on the edge of a roof
- on a mechanical lift

A worker hanging in harness after a fall arrest, must be rescued and brought to a stable work surface, platform or ground within 30 minutes.
If left suspended for more than 30 minutes, the worker may experience increasing discomfort, nausea, dizziness and fainting.
If left suspended for a prolonged period of time, the worker may have heart and breathing difficulties and may even die.

Here are some questions and possible answers to assist in developing a site specific fall arrest rescue plan.

NOTE RESCUE PLANS MUST BE SET AND COMMUNICATED BEFORE STAFF WORK FROM HEIGHTS – ALL RESCUE PLANS ARE DEPENDENT ON ANOTHER WORKER (SPOTTER) BEING NEARBY AND AVAILABLE TO REACT.

Questions to answer before rescue is needed	**Answers**
How will the worker communicate his or her predicament to other workers?	Fallen worker can yell to other nearby workers
Is there a safe practical means of self rescue? ie. Can the worker involved in the fall arrest reach a work platform ground or other safe place?	Not usually – rescue is dependent on another nearby worker
Can the fallen worker be reached - from the ground - from a ladder - from a work platform (eg. scissor lift) - from above	 - someone must be nearby - ladder must be available - platform can be lowered by the ground side controls - lower the life line to the floor
What procedures are needed to rescue a worker who is unconscious, injured, or otherwise unable to assist rescuers?	- call 911 - start CPR – if unconscious - keep upright if conscious to allow blood flow
Who should be notified and what information needs to be conveyed?	- call 911 and then call P&C office

SAFE WORK PROCEDURES

SECTION 4.2 EXCAVATIONS AND TRENCHES

INTRODUCTION

Excavations and trenches can be the scene of construction injuries and even deaths.
Accidents can occur by;

- Falling into the excavation
- Slipping while climbing out
- Being struck while in the excavation/trench from falling objects
- Cave ins (caused by factors such as soil type, cracks, water, vibration, weather, and effects of previous excavations)
- Many other situations

DEFINITIONS

Excavation – "a hole left in the ground as a result of removing material"
Trench – "an excavation where the depth exceeds the width"

CONSTRUCTION REGULATIONS

Construction Regulations (Ontario Health and Safety Act) identifies the various types of soils and specifies the type of shoring to be used for trench support systems and these must be designed by a professional engineer.

SHORING FOR EXCAVATIONS/TRENCHES

When the depth of an excavation exceeds the width, the excavation becomes a trench and shoring is required. Note all protection must be approved by a professional engineer and the following are general guidelines only.

- Sloping – when the space and other requirements permit sloping, the angle of the slope will depend on the soil conditions. For 'good' soil, the trench walls must be cut back at an angle of 1 to 1 – to within 1.2 metres of the bottom. For 'bad' soil, the walls must be cut back at an angle of 3 (horizontally) to 1 (vertically) to the bottom.
- Trench boxes – trench boxes are normally used to protect the worker from cave ins. A properly designed (by a professional engineer) trench box is normally placed in an excavated but unshored trench.
- Shoring – the two types of shoring most commonly used are timber and hydraulic. Shoring must be professional designed and there are safety procedures for installation.

- Ladders – whether protected by sloping, boxes or shoring, trenches must be provided with ladders so that workers can enter and exit safely. Ladders must be placed within the area protected by the shoring or trench box, be securely tied off at the top and extend above the shoring or box by at least 1 metre.
- Inspection – is everyone's responsibility. The protection must be inspected regularly to make sure it remains sound and reliable. Make sure tools, equipment and material are kept back at least 1 metre to prevent falling objects form striking workers.

SAFE WORK PROCEDURES

SECTION 4. 3 LIFT TRUCK OPERATIONS

INTRODUCTION

Lift trucks are used in the operations of P & C General Contracting Ltd.
This type of equipment presents hazards to both the operator and other employees if safe practices and procedures are not followed at all times.

The following rules are considered to be the minimum standard for the use of such equipment.

Excerpts from O.H.S.A. Regulation 851

51. (1) a fork lift (lifting device) shall,

(a) Be constructed, of such strength and be equipped so as to adequately ensure the safety of all workers

(b) Be thoroughly examined by a competent person to determine its capability of handling the maximum load as rated. A permanent record shall be kept, signed by the competent person doing the examination

(c) Be plainly marked with sufficient information so as to enable the operator of the device to determine the maximum rated load that the device is capable for lifting under any operating conditions

(d) Have adequate protection for the operator where he may be exposed to the hazard of falling material

(e) Where it is a pneumatic or hydraulic hoist, have controls that automatically return to their neutral position when released.

(2) A lifting device shall be operated only by a competent (trained) person.

Procedures

1. General

Four main I.D. Plate points of information

1. Capacity	Maximum safe working load at maximum fork height that a lift truck may accommodate as rated by its manufacturer with a set of forks or an attachment.
2. Load center	Calculated by measuring the distance form the heel of the fork to the center of gravity of the load.
3. Truck Weight (unloaded)	The overall weight of the truck is determined by adding the truck's weight and the weight of the battery together, in the case of electric powered vehicles.
4. Maximum fork height	The distance from the top of the forks to the floor (or ground) when the mast is fully raised

- Only employees who have been trained are allowed to operate forklift trucks at P & C General Contracting Ltd sites.
- Fork trucks will be inspected prior to their use. Any unsafe conditions will be reported to the Department Supervisor and corrected prior to the use of the forklift.
- Horseplay or racing will not be tolerated
- Never operate equipment while impaired
- Report accident/incidents promptly to your Foreman
- Do not handle steering wheel if your hands or gloves are greasy or slippery
- Park forklift with controls in neutral, brakes applied and forks in a down position with the motor switched off.
- **Use your common sense. Think safely**.

2. Visual pre-operational check

#	INSPECT	CHECK FOR
1	Forks or clamp	Cracks, level, locking pins, other damage
2	Carriage/Back rest	Bent, loose bolts, damage
3	Lift chains	Tension, lubrication, mounting pin condition
4	Hydraulic cylinder hoses	Leakage, hose cuts, damage
5	Hose reel	(if applicable) secure, leakage, damage
6	Front and rear wheels and tires	Rim damage, nuts secure, tire chunks, separation
7	Battery level	Electrolyte above cell plates
8	Battery condition	Corrosion, cleanliness, specific gravity readings
9	Battery connections	Damage to housing or cables
10	Overhead guard	Mounting bolts, damage
11	Fire extinguisher	Charged, tagged, locking pin and bracket secure

2. Loading

- Observe and obey the load capacity of the forklift. Load is 24” from fork
- Place forks as far under the load as possible. Drive with load against heel of rack with mast tilted back. Be sure that the forks are spaced correctly to support load.
- Do not move loads that are poorly piled or stacked
- Use only approved personnel platform securely fastened to the forks to elevate anyone.
- Do not enter a truck or trailer until the trailer wheels are locked and the brakes are set
- Know that overloading the forklift can cause loss of steering
- Do not lift a load that extends above the load backrest unless no part of the load can possibly slide back toward the operator

3. Traveling

- Watch for pedestrians
- Never turn on a ramp or incline.
- Never drive with forks elevated.
- Do not permit passengers on any forklift.
- Sound horn before moving forklift when other vehicles or workers may not be able to see forklift movement.
- Carry load as low as possible, 3"-6" off floor and slightly tilted back. Rolls to be carried upright.
- Match speed to driving surfaces, load and workplace conditions

- Watch for overhead obstructions at all times, especially when stacking or removing material, pipe/gas lines, lights, sprinkler heads, etc.
- Do not make quick starts, jerky stops, or quick turns, particularly when stacking. Truck can roll.
- Sound horn and slow down when approaching pedestrians, doorways, cross aisles, ramps and other forklifts.
- Watch out for pedestrians. Avoid driving a forklift up to anyone who is standing in front of a bench or other fixed object like a wall.
- Reduce speed when vision is restricted by doors, corners and elevations. Keep to the right unless shop conditions or layout dictate otherwise
- Do not pass a forklift traveling in the same direction at intersections, blind spots, or other dangerous locations.
- Do not run over loose objects.
- Do not allow anyone to stand, walk or work under elevated forks.
- Stay in the truck in the event of an overturn.
- Keep hands, arms, head, feet and legs inside the confines of a moving forklift.
- Operate in a congested area only as fast as conditions safely permit.
- Travel in reverse when your vision is blocked by a load and always look in the direction of travel.

4. Maintenance

- Report faulty operations to your supervisor immediately, tag out of service, and describe repairs required.
- Do not attempt to repair lift truck unless authorized to do so.
- Ensure that battery retainers, fuel tanks and gas caps are secure before starting or moving forklift

SECTION 4.4 CONFINED SPACE PROCEDURES

INTRODUCTION

P & C General Contracting Ltd. wants any confined space to be safe and problem free. Therefore all employees must recognize confined spaces and their related hazards, must be aware of the controls and procedures required for safe entry and work.

As well, all employees must know how, why, and when to use air testing equipment, and personal protective, respiratory, and rescue equipment, if their job duties require confined space entry.

Complete details can be found dealing with confined spaces can be found in Ont. Reg. 632/05. This Regulation defines confined space as a fully or partially enclosed space

- That is not both designed and constructed for continuous human occupancy and
- In which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it.

Confined Spaces – Definition

Confined spaces are work areas that are:

- difficult to get into or out of
- because of it's construction, location or contents, or the work activity therein, a hazardous gas, vapour, dust or fume, or an oxygen deficient atmosphere **may** occur
- likely to present physical hazards such as noise, temperature extremes, cramped work conditions, and operating equipment

In general construction and industrial buildings, confined spaces include vaults, basements, caissons, unventilated rooms and utility tunnels.

Trenches, excavations and foundations shall be considered confined spaces when

-entry or exit is restricted

-workspace is cramped

- physical hazards such as noise and operating equipment are present, and dangerous atmospheres may be created by dust, petro-chemical vapours, and engines exhaust, or work such as welding

Apparently harmless places can become hazardous when the atmosphere changes because of the products being used or the construction work is done. It is also possible for work and products being used in adjacent areas (beside, above and below) to affect the atmosphere in your work area.

Basements, halls and small rooms can become dangerous when poor ventilation and hazardous materials or operations combine to create atmospheric hazards. Workers have been overcome and even killed by solvent and adhesive vapours in small poorly ventilated rooms.

Dangerous Atmospheres

Each year, construction and maintenance workers enter confined spaces such as tanks, tunnels, pipes, vessels, sewers, and silos to perform inspections, repairs, cleaning, and maintenance.

Dangerous atmospheres, materials, or equipment in the space sometimes kill or injure not only these workers but also others who try to rescue them.

To avoid becoming statistics, **all** confined spaces **must** be tested by a competent person for atmospheric hazards. Testing must be done before entry, before re-entry and as often as necessary to ensure that it remains free from hazard. A permanent record of all testing must be kept using the confined space checklist.

The dangerous types of atmosphere are

Flammable and explosive
Toxic
Oxygen-deficient
Oxygen-enriched

Flammable and explosive atmospheres include

- natural gas from leaking gas lines or natural sources
- methane from decaying sewage
- propane from leaking cylinders or equipment
- gasoline from leaking tanks and spills
- solvents used for painting, cleaning, refinishing, and so on.

Toxic atmospheres include solvents again; also

- hydrogen sulphide from decaying sewage or raw petroleum
- carbon monoxide from engine exhaust

Oxygen-deficient atmospheres contain less than 19.5% oxygen. Breathing less and less oxygen can make you lose judgment, coordination, and consciousness. Oxygen in a confined space can be displaced by other gases or used up by rusting metal, combustion, or bacteria digesting sewage.

Confined Spaces – Testing and Working

Oxygen-enriched atmospheres contain more than 23% oxygen. They are rare in construction – usually related to leaking oxygen hoses or cylinders.

Before entering any confined space where the atmosphere may be dangerous, use properly calibrated gas detection equipment.

Make sure the equipment is able to detect what you suspect. One detector can't test for everything. Some detectors have sensors that check for oxygen content, explosive gases or vapours, and a range of toxic gases. Some have only one or two sensors and may not detect certain types of hazards.

Check all levels of the space. Some contaminants are lighter than air and accumulate near the top of the space. Others are heavier than air and settle at the bottom.

If you leave the space for a break or lunch, test before you go back in. Dangerous atmospheres can develop without warning. Many cannot be detected by smell or taste.

If tests indicate or there is likely to be a dangerous atmosphere (hazardous gas, vapour, dust, mist, smoke or fume, or an oxygen content less that 18% or more than 23%) you must NOT enter the space until it is purged and ventilated to provide and maintain an atmosphere which does not endanger workers, and;

- suitable arrangements shall be made to remove a worker form the confined space should assistance be required
- if a worker is in the confined space, another worker shall be stationed nearby
- the person stationed outside should be trained in artificial respiration. If not, someone trained in A/R should be conveniently available.

If the confined space cannot be purged and ventilated and a safe atmosphere cannot be provided, the worker in the confined space must use:

- a suitable breathing apparatus
- a full body harness securely attached to a rope, whose free end is attached securely to a fixed support outside the confined space
- a worker holding the rope outside the confined space, who is equipped with an alarm
- a means of communication between the worker inside and the worker outside the confined space
- a person trained in Artificial Respiration and equipped and able to perform rescue operations and be readily available while the worker is inside

Never try to rescue a worker overcome in a confined space unless you are trained and equipped for it. Many workers trying to save their buddies have become victims themselves. Call for emergency help.

Confined Spaces – Physical Hazards

Confined spaces such as tanks, vats, vessels, hoppers, and bins can hold many different hazards. In addition to dangerous atmospheres, the spaces present physical hazards:

Poor entry and exit	Cramped working conditions
Temperature extremes	Rotating or moving equipment
Reactive or corrosive residues	Electrical hazards
Uncontrolled movement of liquids or solids.	

Some of these hazards involve greater risk inside a confined space than outside.

For instance, electrical flashover can be more dangerous in a cramped manhole where escape is severely limited than in an electrical room with clear exits. And fire in a confined space can be far more dangerous than a fire in an open work area.

To control some of the physical hazards; workers must

- Isolate the space by disconnecting supply and drain lines. Tag and lock out the lines so they won't be reopened while we're working inside.
- Inspect the space for dangerous contents such as grain or sand that could slide, shift, and bury us inside.
- Lock out any electrical, hydraulic, or pneumatic equipment that could unexpectedly rotate, drop, roll, or snap shut in the space.
- Block and secure any equipment that could move because of gravity or stored momentum.
- Wear safety harnesses and lifelines to make rescue more efficient in case of an emergency.
- Develop a rescue plan for the space and practice to make sure that we all know what to do.
- Use confined space checklist that lets us identify hazards and controls and keep track of who is inside.

CONFINED SPACE – CHECKLIST (WORK PERMIT)

Date: ----------

Site: ----------

Suspected confined space contaminates: ----------

Work to be performed ----------

Note Testing must be done before each entry and re entry

ATMOSPHERIC TESTING

Date and Time: _____ am ≥ pm ≥

Worker _____ Standby Worker _____

Test	Readings	Standard 1	Retest
Oxygen	_____%	19.5% - 23%	_____%
Flammability	_____%	< 10% LEL (cold work only)	_____%
Toxicity	_____%	**	_____%

** check with owner/operator of confined space for possible toxic material and safety levels

EQUIPMENT REQUIREMENTS

TYPE	YES	NO	N/A	REMARKS	TYPE	YES	NO	N/A	REMARKS
Eye/ Face protection					Fire Extinguisher				
Dust Mask					Fire Watch/ Rescue Assistance				
Hearing Protection					Water/ Stream Hose				
Generator					Venting Fan large/small				
Protective Clothing					Ladder				
Acid Suit					Scaffold				
Life Line/ Rope					Oxygen monitor				
Life Jacket					Alarm; Emergency				
Breathing Apparatus					Area Barricades				
Hoist/ Rescue Equipment					Other:				

SAFE WORK PROCEDURES

SECTION 4.5 LOCK OUT PROCEDURES

INTRODUCTION
The unexpected start up of machinery or equipment can present a major hazard to employees of P & C General Contracting Ltd.
Lock out procedures are covered by Ont. Reg. 213/91

The following procedures have been developed to ensure that no situation exists where employee's safety is placed at risk due to such start-ups.

What is lockout and tagging

Lockout and tagging ensures that hazardous energy sources are under the control of each worker. Serious or fatal accidents can occur when workers assume that machinery is turned off or made harmless – *but isn't.*

Lockout is a procedure that prevents the release of hazardous energy. It often involves using a padlock to keep a switch in the '*off*' position. Lockout is a physical way to ensure that the energy source is de-energized, deactivated or otherwise inoperable.

Note – under new legislation, each worker on the site, not only the foreman, must apply his own lock.

Tagging tells others that the device is locked out, who has locked it out, and why.

Forms of energy

Construction crews often have to lock out and tag a variety of energy sources.

Electrical – electrical panels, generators, lighting systems

Mechanical – flywheels, blades, fans, conveyor belts etc.

Potential – suspended loads, compressed air, etc.

Hydraulic – presses, rams cylinders, cranes, forklifts etc

Pneumatic – lines compression tanks, tools etc.

NOTE some equipment may involve than one type of energy source (electrical and compressed air, for example) and all of these must be appropriately locked out and tagged.

Procedures

1. Locate work area and identify equipment, machinery, or other system components to be worked on.
2. Identify all energy sources.
3. Identify parts to be locked out or isolated – note - be aware of primary, secondary, backup or emergency systems and confirm with owner of equipment.
4. Determine lockout methods – special lockout devices may be required.
5. Notify all personnel affected – at some sites, permits may be required.
6. Shut down equipment and machinery.
7. Install lockout devices – each worker on the site must be protected by placing his personal lock on the isolating device and each worker should retain his own key.
8. Tag each lockout device with a durable tag and identify on the tag the following;
    - worker's name
    - the worker's employer
    - date and time of lockout
    - work area involved
    - reason for lockout
9. Verify 'zero energy' state by manually trying to start machine or by meters (electrical meters).
10. *Perform the task and complete the work assignment.*
11. Communicate that the work is complete to the owner/operator of the machine, that all workers are clear and then remove only your <u>own</u> tags and locks.
12. Restore power and have qualified personnel restart the machinery.
13. Formally return control of the machinery to the operating personnel.
14. Record on the daily timesheet, the lock numbers, the workers names and the date and time of start and finish of the lockout.

Additional procedures

* Each Employee is responsible to remove his/her own tag when the work has been completed. No Employee can give another Employee permission to remove their tags.
* The removal of a tag from a device by anyone other than the Employee who applied it can only be done provided the following procedures are strictly complied with:
    - Every attempt is made to locate the Employee(s) who applied the tag in order to have them remove it themselves;

- If the Employee(s) cannot be located the device can be removed upon the approval of the General Manager.
- A full inspection of the area and/or machinery and equipment has been conducted under the direction of the General Manager or the Department Manager.

* All employees who will use lockout tags will be trained in their proper use.
* Lockout procedures and practices are to be regularly monitored by the Health and Safety Committee.
* If the machinery or equipment is found not to have suitable shut off devices, the Supervisor is to be notified and the situation rectified.
* In certain circumstances it may be impossible or impractical to lockout tag equipment/machinery. These situations might involve testing equipment during or after repairs or moving components for better access.
* These situations are to be kept to a minimum and are to be used only when absolutely necessary and never solely as a means of saving time. The following procedures must be followed in such circumstances:

  - The Supervisor must be notified that such a procedure is necessary. In some cases this fact is known prior to the job starting, while in other situations, it will arise during the work process.

  - A qualified person will be required to stand by the source of power or equipment/machinery start-up location. This person will be in constant contact with another person at the site of the work being done. This other person will have no other duties than to communicate with the worker at the control station. Both parties must ensure that the machinery/equipment is started only when it is absolutely safe to do so.

  - All requirements of the Health and Safety Act regarding lockouts will be adhered to at all times.

SAFE WORK PROCEDURES

SECTION 4.6 CHEMICAL AND COMPRESSED GAS HANDLING PROCEDURES
SPECIAL SECTION ON HANDLING PROPANE

Introduction

We at P&C General Contracting Ltd. are responsible for the storage of chemicals and compressed gas cylinders we bring onto the work site. All employees are required to follow storage and handling and protection procedures as laid out in this Section and to comply with the Ontario Reg. 833 and fire code standards well as the client company standards.

Storage Classification of Chemicals and Compressed Gas

The storage for each classification of chemicals and gases shall be segregated from every other classification and from each other.

Oxidizers: Chemicals that tend to react vigorously or spontaneously with other materials.

Note Oxidizers may be unstable to shock or heat and/or capable of explosive decomposition.

Flammables: Liquids and solids that can be ignited under routine storage and/or spontaneously.

Corrosives: Chemicals that corrode standard materials (e.g. steel-SAE 1200) or destroy human tissue on contact.

Acid: all mineral acids and low molecular weight organic acids.

Base/Inorganic: All inorganic materials other than acids and oxidizers.

General Storage: This category includes materials that are not included in the previous classifications.

General Compressed Gases: Unconnected gas cylinders containing corrosives, oxidizers and non-flammables.

The MSDS will identify the handling, classification and appropriate storage instructions for each chemical/hazardous substance.

Further Storage Considerations

The following priority shall be used for classifying the storage of chemicals.

- When the chemical is an oxidizer, it shall be stored in the oxidizer storage area.
- When a chemical is rate flammable or combustible, it shall be stored in the flammable storage area.
- Oils shall be stored in the flammable storage area to facilitate dispensing.
- When the chemical is corrosive, it shall be stored in either the acid storage area or in the base/inorganic storage area as indicated by the Supervisor.

- Inorganic chemicals, e.g., lead, shall be stored in the base/inorganic storage area.
- Compressed gases that are corrosive, non-flammable or oxidizers shall be stored in the general compressed gas storage area. **Cleaning products (e.g., Fantastic, Lysol), window cleaners etc. can be stored in a general storage area.**

Storage of Compressed Gas Cylinders

- Store and move cylinders in an upright position. Secure cylinders upright with chains or rope.
- Lock up cylinders to prevent vandalism and theft.
- Whenever possible, all other cylinders should be stored in a secure area outdoors.
- Identify and keep full cylinders apart from empty ones.
- Store cylinders of different gases separately.
- Keep cylinders aware from heat sources.
- When heating with propane, keep 45 kilogram (100 lb.) cylinders at least 4.5 metres (15 feet) away from heaters.
- Keep large tanks at least 7.6 metres (25 feet) away.
- Always have a properly rated or multiple rated fire extinguishers nearby and know how to use it.
- Follow manufacturer's recommendations for storage.
- The control valve of a storage cylinder for compressed gas, other than a cylinder connected to a regulator, supply line or hose, shall be covered by a protective cap that is secured in its proper position.
- A spent storage cylinder shall not be stored inside a building.
- No storage cylinder for propane shall be placed closer than three metres to a source of ignition or fire.

Storage of Flammable Liquids

- A portable container used to store or transport flammable liquids:

  (a) shall be approved for use for that liquid by a recognized testing laboratory;

  (b) shall have a label stating the use for which the container is approved and the name of testing laboratory which gave the approval required by clause (a).

- No more than one work day's normal supply of a flammable liquid shall be stored in a building or structure on a project unless it is stored,
  (a) in a container that is suitable for the particular hazards of the liquid; and
  (b) in a controlled access area or a room,
    (i) that has sufficient window area to provide explosion relief to the outside, and
    (ii) that is remote from the means of egress from the building or structure. O. Reg. 213/91, s. 43.

Ontario Regulations/Fire Code – Storage of Chemicals

- A Material Safety Data Sheet ("MSDS") must be provided for each hazardous product.
- Each chemical user (the "User") should be familiar with proper work procedure for that chemical.
- The User should also be aware of the hazards of each chemical and safety precautions necessary to work with the given chemical (refer to the MSDS for each product).
- The storage for each classification of chemicals and gases shall be segregated from every other classification and from each other.
- The storage of all flammable materials shall conform to the requirements of the Ontario Fire Code (O. Reg. 213/07).
- All flammable chemicals (paint, varsol, contact cement etc.) shall be stored in a flammable storage area in approved flammable storage cabinets.
- All containers for flammable materials will be labelled in conformance with the Ontario Fire Code (O. Reg. 213/07).
- Keep lids on chemicals when not in use.
- WHMIS labels must be affixed to all chemical containers.
- Store fuel only in containers approved by the Canadian Standards Association ("CSA") or Underwriters Laboratories of Canada ("ULC").

Handling of Chemical Waste

Hazardous waste disposal shall be carried out as per the client's instructions.

Special Section on Propane

From time to time, it may be necessary to handle or store propane gas.

It is the policy of P&C General Contracting Ltd. to inform its employees in the proper way to use and handle propane

According to *Ontario Regulation 211/01/s.4;*

*"*No person shall operate, install, alter, repair, service or remove any appliance or equipment or any other thing employed or to be employed in the handling or use of propane or use, supply, transport, store, handle or transfer of propane except in accordance with this regulation".

Duties of the Employer and Employee concerning Propane

1. Every person who operates, installs, removes, repairs, alters or services appliances or equipment (e.g. propane heater) shall instruct the person's employees in to comply with the Act and the *Regulation O. Reg. 211/01.5.5(1) (to obtain training).*

2. Every person who employs a person to carry out any activity referred to in subsection (1) shall take every precaution that is reasonable in the circumstances to ensure that the employee complies with the Act and Regulation.

To comply with these Regulations, it is the Policy of P&C General Contracting that every person who has to handle propane is to be certified and have a Record of Training for the purpose.

P&C will provide training to designated employees in the use of the handling and storage of propane.

Hazards of Propane

Heating in confined areas, particularly with propane involves special hazards that must be safeguarded against. Propane is heavier than air and can collect in low-lying areas. Propane can be absorbed into clothing. Workers must therefore use extreme caution in the event of leakage or flame-out. When propane is burned in fuel heaters and other equipment, it uses up oxygen and releases carbon monoxide and nitrogen oxides. To keep these gases at acceptable levels and to ensure enough oxygen for breathing, adequate ventilation must be provided and maintained.

Storage of Propane

- store and secure cylinders upright at all times
- do not store propane indoors or near other fuel storage areas
- secure cylinders at least 15 feet (4.5 meters) but more than 50 feet (15 meters) from the heater
- keep a type 4A – 40 BC fire extinguisher available wherever propane fuel is being used

SECTION 4.7 WASTE HANDLING AND DISPOSAL PROCEDURES

Introduction

In order to ensure proper handling and disposal of wastes, Regulation 347 of the *Environmental Protection Act (EPA)* of the Ontario Ministry of Energy, Science and Technology provides definitions of hazardous wastes and details the requirements for waste registration and manifesting to disposal.

Some examples of hazardous wastes that contractors may need to manage properly and ensure they do not come in contact with the environment include, but are not limited to;

- Asbestos
- Waste oil
- Cleaning solvents
- Rags contaminated with oil
- Filters from welding units
- Compressed gases

These hazardous wastes must not enter the water system or be disposed at a municipal landfill.

Asbestos Awareness

Any work with that involves asbestos will not be part of P&C's scope of work. Work with asbestos will be done by a licensed third party. However P&C staff must be aware (and trained) to identify possible asbestos as per Ont. Reg. 278/05 (5) as follows

Information for workers

5. (1) This section applies whenever a worker is to do work that,

(a) involves material that,

(i) is asbestos-containing material,

(ii) is being treated as if it were asbestos-containing material,

(iii) is the subject of advice under section 9 or a notice under subsection 10 (8); or

(b) is to be carried on in close proximity to material described in clause (a) and may disturb it. O. Reg. 278/05, s. 5 (1).

(2) The constructor or employer shall advise the worker and provide him or her with the following information:

1. The location of all material described in clause (1) (a).
2. For each location, whether the material is friable or non-friable.
3. In the case of sprayed-on friable material, for each location,
   i. if the material is known to be asbestos-containing material, the type of asbestos, if known, or
   ii. in any other case, a statement that the material will be treated as though it contained a type of asbestos other than chrysotile. O. Reg. 278/05, s. 5 (2).

Construction Wastes and Disposal

Construction activities on site typically generate waste that must be separated at the source before disposal.

Items such as metal must be placed in the special metal bin for recycling.

Construction debris such as drywall, plaster etc. shall be placed in a construction material disposal bin.

In general, efforts should always be focused toward the three R's – *Reduce, Reuse, and Recycle.*

Hazardous Waste Handling and Disposal

The WHMIS Regulation 860 under the Ontario *Occupational Health and Safety Act* states that, where hazardous waste is generated in the workplace, and stored on site before disposal, the employer is expected to identify all containers of hazardous waste, and to train any workers who may be exposed to hazardous waste, regarding its safe storage and handling (section 4(4) of the Regulation)

Under section 6(2) of the Regulation
"an employer who produces a controlled product in a workplace shall ensure that every worker who works with or in proximity to the controlled product is informed about all hazard information of which the employer is or ought to be aware concerning the controlled product and its use, storage and handling."

Under section 7(1) of the Regulation
"an employer shall ensure that every worker who works with or in proximity to a controlled product is instructed in,

(a) the contents required on a supplier label and workplace label, and the purpose and significance of the information contained on the labels;
(b) the contents required on a material safety data sheet (MSDS) and the purpose and significance of the information contained on a MSDS including – 'precautions to be taken in handling and storage' and 'waste disposal methods';
(c) Procedures for the safe use, storage, handling and disposal of a controlled product"…

Any means of container identification would be considered acceptable, as long as they are understood by the workers. Examples include:

1. colour coding of hazardous waste containers (in combination with education to ensure that workers will recognize the meaning of the colour);
2. a warning sign with the words, "Caution – Hazardous Waste"; and
3. a warning sign with a picture that conveys the appropriate message (example – skull and crossbones)

Chemical Spills – Emergency Procedures

1. **Stop – Think! Do not rush. Carefully plan cleanup**
2. Decide if you can safely handle the spill. (If unsure call MOE at 416-325-3000)
3. Obtain MSDS sheets for the chemical for personal safety and cleanup information

4. Eliminate all ignition sources if flammable material is involved
5. Confine the spill to a small area. Do not allow the material to spread.
6. Carefully remove other materials etc. from the path of the spill.
7. Clean up area of spill and dispose of chemical waste as required.

Regulation 309 of the Ontario *Environmental Protection Act* provides that it is the responsibility of waste generators to identify and properly dispose of waste. Every generator must file a Generator Registration Report and be issued a Generator Registration Number.

The transportation of waste is governed by the Ontario *Dangerous Goods Transportation Act.* Procedures that utilize a six-copy manifest must be followed by the generator, carrier and receiver. Carriers must be licensed in accordance with provincial and federal requirements. It is the responsibility of P&C employees to ensure that all steps are followed in the handling and disposal of hazardous material and liquids.

SECTION 5. COMPANY HEALTH AND SAFETY RULES

We are all responsible for our own and our fellow workers' health and safety and to identify and reduce hazards in the work place

The following is a list of general Health and Safety rules at P&C sites. For further details please see our comprehensive Health and Safety Program Manual

Safety

1. It is every ones responsibility to conduct themselves in a manner that allows the site to be a safe work environment

Personal Protective Equipment

2. Personal Protective Equipment must be worn on all work sites and must be appropriate to the work being done.

Housekeeping

3. All sites must be kept clean, clear of scrap and other hazards and emergency exits are to be kept clear

Emergencies

4. All staff must be aware of fire extinguisher and first aid locations and emergency procedures on the work site

Behaviour

5. It is strictly forbidden to be under the influence of alcohol or drugs and smoking is not allowed on the work site

Hazards

6. The Company and site supervisors are responsible to identify and discuss site hazards and training is available
7. All safety hazards observed are to be corrected immediately and reported to the site supervisor.
8. Any defects or damage to equipment, vehicles or tools must be immediately tagged, removed from service and reported to the site supervisor.

Discipline

9. The Company has a discipline procedure when a worker does not abide by any safety rule, policy or procedure. See Section 3.5 and 3.7 of the P&C Employee Handbook
10. The discipline procedure consists of 3 steps - notification, interviews and dismissal. The discipline procedure is described in the 'Staff Working Standards Form' and discussed with each staff member during orientation.

Health and Safety Committee

11. The P&C Health and Safety Committee include worker representatives and has responsibilities for improving and updating safety at P&C

Accident Reporting

12. <u>All accidents</u> must be reported to your foreman and to the office.

SECTION 6. PERSONAL PROTECTIVE EQUIPMENT

INTRODUCTION

Personal protective equipment (PPE) is something all construction workers have in common and are required to have on sites.

PPE is designed to protect against safety and/or health hazards. Hard hats, safety glasses, and safety boots, for instance, are designed to prevent or reduce the severity of injury if an accident occurs.

Other PPE, such as hearing and respiratory protection, is designed to prevent illnesses and unwanted health effects.

P&C has the responsibility to provide specialized PPE and to provide training on their use. It is important to remember that PPE only provides protection. It reduces the risk but does not eliminate the hazard.

There are legal requirements/responsibilities for PPE, under the Occupational Health and Safety Act, for employers, supervisors and staff under Ont. Regulations 420/10, Sections 12, 13 and 14.

INSPECTION OF PPE

All PPE are to be inspected as per manufacturers guidelines for good condition before being used on the site. This inspection will be done by the site supervisor/foreman and will be documented in the first weekly inspection report.

P&C will conduct and annual inspection of all PPE each March and documentation will be maintained in the JHSC minutes.

FOOT PROTECTION

Ankle injuries represent 50% of all foot injuries in Ontario construction.

CSA Grade 1 rated boots offers the highest protection and is the only one allowed in construction. A steel toe protects against falling objects while a steel insole prevents punctures to the bottom of the foot.

Grade 1 boots can be identified by

- A green triangle patch imprinted with the CSA logo on the outside and
- A green label indicating Grade 1 protection on the inside of the boot

P&C requires all construction staff to provide and wear safety boots at all times.

HEAD PROTECTION

Hard hats protects the wearer's head against impact and against small flying or falling objects, and must be able to withstand an electrical contact equal to 20,000 volts phase to ground.

The CSA label for Type II, Class E is stamped on the inside of the hat

P&C supplies and requires all construction staff to wear approved hard hats on all projects.

EYE PROTECTION

One out of 2 construction workers may suffer a serious eye injury during their career. The importance of wearing proper eye protection cannot be over-emphasized. Proper eye protection must be selected to match the specific construction hazard.

Eye injuries associated with construction projects can be caused by flying objects, dust, heat, acid splash, abrasive sand, glare and radiation.

The various classes of eye protection are

- Spectacles with side protection
- Goggles that completely cover the eye socket and give all round protection
- Welding helmets

- Welding hand shields
- Hoods with impact resistant windows
- Face shields for impact and splash protection and radiation protection
- Respirator face pieces for complete protection

P&C provides and trains various eye protection types and requires all construction staff to wear this protection when appropriate.

HEARING PROTECTION

Construction activities produce noise and noise can cause temporary or permanent hearing loss. Any noise level over 80 decibels (dBA) can damage hearing

Typical Construction Noise Levels

Type of Equipment	*Decibel reading (3 feet from operator's ear)*
Electric drill	92 – 95 dBA
Hand work with hammer	102 dBA
Concrete breaker	103 dBA
Electric grinder on steel	107 dBA

Noise hazards can be controlled with proper use of hearing protection devices

- ear plugs - must fit tightly in the ear canal so that no air can get through. Ear plugs must be check and adjusted regularly as the ear canal and outer ear expand throughout the day.
- ear muffs – must form a proper seal around the ear. Hair and ear rings should be pushed aside or removed. Glasses can break the seal. Caution must be used and the fit checked at regular times.

P&C provides and trains various hearing protection devices and requires all construction staff to wear this protection when appropriate.

Applicable legislation on noise O. Reg 381/15

Interpretation

1. (1) In this Regulation,

"attenuation" means a reduction in sound pressure level incident upon the ear; ("atténuation")

"dBA" means a measure of sound level in decibels using a reference sound pressure of 20 micropascals when measured on the A-weighting network of a sound level meter; ("dBA")

"decibel" means a unit of measurement of sound pressure level that is equal to 20 times the logarithm to the base 10 of the ratio of the pressure of a sound, divided by the reference pressure of 20 micropascals. ("décibel")

(2) An equivalent sound exposure level is the steady sound level in dBA which, if present in a workplace for eight hours in a day, would contain the same total energy as that generated by the actual and varying sound levels to which a worker is exposed in his or her total work day.

(3) see regulation for mathematical equation for determining sound exposure.

Duty to protect workers

2. (1) Every employer shall take all measures reasonably necessary in the circumstances to protect workers from exposure to hazardous sound levels.

(2) The protective measures shall include the provision and use of engineering controls, work practices and, subject to subsection (5), hearing protection devices.

(3) Any measurement of sound levels in the workplace that is done in order to determine what protective measures are appropriate shall be done without regard to the use of hearing protection devices.

(4) Without limiting the generality of subsections (1) and (2), every employer shall ensure that no worker is exposed to a sound level greater than an equivalent sound exposure level of 85 dBA, $L_{ex,8}$.

(5) Except in the circumstances set out in subsection (6), the employer shall protect workers from exposure to a sound level greater than the limit described in subsection (4) without requiring them to use and wear hearing protection devices.

(6) Workers shall wear and use hearing protection devices appropriate in the circumstances to protect them from exposure to a sound level greater than the limit described in subsection (4) if engineering controls are required by subsections (1) and (2) and,

(a) are not in existence or are not obtainable;

(b) are not reasonable or not practical to adopt, install or provide because of the duration or frequency of the exposures or because of the nature of the process, operation or work;

(c) are rendered ineffective because of a temporary breakdown of such controls; or

(d) are ineffective to prevent, control or limit exposure because of an emergency.

(7) Where practicable, a clearly visible warning sign shall be posted at every approach to an area in the workplace where the sound level, measured as described in subsection (3), regularly exceeds 85 dBA.

Training and instruction

3. An employer who provides a worker with a hearing protection device shall also provide adequate training and instruction to the worker in the care and use of the device, including its limitations, proper fitting, inspection and maintenance and, if applicable, the cleaning and disinfection of the device.

Hearing protection devices

4. (1) A hearing protection device shall be selected having regard to,

(a) sound levels to which a worker is exposed;

(b) the attenuation provided by the device; and

(c) the manufacturer's information about the use and limitations of the device.

(2) A hearing protection device shall be used and maintained in accordance with the manufacturer's instructions.

RESPIRATORY PROTECTION

Respiratory hazards may be present as gases, vapours, fumes mists and dusts and may be compounded depending on the number and variety of jobs under way.
Health effects can be irritants, asphyxiates (lack of oxygen), central nervous system depressants and fibrotic materials (e.g. asbestos).
Respiratory protective equipment can be air-purifying respirators (filter masks) or supplied-air respirators.
Respiratory protection devices must be selected, tested and maintained depending on the particular job conditions
P&C provides and trains various respiratory protection devices and requires all construction staff to wear this protection when appropriate.

OTHER PROTECTION EQUIPMENT/DEVICES

- Protective clothing
- Gloves

P&C provides and trains other protection equipment and requires all construction staff to wear this protection when appropriate.

SECTION 7. MAINTENANCE OF TOOLS, EQUIPMENT AND VEHICLES

Preventative maintenance is the systematic care and protection of tools, equipment and vehicles in order to keep them in a safe, usable condition and prevent downtime and extend productivity.

OHSA – O. Reg. 213/91, s 93 requires

(1) All vehicles, tools and equipment shall be maintained in a condition that does not endanger a worker.

(2) No vehicle, tool or equipment shall be used

- while it is defective or hazardous
- when weather or conditions are such that its use is likely to endanger a worker, or
- while it is being repaired or serviced unless the repair or servicing requires that it be operated.

(3) All vehicles, tools and equipment shall be used in accordance with any operating manuals issued by the manufacturers

The following are the general conditions for the maintenance of P&C tools, equipment and vehicles;

1. P&C will keep an inventory of all Company owned tools, equipment and trucks
2. Defective tools and equipment to be tagged (as DO NOT USE) and returned to the office
3. Trucks requiring repairs or oil changes will be taken directly to a repair garage
4. Maintenance on all tools equipment and trucks to be done by a qualified person

Note – many of the tools and/or equipment used by P&C staff are rented as needed and before renting, the maintenance records should be checked for the above conditions.

P&C EQUIPMENT AND MAINTENANCE PROCEDURES

Tool	**Maintenance Schedule**	**Manual availability**	**Examiner**
Ladders	Before use on job site	None	All construction workers
Negative air units	As per client request Annually	With Hazmat Inc.	Qualified Technician (eg. Hazmat Rep.)
Shop vacuums	Clean bag as required	none	Qualified Technician (eg. Tool Doctor)
Miscellaneous Tools	Before use on job site	none	Qualified Technician (eg. Tool Doctor)
Trucks	See QMS50/10/50	With certified garage	Certified truck repairs (eg. Sam's Garage – Markham)

SECTION 8. TRAINING AND COMMUNICATIONS

TRAINING

P&C shall provide information, instruction and supervision to protect the health and safety of workers. P&C shall, when appointing a trainer, appoint a competent person and/or secure the appropriate resources and carry out training programs for workers, supervisors and JHSC members as may be prescribed by government regulations.

All P&C staff require training during initial orientation, job specific orientation and ongoing training and retraining. Training will include heath and safety, supervision and construction skills (eg. Carpentry). Training shall be done in accordance with OHS Reg. 297/13 as follows;

ONTARIO REGULATION 297/13

OCCUPATIONAL HEALTH AND SAFETY AWARENESS AND TRAINING

BASIC OCCUPATIONAL HEALTH AND SAFETY AWARENESS TRAINING

Basic occupational health and safety awareness training — workers

1. (1) An employer shall ensure that a worker who performs work for the employer completes a basic occupational health and safety awareness training program that meets the requirements set out in subsection (3) as soon as practicable. O. Reg. 297/13, s. 1 (1).

(2) Subsection (1) does not apply if,

(a) the worker previously completed a basic occupational health and safety awareness training program and provides the employer with proof of completion of the training; and

(b) the employer verifies that the previous training meets the requirements set out in subsection (3). O. Reg. 297/13, s. 1 (2).

(3) A basic occupational health and safety awareness training program for workers must include instruction on the following:

1. The duties and rights of workers under the Act.
2. The duties of employers and supervisors under the Act.
3. The roles of health and safety representatives and joint health and safety committees under the Act.
4. The roles of the Ministry, the Workplace Safety and Insurance Board and entities designated under section 22.5 of the Act with respect to occupational health and safety.
5. Common workplace hazards.
6. The requirements set out in Regulation 860 (Workplace Hazardous Materials Information System (WHMIS)) with respect to information and instruction on controlled products.
7. Occupational illness, including latency. O. Reg. 297/13, s. 1 (3).

Basic occupational health and safety awareness training — supervisors

2. (1) An employer shall ensure that a supervisor who performs work for the employer completes a basic occupational health and safety awareness training program that meets the requirements set out in subsection (3) within one week of performing work as a supervisor. O. Reg. 297/13, s. 2 (1).

(2) Subsection (1) does not apply if,

(a) the supervisor previously completed a basic occupational health and safety awareness training program and provides the employer with proof of completion of the training; and

(b) the employer verifies that the previous training meets the requirements set out in subsection (3). O. Reg. 297/13, s. 2 (2).

(3) A basic occupational health and safety awareness training program for supervisors must include instruction on the following:

1. The duties and rights of workers under the Act.
2. The duties of employers and supervisors under the Act.
3. The roles of health and safety representatives and joint health and safety committees under the Act.
4. The roles of the Ministry, the Workplace Safety and Insurance Board and entities designated under section 22.5 of the Act with respect to occupational health and safety.

5. How to recognize, assess and control workplace hazards, and evaluate those controls.

6. Sources of information on occupational health and safety. O. Reg. 297/13, s. 2 (3).

Exemptions

3. (1) The requirements set out in section 1 do not apply to an employer with respect to a supervisor if,

(a) before this Regulation came into force, the supervisor was performing work as a supervisor for the employer; and

(b) the employer verifies that, before this Regulation came into force, the supervisor completed a basic occupational health and safety awareness training program that meets the requirements set out in subsection 2 (3). O. Reg. 297/13, s. 3 (1).

(2) The requirements set out in section 1 do not apply to an employer with respect to a worker or supervisor if,

(a) another employer was exempt with respect to the worker or supervisor under subsection (1); and

(b) the worker or supervisor provides the employer with proof of the exemption. O. Reg. 297/13, s. 3 (2).

Record of training

4. (1) An employer shall maintain a record of the basic occupational health and safety awareness training required by sections 1 and 2 that is completed by workers and supervisors who perform work for the employer. O. Reg. 297/13, s. 4 (1).

(2) An employer shall maintain a record of workers and supervisors who perform work for the employer in respect of whom the employer is exempt under section 3. O. Reg. 297/13, s. 4 (2).

(3) If a worker or supervisor completes a training program under subsection 1 (1) or 2 (1), the employer shall, at the request of the worker or supervisor, provide the worker or supervisor with written proof of completion of the training. O. Reg. 297/13, s. 4 (3).

(4) If an employer is exempt with respect to a supervisor under subsection 3 (1), the employer shall, at the request of the supervisor, provide the supervisor with written proof of the exemption. O. Reg. 297/13, s. 4 (4).

(5) If, within six months of a worker or supervisor no longer performing work for an employer, the worker or supervisor requests a written proof described in subsection (3) or (4), the employer shall provide the worker or supervisor with the requested written proof. O. Reg. 297/13, s. 4 (5).

CERTIFICATION TRAINING

Certification training

5. (1) An employer shall carry out the training programs necessary to enable a committee member to become a certified member, and the programs must be selected in accordance with the training and other requirements established by the Chief Prevention Officer under section 7.6 of the Act. O. Reg. 297/13, s. 5 (1).

(2) For greater certainty, in subsection (1),

"carry out" includes paying for the training. O. Reg. 297/13, s. 5 (2).

The Health and Safety Committee may also identify and schedule other training sessions as required.

The effectiveness of training sessions will be done by encouraging feedback at safety meetings and through an annual staff safety quiz.

<u>Orientation of new staff</u> (before worker arrives at job site)

- personal protective equipment
- WHMIS
- Working at heights
- electrical hazards
- job safety overview (MOL Health and Safety at work)

<u>Job start up and job specific training</u> (job start up meetings and as new staff arrive on site)

- client safety policies
- emergency procedures, exits and fire extinguishers
- PPE requirements
- Use and maintenance of equipment and tools
- other training as required at the site such as
    - confined space

        - elevated platform
        - trenching
        - propane handling
        - traffic control
- sub trade workers will also be required to show proof of training as required for their trade and site specific training
- Note – training records to be available on job sites

Ongoing training (tool box talks, quarterly general staff meetings and specified training session

- asbestos awareness
- equipment and tools
- first aid/CPR
- propane handling
- scaffolds

Specialized training

- certified joint health and safety representative
- supervision responsibilities

RECORDS

Training records including signed attendance lists, date, instructor's name and course content will be kept in the Company Office with the master H&S Manual.

Copies of training records will be issued to each foreman/lead hand to be available on site.

Where appropriate, wallet sized records of training will be given to staff. See Section 21 for training records.

COMMUNICATION

Communication of Health and Safety procedures, policies and initiatives will be done at training sessions, general staff safety meetings, and at job site meetings.

All safety meetings will have a signed attendance list and content of safety talks will be attached to meeting minutes.

Minutes of bi monthly H&S Committee meetings and will be circulated to all staff.

At all safety meetings, two way communications will be encouraged.

See Section 21 for summary of training records

SECTION 9. WORKPLACE INSPECTIONS

P&C General Contracting Ltd. intends to minimize/eliminate human suffering and economic loss due to workplace accidents, by identifying and correcting unsafe acts and conditions through regular workplace inspections.

P&C shall perform inspections as per the Ont Reg. 213/91, Section 14 (3,4)

ONTARIO REGULATION 213/91

CONSTRUCTION PROJECTS

14. (3) A supervisor or a competent person appointed by the supervisor shall inspect all machinery and equipment, including fire extinguishing equipment, magazines, electrical installations, communication systems, sanitation and medical facilities, buildings and other structures, temporary supports and means of access and egress at the project to ensure that they do not endanger any worker. O. Reg. 213/91, s. 14 (3).

(4) An inspection shall be made at least once a week or more frequently as the supervisor determines is necessary in order to ensure that the machinery and equipment referred to in subsection (3) do not endanger any worker. O. Reg. 213/91, s. 14 (4).

SITE SAFE 'WORKING CONDITIONS' INSPECTIONS

Inspections will be done at 3 levels.

- Level 1 – an inspections done by a P&C H&S Committee member or designate (i.e. outside consultant)
- Level 2 – an inspection done by the supervisor/foreman and at their job site
- Level 3 – an inspection done by each staff at all times during the work day

Format of inspections

Level 1 and 2

Workplace safety inspections will be done with input from the site workers and using the attached worksheet as developed by the P&C Joint Health and Safety Committee. This worksheet will cover all aspects of the work site and include vehicles, tools and equipment. The continuing development of this worksheet will be the responsibility of the Joint H&S Committee. Inspection reports will be reviewed by senior management and copies returned to the job site for review by site workers.

Level 3

No work sheet is necessary and all staff will be aware of contents of Level 1 and 2 inspection form and thus be aware of areas to look for hazards. However if a hazard is identified and cannot be corrected to the workers satisfaction, a hazard report must be written up and submitted to the H&S representative

Frequency of inspections

Level 1

Inspections will be done 1 time per month by each JHSC worker representative at rotating job sites

Level 2

Inspections will be done once a week (Friday) and will be subject to QMS audit # 1-11

Level 3

Inspections will be done at all times and at least once a day by the site Foreman/supervisor

Corrective action from inspections

Level 1 and 2

Corrective action on identified hazards or safety violations will be corrected immediately and noted on the inspection form.

Level 3

Corrective action will be taken immediately and if a hazard is identified and cannot be corrected to the workers satisfaction, a hazard report must be written up and submitted to the H&S representative

SITE EQUIPMENT AND TOOL INSPECTIONS

Inspections of equipment and tools shall be done before each job start up and annually according to the following Regulation.

ONTARIO REGULATION 213/91

CONSTRUCTION PROJECTS

EQUIPMENT, GENERAL

93. (1) All vehicles, machinery, tools and equipment shall be maintained in a condition that does not endanger a worker. O. Reg. 213/91, s. 93 (1).

(2) No vehicle, machine, tool or equipment shall be used,

(a) while it is defective or hazardous;

(b) when the weather or other conditions are such that its use is likely to endanger a worker; or

(c) while it is being repaired or serviced, unless the repair or servicing requires that it be operated. O. Reg. 213/91, s. 93 (2); O. Reg. 145/00, s. 25 (1).

(3) All vehicles, machines, tools and equipment shall be used in accordance with any operating manuals issued by the manufacturers. O. Reg. 145/00, s. 25 (2).

(4) 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. O. Reg. 145/00, s. 25 (2).

94. (1) 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. O. Reg. 145/00, s. 26.

(2) 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. O. Reg. 145/00, s. 26.

REVIEW OF INSPECTION REPORTS, POSTING OF RESULTS AND RECORD KEEPING

All inspection forms will be reviewed at the bi monthly Joint H&S Committee for improvements in our training and safety programs. Copies will be attached to the Committee minutes

SECTION 10. ACCIDENT INVESTIGATION

A prime objective of 'near miss' and accident investigation is prevention. By finding the causes of an accident and taking steps to control or eliminate then, we can prevent similar accidents.

Accidents can range from minor scrapes/cuts and use of supplies from the first aid kit to major incidents (critical injuries/fatalities) and the assistance of emergencies agencies.

Ministry of Labour Health and Safety Contact Centre: 1-877-202-0008
Call immediately to report critical injuries or fatalities

Investigation steps	**Minor scrape**	**Medical aid required**	**Major**
Example of injury	Cuts/scrapes	Strains, any injury requiring medical aid and/or time off	Fatalities, critical injuries, life in jeopardy, produces unconsciousness, fracture of arm or leg, loss of sight, explosions, etc.
Who is responsible for investigation	Worker to report to supervisor	Site foreman and project coordinator to complete accident report and WSIB form 7	Site foreman, MOL Inspector, project coordinator, H&S committee, senior management
Legal notices	Nil	WSIB form 7, to be submitted within 3 days	Immediately notify MOL Inspector, Written Report submitted to MOL within 48 hours, WSIB form 7 submitted within 3 days.
Forms to be filled in	Safety kit log	Accident report, WSIB form 7 and return to work form	Accident report, WSIB form 7 and return to work form, MOL investigation
Follow up required	Make site safe Review at H&S meeting	Make site safe Review at H&S meeting, early return to work program	Make site safe Review at H&S meeting, early return to work program
Records storage	H&S summary statistics	Personnel file, safety records file and H&S statistics	Personnel file, safety records file and H&S statistics

A copy of the P&C 'near miss' and accident investigation form is attached.

All supervisors/foreman must be aware of how to complete these forms.

All reports will be reviewed by the H&S Committee and yearly summaries compiled and reviewed with all staff and senior management. Corrective actions developed by the H&S Committee will be communicated to all staff via H&S meeting minutes and at General Staff Meetings.

ACCIDENT AND 'NEAR MISS' INVESTIGATION REPORT

1. Employer's Name & Address:
P&C General Contracting Ltd., 24-250 Shields Court Markham, ON L3R 9W7

2. Site of Accident: _____

3. Date and Time of Accident: _____4. Weather: _____

5. Injured Employee's Name: _____ 6. Age: ___ 7. Sex: ___

8. Occupation: _____ 9. Experience in Job: _____

10. Supervisor: _____ 11. Witnesses: _____

12. Brief Description of What Happened:

_____

13. Brief Description of Estimated Cost and Property Damage:

_____

14. Description of Injury: _____

15. Cause of Injury: _____

16. Accident Causes: _____

17. Description of Events Leading to Accident:

_____
(use reverse side for sketches and additional information)

18. Principal Prevention Measures & Date of Employer Implementation:

_____

19. Supplementary Preventative Measures:_____

20. Miscellaneous Information: _____

21. Senior Manager's Signature: _____ 22. Date: _____

23. JHSC/Investigator's Signature: _____ 24. Date: _____

SECTION 11. EMERGENCY PREPAREDNESS

The *Occupational Health and Safety Act* requires that the constructor shall establish Emergency Response Procedures for every Project.

Emergency preparedness helps to minimize the human suffering and economic losses that can result from emergencies.

The site foreman/superintendent is responsible for developing, communicating and practice drilling of all emergency measures.

In all cases, while working on a client's site, the client's emergency response plan must be followed.

Emergency Plan Set Up

All P&C projects with more than 5 workers (including sub trade workers), must have an emergency plan. The site specific emergency plan is developed during the Project Start up Safety Meeting (C10). Key elements and phone numbers for the plan (Emergency Preparedness and Job Contact form - C13 and Emergency Plan) are posted at the job site.

The plan must be tested for deficiencies and corrective action taken (if necessary)

Note - the plan details must be communicated to each worker as he/she arrives on the site (including sub trade workers) if they are not present at the project start up meeting.

Our Emergency Preparedness Plan includes

1. Hazard identification/assessment
    - MSDSs to determine hazards from on site materials
    - List of site hazards, consequences and controls
2. emergency resources
    - access to 911 system
    - fire extinguishers (checked monthly or after use) – the location of the fire extinguisher must be clearly marked and visible on the job site and must be the appropriate size for the work site
    - first aid kits and first aid practitioners – note first aid kits must be checked monthly to maintain supplies.
    - eye wash facility – note eye wash kits must be checked monthly for supplies
    - ambulance/medical resources (note injured worker must be transported via ambulance rather than P&C or other vehicle)
3. communication systems
    - list of emergency telephone numbers (including job foreman)
4. administration of the plan
    - clear understanding of responsibilities for implementation of the plan
    - update procedures as job/workplace conditions change
5. emergency response procedure

- the basic actions are – *stay calm, assess the situation, take command, provide protection, aid and manage, maintain contacts, and guide emergency services*

6. communication of the procedure
    - review the emergency procedure with all workers as they arrive on the site and as job and workplace conditions change
7. debriefing and post-traumatic stress procedure
    - debriefing is necessary to review how well the plan worked and to correct and emergencies

SECTION 12. STATISTICS AND RECORDS

We record and review our safety data, inspection reports, and those of our industry to;

- Inform our staff of hazardous conditions and trends in accidents in our company and in our industry
- To tailor our health and safety training to protect and inform our staff
- To establish targets and evaluation data for our health and safety efforts

P&C Health and Safety Records

Report	**Report location**	**Reviewed**
First aid box records	First aid box	Site foreman
Tool box meeting minutes	Site work folder	Site staff
Job start up meeting minutes	Site work folder	Site staff
Weekly Site Safety Report	Safety report file/site work folder	Sr Management/ Site staff
Hazard reports	Safety report file/site work folder	Site staff/H&S meetings
Ministry of Labour orders	Safety report file/site work folder	Site staff/H&S meetings
Accident reports (P&C form)	Safety report file/site work folder	Site staff/H&S meetings
WSIB form 7 reports	Personnel file	H&S meetings
WSIB report summary/P&C yearly accident report summary	Safety report file	H&S meetings/staff meetings
CAD 7 report	Safety report file	H&S meetings
CSAO/Industry accident data	Safety report file	H&S meetings/staff meetings
H&S meeting minutes	P&C QMS files	All staff

Note – all reports reviewed by senior management

SECTION 13 OCCUPATION HEALTH

Occupational health is primarily concerned with the recognition, evaluation and control of work-related health hazards that may cause sickness, compromised well being or discomfort.

Basic Occupation Health

See Section 3.1 Occupational Health

Exposure to chemicals

See Section 3.11 WHMIS

Exposure to Physical Agents

See Section 3.1 Occupational Health

Exposure to Asbestos

See Section 3.6 Infection Control, Asbestos and Mould Abatement

Exposure to Wood Dust

See Section 3.14 Exposure to Wood dust

Proper handling and storage of hazardous materials

See Section 3.11 WHMIS
See Section 4.6 Chemical and Compressed Gas Storage Procedures
See Section 4.7 Hazardous Waste Handling and Disposal Procedures

Confined Spaces

See Section 4.4 Confined Space procedures

SECTION 14. LEGISLATION – RIGHTS AND RESPONSIBILITIES

Two documents lay out the rights and responsibilities for all parties (company, managers, foremen, workers) for health and safety on construction sites

- Ontario Health and Safety Act and Regulations (green book)
- Workers Safety Insurance Act (regulation 1101 – first aid requirements)

The following is a brief summary of the legislated rights and responsibilities. For more detailed information, consult the current Act and Regulations.

Rights

- RIGHT TO KNOW

All personnel on a construction site have the right to know about safety hazards and controls, toxic materials, emergency procedures and first aid treatment

- RIGHT TO PARTICIPATE

All personnel on a construction site have the right to participate in health and safety actions, decisions and discussions

- RIGHT TO REFUSE

All personnel on a construction site have the right to refuse to work in a situation where they feel health and safety is in danger

Responsibilities

Constructor (P&C General Contracting Ltd.)

- health and safety of workers on the construction site is protected
- equipment, materials, and protective devices are provided, in good condition and are used
- provide information and training to protect the health and safety of each worker
- prepare and post the Company Health and Safety Policy and the required government safety posters
- assign competent persons to supervise construction site
- report accidents to the Ministry of Labour

Supervisor/Foreman

- work in a safe manner and wear protective equipment
- advise site workers of any potential or actual danger to health and safety on the site
- take every precaution for the protection of the site workers

Workers

- work in compliance with the government regulations including wearing protective equipment
- report to supervisor any hazards (equipment defect, toxic material, site condition)
- engage in any unsafe act.

Accident reporting

- all accidents are to be reported to site supervisors and the P&C office
- all serious accidents must be reported by P&C to the Ontario Ministry of Labour

SECTION 15. FIRST AID REQUIREMENTS

First aid facilities (kits), training records and reporting are all required by law (Regulation 1101 – First Aid Requirements under the WSIB).

Provision and maintenance of proper first aid facilities and treatment can improve employee morale and productivity and reduce WSIB costs and absenteeism

First Aid Kits
First aid kits are required on all construction projects and the size and contents are determined by the size of the crew on site.

Each time an item is removed, the kit log (as shown below) must be completed

Name of injured worker	
Date of injury	
Time of injury	
Names of witnesses	
Nature/location of treatment	
Name of first aider	

The kits should be checked every 3 months by the site foreman and supplies replenished and the inspection report noted on the weekly Site Safety Report (C29) and on an inspection record in the safety kit.

First Aider
A qualified first aider must be located at each site and his/her current certificate must be displayed near the first aid kit.

First Aid Training
P&C will provide first aid training (normally every 3 years) at a time and place convenient to our staff. All staff are required to take this training.

Trained staff will carry their certificates with them while on the construction site and P&C will maintain records.

First Aid Reporting
All accidents and use of supplies from the first aid kit must be reported to the site foreman and recorded on the accident form and on the first aid box record.

Accidents requiring medical aid and serious accidents must be reported to the P&C office. (see Section 10 Accident Investigation)

Posting of Signs for First Aid Procedures
P&C will supply the required posters (WSIB form 82) and booklets (WSIB first aid reg. 1101) to the foreman for each job site.

SECTION 16. HEALTH AND SAFETY COMMITTEE

HEALTH AND SAFETY COMMITTEE

P & C General Contracting Ltd. believes that the Health and Safety Committee is an integral part of the Company's Health and Safety Program.

The following terms of reference, as agreed to by the Committee and Management, are intended to help the Committee function in a manner which best suits the Health and Safety needs of P & C. Committee members are expected to be familiar with the various procedures, duties and responsibilities, etc. as outlined on the following pages.

Terms of Reference of Health & Safety Committee

1. The committee should foster co-operation and open dialogue between all Employees of P & C on all matters relating to Occupational Health and Safety.
2. As much as possible, to ensure that Health and Safety concerns are brought forward and discussed.
3. To identify Health and Safety hazards and make recommendations for solutions to Management.
4. Communicate the importance of Health and Safety to all Employees of P & C.
5. To provide leadership in matters relating to Health and Safety whenever the opportunity presents itself.
6. To monitor the Company's Health and Safety Program and make recommendations where necessary.
7. To inspect the workplace and assist in accident investigation as required by Legislation or Company Policy.

Structure of Health & Safety Committee

* Committee Members must be full-time Employees of P & C. Those members representing Workers must not hold any managerial function. All Committee members must be committed to doing everything they can individually and as a group to improving the Health and Safety for all employees of P & C

Committee Size

* The Committee will consist of a minimum of 4 members with at least 50% representing workers.
    - Worker members will be selected by their peers
    - Members representing Management will be appointed by Senior Management.

Term of Office

- The normal term of office for all Committee Members will be 3 (three) years. However, any member can seek re-election or be re-appointed for another term.

Co-Chairpersons

* The Management Co-Chairperson will be appointed by the Senior Management. The Worker Representatives on the Committee will elect a Co-Chairperson for a 3 (three) year term, or as the position is vacated.

Recording Secretary
The Co-Chairpersons shall designate a recording Secretary for each meeting to record minutes or act as the recording secretary themselves.

Duties of Committee Members

Duties of Co-Chairpersons

* To preside over and run Committee meetings. The Co-Chairpersons will agree as to how they will share these duties. If no agreement can be reached, each individual will chair alternating meetings.
* Ensure that all Committee Members have an opportunity to partake in, and actively contribute to the meeting. Assign on-going projects to Members individually or as Sub-Committees of Task Forces, etc.
* Present minutes of Committee meetings and recommendations to Management.
* Ensure that Management responds to all recommendations made by the Committee, or give a satisfactory explanation as to why the recommendation cannot be acted on.
* Communicate Committee activities throughout the workplace.

Duties of Committee Members

* All members will help ensure the Committee meets its goal and objectives by adhering to the following duties.
    - Be an active Committee Member, willing to participate and learn.
    - Attend all meetings.
    - Promote adherence of P & C Health and Safety Policy and Procedures.
    - Contribute their ideas and experience to the Committee.
    - Gather information and report to the Committee.
    - Listen to and actively solicit the concerns and suggestions raised by others in the workplace and ensure they are referred to the appropriate group for resolution.
    - Perform specific tasks assigned by the Committee such as:
        * Workplace Inspections
        * Compile data, prepare reports
        * Assist in Ministry of Labour inspections
        * Partake in accident investigations
        * Assist in work refusal situations
    - Inform the Committee of any health and safety concerns of which they may be aware.
    - Review reports of injuries and present recommendations.
    - Through their own work practices and habits, Committee Members should lead by example in promoting safety.
    - Be a visible source of knowledge and interest in the area of Health and Safety to all other Employees.
    - Make recommendations in a timely and practical manner.
    - To keep confidential, any information acquired as a Committee Member concerning Co-workers or workplace processes.

Meetings

* The Health and Safety Committee at P & C will meet once every two months.

  The schedule of meetings will be as follows:

  - The 2nd Tuesday of every other month in the lunchroom.

* Regular agenda items might include but are not limited to the following:

  - Review of minutes from last meeting.
  - Review of serious accidents since last meeting.
  - Review of workplace inspections and hazard reports submitted by Committee worker representative members.
  - Make recommendations on workplace safety improvements and inform staff
  - Review of accident/injury statistics.
  - New business.

* A meeting quorum will consist of 3 Members with at least 2 of those being Worker Members.

Workplace Inspections

* Health and Safety Audit/Inspection of P & C work sites will take place every month. The audit will be conducted by a Committee worker representative or an outside consult hired for this purpose.
* Copies of the inspections are to be brought to the next Committee meeting for review.
* Serious hazards or safety concerns found during the inspections will be dealt with on an immediate basis.
* Copies of the inspection report shall be included with the minutes of the meetings for distribution.

Health and Safety Committee Training

* All individuals willing to sit on the Health and Safety Committee must be willing to participate in training and education to further their knowledge of Health and Safety.
* Training shall be the CSAO 'Joint Health and Safety Representative' course and time spent shall be paid by the Company.

SECTION 17. ORIENTATION

P&C requires that all new employees attend and complete an orientation session before going to our work sites.

Our orientation is in 3 parts. The standard worksheet (E2) provides for a step by step approach to covering all elements.

The signatures of both the trainer and worker must be recorded on each element to confirm that all parts are completed.

Our goal is to give the new employee all the tools necessary to work safely on all P&C sites.

PART 1. ADMINISTRATION

- Completion of the required Federal and Provincial employment and tax forms
- Completion of the P&C employee information forms
- Completion of the P&C consent forms
- Receipt of the P&C Handbook
- Explanation of the P&C benefit program
- Listing of the construction training courses already completed

PART 2. HEALTH AND SAFETY/COMPANY WORKING STANDARDS

- Receipt of P&C Health and Safety Policy Manual
- Explanation of safety roles and responsibilities of
    - Worker
    - Supervisor (Foreman)
    - Employer (Constructor)
    - P&C Health and Safety Committee
    - Ministry of Labour
    - WSIB
    - P&C Policy on Violence and Harassment
    - Agreement to accept these responsibilities
- Explanation and agreement of P&C working standards
- Discipline procedure
- Training obtained and training needed
- P&C policy on inspection, maintenance and use of tools and equipment

PART 3. SITE SPECIFIC SAFETY AND HAZARDS

- Site specific safety concerns/hazards
- Site specific emergency plans and locations of emergency equipment
- Agreement to follow safety procedures
- Agreement to adhere to site specific working standards

SECTION 18. RETURN TO WORK AND MODIFIED WORK PROGRAMS

Policy

P & C General Contracting Ltd. and senior management encourages all workers to return to modified work or regular work as soon a possible after an injury or illness. A modified work program has been established to help rehabilitate employees and facilitate them back into their pre-injury job. Management will take every available opportunity to accommodate all injured employees. Each program will be done on an individual basis because each personal injury or illness is unique.

Goal

To return the worker, as close as possible, to his pre-accident work.

Principles

- Effective management of a workers' rehabilitation through a knowledgeable cooperative approach
- Ensure that a worker receives prompt, effective, timely access to services required to facilitate their rehabilitation.
- Should an employee become unable to perform their regular duties, every reasonable effort will be made to place the employee in another job that they are capable of performing.
- The parties acknowledge the benefits of early rehabilitation planning to facilitate the medical and vocational recovery of an individual.
- The program's objective is to allow the worker to return to the regular work force as soon as possible, by encouraging effective rehabilitation, helping maintain contact with co-workers, reducing the time needed for a return to full work capacity and helping to maintain a sense of identity and self respect.
- Privacy of information (medical and other) shall be maintained
- P&C will conduct our RTW program in accordance with the WSIA Section 40 – 42 and WSIB policies.

Communication and Monitoring

This policy shall be explained during orientation to new employees and to all staff at General Staff Meetings once a year.

The progress and final results of any 'return to work' actions shall be monitored by the Health and Safety Committee. The progress and results will be reported to staff via the H&S Meeting minutes.

Evaluation of Program

Each year, at the final JHSC meeting, the P&C H&S Committee will review the number and costs of the lost time injuries. As well, the Committee will review the program and identify improvements for the next year in an action plan.

Rights and Responsibilities of an Injured Employee

- An injured employee shall have full rights to the P&C Return to Work program
- Report promptly all work related injuries to immediate supervisor
- Complete an accident report
- Actively participate in obtaining appropriate First Aid and in the Recovery Program

  Including:

  - Co-operate in obtaining medical care
  - Notify the physician of the Company 'Return to Work/Modified Work Program'
  - Actively participate in the recovery plan
  - Return the physician's report to the Program Manager as soon as possible after seeking medical treatment
  - Keep program manager and supervisor advised of any changes in medical condition and any concerns about the modified work program
  - Return the physician's report to program manager after each medical appointment and obtain a new one for the next appointment
  - Following one (1) day absence, keep in touch with your supervisor every week and advised of any changes in your condition and if you are able to do modified work
  - Ensure that all activities such as medical appointments and physiotherapy are arranged so they do not interfere with the modified work recovery program

Note – if the injured employee does not co operate and complete his responsibilities, he will be subject to the P&C disciplinary procedure outlined in the Employee Handbook

Responsibilities – Co-workers

- Provide support and encouragement to the employee participating in a modified work recovery plan
- Provide direct assistance for specially designated tasks on a temporary basis

Responsibilities –Supervisors

- Be aware of, commit to and promote the return to work program with all staff
- Report all injuries to the office
- Co- operates with the Program Manager to find suitable modified work, to supervise the injured worker on his return and to report on the injured worker's progress.

Responsibilities – Program Manager

The Program Manager is appointed by management to run the Company's Return to Work Program and is responsible for both its over-all management and its day-to-day operation.

Early and regular contact between the program manager and the injured employee are necessary to ensure the success of the program.

Responsibilities/Case management procedures are:

- Meet with worker, as soon as possible after injury and immediate medical treatment, to establish a recovery plan
- Complete a 'physical demands analysis' for the injured worker's job position and for any other position that that may qualify as a modified work position.
- Recovery plan must be outcome focused with goals and time targets
- Obtain relevant help from other professionals (e.g. attending physician) including a 'functional abilities report from the doctor or WSIB. Note – this functional abilities report can be compared to the physical demands analysis of the workers current position or any other position that could used as a modified work position.
- Arrange for modified work position that is safe and productive for the injured worker
- Monitor the progress of the worker while under the modified work plan and report to the Health and Safety Committee and to the WSIB as requested.
- Set up and maintain a log of contacts, reports and actions to facilitate early and safe return to the pre injury position as soon as possible.
- Clarify and/or modify the plan as required
- Maintain effective communication with all involved parties including WSIB, medical officer, employee, Construction Manager (re work available)
- Report to the H&S Committee on progress of case, duration and at the case closure, the effectiveness of plan.

Other Responsibilities:

- Establish and maintain support networks (e.g. WSIB, OGCA, CSAO) to continually improve the P&C Return to Work and Modified Work programs
- Obtain training where necessary

Responsibilities – Health and Safety Committee

The H&S Committee shall:

- Promote the Program to all employees
- Assist in the follow up and monitoring of an individual's plan
- Receive reports from the Program Manager on active cases
- Make recommendations in the development of the Modified Work Plan program based on networking past RTW statistics, WSIB costs and any other information that is available.

Responsibilities – Health Care Provider

- Provide appropriate, effective healthcare that facilitates recovery and expedites return to productive work
- Provide timely information on worker's functional abilities when requested by the company, the worker and the WSIB

Responsibilities – WSIB

- Actively case manage the injured worker
- Maintain communication with worker, company and health care provider
- Encourage and actively assist the worker in their successful RTW

Return to Work Procedure

The following procedure, administered by the P&C program Manager, will be followed when an employee is injured and is unable to immediately restart his/her normal work.

1. Initial examination by Health Care Provider (note – letter given to Health Care Provider explaining P&C's RTW program)
2. Evaluation of worker's functional abilities by Health Care Provider (WSIB 'Functional Abilities' Form #2647A)
3. Development of physical demands of various positions available at P&C (WSIB 'Physical Demands Information' Form # 2852A) – see Appendix A
4. Matching employee's abilities to a position in P&C
5. Getting agreement with employee to accept work that matches his/her abilities.
6. Continuously monitoring the employee's abilities (with regular communication with Health Care Provider and WSIB case manager) to bring the employee back to his/her original position, safely.

Return to Work Forms

1. Letter to Health Care Worker outlining P&C's TRW program (see attached)
2. WSIB 'Function Abilities' form
3. WSIB 'Physical Demands Information' form
4. Letter to Employee with offer of modified work position (see attached)

Note - #1 given to employee to take to Health Care Provider

William Penny	June 16, 2017	R.A. Leonard
William Penny	**DATE**	**Ray Leonard**
President		**Vice President**

APPENDIX A - Physical Demands Analysis

When a worker is first off on 'lost time' compensation, a physical demands analysis (WSIB form 2830A physical demands information form (PDIF) – see attached) will be completed for the specific worker's job and for a job position (s) that might be available as modified work.

PDIF's will be developed by the RTW Program Manager with the input of a worker who is familiar with the position and/or the supervisor.

The PDIF will be compared by the Program Manager to the Function Abilities Form as they are received from medical personal. Job requirements will be matched with the injured worker's capabilities to assist in getting the worker back to a modified and/or a full time position.

SECTION 19. DISCIPLINE

P&C sets out standards for working and safety conduct. These standards are explained during orientation and reviewed at General Staff Meetings and Job Site Meetings.

Our goal is to reinforce the standards and take actions when they are not followed. The discipline procedure is explained and must be agreed to at the orientation of every employee before he/she arrives at the first job site.

The progressive discipline procedure is as follows

1. On the first violation, the Staff Working Standards Form (C14) will be completed, signed by both the employee and his supervisor and will be filed in the staff personnel file.
2. On the second violation, the staff member will be required to attend an interview with senior management at the P&C office and a Staff Working Standards form will be filled out as in step 1.
3. On the third violation, discipline action will be taken.

As outlined in the P&C Employee handbook (section 3.5), discipline actions are as follows;

1. The company shall enforce the policies and procedures set out in the Manual by means of fair and appropriate actions. These actions may include but are not limited to.
    - discharge/termination of employment
    - demotion
    - suspension
    - reprimand
2. The employee shall be given an opportunity to express his/her case at a meeting with his/her supervisor prior to the decision on the disciplinary action. Except for a reprimand, a Senior Company Manager shall be present at the meeting. An employee is entitled to have another person of his/her choice in attendance at the meeting.
3. If disciplinary action is taken, a written record of cause and specifics of the disciplinary action will be signed by both parties and copies shall be;
    - given to the employee
    - place and retained in the staff personnel file

SECTION 20. INSPECTION REPORTS

SEE SECTION 9 FOR TYPE AND TIMING OF JOB SITE INSPECTION REPORTS

SEE SEPARATE FOLDER IN P&C OFFICE FOR REPORTS

SECTION 21 TRAINING RECORDS

SEE OFFICE FILES FOR UP TO DATE TRAINING RECORDS

SECTION 22 HEALTH AND SAFETY COMMITTEE MINUTES

SEE QMS MEETING MINUTES FOLDER IN P&C OFFICE H&S COMMITTEE MEETING MINUTES

SECTION 23 POSTED MATERIAL

SEE CURRENT 'FOREMAN'S SAFETY FOLDER' OF CURRENT POSTED MATERIAL AS PER GOVERNMENT REGULATIONS

SECTION 24 SAFETY TALK MATERIALS

SEE OFFICE FOLDER FOR SAFETY TALK MATERIALS

SECTION 25. WORKPLACE VIOLENCE, HARASSMENT INTRODUCTION

Workplace violence/harassment is any action, conduct, threat or gesture of a P&C employee towards another P&C employee in their workplace that can reasonably be expected to cause harm, injury or illness to that second employee.
P&C policy states that it is essential for a safe and healthy workplace to have an atmosphere where violence, intimidation, bullying and/or harassment are ***unacceptable***. All staff are responsible to ensure this policy is followed.

Senior management of P&C is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety and the ability to work free of violence and harassment. As well, management of P&C is committed to providing a work environment in which all individuals are treated with respect and dignity.
P&C will enforce the Ont. Reg. 32.0.1 - 7

IDENTIFICATION OF POTENTIALLY VIOLENT AND/OR HARASSING BEHAVIOUR

- *Threatening behaviour* – such as shaking fists, destroying property or throwing objects
- *Verbal or written behaviour* – any expression or intent to inflict harm including;
  Direct threats – clear and explicit communication, which distinctly indicates that the potential offender intends to do harm e.g., "I'm going to make you pay for what you did to me"
  Conditional threats – involve a condition, e.g., "If you don't get off my back, you'll get it".
  Veiled threats – usually involves body language or behaviour that leaves little doubt in the mind of the victim that the perpetrator intends harm, e.g., "Do you think anyone would care if someone would beat up the boss?"
- *Harassment* – any behaviour (including sexual, religious and racial) that is designed to trouble or worry the victim or coercive or fear-inducing behaviour
- *Verbal abuse* – including swearing, insults or condescending language
- *Physical attacks* – including hitting, shoving, pushing or kicking the victim.

DEALING WITH A POTENTIALLY VIOLENT OR HARASSING PERSON

- Remain calm and try to calm the other person
- Use calm body language – relaxed posture with hands unclenched, attentive expression
- DO NOT FIGHT – walk or run away
- Report the incident IMMEDIATELY to your supervisor, and if you are not satisfied with the follow up, then report it to a manager, then a managing director or as a last resort, the Ontario Department of Labour.

YOU HAVE THE RIGHT TO REFUSE TO WORK IN AN 'UNSAFE' WORK ENVIRONMENT.
P&C management will investigate and deal with all concerns, complaints or incidents of workplace harassment and/or violence in a fair and timely manner while respecting the worker's privacy as much as possible.
ROLES AND RESPONSIBILITIES

- Worker – report immediately any incident of violence or harassment

- Supervisor – react immediately (including getting assistance) to ensure a safe environment and report incident to the office (senior management).
- Senior Management
    - ensure a safe work environment after incident
    - post and make staff aware of violence and harassment policy
    - investigate incident and deal as required by Company and Ontario policies and regulations
    - conduct periodic surveys of workplace environment, document and report to staff
    - review and update policy annually
    - develop controls based on the surveys

NOTE – P&C is required to **investigate, record and report** all violent or harassing incidents and perpetrators are subject to disciplinary actions.

William Penny June 16, 2017 R.A. Leonard

President Vice President