COLUMBIA MASONRY

CONTRACTING INC.

OCCUPATIONAL HEALTH & SAFETY PROGRAM

POLICY & PROCEDURES MANUAL

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1 SECTION – 1- POLICY STATEMENT

HEALTH, SAFETY & ENVIROMENTAL POLICY

COLUMBIA MASONRY is committed to a strong Health & Safety Program that protects its Employees, Contractors, Clients, and the Public from injury or property damaged caused by accidents and/or incidents.

COLUMBIA MASONRY is committed to continuous improvement to health and safety in the workplace, through the participation of all personnel. In fulfilling this commitment:

- The Company will provide and maintain a safe and healthy workplace, as prescribed by accepted safety practices, procedures, and legislated requirements.
- The Company will strive to eliminate foreseeable hazards that could result in personal injury or illness, damaged property and loss due to other causes.
- The Company will provide proper and relevant worker training, job specific safe work procedures and practices, equipment operating and maintenance procedures, and safety guidelines that focus Management, Workers and Contractor's awareness on reducing the risk of accidents and/or incidents in all activities.
- The President will ensure this policy is reviewed annually.

COLUMBIA MASONRY believes that all accidents are preventable. Active participation at all levels will ensure ZERO accident can be achieved.

COLUMBIA MASONRY supervisors, workers, and contractors are responsible to work safely, report unsafe and unhealthy conditions, fully comply with all Health and Safety Standards and Regulations, and for cooperating with management in the continuous improvement of this program.

COLUMBIA MASONRY is committed to protecting the environment in all aspects of its operations.

COLUMBIA MASONRY supervisors, workers, and contractors are collectively responsible to ensure compliance with Ontario Occupational Health, Safety, and Environmental Regulations.

COLUMBIA MASONRY Health, Safety & Environmental Policy has been reviewed and updated on

Date:

_____

President
COLUMBIA MASONRY

HARASSMENT & VIOLENCE POLICY

Purpose

The purpose of this policy and procedure is to protect the well being of all employees, visitors, subcontractors, and the general public by providing a work environment that is free from threats, threatening or intimidating behaviour or violence.

Scope/Eligibility

This policy and procedure applies to all employees of **COLUMBIA MASONRY** and every person (including visitors, subcontractors, and the general public) while on company premises or job sites. The policy also applies to offsite locations, including, but not limited to, off-site meetings or conferences, client locations, social situations related to work or workers' homes if there are real or implied consequences related to the workplace.

Definitions:

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

Workplace Harassment: Engaging in a course of vexatious comment or conduct against a worker in the workplace that is known or ought reasonably to be known to be unwelcome.

Assault: Assault is the intentional use of force against somebody without his/her consent.

High Risk: An assessment of a *perceived threat* with a *high potential* for violence.

Imminent Risk: An assessment of a threatening situation in progress, *which may result* in harm to personnel or property.

Low Risk: An assessment of a perceived threat with *potential for escalation.*

Potentially Volatile Situation: Any unspecified verbal threat or gesture to do harm to people, property or the environment which creates an intimidating, offensive or hostile situation. It is also a display of uncontrolled behaviour as a result of emotional upset, anger or mental confusion.

Threats: Include both direct verbal threats and verbally threatening conduct which may not be direct. Verbally threatening conduct includes any verbal outburst which is more than just a raised voice and where the result of that conduct makes another person feel threatened or intimidated.

Violence: Includes any attempted, threatened or actual conduct that endangers the health or safety of an employee, or any person on the premises of the employer. This includes any threatening behaviour that gives an employee reasonable cause to believe that he or she is at risk of injury. Violence also includes any verbal, non-verbal or physical behaviour that is threatening to self, others or property, or physical

behaviour that actually did harm to self, others or property. This can include, but is not limited to any hitting, punching, kicking, squeezing, pinching, scratching, twisting, grabbing, biting, pushing and all gestures which may indicate any form of the above. It also includes but is not limited to the more serious forms of violence such as: beatings, stabbings, shootings, sexual assaults, psychological traumas such as threats, obscene phone calls or emails, an aggressive, threatening, or intimidating presence, whether intended or not.

Weapon: An instrument or device used to inflict physical harm to a person, persons or property.

Who	Responsibilities
Employee	• Support a violence & harassment free workplace. Upon perception of verbal abuse, threat or threatening behaviour or violence, immediately report this information to their Supervisor or Manager Supervisors/Managers
Supervisors/Managers	• Participate and cooperate in investigation process as required. • Respond promptly and thoroughly investigate every threat or allegation of workplace violence • Assess level of risk or potential risk or workplace violence and react accordingly. • Ensure corrective action is in place to protect the worker and/or workplace and prevent any other occurrences
Human Resources/Health & Safety	• Follow up on investigation and ensure disciplinary action is consistent
Workplace Violence & Prevention Committee	• Assess level of risk or potential risk or workplace violence in Prevention Committee cooperation with Supervisors/Managers and react accordingly • Participate when necessary in investigations of threat or alleged workplace violence

Responsibility

COLUMBIA MASONRY is committed to protecting the well being of all employees, visitors, subcontractors and the general public by providing a work environment that is free of harassment, threats and acts of violence. A positive work environment is built upon mutual respect.

In support of this initiative and consistent with our policies, **COLUMBIA MASONRY** will not tolerate any form of harassment or threats (physical or verbal), direct or implied, violence or physical conduct by any person which results in or could potentially result in harm to people or creates an intimidating, offensive or hostile workplace. Management recognizes that responding to individuals or situations that present a risk for violence is a fundamental responsibility. Key resources to assist in the process include supervisors, managers, human resources, senior management, health & safety committee members and the workplace violence prevention committee.

We all share the responsibility for maintaining a safe work environment. Every individual's responsibility includes: following the policy, communicating concerns and cooperating in efforts to resolve concerns.

COLUMBIA MASONRY will not tolerate any violation to this policy and will not tolerate reprisals or retaliation towards **any person** for complying with this policy. This includes those who report witnessed conduct, those who cooperate in an investigation or report concerns to their supervisor or manager. Any such behaviour will be dealt with accordingly, up to and including dismissal.

Work Environment

In order to create a safe work environment and ensure the well being of employees, visitors, subcontractors and the general public, it is important that basic rules of behaviour be observed. These rules are created to help reduce incidents of confrontation or violence against or among employees.

- Incidents of assault by any employee or against any employee will be reported to the police depending on severity.
- All incidents or potential incidents of domestic violence in any way related to the workplace shall automatically fall under the Workplace Violence & Harassment policy. Any time domestic violence is a reasonable possibility; the matter shall be classified as a "high risk" and shall be dealt with immediately.

COLUMBIA MASONRY will include "risk of violence" in every job hazard assessment. **COLUMBIA MASONRY** will ensure that all employees are trained and understand the employer's expectations for appropriate conduct at work.

Procedure

Determine the Risk *Level*

The supervisor or manager along with a member of the Workplace Violence Prevention Committee (if *available)* will conduct a risk assessment *relative* to the incident and follow each step depending on the risk *involved.* The risk can be imminent if a threatening situation is in progress. The risk can be high if it is a *perceived threat* with a *high potential* for violence or the risk could be low if it is a perceived threat with *potential for escalation.* The supervisor or manager should base his or her assessment of the risk on the information *received.*

If the incident is determined Imminent Risk or High Risk to employees or property, the manager or supervisor and a workplace violence prevention committee member will:

1. Request assistance from local law enforcement authorities.
2. Stop unnecessary access to the jobsite; ensure access is clear for responding authorities.
3. Respond to the scene, and unless in harm's way, maintain presence until control of the situation is assumed by local authorities.

At no time should an employee approach a suspect armed with a weapon

1. Perform necessary evacuation or isolate near or at the incident scene when feasible.
2. Support the coordination of communication between authorities, employees and management.
3. Assist authorities as necessary to resolve the situation.

If the incident is determined Low Risk to employees or property, the manager or supervisor and workplace *violence* prevention committee member will:

1. Gather information relative to the incident and determine appropriate preventive measures and follow up action(s).
2. Monitor the situation and conditions for possible escalation.

Once the situation has been dealt with the supervisor or manager with the help of the workplace *violence* prevention committee will provide feedback to Human Resources and employees *involved* when appropriate.

Senior Management will be responsible for redirecting any media inquiries for any of these situations.

Guidelines

Written Threats

1. Do not throwaway any part of the letter, envelope or anything included or attached.
2. Handle the envelope, letter and any contents as little as possible. Place in a folder or protective plastic *sleeve* if possible.
3. Contact Human Resources. Do not discuss the content of the letter with anyone other than Human Resources or their designate

Telephone Threats

1. The employee who *received* the threat should obtain as much information as possible from the caller.
2. Immediately write down a summary of the conversation.
3. Immediately contact Human Resources. Do not discuss the conversation with anyone unless advised by Human Resources.

In both cases above, Human Resources and the Workplace Violence Prevention Committee will investigate the threat, interview the complainant, assess the immediate danger and take appropriate measures to safeguard all employees and property. Details of the incident will be shared on a need to know basis with the appropriate management.

Dealing with a Potentially Volatile Situation

1. The employee who notices a potentially volatile situation should inform their supervisor or manager immediately, and will identify the person(s), location and type of behaviour being exhibited. The employee should not aggravate, or allow anyone else to aggravate the situation. If the person leaves the areas, do not attempt to detain them. Follow the person from a safe distance and attempt to notify local police as to their movements.
2. Supervisor/Manager with a member of the Workplace Violence Prevention Committee (if available) are expected to appropriately and safely intervene when they become aware of a potentially volatile situation.
3. Supervisor/Manager will monitor the situation and take action or direct employees as appropriate to safeguard all persons and property
4. If the situation reported warrants, the Supervisor/Manager may immediately contact 911 and other appropriate personnel or agencies and will take direction from those entities.
5. Once the situation has been resolved the Supervisor/Manager should then undertake an investigation independent of other appropriate personnel or agencies investigation. All concerned parties should be interviewed and signed statements obtained where appropriate.
6. The Supervisor/Manager should ensure that Human Resources is aware of the investigation and is present if available.

Dealing with Situations involving Violence (with a Weapon or Object)

1. Employee's first priority is to find a safe location, and then notify their Supervisor/Manager as soon as possible of the situation.
2. The Supervisor/Manager will immediately contact local authorities.

3. Where possible without putting themselves in danger, the Supervisor/Manager with a Workplace Violence Prevention Committee member (if available) will proceed to the threat situation immediately.
4. After making an assessment of the immediate danger, the supervisor/manager will take appropriate measures to safeguard the concerned parties, other employees and the facility/jobsite. At no time should any party put themselves at undue risk. The supervisor/manager will coordinate efforts to stabilize the situation until the local authorities or other appropriate resources arrive on scene.
5. Once local authorities attend the scene, the supervisor/manager should remain in the area to provide assistance, but should not intervene unless requested.
6. The supervisor/manager should be prepared to investigate the situation and prepare an incident report. All parties privy to the incident should be interviewed and statements taken in writing where appropriate.
7. The supervisor/manager will liaise with local authorities throughout the incident if applicable.
8. Human Resources and Senior Management or their delegate will liaise with resources, and in conjunction with other appropriate agencies (e.g. / Employee Assistance program) determine a course of action and follow up for those involved.
9. All responding agencies will assist in demobilizing the victim(s) and all bystanders who may require assistance.
10. Management and other appropriate resources will assess the need for further defusing of the situation and will be responsible for debriefing the impacted employees and others where necessary.
11. Return to work will be permitted only after clearance by Management, in consultation with local authorities and Human Resources.
12. Senior management will deal with any media as necessary.

2 SECTION – 2- SAFETY PROGRAM INTRODUCTION

SAFETY PROGRAM INTRODUCTION

The provincial Occupational Health and Safety act are designed to protect the safety and health of workers throughout the province. Based upon the principle of "internal responsibility", the applicable Acts and Regulations require employers and employees to work collectively towards the reduction of workplace accidents and illness.

This manual outlines the overall Occupational Health and Safety Program for COLUMBIA MASONRY, and is intended to provide supervisory staff, employees, and contractors with appropriate guidance in the resolution of Occupational Health and Safety issues.

As stated in the COLUMBIA MASONRY Health, Safety & Environmental Policy, the company has conscientiously accepted its responsibility for the provision of a safe and healthy working environment.

COLUMBIA MASONRY shall administer and maintain the Occupational Health and Safety Program through effective safe work procedures and any necessary policy or procedural review.

All staff is required to play and active role in order to maintain a safe and healthy environment.

LEGISLATED REQUIREMENTS

The Company's Occupational Health and Safety Program is based upon the requirements of:

- the provincial Occupational Health and Safety Act and Regulations;
- the Workplace Safety and Insurance Board Acts and Regulations; and
- the provincial Fire Codes.

AIM OF THE SAFETY PROGRAM

The aim of the safety program is the elimination of workplace injuries and health hazards, through the following measurable objectives:

- Increased safety awareness throughout the Company.
- An effective response to employee safety-related concerns.
- The provision of necessary personal protective equipment and supplies.
- Effective training programs and development to help staff attain a higher personal standard of safety awareness.
- Effective investigation of critical workplace injuries and the appropriate action to prevent re-occurrence.
- An effective program for regular safety inspection and evaluation of company premises.

COMMUNICATION

The primary objectives of all safety communication are:

- to reduce and/or prevent occupational injuries or illnesses;
- to develop good safety attitudes; and
- to foster greater safety awareness by all employees and their supervisors.

COLUMBIA MASONRY is committed to ongoing communication of health and safety in the workplace and providing employees with updated and/or reviews of workplace safety information.

The Joint Health & Safety Committee shall meet on a monthly basis in order to discuss and document the following:

- Review of health and safety program components
- Incident trends
- Investigation reports
- Inspection reports
- Health and Safety representative recommendations
- Early and safe return to work program participant summary
- Safety legislation newly passed into law
- Ministry of labour inspection reports
- Review overall safety performance and action plans
- Other safety related issues and concerns.

In addition to the above, the employer will provide additional safety information through the use of newsletters, bulletin boards and training on n as needed basis.

In order to promote health and safety as an overall cultural benefit not just work related, COLUMBIA MASONRY will regularly encourage off-the-job health and safety activities through posters, payroll inserts and safety meetings for all workers addressing such concerns as:

- Vehicle safety
- Personal health and safety
- Health and safety at home
- Recreational and leisure health and safety
- Other

While posters, slogans, contest, and general letters have their place in a total safety program, nothing equals the effectiveness of face-to-face communication on specific problems.

Accordingly, managers, supervisors, and employees should make every effort for face-to-face safety communication.

REVIEW PROCEDURE – (COMPANY SAFETY PROGRAM)

Management shall review the company's safety program and the implementation of such on an annual basis in order to add, update and improve on to existing policies and procedures and insure implantations of such. Management shall establish review date.

3 SECTION – 3- PROGRAM ADMINSTRATION & RESPONSIBILITES

GENERAL

Senior management and supervisors shall encourage and facilitate the compliance with all relevant safety related legislation for the workplace through the provision of the appropriate personal protective equipment and safe maintenance of the company facilities and premises.

Senior management and supervisors will provide personal leadership in achieving satisfactory protection against mishap within their respective areas of responsibility. Prompt and fair consideration shall be given to recommendations for protective equipment and other measures necessary for legislative compliance, for addressing occupational health and safety suggestions from employees.

All supervisory staff must accept responsibility for compliance with relevant safety legislation for all employees and the areas within their jurisdiction and, if necessary, for the disciplinary action necessary to assure compliance.

Employees are expected to follow safe work practices and to take an active role in protecting their fellow workers. They are required to report any contravention of occupational health and safety legislation to their immediate supervisor and to make suggestions for the improvement of occupational health and safety within the workplace.

RESPONSIBILITIES:

EMPLOYER (Directors, President, Vice President, and General Manager)

The employer is responsible for:

- the overall occupational health and safety of COLUMBIA MASONRY
- ensuring the OH&S Policy and Procedures are developed and implemented;
- monitoring the effectiveness of OH&S Policy and Procedures;
- promoting the commitment of COLUMBIA MASONRY to excellence in OH&S performance;
- reviewing all investigations comprehensively to ensure their accurate completion;
- taking every reasonable precaution to protect the health and safety of workers.

Further details on the legal duties and responsibilities of the "EMPLOYER" are described in the Ontario Occupational Health & Safety Act under section 25, 26, & 32 listed below.

Section 25 – Duties of employers

25. (1) An employer shall ensure that,
(a) the equipment, materials and protective devices as prescribed are provided;
(b) the equipment, materials and protective devices provided by the employer are maintained in good condition;
(c) the measures and procedures prescribed are carried out in the workplace;
(d) the equipment, materials and protective devices provided by the employer are used as prescribed; and

(e) a floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the Building Code Act.

Idem

(2) Without limiting the strict duty imposed by subsection (1), an employer shall,

(a) provide information, instruction and supervision to a worker to protect the health or safety of the worker;

(b) in a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;

(c) when appointing a supervisor, appoint a competent person;

(d) acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;

(e) afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions;

(f) only employ in or about a workplace a person over such age as may be prescribed;

(g) not knowingly permit a person ho is under such age as may be prescribed to be in or about a workplace;

(h) take every precaution reasonable in the circumstances for the protection of a worker;

(i) post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers;

(j) prepared and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy;

(k) post at a conspicuous location in the workplace a copy of the occupational health and safety policy;

(l) provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety; and

(m) advise workers of the results of a report referred to in clause (l) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.

Idem

(3) For the purposes of clause (2) ©, an employer may appoint himself or herself as a supervisor where the employer is a competent person.

Idem

(4) Clause (2) (j) does not apply with respect to a workplace at which five or fewer employees are regularly employed. R.S.O. 1990, c. O.1, s. 25.

Section 26 – Additional duties of employers

26. (1) In addition to the duties imposed by section 25, an employer shall,

(a) establish an occupational health service for workers as prescribed;
(b) where an occupational health service is established as prescribed, maintain the same according to the standards prescribed'
(c) keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed;
(d) accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed;
(e) notify a Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed
(f) monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed;
(g) comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed;
(h) establish a medical surveillance program for the benefit of workers as prescribed;
(i) provide for safety-related medical examinations and tests for workers as prescribed;
(j) where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace;
(k) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and
(l) carry out such training programs for workers, supervisors and committee members as may be prescribed.

Idem

(2) For the purposes of clause (1) (a), a group of employers, with the approval of a Director, may act as an employer. R.S.O. 1990, c. O.1, s. 26 (1,2).

Idem

(3) If a worker participates in a prescribed medical surveillance program or undergoes prescribed medical examinations or tests, his or her employer shall pay,

(a) the worker's costs for medical examinations or tests required by the medical surveillance program or required by regulation;
(b) the worker's reasonable travel costs respecting the examinations or tests; and

(c) the time the worker spends to undergo the examinations or tests, including travel time, which shall be deemed to be work time for which the worker shall be paid at his or her regular or premium rate as may be proper. R.S.O. 1990, c.O1, s. 26 (3); 1994, c. 27, s. 120 (3).

Section 32 – Duties of directors and officers of a corporation

32. Every director and every officer of a corporation shall take all reasonable care to ensure that the corporation complies with,

(a) this Act and the regulations;
(b) orders and requirements of MOL Inspectors and Directors; and
(c) orders of the Minister. R.S.O. 1990, c.O.1, s.32.

SUPERVISORS

Within their own areas of responsibility, supervisors must be responsive to occupational health and safety issues. They will:

- provide leadership in safety-related activities;
- promote the Occupational Health and Safety Program;
- respond promptly to all occupational health and safety concerns and recommendations raised by their workers.

Supervisors are responsible for:

- implementing the Occupational Health and Safety Policy and Procedures;
- monitoring the effectiveness of the OH&S Policy and Procedures;
- ensuring the OH&S Policy and Procedures are included in the planning phase of any new project;
- ensuring safe work practices are adhered to;
- ensuring compliance by all employees, contractors and visitors with the requirements of the OH&S Act and regulations, and COLUMBIA MASONRY OH&S Policy and Procedures;
- ensuring all equipment and tools are properly maintained in safe working order;
- taking every reasonable precaution to protect the health and safety of workers.

Further details on the legal duties and responsibilities of the "SUPERVISORS" are described in the Ontario Occupational Health & Safety Act under section 27 listed below.

Section 27 Duties of supervisor

27. (1) A supervisor shall ensure that a worker,

(a) works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and
(b) uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.

Additional duties of supervisor

(2) Without limiting the duty imposed by subsection (1), a supervisor shall,

(a) advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;

(b) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and

(c) take every precaution reasonable in the circumstances for the protection of a worker. R.S.O. 1990,c.O.1,s.27

FOREMAN/LEADHANDS

- The foreman has the responsibility to ensure the health and safety of his/her crew and that each worker under his/her supervision is fully aware of the company safety policy and rules of conduct.

- The foreman must ensure that each member of his/her crew understands the safe procedures of the work, the actual and potent ional hazards of the work and the safety regulations that apply to the work.

- The foreman must instruct his/her workers to report all injuries and hazards of which they become aware.

- The foreman is also expected to conduct daily inspections of his work areas to ensure compliance with the OH&S act and regulations, and COLUMBIA MASONRY OH&S Policy and Procedures; and take corrective action as needed. An initial check for hazards should be done before the commencement of work to ensure the health and safety for hazards should be done before the commencement of work to ensure the health and safety of his/her crew. This practice of routing hazard checks demonstrates leadership and genuine concern for his/her workers and will set a good example to the crew.

- The foreman must ensure that the operators complete pre-operational inspections before equipment can be operated.

- In the event of an accident, the foreman must immediately investigate the causes and inform his/her supervisors accordingly.

- The foreman is also expected to orient new workers to the actual and potential hazards of the job and the safe work procedures as required.

- The foreman must act immediately to stop safety violations and make it clear that such unsafe acts will not be tolerated.

- The foreman shall conduct weekly safety talk with his/her workers and address safety concerns brought forward and work hazards, and required control measures.

EMPLOYEES / WORKERS

The Occupational Health and Safety Act requires all workers to observe and follow all established occupational health and safety regulations and procedures and to wear or utilize any personal or other protective equipment, clothing or device that is provided or required to be used.

Employees are encouraged to develop a high personal standard of awareness, report hazardous conditions to their immediate supervisor and to participate in the OH&S program.

Employees are responsible for:

- ensuring they comply with the occupational OH&S Policy and Procedures and all company safe work practices;
- ensuring the safety of themselves and others in the workplace;
- Immediately reporting any unsafe condition, dangerous occurrence or injury to their supervisor; and
- ensuring they are able to competently and safely perform any work they undertake.

Further details on the legal duties and responsibilities of the "WORKERS" are described in the Ontario Occupational Health & Safety Act under section 28 listed below.

Section 28 – Duties of workers

28 (1) A worker shall,

(a) work in compliance with the provisions of this Act and the regulations;

(b) use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;

(3) report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and

(3) report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she know.

Idem

(2) No worker shall,

(a) remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;

(b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or

© engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Consent to medical surveillance

(3) A worker is not required to participate in a prescribed medical surveillance program unless the worker consents to do so. R.S.O. 1990, c. O.1, s. 28

OH&S Coordinator / Manager

The OH&S Coordinator / Manager is responsible for:

- working with all levels of the Company to develop and implement occupational health and safety policy and procedures, including risk management;
- providing expert occupational health and safety advice;
- keeping up to date with changes to occupational health and safety legislation and practice.
- reviewing and developing OH&S procedures and objectives
- conducting regular safety inspections of the premises
- conducting regular hazard identification and risk assessments, and developing risk control measures
- enduring that hazards and unsafe conditions are reported and addressed
- ensuring severe accidents are investigated and investigation results reported and implemented
- producing monthly OH&S reports to management
- developing safety training programs for managers, supervisors, and workers
- participating in the OH&S meetings
- ensuring contractor safety compliance
- ensuring maintenance of first aid records
- ensuring maintenance of rehabilitation records
- monitoring worker's compliance to personal protective equipment requirements

CONTRACTORS

COLUMBIA MASONRY contractors are subject to the requirements of the Occupational Health and Safety Act, and applicable Regulations, as well as any company policies and procedures. Therefore Contractors are responsible for:

- ensuring that their OH&S Policy and Procedures for the work to be undertaken are filed with COLUMBIA MASONRY before the commencement of any work, and complied with throughout the duration of the assignment;

- reviewing and understanding the contents of COLUMBIA MASONRY OH&S Policy and Procedures manual, specific Safety Package, educating their workers of such, and ensuring compliance.

- ensuring that they comply with all relevant OH&S legislation and regulations, and adhering to the safe work practices and any other health and safety requirements of COLUMBIA MASONRY;

- ensuring that when appointing a crew supervisor to appoint a competent person as defined in the OH&S act sec. 1(1)

- the immediate provision of information regarding any accident, incident or dangerous occurrence they become aware of while on COLUMBIA MASONRY premises

- performing all work activities in accordance with COLUMBIA MASONRY OH&S Policy and Procedures, specific Safety Package, provincial and federal OH&S legislation and standards, and as agreed to by COLUMBIA MASONRY;

- ensuring their workers are provided with and using all personal protective equipment or devices that are required by the occupational Health and Safety Act and regulations, and COLUMBIA MASONRY OH&S Policy and Procedures.

- providing safe tools, equipment, training and OH&S Policy and Procedures for their employees;

- implementing OH&S Policy and Procedures that ensure the safety of their employees, COLUMBIA MASONRY employees, visitors, and other contractors on the premise; and

- providing a clearance certificate from the Workplace Safety and Insurance Board demonstrating that their workers are properly covered in case of accidental injury or occupational illness, and ensuring that they have adequate liability insurance.

- **NON-COMPLIANCE WITH COLUMBIA MASONRY SAFETY POLICY AND PROCEDURES MAY RESULT IN THE TERMINATION OF CONTRACT.**

VISITORS

Persons delivering goods, performing services, collecting material, inspecting, visiting, and who are not regular workers of COLUMBIA MASONRY are subject to the requirements of the Occupational Health and Safety Act, Regulations for Industrial Establishments, as well as any COLUMBIA MASONRY policies and procedures.

During their visit, visitors must observe all posted rules and regulations, and carefully follow all verbal instructions given by the supervisor or authorized personnel. Immediately report to the supervisor any hazard they encounter.

In order to ensure maximum safety, visitors must:

1. Be at least 16 years old.
2. Sign-in and sign-out in a company provided log book.
3. Shall wear CSA-approved foot protection.
4. Shall wear CSA-approved head protection (hard hat).
5. Shall wear CSA-approved safety glasses where required.

6. Wear clothing that would provide protection against flying or sharp objects.
7. Be escorted throughout the facility by authorized personnel familiar with the emergency response plan and COLUMBIA MASONRY OH&S Policy & Procedures.
8. Follow evacuation procedures and instructions provided by his/her escort in the event of an emergency.
9. Remain in designated areas.
10. Do not touch any equipment and/or machinery without authorization.
11. Report injury/illness suffered during the visit to his/her escort or office.

There may be special situations where a visitor cannot comply with every rule. In these circumstances, Management may make exceptions after consulting and approval.

Visitor(s) shall fully indemnify and hold COLUMBIA MASONRY and its agents harmless from any and all liability, loss, or expense including legal fees incurred as a result of your negligence or omissions at our premise.

AUTHORITY – ACCOUNTABILITY – ENFORCEMENT

The ***authority*** vested in an employee is always directly proportional to the level of responsibility accorded to the individual and to the degree of ***accountability*** expected of that individual.

Supervisors must know what their responsibility is; what authority they have been given to carry out that responsibility; and understand that they will be accountable for results.

Supervisors are directly accountable for the safety actions of their workers. Enforcing safety rules and practices is of equal order of importance as requiring the proper quantity or quality of work from each worker.

When conducting supervisor's annual performance evaluation, the employer shall take into consideration the supervisors' safety performance, recognize and commend accomplishments, and identify opportunities for improvements. Also, the employer must ensure that supervisors are in compliance with the legislative requirements and hold them accountable to section 27 of the Occupational Health and Safety Act.

When we speak of ***enforcement***, we are addressing non-compliance. Violation of safety rule and non-compliance must be immediately corrected, documented and followed up by the employee's direct supervisor.

Supervisors have an obligation to challenge all non-compliance, by warning employees of the seriousness of behaving in an unsafe manner (*Review workers supervision & discipline procedure*).

4 SECTION -4-SPECIFIC PROGRAMS

TRAINING

Senior management and supervisors will be responsive to the need for the development of any necessary occupational health and safety training program(s) to address the specific requirements within their area of responsibility.

In order for programs to be effective, employee participation in the development stage of the program is mandatory.

Programs must be designed to include:

- written instruction and program supplements not limited to:
  - overview of the program
  - company policies and procedures
  - description of the work to be performed
  - job hazard identification and description
  - accepted safe work practices
- plans for the delivery to existing and new staff
- follow-up

Proposed programs will be submitted to the senior management for review. Upon endorsement, it will be the responsibility of the supervisor to implement the programs as soon as reasonably possible. The services of the senior management will remain available to the supervisors in the implementation and follow-up stages of the program.

In order to ensure that the training being offered is necessary and will provide the required knowledge and skills for employees to perform activities safely and efficiently, senior management and supervisors on an annual basis shall review:

- Legislative updates
- Each occupation and job functions
- New modified equipment and/or process
- Employee training records, including new hires, transferred or promoted employees.

Senior management and supervisors, on an annual basis, must also:

- Establish training objectives
- Determine training methods
- Establish time table for completion of the training
- Evaluate the training
- Include training needs as "objectives" in the Health and Safety Continuous Improvement plan

***Training must be formal and recorded, record training to be filed in each employee's personal* file.**

SUPERVISORS

Our safety performance, in large part, depends upon the effectiveness of our front line supervisor's performance of safety activities. The front line supervisor is directly responsible for controlling work methods, job instructions, job assignments, equipment condition, and other factors, which directly bear upon employee safety. We cannot expect our supervisors to have a positive effect upon our safety performance unless we have adequately trained them. Training is our primary method of influencing supervisor behavior.

Various forms and designs of training programs can fulfill the training requirements of a particular project. The program used should be designed to satisfy specific needs and accomplish a pre-stated objective. The following is a listing of topics, which should be covered, in the supervisor's safety training program:

- Health and Safety Legislative requirements
- Accident Investigation Procedures
- Workplace Inspections
- Safe Job Procedures development and implementation
- "Near Miss" program
- Hazard Reporting Procedures
- Personal Protective Equipment requirements
- Workplace Hazardous Materials Information System (WHMIS)
- Basics of Fall Protection
- Housekeeping practices
- Specific safety rules and procedures
- Workplace Safety & Insurance Board requirements
- Propane handling

Supervisor training will be provided for all new supervisors. Refresher or continuing safety training will be provided for experienced supervisors.

Since supervisors are held accountable for safety results, they must:

- be properly trained;
- know how to approach problems of accident prevention in a positive manner;
- and provide or be provided with guidelines and instructions, preferably in writing, on safe job procedures for each job they supervise.

EMPLOYEES

Newly hired employees, employees returning form extended absences, employees hired on a contract basis, student employees, and supply of labour employees must be thoroughly oriented / instructed by their immediate supervisor before commencing their duties in the:

- company's Health and Safety Policy, and Procedures Manual
- Occupational Health and Safety Act and Regulations,
- employee responsibilities and safety rules,
- job specific safety practices and procedures, standards / procedures for:
    - reporting injury/illness

- reporting hazards
- emergency plan
- early and safe to work program, and the
- health and safety representative powers, functions, and duties.

In the orientation process employees must also be:

- introduced to the health and Safety Representative, co-workers, and the Health and safety Coordinator.
- oriented with the premise, work area, washrooms facilities, and
- informed with start time, breaks, and finish time.

Employees must also receive ***initial job instructions***, and be thoroughly oriented / instructed by their immediate supervisor before commencing their duties in the:

- performance (how to) of their assigned activities.
- operation of new equipment/process (refer to instructions in the manufacturer's operating manual).
- hazards and controls associated with their new job, assigned activities, environment, and equipment/process
- safe operating procedures associated with their new job, environment, and equipment/process

Employees who have been **promoted and or transferred from one job to another**, must be thoroughly oriented / instructed by their immediate supervisor before commencing their duties in the initial job instructions described above, and when promoted to a supervisory position, the new supervisor must complete/receive related safety trainings listed in the "SUPERVISORS" section.

All workers will receive training in the Basics of Fall Protection and WHMIS and must be workplace specific. Workers are required to receive initial WHMIS training and then are to be updated every year. Management and supervisors will review the WHMIS training program on an annual basis and make any changes if required.

The orientation process must be reviewed on an annual basis, as changes occur, when new information presented, and or new equipment/process introduced.

The orientation process must be formal and recorded, record of training to be filed in each employee's personal file.

EARLY AND SAFE RETURN TO WORK PROGRAM

An **Early and Safe Return to Work** program gives the Company wise organizational guidelines for returning injured workers to the workplace as soon as possible after the accident.

Both employees and the Company will benefit from such a program. Injured workers benefit because the **Early and Safe Return to Work** program allow them to return to the work force as soon as possible thereby;

- Encourage faster rehabilitation.
- Helping them maintain contact with co-workers.
- Reducing the sense of estrangement.
- Reducing the time needed for the rehabilitated worker to return to full work capacity.
- Helping them maintain their identity and self-respect.

Employers benefit because the **Early and Safe Return to Work** program get skilled workers on the job as quickly as possible after an accident thereby:

- Maintaining high productivity levels through the use of already trained workers
- Eliminating the non-recoverable costs of training new workers.
- Reducing the costs involved in hiring and training replacement workers.

Responsibilities under the Early and Safe Return to Work Program

Program Coordinator / Employer

The effective administration of an **Early and Safe Return to Work Program** requires a program coordinator who will be responsible for the day-to-day consultation with injured employees, supervisors, Workplace Safety & Insurance Board, and medical and rehabilitation professionals.

Other responsibilities of the Program Coordinator include:

- Contacting the injured worker as soon as possible after the injury occurs and continues to contact the injured worker on a daily basis, as new information available, after medical evaluations, or as deemed appropriate. Communication must be maintained throughout the period of the worker's recovery;
- Documenting by date, time, and details of any contact, meeting, and / or conversation with injured worker.
- Meeting with the worker to set up program goals and objectives;
- Determining what outside professionals are needed;
- Establishing individual programs for workers with the help of other professionals;

- Advising the supervisor of an employee's imminent return to work and providing a full briefing on the program;
- Determining with the WSIB if temporary partial disability benefits may be necessary;
- Organizing the placement of injured workers in the **Early and Safe Return to Work** program;
- Educate workers about the **Early and Safe Return to Work** program, safety practices, and the WSIB.
- Monitor and evaluate the progress of workers placed in the **Early and Safe Return to Work** program;
- Establishing and maintaining effective communications with the Claims Adjudicator, the Rehabilitation Counselor and other WSIB personnel; and
- Report to the WSIB information such as wage changes, change in duties, and duration of program, workers failure to cooperate, end of program, and any other related information the WSIB may request concerning the workers' return to work.

Supervisors

The success of the **Early and Safe Return to Work** program needs full support from supervisors. Jobs are to be analyzed into tasks and at times certain reorganization is required to allow employees to return to work on modified duties.

Other responsibilities include:

- Maintain regular contact with the Program Coordinator regarding available modified work;
- Meeting with Program Coordinator to set worker goals and objectives;
- Establishing individual programs for workers in consultation with Program Coordinator and union representative;
- Assisting in job task analysis;
- Identifying projects which can be done as modified work;
- Submit placement report of workers on the **Early and Safe Return to Work** program as required;
- Promoting the **Early and Safe Return to Work** program among workers.

Workers

One of the primary objectives of the **Early and Safe Return to Work** program is to assist in the rehabilitation and early return to work of injured workers. Without workers support and participation, the program will not achieve the above objective. Worker's responsibilities include:

- Contacting his or her employer (Program Coordinator) as soon as possible after the injury occurs and maintaining communication throughout the period of the worker's recovery and impairment;
- Taking an active role in developing his/her **Early and Safe Return to Work** program.
- Communicating any concerns to the Program Coordinator so that potential problems can be corrected early.
- Obtaining clearance from the treating physician for the return to work, and notifying the Program Coordinator, WSIB Claims Adjudicator, and WSIB Rehabilitation Counselor.
- Attempting to arrange other scheduled activities such as physical therapy or doctor's appointments so that they do not interfere with the modified work program.
- Arriving at the job on time and ready for a prompt start.

WSIB

The Board may contact the employer and the worker to monitor their progress on returning the worker to work, to determine whether they are fulfilling their obligations to co-operate and to determine whether any assistance is required to facilitate the worker's return to work.

HEALTH CARE PROVIDERS

Every hospital or health facility, and health care practitioner who provides health care to a worker claiming benefits under the insurance plan or who is consulted with respect to his or her health care shall promptly give the Board such information relating to the worker as the board may require.

When requested to **report functional abilities** by an injured worker or the employer, a health professional treating the worker shall give the Board, the worker and the employer such information as may be prescribed concerning the worker's functional abilities. The required information must be provided on the Functional Ability Evaluation Form.

Neither an employer nor an employer's representative shall disclose the information contained in the functional abilities form except to a person assisting the employer to return the worker to work.

Procedures for Early Return to Work in Modified Duties

- When a worker who is injured on the job, is likely to be away from the job for any extended period of time due to temporary or permanent disability, the Program Coordinator will advise the employee to provide a functional disability assessment analysis form a physician of his choice.

- On receipt of a medical assessment, the Program Coordinator will, in consultation with the employee's supervisor, identify suitable job/task for the injured employee.

- If a suitable job is not available in the injured employee's work area, the Program Coordinator will make all efforts to identify' other suitable jobs/tasks in consultation with other supervisors of the company.

- If other suitable job/tasks are not available, the Program Coordinator will make all efforts to create a suitable job in consultation with all supervisors.

- Once suitable work is identified a written offer is made to the injured employee. If the employee agrees he/she is then assigned to that modified work. If the employee has reasons to refuse the offer, a further search for suitable work is conducted.

- The supervisor and the Program Coordinator closely monitor an employee who is assigned to modify work. The modified work will be changed to accommodate the employee's special needs until the employee returns to his/her pre-injury job.

- If no suitable job can be identified the injured employee would remain active in a recognized rehabilitation program and the Program Coordinator in consultation with the Workplace Safety & Insurance Board will monitor his/her progress. As soon as the employee is medically capable for modified work, the Program Coordinator will make all efforts to identify a suitable work in consultation with supervisors and the employee.

WORKPLACE MODIFICATIONS, ASSISTIVE DEVICES, & MODIFIED WORK

Workplace modifications are changes made to the work area, equipment, or tasks to make the job duties suitable for the workers' functional abilities. Modification may include, but are not limited to:

- job re-structuring and altering the way tasks are performed
- acquiring or modifying equipment or devices
- creating modified work schedules
- making facilities readily accessible to, and usable by workers.

Assisting devices are prosthetic aids, attachments, or appliances, specifically designed for the worker and are required to perform job-related activities.

In determining the need for modifications or assisting devices, the board considers:

- the tasks or activities to be performed
- the worker's functional abilities
- any modification of job tasks or activities, and
- other factors in the work environment that may affect the worker's ability to perform the job duties.

The Board pays the costs of all modifications and assisting devices necessary to enable the worker to re-enter the labour market. The Board also pays for the repair and replacement costs of modifications and assisting devices that the Board authorized and paid for through a Labour Market Re-Entry plan.

Modified work is any job, task, function or combination thereof that a worker who temporarily suffers from a diminished capacity may perform safely without risk or re-injury. The worker must be productive and the result of the work must have value.

Conclusion

The reinstatement of injured workers using the **Early and Safe Return to Work** program would become an important aspect of work life. Employers who do not comply would find themselves paying greater WSIB assessments for employees who are on long-term disability, fines for not complying with the law, other payments like rehabilitation, retraining and compensation for economic and non-economic losses can be levied to employers. Employees who do not participate in the program are likely to lose benefits from the Workplace Safety & Insurance Board.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM
(WHMIS)

Incorporated by Regulation under the Occupational Health and Safety Act, the Workplace Hazardous Materials Information System (WHMIS) was designed as a Canada wide program to ensure that workers were better informed about the hazards of the materials they encountered in their normal workplaces.

Employee training in WHMIS must be workplace specific. All workers are required to receive WHMIS training and then they are to be updated every year. Management, supervisors, and the Safety Coordinator will review the WHMIS training program on an annual basis and make any changes if required.

A summary of responsibilities for the WHMIS Program follows:

Safety Coordinator

- Responsible to the President for the overall coordination of the WHMIS Program.
- Liaison with supervisors relating to the WHMIS Program.
- Assist supervisors in the review of WHMIS – related chemicals and/or other materials in common use, with a view to their possible replacement with less hazardous items.
- Ensure supervisors provide and maintain a level of WHMIS training appropriate for the needs of their staff
- Ensures that a "log" of WHMIS trained staff is maintained.
- Ensures that supervisors comply with the other requirements of the Regulation (i.e. labeling, material safety data sheets, inventory, etc.).

Supervisors

- Ensure workers receive job specific WHMIS training.
- Ensure that their premises comply with other requirements of the Regulation (i.e. labeling, material safety data sheets, inventory, etc.).

DESIGNATED SUBSTANCES

The Occupational Health and Safety Act defines specific biological, chemical or physical agents, or combinations thereof, as "designated substances", to which the exposure of workers may be prohibited, regulated, restricted, limited or controlled.

Supervisors, in collaboration with the Safety Coordinator, will be responsible for the implementation of Designated Substances Regulations involving materials that are utilized within their respective areas.

This implementation will include the appropriate training or information programs to advise employees of the Designated Substances Regulations involving materials that are utilized within their respective areas.

This implementation will include the appropriate training or information programs to advise employees of the Designated Substance, its hazards, and the recommended and necessary controls measures.

The following substances are some of those currently regulated:

- lead
- mercury
- asbestos (production)
- asbestos (building maintenance)
- silica
- isocyanates
- benzene
- acrylonitrile
- vinyl chloride
- arsenic
- coke oven emissions
- ethylene oxide

Designated Substance Assessments

Upon notification of the regulation of a designated substance, the Safety Coordinator will advise management and supervisors and initiate the Designated Substance Regulation.

SAFETY AWARDS

Safety awards to be effective must be only a small part of the total safety program and should be designed considering the "Three R's" concept of motivation:

Recognition, Responsibility, and Reward

This simple concept is the basis for many successful safety improvement programs.

1. Give Recognition – pats on the back, pictures in the company newsletter, plaques, etc. for accomplishment.

2. Promote Responsibility – by encouraging individual initiative and involvement.

3. Reward safety improvement with conservative hard goods, i.e. ball caps, shopping bags, etc.

COLUMBIA MASONRY will give out safety rewards at the annual company meeting to supervisors and workers with the best safety performance.

Consideration must be given to and not limited to the following:

- Compliance with the Ontario Occupational Health & Safety Act and Regulations
- Compliance with COLUMBIA MASONRY Safety Policy and Procedures such as:
    - Use of personal protective equipment
    - Hazard reporting
    - Incident and Accident reporting
    - Equipment and tools pre-use inspections
    - Safe work practices and procedures
    - Core safety rules

5 SECTION -5-

SAFETY PROCEDURES

HEALTH AND SAFETY REPRESENTATIVE

Requirement:

The Occupational Health and Safety Act requires a health and safety representative where the number of workers regularly employed at a workplace exceeds five (5) but not more than nineteen (19).

Selection:

- The health and safety representative must be selected from workers by workers or union.
- The health and safety representative must be familiar with:
  - The current "Occupational Health and Safety Act and Regulations",
  - Procedures in the event of an emergency,
  - And procedures for refusal to work where health and safety are in danger.

Powers, Rights, and Responsibilities:

- Obtain information from the employer regarding the testing of equipment, materials, or chemicals in the workplace.
- Inspect the workplace at least once a month, with the full cooperation of the employer, and workers.
- Ask for and obtain Information regarding existing or potential hazards in the workplace.
- Make health and safety recommendations to the employer, who must respond in writing within 21 days (OHSA SEC. 9 (20)), either by indicating what, if any, action will be taken and when it will be taken (timetable for implementation) or by giving reasons for disagreeing with the recommendations. The response must also.
- Where a person has been killed or critically injured in the workplace, investigate the circumstances of the accident and report findings to a director of the Ministry of Labour.
- Exercise all the powers granted to the health and safety representative by virtue of a collective agreement.
- Represent workers when dealing with the employer on matters relating to OH&S.
- Consult with employees on a regular basis regarding OH&S;
- Participating in all discussions and developments that may affect the OH&S of employees.

Further details on the selection, duties, and powers of the "Health and Safety Representative" are described in the Ontario Occupational Health & Safety Act under section 8 listed below.

Section 8

Mandatory selection of health and safety representative

(1) At a project or other workplace where no committee is required under section 9 and where the number of workers regularly exceeds five, the constructor or employer shall cause the workers to select at least one health and safety representative from among the workers at the workplace who do not exercise managerial functions.

Order appointing health and safety representative

(2) If no health and safety representative is required under subsection (1) and no committee is required under section 9 for a workplace, the Minister may, by order in writing, require a constructor or employer to cause the workers to select one or more health and safety representatives from among the workers at the workplace or part thereof who do not exercise managerial functions, and may provide in the order for the qualifications of such representatives.

Idem

(3) The Minister may from time to time give such directions as the Minister considers advisable concerning the carrying out of the functions of a health and safety representative.

What Minister shall consider

(4) In exercising the power conferred by subsection (2), the Minister shall consider the matters set out in subsection 9 (5).

Selection of representatives

(5) The selection of a health and safety representative shall be made by those workers who do not exercise managerial functions and who will be represented by the health and safety representative in the workplace, or the part or parts thereof, as the case may be, or, where there is a trade union or trade unions representing such workers, by the trade union or trade unions.

Inspections

(6) Unless otherwise required by the regulations or by an order by an inspector, a health and safety representative shall inspect the physical condition of the workplace at least once a month.

Idem

(7) If it is not practical to inspect the workplace at least once a month, the health and safety representative shall inspect the physical condition of the workplace at least once a year, inspecting at least a part of the workplace in each month.

Schedule of inspections

(8) The inspection required by subsection (7) shall be undertaken in accordance with a schedule agreed upon by the constructor or employer and the health and safety representative.

Inspections

(9) The constructor, employer and workers shall provide a health and safety representative with such information and assistance as the member may require for the purpose of carrying out an inspection of the workplace.

Idem

(10) A health and safety representative has power to identify situations that may be a source of danger or hazard to workers and to make recommendations or report his or her findings thereon to the employer, the workers and the trade union or trade unions representing the workers.

Powers of representative

(11) A health and safety representative has the power,

(a) To obtain information from the constructor or employer concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety;

(b) To be consulted about, and be present at the beginning of, testing referred to in clause (a) conducted in or about the workplace if the representative believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid; and

(c) To obtain information from the constructor or employer respecting,

i. The identification of potential or existing hazards of materials, processes or equipment, and

ii. Health and safety experience and work practices and standards in similar or other industries of which the constructor or employer has knowledge.

Response to recommendations

(12) A constructor or employer who receives written recommendations from a health and safety representative shall respond in writing within twenty-one days.

Idem

(13) A response of a constructor or employer under subsection (12) shall contain a timetable for implementing the recommendations the constructor or employer agrees with and give reasons why the constructor or employer disagrees with any recommendations that the constructor or employer does not accept.

Notice of accident, inspection by representative

(14) Where a person is killed or critically injured at a workplace from any cause, the health and safety representative may, subject to subsection 51 (2), inspect the place where the accident occurred and any machine, device or thing, and shall report his or her findings in writing to a Director.

Entitlement to time from work

(15) A health and safety representative is entitled to take such time from work as is necessary to carry out his or her duties under subsections (6) and (14) and the time so spent shall be deemed to be work time for which the representative shall be paid by his or her employer at the representative's regular or premium rate as may be proper.

Additional powers of certain health and safety representatives

(16) A health and safety representative or representative of like nature appointed or selected under the provisions of a collective agreement or other agreement or arrangement between the constructor or the employer and the workers, has, in addition to his or her functions and powers under the provisions of the collective agreement or other agreement or arrangement, the functions and powers conferred upon a health and safety representative by this section. R.S.O. 1990, c. 0.1, s.8.

JOINT HEALTH AND SAFETY COMMITTEE

It is a requirement of the Occupational Health and Safety Act for employers to establish a policy, which should encourage the active participation of all employees in the prevention of accidents and the promotion of health and safety in the workplace.

Through joint education programs and the joint identification, investigation and resolution of problems, enhanced health and safety will result in the workplace.

A Joint Health and Safety Committee will only function properly when the workplace parties are committed to their responsibilities. The Joint Health and Safety Committee can properly function only when the members representing workers and the members representing employers (management) are committed to these responsibilities. Therefore, the parties must undertake to cooperate in ensuring that these guidelines and the full intent of the Occupational Health and Safety Act will be carried out.

Establishment of the Joint Health and Safety Committee:

A Joint Health and Safety Committee should be established at workplaces where the number of workers regularly employed exceeds twenty (20) and on a construction project where the expected duration of the project is to exceed three (3) months.

Structure of the Joint Health and Safety Committee:

- The Joint Health and Safety Committee shall consist of equal numbers of members representing employers and workers. Worker members shall be selected by the workers or, if there is a trade union representing the workers, by the trade union.

- The Joint Health and Safety Committee shall have a minimum of two (2) members at workplaces employing (20) twenty or more workers or a minimum of four (4) members on workplaces employing (50) fifty or more workers.

- The membership of the Joint Health and Safety Committee shall be made up of workers from the different areas employed on the premise. Management members shall represent the different areas of the facility/premise. Worker members shall be employed on the premise and not be in a supervisory capacity. Efforts should also be made to ensure that management members of the Joint Health and Safety Committee are regularly employed as well.

- Alternates may be named to replace members of the Joint Health and Safety Committee in emergency situations. Alternate members employed at the premise shall attend the Joint Health and Safety Committee meetings with the approval of the Co-chairpersons.

- There shall be two Co-chairpersons appointed, one (1) representing management and one (1) representing workers, who shall alternate the chair at the Joint Health and Safety Committee meetings.

- A Co-chairperson may with the consent and approval of his/her counterpart invite any additional person(s) to attend a Joint Health and Safety Committee meeting to provide information, comment or expertise, but guests shall not participate in the regular business of the meeting.

- The names and locations of the Joint Health and Safety Committee members shall be posted at designated locations determined by the Committee.

- Certified members for a Joint Health and Safety Committee are required where fifty (50) or more regularly employed persons. These Joint Health and Safety Committees shall have a minimum of two (2) certified members, one (1) representing workers and one (1) representing management.

- Certified members shall have the power to bilaterally stop work should they consider the workplace situation hazardous to the health and safety of those employed on the premise.

Frequency of Joint Health and Safety Committee Meetings:

- The Joint Health and Safety Committee shall meet on a predefined date at least once a month or more frequently as scheduled by the Committee.

- Meetings of the Joint Health and Safety Committee shall be held at a designated place on the premise.

Meeting Agenda:

- An agenda will be prepared and will contain the minutes of the previous meeting for approval and other items(s) pertaining to occupational health and safety, including new business.

- All items raised from the agenda will be dealt with on the basis of consensus. Formal motions will not be used.

Minutes of the Joint Health and Safety Committee:

- The Joint Health and Safety Committee shall maintain and keep minutes as a record of its proceedings and make the minutes available for review and examination by a Ministry of Labour inspector and/or post as required for personnelto read.

- A recording secretary shall be designated by the Joint Health and Safety Committee to record, prepare and distribute the minutes.

- Meeting minutes will represent business transacted at the Joint Health and Safety Committee meeting. Minutes shall record situations and issues discussed and identify corrective action and recommendations to the constructor, if any.

- The constructor shall be responsible for having the Joint Health and Safety Committee minutes typed and available to the members within a reasonable period of time following the meeting. Minutes shall be reviewed, edited, approved and signed by the Co-chairpersons prior to distribution to the Committee members.

- Items appearing in the minutes shall be identified by a reference number. Names of the Joint Health and Safety Committee members shall not be recorded in the minutes but be referred to by title.

Quorum:

A quorum for the Joint Health and Safety Committee meeting shall consist of at least one (1) member representing management and one (1) member representing workers, and at least 50% of those in attendance must represent workers. One Co-chairperson must be in attendance in order to conduct business.

Functions of the Joint Health and Safety Committee:

- The Joint Health and Safety Committee shall identify, evaluate and recommend resolutions with respect to matters pertaining to occupational health and safety in the workplace to constructor and/or appropriate contractor.

- The Joint Health and Safety Committee members representing workers shall designate a member or members to inspect/audit, in the accompaniment of management representative(s), the physical condition of the workplace at least once a month or more frequently as scheduled by the Joint Health and Safety Committee. Where the Joint Health and Safety Committee requests, a member or members of a Worker Trades Committee shall assist with the inspection/audit.

- A report documenting the date and time of the inspection/audit, and the occupational health and safety concerns raised, shall be filed and signed by the individuals conducting the inspection/audit.

- A copy of the inspection/audit report shall be initially reviewed by the Co-chairpersons and necessary corrective action be recommended to the constructor. Following the Co-chair review and recommendations, copies of the inspection/audit report shall be posted in designated locations selected by the Joint Health and Safety Committee and forwarded to the constructor immediately.

- The Joint Health and Safety Committee shall address concerns with respect to occupational health and safety, regulations, designated substances and WHMIS where applicable.

Accompaniment:

The Joint Health and Safety Committee may designate equally from labour and management two members and/or alternates, if required, to accompany the Ministry of Labour inspector while carrying out Ministry inspections/audits of the workplace.
A committee member who represents workers shall be consulted concerning proposed workplace testing strategies related to industrial hygiene.

Reporting Procedures:

- Any individual who discovers a safety-related problem shall immediately report it to the supervisor or immediately correct the safety related problem if it poses an immediate danger to the health and safety of any worker.

- The supervisor shall take the action necessary to correct the safety-related problem and/or inform the constructor's superintendent if assistance or direction is required.

- The constructor shall in turn report back to the Joint Health and Safety Committee if informed of the safety-related problem.

- All employees should discuss any occupational health and safety concern with their immediate supervisor before raising it with a member of the Joint Health and Safety Committee.

Payment for Attendance at Joint Health and Safety Committee Meetings:

- Time spent by the Joint Health and Safety Committee members attending meetings and otherwise engaged in activities related to the Joint Health and Safety Committee shall be deemed work time and payable at the member's current rate of pay by the member's employer.

- The Joint Health and Safety Committee members shall be allowed one (1) hour preparation time prior to each meeting or longer if the Committee determines it necessary.

General:

- All members of the Joint Health and Safety Committee will carry out their duties and responsibilities under the Occupational Health and Safety Act in good faith and in accordance with the spirit of this Act.

- Any amendments to these guidelines must be approved by consensus of the Joint Health and Safety Committee for recommendation to the constructor.

- All employees are encouraged to discuss any health and safety problem with their immediate supervisor before bringing it to the attention of a committee member.

- All problems brought to the attention of the Joint Health and Safety Committee shall be dealt with on the basis of fact. All problem resolutions will be reported in the minutes.

Joint Health and Safety Committee Inspections:

Structure of Team

- There will be an inspection team consisting of a worker member and management member of the Joint Health and Safety Committee.

- In regard to liability, Section 36-1 (d) of the Occupational Health and Safety Act ensures that a designate of the Joint Health and Safety Committee cannot be charged for failing to identity hazardous situations, provided that omission was an oversight (done in good faith).

- Section 65.-(1) No action or other proceeding for damages, prohibition or mandamus shall be instituted respecting any act done in good faith in the execution or intended execution of a person's duties under this Act or in the exercise or intended exercise of a person's powers under this Act or for any alleged neglect or default in the execution or performance in good faith of the person's duties or powers if the person is, (d) a health and safety representative or a committee member;

Duties and Responsibilities

The Joint Health and Safety Committee Inspection Team shall:

- Participate in training programs as required;
- Conduct work place inspections monthly;
- Report its findings to the Local Joint Health and Safety Committee;
- Communicate with Supervisors after each inspection; and
- Select a team member to be the Coordinator for each inspection.

Inspection Procedures

- The coordinator will contact the members of the inspection team to arrange a date to conduct the inspection.
- The coordinator will notify the Supervisor prior to the date of inspection in order that arrangements can be made for the workplace inspection.
- Inspection team members to notify own supervisor and make arrangements for inspection.
- List safety hazards on the inspection report form.
- After the inspection is complete, review the report with the Manager / Supervisor.
- The coordinator will send a copy of the inspection report form to the Supervisor.
- The coordinator to communicate with the Supervisor regarding follow-up of inspection items.
- The coordinator to communicate directly to the Joint Health and Safety Committee regarding outstanding follow-up concerns.

REPORTING OF A HEALTH & SAFETY ISSUE IN THE WORKPLACE

HAZARD REPORTING

A hazard is the potential for harm. In practical terms, a hazard often is associated with a condition or activity that, if left uncontrolled, can result in an injury, illness, or property damage. Examples of hazards include toxic chemicals, moving machinery parts, high-voltage electricity, working at heights, temperature extremes, and slippery work-surfaces.

The health and safety legislation requires employees to report hazards or safety concerns noticed to their supervisor. Employees must immediately report hazards; they do not need to wait for the next safety meeting or scheduled inspection to report hazards. Employees are also required to report hazards to the health and safety representative in order to initiate a joint effort to resolve unsafe conditions.

Hazards can be reported verbally or by filing a **Hazard Reporting Form** depending on the severity of the condition or concern. Review **Hazard Reporting Form** in order to determine the reporting requirements.

The supervisor will attempt to correct the hazard immediately, either personally or by requesting assistance from management, engineering, consultants, etc.

The supervisor is responsible to follow-up and to resolve the issue to the best of his ability, and to liaise with the employee who has the concern.

If the hazard or safety concern is not resolved within a reasonable time frame, employees may report the hazard to the Ministry of Labour.

ACCIDENT REPORTING

EMPLOYEES REQUIREMENT FOR REPORTING AND TREATMENT

Employees are required to report all accidents and incidents (occupational illnesses, injuries, property damage accidents and near miss incidents) directly to their immediate supervisor.

THIS MUST BE DONE IMMEDIATELY!

If an employee is injured, he/she must take prompt measures to obtain the necessary first aid or medical treatment – the supervisor will obtain the services of a qualified first-aid attendant who will arrange for the worker to receive first aid treatment or to be taken to a health care facility .

The injury or illness must be recorded and reported, as required by law. This necessitates the full co-operation of workers, first-aid attendant, and supervisory staff in ensuring that the company's safety coordinator is notified as soon as possible after the occurrence.

EMPLOYERS RESPONSIBILITIES

An accident in the workplace sets in motion all the plans that have been made in order to make the best of a bad situation. The immediate concern is for the welfare of the injured worker.

Employer's first responsibilities are to:

- ensure that the injured worker is receiving the appropriate medical attention.
- secure the accident scene so that it poses no further threat to employees, and;
- cordon off the accident scene so that if an investigation is warranted, the scene remains undisturbed.

REPORTING PROCEDURES REQUIRED BY THE WSIB AND THE MOL

For the purposes of injury reporting, there are four categories:

- First Aid Cases
- Health Care Cases (formerly Medical Aid)
- Accidental Injuries or Industrial Diseases (Lost time)
- Fatalities

First Aid Cases

- Injured worker receives minor treatment in the workplace
- A record of accidents is required to be kept in a logbook (Injury Treatment Record) by the employer in their First Aid area/station
- There is no requirement to file a report of any type with the WSIB or the Ministry of Labour, merely to maintain the file at the workplace
- A log that contains a report of all minor accidents is a very useful tool for pointing out unsafe work practices and machinery
- Injuries that seem minor at first may prove to be more serious later on and require compensation
- Copies of the First Aid Regulations must be available at the First Aid station/area.

Health Care Cases

- Treatment by a health care practitioner defined as one that requires the attention and/or treatment of a medical practitioner but does not disable the employee from performing his or her usual work. In other words, the worker is able to return to the job the day after the injury, if not sooner.
- WSIB accident report form "Form 7" is to be submitted to the WSIB within three (3) days of the employer becoming aware of an injury requiring medical aid.
- Employer should provide the worker with a completed WSIB Functional Abilities Evaluation form to take to his or her doctor, or to the hospital or emergency centre.

- If an employer has reason to doubt the occurrence, the employer should attach a letter to the WSIB "Form 7" requesting an investigation and explaining the reason for the request

- For a health care injury, OHSA requires that a record of the accident, explosion or fire causing the injury be kept by the employer for at least one year or longer, if necessary, so as to ensure that the two most recent incidents are on record. These records must include:

  a) Nature and circumstances of the occurrence and the injury sustained
  b) Time and place of the occurrence, and;
  c) Name and address of the injured person

Lost Time Cases
(Accidental Injuries or Industrial Diseases)

In the event of a workplace injury or disease that will keep the employee from returning to work after the day of the accident (or simply require medical aid, as noted above), the WSIB and Ministry of Labour requires:

WSIB

- Employer to complete a WSIB report form and mail it to the WSIB within three (3) days.

- If the employer has any doubts about the validity of an employee's account of the accident or injury or if there are any circumstances that would warrant an investigation, the employer should note them on the report form.

Ministry of Labour

- For lost time accidents, employers also have reporting requirements under the OHSA regulations.

- In the event of the following described injury or illness, the employer must notify, in writing and within four (4) days, the Director of the Ministry of Labour, health and safety representative, and trade union, in any.

  The report must contain:
  1. Employer name and address;
  2. Nature of the injury and a description of the circumstances which caused it;
  3. Description of the machinery or equipment involved;
  4. Time and place of the occurrence;
  5. Name and address of the injured worker;
  6. Name and addresses of the witnesses;
  7. Name and address of the attending physician or surgeon;
  8. Type of business conducted; and
  9. Steps taken to prevent a recurrence.

The employer may send copies of a completed WSIB accident report (form 7) to meet this requirement.

- **Notice of Accident, Explosion or Fire Causing Injury**

  Where an accident, explosion or fire cause injury to a person at a Workplace whereby the person is disabled from performing his or her usual work or requires medical attention, and such occurrence does not cause death or critical injury to any person. The employer shall give notice in writing, within 4 days of the occurrence, to a Director, to the health and safety representative, and trade union, if any, containing such information and particulars as are prescribed.

- **Notice of Occupational Illness**

  If an employer is advised by or on behalf of a worker that the worker has an occupational illness or that a claim in respect of an occupational illness has been filed with the Workplace Safety and Insurance Board by or on behalf of the worker, the employer shall give notice in writing, within four (4) days of being advised, to a Director, to the health and safety representative and to the trade union, if any, containing such information and particulars as are prescribed.

Fatalities and Critical Injuries

WSIB

In the event of a death at the workplace, regardless of its cause, the employer is required to complete a WSIB "Form 7".

Ministry of Labour

OHSA also has requirements for reporting a fatality or critical injury.

- Employer must immediately notify by telephone, telegram, or other direct means the inspector of the Ministry of Labour, the health and safety representatives, and the trade union, if any.
- Must be followed by a written report within 48 hours, the employer may send copies of a completed WSIB accident report (Form 7) to meet this requirements.

- **Notice of Death or Critical Injury**

  Where a person is killed or critically injured from any cause at a workplace, the employer **shall notify an inspector**, and the health and safety representative and trade union, if any, immediately of the occurrence by telephone, telegram or other direct means and the employer shall, within forty-eight hours after the occurrence, send to a Director a written report of the circumstances of the occurrence containing such information and particulars as the regulations prescribe.

CRITICAL INJURY DEFINED

under the Occupational Health and Safety Act

Critical Injury – Defined

For the purposes of the Act and the regulations, "critically injured" means an injury of a serious nature that,

a) place life in jeopardy;

b) produces unconsciousness;

c) results in substantial loss of blood;

d) involves the fracture of a leg or arm but not a finger or toe;

e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;

f) consist of burns to a major portion of the body; or

g) causes the loss of sight in an eye.

Summary of Legislated Accident Reporting Requirements

Employer report to:	When to report?	What to report?
Ministry of Labour, and Health & Safety Representative	Immediately, followed by written report within 48 hours	Circumstances involving fatality or critical injury
Ministry of Labour, and Health & Safety Representative	Within four (4) days (copy of WSIB Report Form 7)	Circumstances involving explosion or fire causing personal injury, but does not cause death or critical injury
WSIB	Within three (3) days (Form 7)	An accident which disables an employee from earning full wages or necessitates health care
Ministry of Labour, and Health & Safety Representative	In writing, within two days	When an accident or incident involves • A worker falling a vertical distance of 3 meters or more. • A worker whose fall is arrested by a fall-arrest system. • Overturning or structural failure of crane or similar hoisting device. • Structural failure of falsework designed by, or legally required to be designed by, a professional engineer.

		• Structural failure of scaffold supports. • Structural failure of supporting member such as column, beam, wall, or truss. • Failure of an earth-or water-retaining structure such as trench, shaft, tunnel, caisson, or cofferdam. • Failure of excavation wall cut and trimmed to a slope which a professional engineer has specified in writing will not endanger workers. • Worker becoming unconscious for any reason. • Contact by backhoe, shovel, crane, similar device, or its load with a live Poweline of more than 750 volts.
Ministry of Environment	Immediately	Circumstances involving Hazardous Chemical releases and dangerous good spills.

NEAR MISS REPORTING

Every accident provides the organization with the opportunity to identify situations, which could, if not changed, result in future injury or damage. This is base upon the widely accepted theory that the severity of an accident is often a matter of luck.

Since the injury or damage producing accident is a rare event compared to the number referred to as "near misses" or "close calls", it makes good sense to be interested in any technique that would clearly identify the relatively high-frequency non-injury or non-damage incidents or situations (near misses). The information obtained can be used as a basis for a safety program designed to remove or control these problems before injury or damage producing accidents actually occur.

For practical purposes, the "accident" may be defined as "An unplanned and undesired occurrence that results in personal injury or property damage", and the "near miss" defined as "An undesired occurrence that, under slightly different circumstances, could have resulted in personal injury or property damage".

There are several excellent reasons why a "near miss" program should become a valuable part of a modern accident control effort:

It is a "before the fact" measurement.
It has been tested and proven successful.
It is a more efficient accident reporting technique.
It develops individual pride in performance.

It improves supervision and employee morale.

Before the Fact Measurement

Most of the measures of safety performance have in the past involved the recording of injury or damage accidents rather than a "before the fact" measurement of the problems that create them.

While there is no doubt that the "after the fact" approach produced results, the fact remains that accident injury and damage losses point to the need for a change in technique.

Reporting Procedure

"Near miss" report forms should be available in the supervisor offices. Each supervisor completes a "near miss" form to record any "near miss" occurring on his/her work area. The Management reviews the completed form. The Management follows up to ensure appropriate corrective action is taken; maintains a file of all "near misses" reported and the actions taken.

WORK REFUSAL

The right to refuse work that is considered unsafe was passed into legislation as Bill 139 in 1976. This legislation, as outlined in the Occupational Health and Safety Act, provides individual workers the right to refuse work if they have any reason to believe that it may endanger themselves or other workers.

The procedures for the proper handling of a "work refusal", clearly outlined in the Occupational Health and Safety Act, and are as follows:

Step 1: the worker refuses to work (perform a specific task) because he/she believes that an unsafe situation exists, and reports this information to his/her supervisor.

Step 2: the supervisor and a worker representative are required to immediately investigate the circumstances relative to the work refusal in company with the worker. If, upon completion of the investigation, and subject to agreement by all parties, the work is found to be safe to continue, the worker shall resume his/her work.

If the worker who initially refused to do the work continues with the complaint, then this work may be assigned to another worker provided that the other worker is fully advised of the "work refusal".

Step 3: if after the investigation is completed, and the worker continues to refuse to do the work in question, or if there is no satisfactory resolution to the "work refusal", then the employer shall notify the Ministry of Labour to have an inspector attend at the workplace to investigate the work refusal in company with the worker, the worker representative and the supervisor (employer representative). The inspector shall make the final decision as to whether or not the work refusal is valid, and provide this information in writing to the employer, the worker, and to the worker representative(s).

While this investigation is being completed, the worker refusing the work may be assigned to alternative work.

Further details and guidelines on the right to refuse work are described in the Ontario Occupational Health & Safety Act under section 43 listed below.

Section 43

Application

(1) This section does not apply to a worker described in subsection (2),

(a) when a circumstance described in clause (3) (a), (b), or (c) is inherent in the worker's work or is a normal condition of the worker's employment; or

(b) when the worker's refusal to work would directly endanger the life, health or safety of another person. R.S.O. 1990, c. 0.1, s.43 (1).

Idem

(2) The worker referred to in subsection (1) is,

(a) a person employed in, or a member of, a police force to which the Police Services Act applies;

(b) a firefighter as defined in subsection 1 (1) of the Fire Protection and Prevention Act, 1997;

(c) a person employed in the operation of a correctional institution or facility, a training school or centre, a place of secure custody designated under section 24.1 of the Young Offenders Act (Canada) or a place of temporary detention designated under subsection 7 (1) of that Act or a similar institution, facility, school or home;

(d) a person employed in the operation of,

(i) a hospital, sanatorium, nursing home, home for the aged, psychiatric institution, mental health centre or rehabilitation facility,

(ii) a residential group home or other facility for persons with behavioral or emotional problems or a physical, mental or developmental disability,

(iii) an ambulance service or a first aid clinic or station,

(iv) a laboratory operated by the Crown or licensed under the Laboratory and Specimen Collection Centre Licensing Act, or

(v) a laundry, food service, power plant or technical service or facility used in conjunction with an institution, facility or service described in sub clause (i) to (iv). R.S.O. 1990, c.O.1, s.43 (2); 1997, c.4, s.84; 2001, c.13, s.22.

Refusal to work

(3) A worker may refuse to work or do particular work where he or she has reason to believe that,

(a) any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;

(b) the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself; or

(c) any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker.

Report of refusal to work

(4) Upon refusing to work or do particular work, the worker shall promptly report the circumstances of the refusal to the worker's employer or supervisor who shall forthwith investigate the report in the presence of the worker and, if there is such, in the presence of one of,

(a) a committee member who represents workers, if any;

(b) a health and safety representative, if any; or

(c) a worker who because of knowledge, experience and training is selected by a trade union that represents the worker, or if there is no trade union, is selected by the workers to represent them, who shall be made available and who shall attend without delay.

Worker to remain near work station

(5) Until the investigation is completed, the worker shall remain in a safe place near his or her work station.

Refusal to work following investigation

(6) Where, following the investigation or any steps taken to deal with the circumstances that caused the worker to refuse to work or do particular work, the worker has reasonable grounds to believe that,

(a) the equipment, machine, device or thing that was the cause of the refusal to work or do particular work continues to be likely to endanger himself, herself or another worker;

(b) the physical condition of the workplace or the part thereof in which he or she works continues to be likely to endanger himself or herself; or

(c) any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention continues to be likely to endanger himself, herself or another worker, the worker may refuse to work or do the particular work and the employer or the worker or a person on behalf of the employer or worker shall cause an inspector to be notified thereof.

Investigation by inspector

(7) An inspector shall investigate the refusal to work in consultation with the employer or a person representing the employer, the worker, and if there is such, the person mentioned in clause (4) (a), (b) or (c). 2001, c.9, Sched. I, s.3 (11).

Decision of inspector

(8) The inspector shall, following the investigation referred to in subsection (7), decide whether the machine, device, thing or the workplace or part thereof is likely to endanger the worker or another person.

Idem

(9) The inspector shall give his or her decision, in writing, as soon as is practicable, to the employer, the worker, and, if there is such, the person mentioned in clause (4) (a), (b) or (c).

Worker to remain at a safe place pending decision

(10) Pending the investigation and decision of the inspector, the worker shall remain at a safe place near his or her work station during the worker's normal working hours unless the employer, subject to the provisions of a collective agreement, if any,

(a) assigns the worker reasonable alternative work during such hours; or

(b) subject to section 50, where an assignment of reasonable alternative work is not practicable, gives other directions to the worker.

Duty to advise other workers

(11) Pending the investigation and decision of the inspector, no worker shall be assigned to use or operate the equipment, machine, device or thing or to work in the workplace or in the part of the workplace being investigated unless, in the presence of a person described in subsection (12), the worker has been advised of the other worker's refusal and of his or her reasons for the refusal.

Idem

(12) The person referred to in subsection (11) must be,

(a) a committee member who represents workers and, if possible, who is a certified member;

(b) a health and safety representative; or

(c) a worker who because of his or her knowledge, experience and training is selected by the trade union that represents the worker or, if there is no trade union, by the workers to represent them.

Entitlement to be paid

(13) A person shall be deemed to be at work and the person's employer shall pay him or her at the regular or premium rate, as may be proper,

(a) for the time spent by the person carrying out the duties under subsections (4) and (7) of a person mentioned in clause (4) (a), (b) or (c); and

(b) for time spent by the person carrying out the duties under subsection (11) of a person described in subsection (12). R.S.O. 190, c.O.1, s.43 (3-13).

SUPERVISION AND DISCIPLINE

Introduction

It is the responsibility of the company to ensure that employees are working safely. This includes providing the necessary training and orientation and providing required safety equipment, supplies, and resources. In addition, workers must be observed to ensure they are complying with the prescribed procedures.

Workers Supervision

The minimum supervision of workers shall include the following:

- Provide any training in tasks requiring skills not presently possessed by the worker.
- Instruct worker on Safe Work Practices and Job Procedures developed for the task. This training shall be for proper and safe completion of tasks with the end goal of workers being capable of performing work safely without direct supervision.
- Ensure workers supplied/provided with appropriate personal protective equipment and are trained in their proper use.
- Observe workers safe work practices and correct as necessary. For the purposes of verification it is suggested that any comments given to workers be written down (in a Safety Meeting Minutes, Daily Progress Reports, etc.).
- Workers that willfully or repeatedly violate safety rules and regulations shall be disciplined.

Workers Discipline

Workers that willfully or repeatedly violate safety rules, regulations, or policies shall be subject to discipline. The following represents sanctions of increasing severity, which may be applied at the discretion of the supervisor. Sanctions, which involve suspension or dismissal, shall be applied only with the approval of the management. It is recommended that sanctions of increasing severity be applied in a case of ongoing violation of safety rules. In the case of flagrant or life threatening violations, dismissal may be considered.

Violations to the following safety concerns represent a serious level of neglect and COLUMBIA MASONRY supervisor has the right to exercise a "Zero Tolerance" policy and have violator(s) dismissed. No further warnings are required or will be given for:

- Fall protection violations
- Lockout and tag-out violations
- Confined space work violations
- Other life threatening violations

A four phase disciplinary system will be exercised for all other contravention to COLUMBIA MASONRY policy or the Occupational Health and Safety Act, as follows:

- Verbal warning
- Written warning to worker with copy to employee file (See Safety Infraction Notice)
- Suspension
- Dismissal

Contractor Discipline

1. Every contractor on the premise must have a progressive disciplinary policy, which addresses the collective agreement for the trade (where applicable) and meets the requirements for the project/premise.

2. The following issues will require the contractor to immediately remove a worker from the premise:

    - Horseplay or fighting
    - Any act of violence
    - Possession of alcohol, firearms or illicit drugs
    - Failure to use/wear fall arrest equipment
    - Confined space work violations
    - Inadequate isolation/lock-out/tagging of electrical or mechanical systems
    - Failure to obey "danger" signage or barriers
    - Entering areas or using equipment for which you are not qualified or authorized
    - Repeated violations of any policy contained in this guideline
    - Life threatening violations

3. The contractor must also review the supervisor of any worker requested to be removed from the premise for disciplinary action.
4. The Supervisor must be notified of any disciplinary action on the premise.

FIRST AID

Ontario Regulation 1101, made under the Workplace Safety & Insurance Act, identifies the requirements for employers to provide specific first aid supplies and ensure that adequate staff are trained in the application of first aid.

COLUMBIA MASONRY is committed to the provision of an effective first aid service to protect the health and safety of all employees and others who may be affected by accidents, incidents, or injuries arising from the work carried out.

COLUMBIA MASONRY will ensure that:

- legislative requirements for the first aid service are complied with

- the particular hazards of the workplace are taken into account when equipping and staffing the first aid service
- adequate equipment, facilities and supplies are provided as required for the first aid service, and by Ontario Regulation 1101
- suitable personnel are appointed to staff the first aid service
- first aid personnel receive suitable training
- appropriate recording systems are established to record treatment provided
- these records will be used to guide the development of strategies to prevent work related injury and illness, and
- appropriate arrangements will be made for the transportation of injured people.

Managers and supervisors are responsible, within the scope of their authority, for ensuring that:

- the objectives of this procedure are integrated into work practices, and
- effective action is taken to ensure the organization's first aid service is appropriate for workplace needs.

Employees are responsible:

- for cooperating with the giving and receiving of first aid, as needed.
- report all injuries, no matter how insignificant, to their immediate supervisor,
- and ensure that all injuries documented in the Injury Treatment Record.

Minor First Aid Treatment

If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Notify first aid attendant to administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the Injury Treatment Record.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility.
- Your supervisor will assist with transportation. (Review transportation procedure).
- Provide details for the completion of the accident investigation report.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.

- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.

Transportation of injured worker to hospital, doctor's office, or worker's home:

First Aid Regulation 1101 requires the employer to provide immediate transportation to hospital, doctor's office, or worker's home if necessary. In order to ensure the injured or ill employee is safely transported to his/her chosen destination, the employer will:

Contact emergency services (ambulance) or dial 911.

If emergency services are not available or not practical, the employer shall designate a person, who is a certified first aid attendant, with a reliable vehicle, proved him with a cell phone to ensure continued communication between workplace parties and medical facilities to transport the worker to his or her chosen destination.

It is the designated person's responsibility to drive safely, obeying all traffic rules and regulations, maintain contact with employer if necessary, administer CPR if necessary once the vehicle is safely stopped, and ensure the worker is under the care of another person whether at home or a medical facility before returning to work.

If the injured/ill worker refuses offered transportation, determine if the worker's offered alternative method is acceptable such as using family members or taxi to transport. If the means is unacceptable such as incapable worker driving him/her self, the employer will notify the police of worker's intentions and follow instructions form authorities.

First Aid Training

Each employee will receive training and instructions form his or her supervisor on our first aid procedures.

FIRST AID INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures

- Wash the wound using soap and water, rinse it well.
- Cover the wound using clean dressing.

Major: Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

BROKEN BONES:

- Do not move the victim unless it is absolutely necessary.

- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

BURNS:

Thermal (Heat)

- Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.
- Blot dry the area and covers it using sterile gauze or a clean cloth.

Chemical

- Flush the exposed area with cool water immediately for 15 to 20 minutes.

EYE INJURY:

Small particles

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.
- Large or stuck particles.
- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with bandage.

Chemical

- Immediately irrigate the eye and under the eyelids, with water, for 30 minutes.

NECK AND SPINE INJURY:

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

HEAT EXHAUSTION:

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a cooler place with the feet raised.

ACCIDENT INVESTIGATION

What is an accident and why should it be investigated?

The term "accident" can be defined as an unplanned event that interrupts the completion of an activity, and that may (or may not) include injury or property damage.

Reasons for workplace accident investigation are:

- to fulfill the legal requirement
- to determine the cost of an accident
- to determine compliance with applicable safety regulations
- to process worker's compensation claims

Most importantly accident investigations are conducted to find out the cause of accidents and to prevent similar accidents in the future. Immediate investigations are required for:

- Fatalities (An injury that results in a loss of life)
- Critical injuries (definition in the "Reporting of a H&S Issue in the Workplace section")
- Lost time (A work related injury that results in the injured employee missing scheduled time from work resulting in a wage loss.)
- Occupational illness (A condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that normal physiological mechanisms are affected and the health of the worker is impaired.)
- Property damage (An event where contact is made between two objects resulting in alteration to one or both of the objects.)
- Fire (An event where undesired combustion occurs.)
- Environmental release (An accidental discharge of a physical, biological or chemical substance into the workplace and/or community.)

Incidents that involve no injury or property damage (near miss) should still be investigated to determine the hazards that should be corrected. The same principles apply to a quick inquiry of a minor incident and to the more formal investigation of a serious event.

Health care only claims, and first aid treatments, must be reviewed quarterly to determine any investigation needs.

Who and how many people should investigate an accident?

Management must ensure that all lost time injuries are investigated and documented. It's recommended that management be involved in the accident investigation process as it demonstrates concern and control, in addition to protecting personal interest.

The OH&S Coordinator must ensure that accidents are investigated and investigation results reported and implemented.

Supervisors must conduct and participate in accident and incident investigations.

The Health & Safety representative has the legal responsibility to investigate fatality or critical injury accidents and report his/her findings to the Ministry of Labour. It is also recommended that the Health & Safety representative be included and participate in all accident and incident investigations, this can offer employees assurance that the investigation is a fact-finding not a faultfinding exercise.

What are the steps involved in investigating an accident?

The accident investigation process involves the following steps:

- Report the accident occurrence to a designated person within the organization

- Provide first aid and medical care to injured person(s)
- Investigate the accident
- Identify the causes
- Report the findings
- Develop a plan for corrective action
- Implement the plan
- Evaluate the effectiveness of the corrective action
- Make changes fro continuous improvement

As little time as possible should be lost between the moment of an accident or near miss and the beginning of the investigation. In this way, one is most likely to be able to observe the conditions as they were at the time, prevent disturbance of evidence, and identify witnesses. The tools that members of the investigating team may need (pencil, paper, camera, film, camera flash, tape measure, etc.) should be immediately available so that no time is wasted.

What should be looked at as the cause of an accident?

Accident Causation/Contributing Factors

The causes of any accident may be grouped into five categories – task, material, environment, personnel, and management. Possible causes in each category should be investigated. Each category is examined more closely below. Remember that these are *sample* questions only.

Task

Here the actual work procedure being used at the time of the accident is explored. Members of the accident investigation team will look for answers to questions such as:

- Was a safe work procedure used?
- Had conditions changed to make the normal procedure unsafe?
- Were the appropriate tools and materials available?
- Were they used?
- Were safety devices working properly?
- Was lockout used when necessary?

For most of these questions, an important follow-up question is "If not, why not?"

Material

To seek out possible causes resulting from the equipment and materials used, investigators might ask:

- Was there an equipment failure?
- What caused it to fail?
- Was the machinery poorly designed?
- Were hazardous substances involved?
- Were they clearly identified?
- Was a less hazardous alternative substance possible and available?
- Was the raw material substandard in some way?
- Should personal protective equipment (PPE) have been used?
- Was the PPE used?

Again, each time the answer reveals an unsafe condition; the investigator must ask **why** this situation was allowed to exist.

Environment

The physical environment and especially sudden changes to that environment are factors that need to be identified. The situation at the time of the accident is what is important, not what the "usual" conditions were. For example, accident investigators may want to know:

- **What were the weather conditions?**
- **Was poor housekeeping a problem?**
- **Was it too hot or too cold?**
- **Was noise a problem?**
- **Was there adequate light?**
- **Were toxic or hazardous gases, dusts, or fumes present?**

Personnel

The physical and mental condition of those individuals directly involved in the event must be explored. The purpose for investigating the accident is **not** to establish blame against someone but the inquiry will not be complete unless personal characteristics are considered. Some factors will remain essentially constant while others may vary from day to day:

- **Were workers experienced in the work being done?**
- **Had they been adequately trained?**
- **Can they physically do the work?**
- **What was the status of their health?**
- **Were they tired?**
- **Were they under stress (work or personal)?**

Management

Management holds the legal responsibility for the safety of the workplace and therefore the role of supervisors and higher management must always be considered in an accident investigation. Answers to any of the preceding types of questions logically lead to further questions such as:

- **Was safety rules communicated to and understood by all employees?**
- **Were written procedures available?**
- **Were they being enforced?**
- **Was there adequate supervision?**
- **Were workers trained to do the work?**
- **Had hazards been previously identified?**
- **Had procedures been developed to overcome them?**
- **Were unsafe conditions corrected?**
- **Was regular maintenance of equipment carried out?**
- **Were regular safety inspections carried out?**

How are the facts collected?

The steps in accident investigation are simple: the accident investigators gather information, analyze it, draw conclusions, and make recommendations. Although the procedures are straightforward, each step can have its pitfalls. As mentioned above, an open mind is necessary in accident investigation: preconceived notions may result in some wrong paths being followed while leaving some significant facts uncovered. All possible causes should be considered.

Making notes of ideas as they occur is a good practice but conclusions should not be drawn until all the information is gathered.

Injured worker(s)

The most important immediate tasks are rescue operations, medical treatment of the injured, and prevention of further injuries. These tasks have priority and others must not interfere with these activities. When these matters are under control, the investigators can start their work.

Assessment of the scene / Physical Evidence

Before attempting to gather information, examine the scene for a quick overview, take steps to preserve evidence, and identify all witnesses. In case of fatalities, critical injuries, falls, explosion, or fire, an accident scene must be disturbed without prior approval from appropriate government officials such as the Ministry of Labour, coroner's office, or police. Physical evidence is probably the most non-controversial information available. It is also subject to rapid change or obliteration; therefore, it should be the first to be recorded. Based on your knowledge of the work process, you may want to check items such as:

- Positions of injured workers
- Equipment being used
- Materials being used
- Safety devices in use
- Position of appropriate guards
- Position of controls of machinery
- Damage to equipment
- Housekeeping of area
- Weather conditions
- Lighting levels
- Noise levels

You may want to take photographs before anything is moved, both of the general area and specific items. Later careful study of these may reveal conditions or observations missed previously. Sketches of the accident scene based on measurements taken may also help in subsequent analysis and will clarify any written reports. Broken equipment, debris, and samples of materials involved may be removed for further analysis by appropriate experts. Even if photographs are taken, written notes about the location of these items at the accident scene should be prepared.

Eyewitness Accounts

Although there may be occasions when you are unable to do so, every effort should be made to **interview witnesses.** In some situations witnesses may be your primary source of information because you may be called upon to investigate an accident without being able to examine the scene immediately after the event. Because witnesses may be under severe emotional stress or afraid to be completely open for fear of recrimination, interviewing witnesses is probably the hardest task facing an investigator.

Witnesses should be interviewed as soon as practicable after the accident. If witnesses have an opportunity to discuss the event among them, individual perceptions may be lost in the normal process of accepting a consensus view where doubt exists about the facts.

Witnesses should be interviewed alone, rather than in a group. You may decide to interview a witness at the scene of the accident where it is easier to establish the positions of each person involved and to obtain a description of the events. On the other hand, it may be preferable to carry out interviews in the quiet of an office where there will be fewer distractions. The decision may depend in part on the nature of the accident and the mental state of the witnesses.

Witness statement must be recorded.

Interviewing

The purpose of the interview is to establish an understanding with the witness and to obtain his or her own words describing the event:

DO...

- **Put the witness, who is probably upset, at ease**
- **Emphasize the real reason for the investigation, to determine what happened and why**
- **Let the witness talk, listen**
- **Confirm that you have the statement correct**
- **Try to sense any underlying feeling of the witness**
- **Make short notes only during the interview**

DO NOT...

- **Intimidate the witness**
- **Interrupt**
- **Prompt**
- **Ask leading questions**
- **Show your own emotions**
- **Make lengthy notes while the witness is talking**

Ask open-ended questions that cannot be answered by simply "yes" or "no". The actual questions you ask the witness will naturally vary with each accident, but there are some general questions that should be asked each time:

- **Where were you at the time of the accident?**
- **What were you doing at the time?**
- **What did you see, hear?**
- **What were the environmental conditions (weather, light, noise, etc.) at the time?**
- **What was (were) the injured worker(s) doing at the time?**
- **In your opinion, what caused the accident?**
- **How might similar accidents be prevented in the future?**

If you were not at the scene at the time, asking questions is a straightforward approach to establishing what happened. Obviously, care must be taken to assess the credibility of any statements made in the interviews. Answers to a first few questions will generally show how well the witness could actually observe what happened.

Another technique sometimes used to determine the sequence of events is to replay them as they happened. Obviously, great care must be taken so that further injury or damage does not occur. A witness (usually the injured worker) is asked to re-enact in slow motion the actions that preceded the accident.

Background Information

A third, and often an overlooked source of information, can be found in documents such as technical data sheets, maintenance reports, past accident reports, formalized safe-work procedures, and training reports. Any pertinent information should be studied to see what might have happened, and what changes might be recommended to prevent recurrence of similar accidents.

What should I know when making the analysis and conclusions?

At this stage of the investigation most of the facts about what happened and how it happened should be known. This has taken considerable effort to accomplish but it represents only the first half of the objective. Now comes the key question—why did it happen? To prevent recurrences of similar accidents, the investigators must find all possible answers to this question.

You have kept an open mind to all possibilities and sought out all pertinent facts. There may still be gaps in your tracing of the sequence of events that resulted in the accident. You may need to re-interview some witnesses to fill these gaps in your knowledge, or you may have to resort to assumptions. Some authorities claim that assumptions have no place in accident investigations. On the other hand, it may better to make assumptions based on what evidence is available, then to leave questions unanswered.

When your analysis is complete, jot down a step-by-step account of what happened (your conclusions) working back from the moment of the accident, listing all possible causes at each step. This is not extra work: it is a draft for part of the final report. Each conclusion should be checked to see if:

- It is supported by evidence
- The evidence is direct (physical or documentary) or based on eyewitness accounts, or
- The evidence is based on assumption.

This list serves as a final check on discrepancies that should be explained or eliminated.

Why should recommendations be made?

The most important final step is to come up with a set of well-considered recommendations designed to prevent recurrences of similar accidents. Once you are knowledgeable about the work processes involved and the overall situation in your organization, it should not be too difficult to come up with realistic recommendations. Resist the temptation to make only general recommendations to save time and effort.

For example, you have determined that a blind corner contributed to an accident. Rather than just recommending, "Eliminate blind corners" it would be better to suggest:

- Install mirrors at the northwest corner of building X (specific to this accident)
- Install mirrors at blind corners where required throughout the worksite (general)

Never make recommendations about disciplining a person or persons who may have been at fault. This would not only be counter to the real purpose of the investigation, but it would jeopardize the chances for a free flow of information in future accident investigations.

It is appropriate those recommendations:

- Assign responsibilities for corrective action(s) to management, supervisors, and other personnel.
- Are made to correct safety deficiencies and focus on corrective action(s) to all the contributing factors identified.
- Be recorded on a standard form, and specify what, why, and how.
- Acted upon and details of what has been done, who has completed the actions and when the actions were completed be reported.
- Be communicated to management and workers using postings, during safety meetings, memo, newsletter, injury/incident logbook, etc.

The Written Report

When using the Accident Investigation Form you should be aware of, and try to overcome, shortcomings such as:

- If a limited space is provided for an answer, the tendency will be to answer in that space despite recommendations to "use back of form if necessary."
- Do not overlook possible causes if not listed.
- Headings such as "unsafe condition" will usually elicit a single response even when more than one unsafe condition exists.
- Differentiating between "primary causes" and "contributing factors" can be misleading. All accidents causes are important and warrant consideration for possible corrective action.

Your previously prepared draft of the sequence of events can now be used to describe what happened. Remember that readers of your report do not have the intimate knowledge of the accident that you have so include all pertinent detail. Photographs and diagrams may save many words of description. Identify clearly where evidence is based on certain facts, eyewitness accounts, or your assumptions.

If doubt exists about any particular part, say so. The reasons for your conclusions should be stated and followed by your recommendations. Weed out extra material that is not required for a full understanding of the accident and its causes such as photographs that are not relevant and parts of the investigation that led you nowhere. The measure of a good accident report is quality, not quantity.

What should be done if the investigation reveals "human error"?
A difficulty that has bothered many investigators is the idea that one does not want to lay blame. However, when a thorough accident investigation reveals that some person or persons among management, supervisor, and the workers were apparently at fault, then this fact should be pointed out. The intention here is to remedy the situation, not to discipline an individual.

Failing to point out human failings that contributed to an accident will not only downgrade the quality of the investigation. Furthermore, it will also allow future accidents to happen from similar causes because they have not been addressed.

Tips for Investigation

- Be sure that the condition which caused the incident is eliminated or controlled at once
- Time has been wasted if the results of the investigations are not used to devise ways of preventing more incidents
- If employee failure was involved, be sure the employee is properly instructed and that the instructions are followed
- Re-instruct employees involved in similar operations. If a task can be changed to eliminate the hazard make the change. If making the change exceeds your authority get approval from Management
- **Remember!** When corrective action has been applied or recommended, always follow up to ensure it is effective

Summary of Legislated Accident Reporting Requirements

Employer report to:	When to report?	What to report?
Ministry of Labour, and Health & Safety Representative	Immediately, followed by written report within 48 hours	Circumstances involving fatality or critical injury
Ministry of Labour,	Within four (4)	Circumstances involving explosion or fire causing

and Health & Safety Representative	days (copy of WSIB Report Form 7)	personal injury, but does not cause death or critical injury
WSIB	Within three (3) days (Form 7)	An accident which disables an employee from earning full wages or necessitates health care
Ministry of Labour, and Health & Safety Representative	In writing, within two days	When an accident or incident involves • A worker falling a vertical distance of 3 meters or more. • A worker whose fall is arrested by a fall-arrest system. • Overturning or structural failure of crane or similar hoisting device. • Structural failure of false work designed by, or legally required to be designed by, a professional engineer. • Structural failure of scaffold supports. • Structural failure of supporting member such as column, beam, wall, or truss. • Failure of an earth-or water-retaining structure such as trench, shaft, tunnel, caisson, or cofferdam. • Failure of excavation wall cut and trimmed to a slope which a professional engineer has specified in writing will not endanger workers. • Worker becoming unconscious for any reason. • Contact by backhoe, shovel, crane, similar device, or its load with a live Poweline of more than 750 volts.
Ministry of Environment	Immediately	Circumstances involving Hazardous Chemical releases and dangerous good spills

WORKPLACE INSPECTIONS

Inspections may be conducted at COLUMBIA MASONRY facilities and projects by numerous organizations such as the:

- Provincial Ministry of Labour
- WSIB
- Fire Department
- Provincial Safety Associations
- Services (Hydro, Gas) Providers

If an inspector from any such organization requests admittance to undertake an inspection, they should be given complete access to the premise. The inspector must be able to produce identification upon request in order to verify the organization represented.

If in doubt about allowing access, contact the Supervisor or the Management of COLUMBIA MASONRY.

Ministry of Labour – Occupational Health and Safety Inspection

The Occupational Health and Safety Act identify specific requirements for these inspections. Included is the need for the safety representative to be present during the inspection.

Senior management and/or company designate should also be available to accompany the inspector.

Following the inspection, the management representative or company designate must forward the report presented by the Ministry Inspector to Senior management, who will be advised of any follow-up action necessary. In addition, a copy of the report must be posted on the Health and Safety bulletin board.

Supervisor

Safety inspections conducted by the supervisor can be formal or informal. The supervisor is required to daily inspect the work-site, equipment, tools, and facilities.

The supervisor will also observe workers to determine whether or not they are conducting themselves properly and working in compliance with the OH&S Act and the applicable regulations.

The supervisor shall conduct a formal inspection of the site at least once a month. Written reports are necessary in documenting the inspections.

Health & Safety Representative

The Occupational Health and Safety Act gives the Health & Safety Representative the right to inspect the workplace.

Specific guidelines and procedures for workplace inspections by the Health & Safety Representative are detailed in the following procedure.

Inspection Procedures

* The Health & Safety Representative, in cooperation with the supervisor will arrange a schedule to conduct inspections and frequency. The Health & Safety Representative shall conduct a formal inspection of the work-site at least once a month.

* The Health & Safety Representative will notify the supervisor prior to the date of inspection in order that arrangements can be made for the inspection.

* Conduct inspection taking into consideration items, which are of concern to the workers at the location.

* List safety hazards on the inspection report form.

* After the inspection is complete, review the report with the Supervisor.

* The Health & Safety Representative will provide a copy of the inspection report form to the Supervisor.

* The Health & Safety Representative to follow-up and communicate with the Supervisor regarding outstanding inspection items/concerns.

Formal Inspections

This type of inspection involves a walk-through of the facility, with the inspector looking for anything or everything that could potentially degrade the operations. This inspection must be recorded. The results of these inspections are then reviewed during our bi-weekly safety meetings and the appropriate action taken.

Informal Inspections

This type of inspection comes so naturally that it needs very little explanation. All personnel perform an informal inspection as he/she goes about their normal activities. To ensure efficient follow-up, personnel are required to note any substandard condition(s) or unsafe act(s) as they observe them. This information is used during the bi-weekly safety meeting to determine corrective action.

Securing of the site and Public Safety

The safety of the general public and occupants of existing buildings on our project and its surroundings are of prime importance. All workers, contractors, suppliers and any other visitors to our premise must cooperate and make all reasonable efforts to ensure the maximum protection and minimum inconvenience to the general public or occupants, through:

- Appropriate signage
- Installation and maintenance of fencing, hoarding and other precautions
- Designation and use of access and parking
- Reporting incidents involving occupants or general public
- Appropriate traffic control and equipment on public/private ways

Which meet and are used according to all requirements of applicable legislation/statutes and policies.

Signage

- Appropriate signage shall be provided, as required, to ensure the appropriate identification of production areas, access routes, overhead dangers, electrical conductors and the boundaries of the premise.

- Signage must also be supplied to identify hazards to other workers, the general public or occupants of existing buildings. In addition o signage, hazardous areas or operations must be restricted from access by unauthorized persons.

Fencing, Hoarding and Other Precautions

- Appropriate fencing, hoarding, covered ways and other precautions (i.e. fire routes/escapes, dust barriers, etc.) must be provided, as required, to ensure the appropriate restriction of work areas and safe access to existing buildings or through the premise (if necessary) for the general public or occupants.

- Fencing, hoarding, covered ways and other precautions (i.e. fire routes/escapes) may only be altered or removed with the expressed authorization of the company and/or governing authorities.

- Additional precautions must be taken by the management and/or contractors o ensure appropriate protection of occupants or the general public where work conducted creates unsafe conditions or exceeds safety factor provided by existing precautions. (i.e. removal of windows, work performed outside premise boundaries, etc.)

Access and Parking

- All personnel must use "designated" access routes and parking areas.

- Driveways, laneways, walkways or emergency vehicle routes must not be blocked or restricted at any time by vehicles, machinery, equipment or materials.

- Overnight parking of equipment or vehicles must be done with the permission of the Supervisor. The contractor must ensure the security of equipment or vehicles. No vehicle is to be left without appropriate brakes/blocking, unlocked or with keys in place.

- No parking within the footprint of the structure or within 20' of the structure.

- Equipment such as zoom booms, scissors lifts, bulldozers, forklifts, etc. must have all moveable parts kept in their lowered positions when left unattended.

- The contractor must make the Supervisor aware of any change in process, which may cause unforeseen hazards or concern to occupants. Where required information will be supplied to occupants regarding hazards.

Traffic Control and Equipment on Public Ways

- Contractors must develop a Traffic Control Plan for their work on the premise (if required). The plan must minimize the reversing of vehicles and ensure equipment has back-up warning devices.

- Contractors must ensure that qualified traffic control persons, signalpersons, barricades or signage is installed on public or private ways on the premise to protect workers, the general public, occupants and vehicles on that way.

- Traffic control persons or signalpersons must be trained and provided with written instructions by their supervisor. Signalpersons must wear tear away fluorescent vests at all times.

- Priority must be given to ensuring that public or private ways are accessible to emergency service vehicles at all times. Where the public or private way is to be blocked, an alternative route must be provided and clearly marked.

- Equipment to be used on public or private ways must be barricaded where practical and equipped with a flashing amber light working, at all times.

- Good housekeeping practices must be followed, at all times, to prevent, general public or occupant contact with waste, scrap or other unsafe conditions on public or private ways.

USE OF LADDERS

EXTENSION LADDERS

- Choose the right extension ladder for the job. It must be long enough to be set up at a safe angle and to reach 90 centimetres or three feet beyond the bearing point.

- A two-section extension ladder should be no longer than 15 metres or 50 feet; a three-section ladder no longer than 20 metres or 66 feet.

- Check the ladder for damage or defects

    1. Before you set it up
    2. After it has been used somewhere else by other workers
    3. After it has been left in one place for a long time

- Set the ladder on a firm level base. If the base is soft, loose, or wet material, clear it away or stand the ladder on a mudsill.

- Set the ladder up at the proper angle – one foot out for every three or four feet up, depending on length.

- When the ladder is set up, there should be a clear space of at least 15 centimetres or 6 inches behind each rung.

- When the ladder is fully extended, sections must overlap at least 90 centimetres or three feet.

- Never erect extension ladders on boxes, carts, tables, or other unstable objects. Never set them up against flexible or movable surfaces.

- Secure the top and bottom of the ladder. Keep areas at top and bottom clear of debris, scrap, material, and other obstructions.

- Clean mud, snow, and other slippery substances off your boots before climbing.

- When climbing up or down, always face the ladder and maintain 3-pont contact.
- Don't carry tools, equipment, or material in your hands while climbing. Use a hoist line or gin wheel for lifting and lowering.
- Be very careful when erecting extension ladders near live overhead power lines. Never use metal or metal reinforced ladders near electrical wires or equipment.
- Wherever possible, use extension ladders for access – not as work platforms.
- When you must work from ladder more than 3 metres or 10 feet up, wear a safety harness, and tie off to a well-anchored lifeline or other support – not to the ladder.
- On an extension ladder, stand no higher than the fourth rung from the top.

STEP LADDERS

- Check the ladder for defects or damage

    1. At the start of your shift
    2. After it has been used somewhere else by other workers
    3. After it has been left in one place for a long time.

- Keep the area at the base of the ladder clear.
- Make sure the spreader arms lock securely in the open position.
- Stand no higher than the second step from the top.
- Never straddle the space between a stepladder and another point.
- When standing on the ladder, avoid leaning forward, backward, or to either side.
- Always open the ladder fully before using it. Don't use an unopened stepladder as a straight or extension ladder. The feet are not designed for this use.
- Never stand on the top step, the top, or the pail shelf of a stepladder.
- When climbing up or down a stepladder, always face the ladder and maintain 3-point contact.

Portable Straight Ladders

- Incline so that its base is one (1) foot out for every four (4) feet of working length (base support to top support).
- Those over eight (8) feet in length must be held by a co-worker while in use or until the ladder is securely tied off.
- Ladder MUST have safety anti-slip feet.
- Do not stand on the top three (3) rungs unless there are hand holds above the ladder.
- If climbing to a work platform or roof, ladder must extend three (3) feet beyond the surface to be accessed.

CLIMBING UP AND DOWN LADDERS

- Always maintain three points of contact. That means two hands and one foot or two feet and one hand on the ladder at all times.
- Put both hands firmly on the rungs before stepping onto a ladder.
- Use 3-point contact climbing a ladder-one hand and two feet or two hands and one foot on the ladder at all times.
- Break 3-point contact only when you reach ground or a stable platform.
- Always climb up and down facing the ladder.
- Keep your body between the side rails. Don't lean out on either side.
- Make sure that ladders extend at least 3 feet above their bearing point at floor or landing and that there is a clear space of at least 6 inches behind each rung.
- Don't carry tools, equipment, or material in your hands while climbing. Use a hoist line or gin wheel for lifting and lowering.
- Clean mud, snow, and other slippery substances off your boots before climbing.
- Face the ladder when ascending or descending.
- Use a body harness and tie if off if doing ladder work while standing ten (10) feet above surface.
- Store ladders out of operating areas or remove from the area promptly when no longer required.

- Metal ladders are not to be used for electrical work or for work in switch rooms. Defects in wooden ladders may be concealed y use of paint. For this reason, ladders of this type must not be painted, except for the necessary identifying marks.

- Unless a ladder is used inside an established barricade, adequately rope off the area and display caution signs when working from a ladder.

- Only one person on a ladder at any one time.

- **NOTE**: *If ladder is (or becomes) defective, it must be removed from service immediately.*

CONTROL OF HAZARDOUS ENERGY

LOCKOUT AND OTHER METHODS

COLUMBIA MASONRY is responsible for the design, implementation, training and enforcement of procedures for locking out/de-energizing of equipment, and for the safe entry into designated confined space.

The term "lockout" refers to a set of personal safety practices and procedures that must be used before entering a dangerous work area that is associated with any energized machine, device or energy transmission line for any reason. Lockout consists of:

- turning off the controls to the machine, device or power transmission line
- turning off and isolating energy source / supply
- securing the machine, device or power transmission line in a de-energized state (by applying blocks, applying a padlock to which a worker has the only key)
- to ensure that the controls and power are off and stay off for as long as the worker is in the dangerous area, and until the worker removes the lock(s)
- in order for lockout to be effective in preventing accidents and injuries, it must be supported by a clear policy, procedures and a comprehensive training plan

Scope

The purpose of this procedure is:

1. To interpret the intent of the occupational health and safety act, as it applies to the locking-out of control switches or other control mechanisms;

2. To provide details of a procedure(s) by which consistent protection can be provided; and

3. To establish the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. This procedure shall be used to ensure that the machine or equipment is stopped, isolated form all potentially hazardous energy sources and locked out before employees perform servicing or maintenance where the unexpected start-up of the machine or equipment, or release of stored energy could cause injury.

Compliance

All employees of COLUMBIA MASONRY are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment is locked out, shall not attempt to start, energize, or use that machine or equipment.

Lockout Equipment

Padlocks

- Padlocks should be a high quality pin type. (No combination or "bicycle locks")
- Every lock should be differently keyed, except in the case of tradesmen who frequently must place a number of locks. They may use a number of keyed-alike locks as long as those keys fit no other locks used on the premise.
- There should be no master keys, and only the holder of the lock should carry its key
- Each lock should be permanently marked with a name or number to allow for identification of the lock holder
- Issuance and control of padlocks and keys is the responsibility of the Supervisors and they issue padlocks to personnel requiring it for protection against the uncontrolled activation of control switches and other control mechanisms. Generally, personnel in this class would be electricians, machine repairmen, and trades workers.
- The Supervisor will issue only one key with each padlock. When any work which must be controlled through the use of safety padlocks is not completed during the shift on which the work was started, it will be the responsibility of the Supervisor in charge of the work to make the necessary arrangements to remove padlocks and install the following shift's padlocks or padlocks will remain on.
- **IN NO INSTANCE SHALL A MACHINE BE LEFT UNLOCKED**
- **SAFETY PADLOCKS ARE AUTHORIZED FOR USE ONLY AS "LOCKOUTS" AND MUST NEVER BE USED FOR TOOL BOXES, CABINETS, BENCHES, OR ANY OTHER PURPOSES**

Scissors Lock

- Scissors Lock are a device to allow more than one lock to secure a given lockout point.
- Whenever more than one person has to enter a lockout danger area, scissors must be used to allow each worker to place his/her own lock. This will ensure that everyone is clear of the danger area before the lockout can be removed.

Tags / Tagout

- After applying a padlock in a lockout situation, a worker will also affix a "tag" listing the name(s) of the worker(s) involved, the nature of the work being performed, expected time of return to service and/or a work order or authorization number.

- The following information shall be indicated on the tag"

    1. Signature and identification number of employee.
    2. Date padlock and tag installed.
    3. Reason for lockout.
    4. Tag out **must never** substitute for lockout.

- The tag shall also be used to identify and remove from service unsafe containers, pneumatic tools, ladders and equipment of such nature that a safety padlock cannot be applied.

- Attachment of the tag must be done by the use of non-conductive material only.

Procedures

When employees of COLUMBIA MASONRY and/or contractors (i.e. electricians, millwrights, heating-refrigeration service, etc.) are working on or near machines or equipment, in which the unexpected movement of parts under power, or charging of electrical conductors could cause personal injury, the following precautions, must be taken by the person directly responsible for performing the work assignment. The following procedures detail the basic requirements necessary for the protection of workers performing work on machines.

Individual Lockout:

The purpose of this procedure is to prevent injury to employees from inadvertent start-up, energizing, or release of stored energy during the servicing or maintenance of machines, equipment, or processes. It incorporates the minimum procedural requirements for locking, clearing, and verification to prevent injury from an inadvertent start-up or release of energy or material.

The following steps must be followed in the general lockout procedure:

Step 1: Preparation for shutdown – Employees authorized to lock out machines, equipment, or processes must identify the type and magnitude of the energy to be controlled, all hazards (including stored energy), and the method or means of controlling the energy. They must also notify all affected persons in the area that the equipment is to be shut down and locked out.

Step 2: Machine, equipment, or process shutdown – The machine, equipment, or process must be shut down by following established shutdown procedures.

Step 3: Machine, equipment, or process isolation – The machine, equipment, or process must be isolated by following established isolation procedures that specify the use of disconnect switches, line valves, blocks, blanks, removal of spools, capping of lines, etc. The devices that are required for isolation should be listed using the same identifiers used to indicate their function in the field.

Step 4: Application of lockout devices – Locks must be applied to each of the isolation devices used to establish the isolation. Each employee working on the machine, equipment, or process must be responsible for attaching his or her personal locks without exception. To facilitate this requirement, a multi-hasp must be applied whenever necessary for the application of more than one lock.

Step 5: Stored energy (de-energizing) – Once the necessary lockout devices have been applied, all potentially hazardous stored or residual energy must be relieved, blocked, bled, restrained, or rendered safe by the authorized individuals involved with the work. Each worker involved must check that this has been done.

Step 6: Verification of isolation – Before starting work (i.e. after isolation and de-energizing), an authorized individual must perform either a test of all of the start buttons and other activating controls as well as or a potential check of all electrical supplies to ensure that the equipment has been de-energized. The authorized person must ensure that all controls are returned to the "off" or neutral position after trying to start.

Step 7: Release from lockout control – Before restoring energy to the machine, equipment, or process, the authorized person must check that all temporary de-energizing measures or devices have been terminated or removed, that the machine, equipment, or process is operationally intact, that all necessary guards have been reinstalled, and that all tools used during servicing or maintenance have been removed. Once this is done, an authorized employee must ensure that all other employees, affected employees, and authorized employees are clear and have been told that the energy to the machine, equipment, or process will be restored. Locks used to isolate the machine, equipment, or process may then be removed by the authorized employees involved in the servicing or maintenance and the energy restored.

The following special considerations apply:

- No changes, adjustments, or repairs that require shutting down the machine, equipment, or process are to be made without permission of the supervisor in charge.
- If more than one authorized employee works on the same machine, equipment, or process, each person must attach his or her lock.
- When an authorized employee is reassigned from an incomplete job and the machine, equipment, or process needs to remain locked out, the authorized employee involved must notify his or her supervisor before removing his or her lock. The supervisor must then lock out the machine, equipment, or process or arrange for such lockout before the first employee removes his or her lock.
- No attempt is to be made by anyone to operate a control device to which a lock is attached or to defeat the purpose of the lockout devices.
- When a job is to be extended from one shift to another, the relieving authorized employee or the supervisor must attach his or her lock(s) to the lockout device(s) being used before the employee going off shift removes his or her lock(s). If the supervisor rather than the employee coming on shift places his or her lock(s) on the device, the employee coming on shift must place his or her lock(s) on the device before starting work.

- If an employee leaves lock(s) on a machine, piece of equipment, or process and cannot be found, the supervisor may have the lock(s) removed only after following the lock removal procedure for an absent worker.

- When requested by operating personnel, maintenance personnel shall perform electrical disconnects. The authorized employees assigned to perform the work must go with the person making the disconnect to observe the disconnection. Once the disconnect has been accomplished, the authorized individual must attach his or her personal lock to the energy-isolating device.

- When personnel are locking out electrical disconnects, a test (operation of start switches or push buttons) or approved form of load verification must be performed to ensure that the correct isolating device has been used.

- In no case is anyone to be assigned to remove another employee's lockout device except the supervisor specified in item (f).

- Locks for use under the lockout process must not be used for any purpose other than as specified in this procedure.

- A supervisor must lock out all machines, equipment, and processes when they are to be out of service for 8 hours or longer.

- Contractors must be trained in the lockout procedure and be required to follow it.

Removing as Abandoned Padlock

- It may occasionally happen that the owner of a lock in place at a lockout cannot be located. (for example, a worker who was part of a group of people who locked out did not remove his/her lock and left the worksite.)

- Every effort should be made to ascertain that he/she is still not in the danger area. (He/she may have suffered an accident and fallen out of sight into a machine, for example.)

- Every effort should be made to locate the worker and have him/her return to the premise to personally remove his/her own lock.

- If they cannot be located (or if they cannot return to the worksite) and if an exhaustive search has satisfied the supervisor that the worker is not in the danger area, the lock should be removed and the lockout lifted.

Training and Review

- All employees who are required to lock-out a machine or a piece of equipment shall be trained on the lock-out and test procedure.

- At least once per year this procedure shall be reviewed with each employee.
- The training and review of the procedure will be documented.
- The documentation shall include:
    1. Identification of the employee
    2. Equipment check list to ensure that the employee has all the necessary equipment
    3. A record of an actual lockout demonstration
    4. Signatures of both the supervisor and the employee

- The records of training and review will be retained by the company.

ELEVATED WORK/AERIAL PLATFORMS

There are several types of elevated work platforms and the most common ones used are the Scissor Lifts and Boom type elevating work platforms.

As per the OH&S Act & Regulations: "An elevating work platform must be designed by a professional engineer in accordance with good engineering practices and must be manufactured and tested in accordance with established design standards."

In addition, the Manager or their designee must ensure that the following items are carried out prior to using the equipment on the premise:

A professional engineer must certify that it complies with the National Standards of Canada.

- That it has recently been inspected and maintained in good condition.
- That the Emission Control Testing was carried out recently.
- The operator must be trained to operate the type of elevated platform being used.
- The Manager or their designee must ensure that the operator inspects the equipment daily in accordance with the manufacturer's instructions.

The following are some Safety Rules/Tips for the operation of elevated Work/Aerial platforms.

Safety Rules – Aerial Platforms

1. For Safe Operation

    - Check the work area for hazards that might cause tip over – above, below and all around.
    - Maintain specified distances from electric power lines and apparatus.
    - Keep everyone clear of a working platform. Never allow ground personnel near the machine and NEVER permit anyone to stand or pass under a raised platform. Make certain everyone's clear of the machine before you begin lowering the platform.

- It the machine is to be unattended, lower the platform, shut off the engine, engage the parking brake and take all the necessary steps to prevent unauthorized use in accordance with the manufacturer's instruction manual.

2. Protect Yourself

   - Wear all the protective clothing and personal safety devices issued to you or called for by the job conditions.
   - Tie off
   - Hard hats
   - Safety shoes
   - Safety glasses, goggles or face shields
   - Work gloves

Warning: DO NOT wear loose clothing or any accessory-flopping cuffs, dangling neckties/scarves or rings and wrist watches that can get caught in moving parts.

3. Know Your Equipment

   - Read, Understand and Follow the DANGER, WARNING, CAUTION and other signs on your machine.
   - Read and understand the manufacturer's operator's manual before using the machine. If there is no manual with the machine – GET ONE!
   - If there is something in the manual that you don't understand, ask your Supervisor to explain it to you.

4. Check the Equipment

Before you begin the workday, you MUST inspect the machine and report ALL deficiencies. DO NOT operate the machine until the deficiencies are corrected and all systems are in good operational condition.

   - Check for missing, damaged or unreadable safety signs.
   - Check for broken, missing, damaged or loose parts.
   - Check pivot pins for damaged or missing retaining devices.
   - Check the tires for cuts, bulges and pressure as specified by the manufacturer.
   - Check hydraulic system for leaks and damage.

5. Clean Up

   - Keep Work surfaces and elevating mechanisms clean and clear of debris. Before attempting to clean a machine, be sure to wear the Personal Protection Equipment as required, lower the platform to the stowed position and turn off the engine.

- Clean steps, railings, ladders and platform floor. Remove grease or oil. Brush away dust or mud. In the winter scrape away snow and ice. Remember – slippery surfaces can be hazardous.
- Remove or put away tools, ropes and hooks. Remember – loose items on the floor could cause an accident.

6. Check the Work Area

   - Check at ground or floor level.
   - Inspect the surface over which you will travel and work.
   - Look for:

     1. Holes, debris, obstacles, drop-offs or rough spots.
     2. Weak spots or covers on ramps or floors.
     3. Oil spills, wet spots, slippery surfaces, soft soil and standing water.

   - Watch for anything that might make you loose control or cause the aerial platform to tip over.

7. Raise and Lower Safely

   - MAKE sure the machine IS on firm level ground before raising the platform. If so equipped, make sure extendible axles, outriggers or stabilizers are fully deployed.
   - Outriggers or stabilizers may require blocking to provide a stable load-bearing surface.
   - Always check clearance on both sides of the machine before extending outriggers, stabilizers or axles.

8. Work Safely

   - When the platform has been raised into the working position, be extremely cautious to prevent any object from striking or interfering with the operating controls.
   - Secure all tools, equipment or other materials placed on the platform to keep them from shifting or falling.
   - Keep ropes, electrical cords and hoses coiled and stowed away when not in use.

FALL PROTECTION

The Regulation for Construction Projects sets out the safety requirements for the use of fall protection or prevention equipment where workers are exposed to the hazard of falling.

Effective June 12, 2002 all construction workers required to use fall protection devices will be required to undergo training and certification in the proper use of fall protection equipment before commencing work.

Definition/Description

- ***Anchorage***: A secure means of attachment to which the personal fall arrest system connected. It is a fixed structural member to which is attached a fall arrest system. The anchorage must be able to withstand an impact load of at least 5000 lbs. per person.

- ***Full body harness***: A component with a design of straps which is fastened about the person in a manner so as to contain the torso and distribute the fall arrest forces over at least the upper thighs, pelvis, chest and shoulders with means for attaching it to other components of subsystems.

- ***Lanyard connecting subsystems***: It consists of a flexible line of rope, wire rope or webbing with locking connectors; it may also have a shock absorber.

- ***Shock absorber***: A component whose primary function is to dissipated energy and limit deceleration forces of the system on the body during the fall.

- ***Fall arrest***: A device, such as a rope grab, which travel on a lifeline and automatically engage the life line and lock so as to arrest an accidental fall of a person.

- ***Lifeline***: A lifeline is attached to an anchorage system. It may consist of rope and fall arrests.

- ***Horizontal lifeline***: A rope or cable attached at each end to an anchorage or anchorage connector and may also contain one or more intermediate anchorage. The end anchorage has the same elevation.

- ***"Fall Arrest System":*** Means an assembly of components such as an anchor point lifeline, rope grabbing device, lanyard, and a full body harness intended to arrest the fall of a worker if they should fall from a surface.

- ***Travel restraint system***: Means a mechanism, which restricts the movement of worker, so that they are prevented from falling from the work surface. A travel restraint system may consist of the following components: anchor point, full body harness, safety belt, and lanyard, rope grabbing device, lifeline or horizontal static lines.

- The Regulation for Construction Projects require that unless guardrails are used, a worker shall wear a fall arrest system if, the worker may fall:

  - A distance of more than 10 feet.
  - Into operating machinery
  - Into water or another liquid or,
  - Into or onto a hazardous substance or object.

- To determine the Total Fall Distance the following formula should be used:
  Length of Lanyard Free Fall + Shock Absorber Extension (max) + 0.5/t (15.24 cm) "D" ring slide + Harness "D" ring to feet.

- To determine Minimum Fall Clearance Required, the following formula should be used:
  Total Fall Distance minus Anchorage Point to Feet.

- Lanyard attached to full body harness may be connected to vertical lifelines or horizontal static lines. The vertical lifeline should consist of a 16-mm (5/8-inch) diameter or larger polypropylene fibre rope attached to a fixed support. It is recommended that polypropylene fibre rope contains ultra violet inhibitors and should be identified as such.

- A lifeline may also be a retractable block device with a wire rope and clutch arrangement designed to reduce the shock and load on and arrest the fall of a worker attached to each lifeline.
- Only one person shall be attached to a vertical lifeline.
- Unless a horizontal static line system has been specifically designed and tested by a professional engineer; the following criteria should be used in the installation of the horizontal static line.
- The line should consist of a 12-mm (1/2-inch) diameter or larger improved plow steel wire rope. Polypropylene rope is not recommended for horizontal lines due to the hazards associated with cutting, chafing, burning, and fall distances.
- The line must be secured between two fixed points capable of withstanding the force applied to the fixed points in the event of a fall arrest.
- Where the line span is greater than 9 meters, it should have control points no more than 9 meters (30 feet) apart. The line should be adjusted so that:
  - The maximum sag is no greater than 15 inches in a 30-foot span.
  - The amount of slack in the line plus the stretch in the fall arrest system allows a fallen worker to come to rest no more than 1-5 meters (5 feet) below their work position.

BASIC HAZARDS and CONTROLS

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

1. more than 3 meters (10 feet)

2. more than 1.2 meters (4 feet) if the work area is used as a path for a wheelbarrow or similar equipment

3. into operating machinery

4. into water or another liquid

5. into a hazardous substance or object

6. through an opening in a work surface.

Workers must be protected by at least one of the following fall protection methods:

- fall prevention

-fall arrest

Fall prevention includes

- proper use and set-up of worksite access such as ladders and scaffolds
- protective covers over floor and roof openings
- warning barriers and bump lines
- guardrail systems
- travel restraint

Fall arrest includes

- fall restriction
- fall arrest
- safety nets
- Every fall protection system in Ontario construction must meet the requirements of the Occupational Health and Safety Act, the Construction Regulation section 26, (O.Reg.213/91), and any applicable National Standards of Canada standards.

FALL PREVENTION

Fall prevention uses physical means to keep workers away from situations where they might fall. The best means of fall prevention is a guardrail system complying with the current construction regulations (O.Reg. 213/91). The following sections outline fall prevention related to:

Ladders – General

When a ladder is used by a worker where a fall hazard of more than 3 metres exists, workers using the ladder must be protected by a fall protection system. Three point contact must be maintained by the worker. Ladders must be set up a safe distance from live electrical conductors and equipment as per the limits of approach, minimum 3 metres. Ladders are a tool used for access and egress and not work platforms.

Portable Ladders

These are the most commonly used ladders in construction. They may be manufactured from wood, aluminum, or fiberglass.

Minimum requirements:

- Designed, constructed, and maintained to support all loads reasonably expected for a given job
- Free from loose, damaged, or defective rungs
- Rungs spaced at 300 millimetres (1 foot) on centres
- Side rails at least 300 millimetres (1 foot) apart
- Set up on firm, level footing or, if ground is soft or muddy, on a mud sill
- Erected one metre out for every three or four metres up.

Portable ladders used for regular access between levels must:

- extend at least 900 millimetres (3 feet) above upper landing
- have a clear space of at least 150 millimetres (6 inches) behind each rung
- have a landing surface at top and bottom adequate and free of obstructions, debris, and other hazards
- be firmly secured at top and bottom to prevent movement.

Where there's no means to tie the top off, a ladder stabilizer can provide additional stability. Stabilizers are manufactured to suit various applications.

Stepladders

There are two basic requirements:

1. Make sure legs are fully open and spreaders pushed down and locked.
2. Never stand on the top step or the pail shelf.

Other safeguards include the following:

- Make sure that hinges are in good condition and operated as originally manufactured with no lateral play in the joints.
- Check that spreaders are not deformed, damaged, or otherwise defective.
- Always set up the ladder on a secure, firm, flat surface.
- Keep your centre of gravity between the side rails of the ladder to avoid tipping.
- Never use stepladders for temporary bracing or shoring – they're not designed for that kind of loading.

Fixed Ladders

Before using any vertical access ladder fixed to the side of a building, make sure that:

- wall anchors are in good condition
- anchors aren't loose or pulling out of the wall
- there's no excessive rust between rungs and side rails, between side rails and wall brackets, or between brackets and anchors
- a ladder higher than 3 metres (10 feet) above grade is equipped with a safety cage or other means of fall protection.

Scaffolds

A scaffold work platform MUST:

- be at least 460 millimetres (18 inches) wide
- consist of planks laid tightly side by side over the full width of the platform if the platform is more than 2.4 metres (8 feet) high
- be provided with guardrails meeting requirements of the current construction regulation if the platform is more than 2.4 metres (8 feet) high
- not have any unguarded or unprotected openings
- have each platform component secured to prevent slippage.

A scaffold must have a safe, secure means of access such as a portable ladder, ramp, or stairway. Ladder rails must extend at least 900 millimetres (3 feet) above platform.

Scaffold planks MUST:

- be at least 48 nun by 248 min (2" x 10")
- meet or exceed requirements for Number I Grade SPF (spruce-pine-fir) –select structural grades of SPF or Douglas fir are strongly recommended
- overhand their supports by no less than 150 millimetres (6 inches) and no more than 300 millimetres (12 inches)
- have cleats at one end to fit over the scaffold frame and prevent the planks from sliding off
- be inspected regularly and must be discarded if damaged or deteriorated.

To maintain stability and prevent sideways movement, the scaffold must be secured to the structure at vertical intervals not greater than three times the least lateral dimension of the scaffold measured at the base. Installing outriggers at the base can increase this dimension.
Outriggers are used to

- provide additional stability
- increase the height at which the scaffold needs to be tied into the structure
- provide stability where tying-in isn't possible

Workers erecting or dismantling scaffolds at heights over 2.4 metres (8 feet) must be protected by an appropriate fall protection or fall-arrest system.

Casters or wheels on rolling scaffolds must be equipped with brakes that can be applied before any worker mounts, uses, or dismounts from the scaffold.

Rolling scaffolds with pneumatic tires must never be supported on the tires while being erected, used, or dismantled.

If it's necessary to move a rolling scaffold with workers aboard, the workers must adequately tie off to a fixed support.

Powered Elevating Work Platforms

- Fall protection for powered elevating work platforms (PEWPs) includes the following minimum requirements:
  - The PEWP must be equipped with guardrails and
  - The PEWP must not be moved with workers aboard unless each worker wears a full body harness adequately tied off to the platform.

- It's important to identify all approved tie-off points on the work platform.
- Where workers work from PEWPs at heights exceeding 3 metres (10 feet) and adequate anchor points are available overhead, it is recommended that workers tie off to these points.
- Before the platform is lowered or moved to another location, the workers must first unhook from the overhead points and then tie off to the platform.
- Whenever possible, lower the work platform before moving. This keeps the centre of gravity as close to the wheels as possible, thereby reducing the risk of tipping.
- Always operate PEWPs on a firm level surface.
- Before using the equipment, inspect the work area for overhead powerlines and other electrical hazards.
- Also inspect the work area for hazards such as grade changes, curbs, or drop-offs.
- Ensure that covers over openings are either strong enough to support the weight of the PEWP or clearly marked so they can be avoided.

Protective Covers

Openings in floors, roofs, and other work surfaces must be protected by guardrails or covers if the openings pose a fall hazard.

Protective covers MUST:

- Completely cover the opening
- Be securely fastened together as well as to the sides of the opening
- Be clearly identified as a cover
- Be constructed of material adequate to support all expected loads
- Be capable of supporting a live load of at least 2.4 kilopascals (50 pounds per square foot) without exceeding the allowable unit stress for the material used.

A guardrail can also be used as protection around openings in floors and roofs.

Temporary Removal of Guardrails

Before removing the guardrail, workers in the area must tie off using a travel-restraint.

The area should be cordoned off with caution tape or a bump line at least 2 metres (6 feet 6 inches) from either side of the opening and from the edge of the work surface. Warning signs should also be posted.

Guardrail posts temporarily removed should be unfastened from the deck using proper tools, not pried or pulled off, and placed safely out of the way.

When it's time to replace the guardrail section, a competent worker using the specified type and number of fasteners and the proper tools should install posts as per the original design requirements.

Travel-Restraint Systems

Where work must be done at or near an unprotected edge that presents a fall hazard, a fall protection system must be provided. A travel restraint system can afford the protection required. Guardrails are always the preferred means of fall protection in this case but if not feasible than a travel restraint system may be used.

The system lets a worker travel just far enough to reach the edge but not far enough to fall over.

The basic travel-restraint system consist of

- CSA-approved full body harness
- lanyard
- lifeline
- rope grab to attach harness or lanyard to lifeline
- adequate anchorage (capable of supporting a static load of 2 kilonewtons-450-pounds with a recommended safety factor of at least 2, that is, 4 kilonewtons or 900 pounds).

Basic Types of Travel Restraint

Two methods of travel restraint are commonly used in construction

1. Connecting an adequately anchored lifeline directly to the D-ring of the worker's full body harness. It's absolutely critical that the length of the lifeline, measured from the anchor point, is short enough to restrain the worker from any fall hazard.

2. Attaching a lanyard from the D-ring of the worker's full body harness to a rope grab on an adequately anchored lifeline. There must be some means such as a knot in the lifeline-to prevent the rope grab from sliding along the lifeline to a point where the worker is no longer restrained from falling.

Whether method 1 or 2 is used, the system must be adjusted so that the fully extended lifeline and/or lanyard prevents the worker from reaching any point where the worker may fall. The system must also be securely anchored.

FALL ARREST

Where workers cannot be protected from falls by guardrails or travel restraint, they must be protected by at least one of the following methods:

- fall-restricting system
- safety net
- fall-arrest system.

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.

Full-Restricting System

A fall-restricting system is designed to limit a worker's free fall distance to 0.6 meters (2 feet). One type uses a belt grab or belly hook that attaches to a safety rail on fixed ladder.

Safety Net System

A safety net system must be designed by a professional engineer. The system is installed below a work surface to protect any location where a fall hazard exists.

Fall-Arrest System

A fall-arrest system MUST:

- include a CSA-approved full body harness
- include a lanyard equipped with a shock absorber unless the shock absorber could cause a falling worker to hit the ground or an object or level below the work
- be attached to a lifeline or by the lanyard to an adequate fixed support
- prevent a falling worker from hitting the ground or any object or level below the work
- not subject a falling worker to a peak fallarrest force greater than 8 kilonewtons.

The construction regulation (O.Reg. 213/91) 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 protection must be trained in its safe use and proper maintenance
- Any defective component should be replaced by one that meets or exceeds the manufacturer's minimum performance standards for that particular system
- The regulation also requires also requires that any fall-arrest system involved in a fall be removed from service until the manufacturer certifies all components safe for reuse.

Fall-Arrest Components

The Canadian Standards Association (CS) provides minimum standards for most components of personal fall protection equipment:

- CAN/CSA-Z259.1-M99 - Safety Belts and Lanyards
- CAN/CSA-Z259.2.1-M98 – Fall-Arrest Devices and Vertical Lifelines
- CAN/CSA-Z259.2.2-M98 - Self-Retracting Devices for Personal Fall-Arrest Systems
- CAN/CSA-Z259.2.3-M98 - Descent Control Devices
- CAN/CSA-Z259.10-M90 - Full Body Harnesses
- CAN/CSA-Z259.111-M92 – Shock Absorbers for Personal Fall-Arrest Systems.

Lifelines

There are three basis types of lifelines:

1. Vertical
2. Horizontal
3. Retractable.

All lifelines must be inspected daily to ensure that they are:

- Free of cuts, burns, frayed strands, abrasions, and other defects or signs of damage
- Free of discolouration and brittleness indicating heat or chemical exposure

1. *Vertical Lifelines*

Vertical lifelines must comply with the current edition of the applicable CSA standard and the following minimum requirements:

- Only one person at a time may use a vertical lifeline.
- A vertical lifeline must reach the ground or a level above ground where the worker can safely exit.
- A vertical lifeline must have a positive stop to prevent the rope grab from running off the end of the lifeline.
- Vertical lifelines are typically 16-millimetre (5/8inch) synthetic rope (polypropylene blends).

2. *Horizontal Lifelines*

The following requirements apply to any horizontal lifeline systems:

- A professional engineer in accordance with good engineering practice must design the system.
- The design can be a standard design or specifically engineered for the site.

The design for a horizontal lifeline system must

- clearly indicate how the system is to be arranged, including how and where it is to be anchored list and specify all required components
- clearly state the number of workers that can safely be attached to the lifeline at one time
- spell out instructions for installation, inspection, and maintenance
- specify all of the design loads used to design the system.

The system must be installed, inspected and maintained in accordance with the professional engineer's design.

Before each use, the system must be inspected by a professional engineer or competent worker designated by a supervisor. A complete and current copy of the design must be kept on site as long as the system is in use.

CAUTION. The construction regulation requires that "a horizontal or vertical lifeline shall be kept free from splices or knots, except knots used to connect it to a fixed support." Knots along the length of either a horizontal or vertical lifeline can reduce its strength by as much as 40%.

3. *Retractable Lifelines*

Retractable lifelines consist of a lifeline spooled on a retracting device attached to adequate anchorage.

Retractable lifelines must comply with CAN/CSAZ259.2.2-M98.

In general, retractable lifelines

- are usually designed to be anchored above the worker
- employ a locking mechanism that lets line unwind off the drum under the slight tension caused by a user's normal movements
- automatically retract when tension is removed, thereby preventing slack in the line
- lock up when a quick movement, such as that caused by a fall, is applied
- are designed to minimize fall distance and the forces exerted on a worker's body by fall arrest.

Always refer to the manufacturer's instructions regarding use, including whether a shock absorber is recommended with the system.

Any retractable lifeline involved in a fall arrest must be removed from service until the manufacturer or a qualified testing company has certified it for reuse.

Lifeline Hazards

- Ultraviolet light-Exposure to the sun may damage or weaken synthetic lifelines. Ensure that material being considered for lifelines is UV-resistant.
- Temperature – Extreme heat can weaken or damage some lifelines while extreme cold can make others brittle. Ensure that material being considered for lifelines can stand up to the most extreme conditions expected.

- Friction and abrasion – Normal movement may wear, abrade, or otherwise damage lifelines in contact with sharp or rough surfaces. Protection such as wood softeners or rubber mats can be used at contact points to prevent wear and tear.

- Sparks or flame – Hot work such as welding or flame cutting can burn, melt, cut, or otherwise damage a lifeline. Ensure that material being considered for lifelines is flame-resistant or provide appropriate protection where sparks or flame may be encountered.

- Chemicals – Chemical exposure can burn or degrade a lifeline very quickly. Ensure that material being considered for lifelines will resist any chemicals encountered on the job.

- Storage – Always store lifelines separately. Never store them where they may contact hazards such as sharp objects, chemicals or gasoline.

Anchor Systems

There are three basic types of anchor systems for fall protection:

designed fixed support – load-rated anchors specifically designed and permanently installed for fall protection purposes as an integral part of the building or structure (for example, roof anchors on high-rise buildings)

temporary fixed support – anchor systems designed to be connected to the structure using specific installation instructions (for example, nail-on anchors used by shingles installers)

existing structural features or equipment not intended as anchor points but verified by a professional engineer or competent person as having adequate capacity to serve an anchor points (for example, rooftop mechanical rooms, structural steel, or reinforced concrete columns.

Designed fixed support can be used to anchor a fall-arrest system, fall-restricting system, or travel-restraint system if the support has been installed according to the Building Code and is safe and practical to use.

Temporary fixed support can be used an anchorage if it meets the following conditions:

- it can support at least 8 kilonewtons (1800 pounds) without exceeding the allowable unit stress for each material used;
- when used with a fall-arrest system incorporating a shock absorber, it can support at least 6 kilonewtons (1350 pounds) without exceeding the allowable unit stress for each material used.
- or when used with a travel-restraint system, it can support at least 2 kilonewtons (450 pounds) without exceeding the allowable unit stress for each material used.

In all cases, a safety factor of at least two should be applied when determining the minimum load that an anchor point must support.

As a general rule with a fall-arrest systems, choose an anchor capable of supporting the weight of a small car (about 3600 pounds).

When existing structural features or equipment are used an anchor points, avoid comers or edges that could cut, chafe, or abrade fall protection components.

Where necessary, use softeners such as wood blocking to protect connecting devices, lifelines, or lanyards form damage.

Never anchor to:

- roof vents or stink pipes
- roof hatches

- small pipes and ducts
- metal chimneys
- antennas
- stair or balcony railings.

Full Body Harness

- Chest strap should be adjusted so that it's snug and located near the middle of the chest. In a headfirst fall a properly adjusted chest strap will prevent the worker from coming out of the harness.

- Leg straps should be adjusted so that user's fist can fit snugly between strap and leg.

- Harness straps should be adjusted to put the D-ring between the shoulder blades. A properly positioned D-ring will keep a worker upright after fall arrest.

- Inspect harness for

  - Burns, cuts, or signs of chemical damage
  - Loose or broken stitching
  - Frayed web material
  - D-ring and keeper pads free from distortion and signs of undue wear or damage
  - Grommets and buckles free of damage, distortion, or sharp edges.

Lanyards

- Use manufactured lanyards only. They can be made of wire rope, synthetic fibre rope, or synthetic webbing.

- Lanyards are manufactured to specific lengths. Never try to shorten a lanyard by tying knots in it. Knots can seriously reduce its rated strength.

- Never store lanyards around chemicals, sharp objects, or in wet places. Never leave them exposed for long periods to direct sunlight.

- Inspect lanyards for

  - Burns, cuts, or signs of chemical damage
  - Loose or broken stitching
  - Frayed web material

Shock Absorbers

- Shock absorbers absorb some of the force generated by fall arrest. Shock absorbers can be purchased as separate equipment or built into lanyards.
- One end of the shock absorber must be connected to the D-ring on the full body harness.
- In most cases the shock-absorbing component is enclosed in a snug-fitting jacket to protect it from the user's day-to-day activities. In a fall, the jacket tears open as the shock absorber deploys.
- Check the cover jacket for stress or tearing (many shock absorbers have a tag on the jacket that tears if the unit is exposed to a shock load-make sure this tag is intact).
- Ensure that a shock absorber built into a lanyard has a constant cross section or diameter.

Connecting Devices

Locking Snap Hook – has a spring-loaded keeper across the opening of the hook that cannot be opened unless the locking mechanism is depressed.

Karabiner (D-Clip) – designed not to open under twist loads. To open the gate or keeper requires two separate actions: 1) twisting the locking mechanism and (2) pulling the locking mechanism back. When released, the spring-loaded locking mechanism flicks back into the locked position.

Roper Grab – used to connect lanyard to lifeline. These devices can be moved up and down the lifeline when a steady force is applied but will lock when a sharp tug or pull is applied. They will remain locked on the lifeline until the applied force is released.
Each rope grab is designed and manufactured for use with a specific diameter and type of lifeline. Specifications are usually listed on the housing.

Rope grab and lifeline must be compatible. The rope grab must also be attached to the lifeline in the correct direction-not upside down. On most rope grabs an arrow indicates the direction in which to orient the device.

Check all connecting devices for:

- damage, cracking, dents, bends, or signs of deformation
- connecting rings centred-not bent to one side or otherwise deformed
- rust
- moving parts working smoothly
- signs of wear or metal fatigue

Fall-Arrest Planning

Before deciding on a fall-arrest system, assess the hazards a worker may be exposed to in case of a fall.

Before the fall is arrested, will the worker "bottom out," that is, hit ground, material, equipment, or a lower level of the structure? Will the pendulum effect cause the worker to swing from side to side, possibly striking equipment, material, or structure? In the event of fall arrest, how will the suspended worker be rescued? Planning must take into account these and other concerns.

Total Fall Distance is the distance required to fully arrest a fall. It consists of

- Free Fall Distance, which should be kept to 1.5 metres (5 feet) or less, plus
- Fall Stopping Distance, which includes stretch in the lanyard (minimal), slack in the harness (maximum 30 cm or 1 foot due to allowable adjustments for user's comfort) and deployment of the shock absorber (maximum 1.1 metres-or 42 inches).

Free Fall Distance is measured from the D-ring of a worker standing on a work surface down to the point where either the lanyard or the shock absorber begins to arrest the fall. It is strongly recommended that this distance be kept as short as possible.

To minimize free fall, workers should tie off to an anchor overhead and use as short a lanyard as the work will allow.

Where a worker is connected to a vertical lifeline by a rope grab, the rope grab should be positioned as high above the D-ring as the work will allow. By doing this, the worker minimizes not only the Free Fall Distance but also the Fall Stopping Distance required to completely arrest a fall.

Fall-arrest systems must be planned, designed, and installed to prevent any risk of bottoming out (When a falling worker hits a lower level, the ground, or some other hazard before the fall is fully arrested.) or "pendulum effect" (The farther a person move sideways from anchor point, the greater the chance of swinging when falling).

To minimize pendulum effect, workers should keep lanyard or lifeline perpendicular from edge to anchor. Where work extends along an open edge, anchor points can be changed to keep lanyard or lifeline perpendicular as work progresses.

Another solution is to run a horizontal lifeline parallel to the edge. The worker attaches lanyard to lifeline, moves along the edge, and the lanyard travels at the same pace, remaining close to perpendicular at all times.

FALL ARRESTED AT HEIGHT – RESCUE PROCEDURES

In the event of a worker falling, and having the fall arrested by a fall arrest system, the following rescue procedure(s) shall be implemented. This procedure is in response to Section 26.1, subsection (4) of the Ontario Occupational Health and Safety Act and construction regulations, June 2002 (o.Reg.213/91).

This procedure is provided in two (2) parts:

1. Fall arrested at heights below 5 meters
2. Fall arrested at heights above 5 meters

FALL ARRESTED AT HEIGHTS BELOW 5 METERS

1. Emergency facilities, including project safety personnel shall be immediately notified when a worker has fallen and is suspended by his/her fall arrest system. This shall include outside emergency providers (fire, ambulance, MOL, etc.)

2. All work is to be suspended in the area of the fallen worker, until such time as the worker has been rescued, and the cause of the fall has been fully investigated.

3. Where possible, the suspended worker is to be secured by secondary means (another life line, rope, etc.)

4. One worker is to be designated to remain in constant contact with the fallen worker, and he/she shall continuously monitor the fallen worker's condition, and maintain contact with the rescue team. This worker shall be properly tied off, utilizing appropriate fall protection equipment, and at no time shall this worker expose himself/herself to the hazard of falling.

5. The fallen worker shall NOT attempt to release, or disable the descent control device, nor shall he/she attempt self-rescue.

6. The use of ladder, scissor lift (of sufficient capacity and reach), or crane equipped with an approved "man basket" may be utilized to rescue the fallen worker, provided that the rescuer is properly secured utilizing double lanyards connected to the platform or basket. Additionally, a separate fall protection harness and lanyard shall be carried with the rescuers should it be required. The rescuer should be equipped with a First Aid kit and be familiar with First Aid requirement while affecting the rescue, should there be a need for immediate treatment.

7. The worker, once he/she has been recovered, shall be immediately removed to the nearest heath care facility for medical evaluation.

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

FALL ARRESTED AT HEIGHTS ABOVE 5 METERS

Due to the nature and scope of this project, arrangements have been made in conjunction with the general contractor and _____, who are on/or in the near vicinity of the site, and are equipped with suitable and approved equipment/devices for rescue purposes.

The same procedures as outlined for rescue at heights below 5 meters shall be implemented, with the exception of the rescue equipment that is to be used.

In this situation, only a crane of sufficient capacity and reach, equipped with an approved man-basket or other device, or a properly equipped fire rescue vehicle (outside fire rescue service) equipped with an extension ladder of sufficient reach is to be used. There must be verification of the crane operator's knowledge and understanding of the rescue requirements, and this should apply to all crane operators working on this site.

The use of the crane supported man-basket shall require that the rescuer is completely familiar with the procedures for using this equipment, and again, the same tie-off requirements as outlined previously shall apply.

Any off-site rescue services that might be required should be contacted and arranged for in advance to familiarize them with the project and potential rescue operations.

In all rescue situations, it is essential that the actions taken are carefully co-ordinated, and that one person is to be designated as the "person in charge" of the operation.

The supervisor on site must ensure that every one is aware of the rescue procedure (such as workers required to use fall arrest equipment, as well as with the crane operators, rescue services providers, and scissors lift operators), equipment and other resources available, and designated personnel are properly trained.

ENVIRONMENTAL CONTROL PROCEDURES

An Environmental Control Procedures provides methods of reducing and eliminating exposures, which can have a harmful effect on personnel, property, and the environments.

These procedures address the need to recycle, reuse, and remove any materials that may be either used or present.

PROGRAM RESPONSIBILITIES

The supervisor shall be responsible for the implementation and maintenance of the Environmental Control Procedures.

All **personnel** shall be responsible for:

- Complying with the procedures
- Work with due care and consideration for other personnel as well as the environment
- Reporting of hazards (or potential hazards) to their supervisor

Prior to the start of any work, a review (if required) of the work area for a potential environmental hazards should be completed, and should take into consideration the following:

- The selection of designated employees / personnel familiar with the environmental requirements
- The establishing of a list of products that may be required to containment of spills, etc.
- A list of products that can be substituted that can be to replace products that would be considered more harmful
- The establishing of MSDS/HASMAT files specific to the job / project
- Verification of required permits, and/or licenses for the use of, handling and storage of products that may be or have the potential to be harmful to either employees / personnel or the environment.
- The establishing of an emergency plan to address any spills or releases that may be harmful

WASTE MANAGEMENT

The elimination of waste and scrap from the workplace should take into consideration the recycling of this material.

As a part of the Environmental Control Procedure, ongoing efforts are to be undertaken to ensure that this material is forwarded to those facilities that are able to recycle this material rather than transporting to dump sites.

MATERIAL SAFETY DATE SHEETS (MSDS) – DESIGNATED SUBSTANCES

MSDS sheets are to be provided for all material that is intended for use on the premises. This includes any chemicals such as paints, fuels, etc.

The MSDS sheets are to be kept at the workplace, and are to be readily available for review or reference.

If designated substances are either encountered or are to be used at the workplace, the appropriate control systems and procedures are to be implemented prior to work start.

STORAGE OF FLAMMABLE LIQUIDS, PAINTS AND ASSOCIATD PRODUCTS

All flammable liquids such as paints, thinners, fuels, etc., are to be stored in approved containers only, and these containers are to be kept securely closed at all times, except when dispensing the product.

Care must be exercised in ensuring that the storage areas for these products are sufficiently signed as to content, and that the immediate area is considered a "no smoking" area.

Additionally, oily rags, or rags that may have become contaminated with hazardous (flammable) material are to be placed in an appropriate container specifically designed for this purpose.

VEHICLE FUELLING – OIL CHANGES AND/OR LUBRICATION

All operations involving the fuelling, lubrication or changing of oils for operating equipment are to be carried out in a manner that will prevent any spillage or contamination of the site or the surrounding ground areas.

In the event of a spill, the supervisor is to be immediately notified, and the spill contained.

All material or soil that may become contaminated is to be removed in appropriate containers and disposed of in accordance with the applicable regulations.

SPILL CONTAINMENT PROCEDURE

The purpose of the Spill Containment Procedure is to detail all and any actions that may be required to contain a spill that is considered harmful to either the environment and or the personnel.

This procedure includes the method for initiating the required notifications, spill containment, clean up, and actions required to prevent a recurrence.

A spill is defined as a discharge or release of materials, which may have an adverse effect on personnel, property, or the environment. This includes spills into the natural environment, a spill from a structure, a vehicle, or other container, and is abnormal in quantity or content.

All spills that meet the above criteria are to be immediately reported, and any and all actions necessary to control the spill are to be implemented immediately.

Clean up of any spill is to be carried out in a manner that is environmentally acceptable, and returns the spill area back to its pre-spill condition.

NOTE: in the event of a spill involving either a hazardous material or a material that is a designated substance, the supervisor is to immediately notify the applicable agency or designated personnel familiar with hazardous spill containment requirements.

FIRE PREVENTION

In all circumstances, care must be taken to ensure that the potential for fire is eliminated or kept at a minimum and that in the event of a fire; the appropriate equipment and methods for the control of a fire are in place.

For the control of fire at the workplace, extinguishers of the proper type and capacity are to be available, are to be in a fully charged condition, and all personnel are familiar with the proper operation of fire fighting equipment.

As a standard, only dry chemical fire extinguishers with a 4A40BC rating are to be used.

This equipment is to be located in the immediate area where flammable liquids are stored, where oil or gas fired equipment is used, or where welding and/or cutting operations are being carried out.

Where an operation involving flame or other sources of ignition are being carried out, all combustible material is to be removed at least 10' (3.5m.) from the source of ignition.

All welding operations, whether they be oxy-acetylene or arc, require than appropriate fire extinguisher be located in the immediate area, and that a fire watch be maintained during these operations.

NOTE: a worker is NOT to endanger himself/herself or others while fighting a fire. If the fire cannot be contained within the first few seconds, the worker is to immediately leave the area and obtain additional help.

HOT WORK PERMITS

Where required, "hot work permits", are to be obtained prior to the starting of any work involving welding, cutting, etc.

The permit should state the nature of the work to be carried out, the name of both the contractor and the worker doing the work, and the length of time needed for the completion of the work. In all cases, the permit should be issued only for each specific task to be performed.

Upon completion of the work, the area is to be monitored for a period of time not less than 4 hours after the completion of the work.

FIRE ROUTES

At all times, the fire routes in the facilities are to be maintained (kept clear), and are not to be blocked by vehicles or equipment.

Additionally, the fire routes must be capable of supporting and withstanding live loads relative to the fire fighting equipment at all times and in all weather conditions.

STORAGE OF FLAMMABLE LIQUIDS AND COMPRESSED GAS

Flammable liquids are to be stored in CSA or ULC containers that do not exceed 40.1 in capacity. These containers may be either plastic or metal, and must have the appropriate MSDS label attached.

Flammable liquids are not to be stored within a finished structure or building.

Flammable liquids storage areas are to be clearly marked as a "NO SMOKING" area and a fire extinguisher of appropriate size and classification is to be available in the immediate area.

COMPRESSED GAS STORAGE

All compressed gas cylinders are to be stored in a designated area (that has been established by the supervisor) and must NOT be stored in the same area that is used for flammable liquids.

Compressed gas cylinders are to be stored in a manner that separates the full cylinders from the empty cylinders.

All cylinders are to be stored in an upright position with the protective caps in place, and the cylinders properly secured to prevent toppling.

Each cylinder is to have the MSDS label attached.

The storage area for compressed gas cylinders must have a proper fire extinguisher located in the immediate area, have clearly posted NO SMOKING signs, and must be signed to prohibit parking within 10 m. of the storage area.

Electrical Devices and Equipment

All electrical devices and equipment used at COLUMBIA MASONRY must bear the approval of the Canadian Standards Association (C.S.A.) or the Ontario Hydro.

Electric Heaters, Fans, etc.

The use of these items must be approved by the Supervisor and is subject to the preceding paragraph.

No electrical wiring or modification to existing building circuits is to be undertaken by staff without written approval.

RIGGING AND HOISTING

Hazards

The hazards of rigging and hoisting vary widely. Equipment and techniques cover a considerable range, from a single-sheave pulley and a piece of rope to cranes capable of hoisting many tons. Other equipment includes chainfalls, come-alongs, hoisting clamps, and a variety of rigging hardware.

The primary hazard is lack of knowledge. This procedure is designed to provide basic information on safe rigging and hoisting.

Hazard recognition is a good place to start. Hazards regularly encountered in masonry rigging and hoisting include the following.

Overhead Powerlines – Any lift undertaken outside a building holds the potential of overhead power line contact. Precautions for overhead powerlines should begin at the job planning stage. Selecting storage areas away from powerlines in the first step. If the work area leaves no alternative but to work in close proximity to powerlines then the local utility should be contacted to have the lines de-energized or insulated with rubber mates, shields or other devices ("rubbered up"). Everyone needs to remain aware of overhead powerlines and the protections required against contact.

The construction regulations require the following safeguards:

- No part of a lifting device or its attached load is allowed to come closer than one boom length to an energized overhead electrical conductor, unless a signaler directs the operator (*Ontario Regulations* 213/91, Section 187).

- No object is allowed closer to energized powerlines than the minimum distances shown in the following table, unless the power line has been shielded.

Powerline Voltage Rating	Minimum Clearance
750 to 150,000 volts	3 metres (10 feet)
150,001 to 250,000 volts	4.5 metres (15 feet)
Over 250,000 volts	6 metres (20 feet)

Inadequate Components – Slings, shackles, hooks, pins, and other rigging hardware must be in good condition, properly sized, configured, and load-rated for the job.

Loads Too Heavy -This may be the result of equipment improperly selected or in poor condition and not properly inspected. Frequently the problem is linked to incomplete lift planning. A common problem is inaccurately estimating the weight of the load to be moved or lifted. This is a mistake easily avoided through careful planning and a full understanding of the work to be completed.

Toppling, Shifting or Falling Material – Improper use of slings or slings not suited to the size, weight and shape of the load are the usual causes. Inadequate attachment of load to lifting device is another cause. Loads must be secured before, during, and after the lift. While this sounds fundamental, failure to do so still leads to many problems. The load must be safely under control at all times. A critical moment often comes when the hoisting line is tensioned up or slacked off. Workers must remember to stand clear when the load is lifted and when it is landed. Even a landed load can tip or come apart as slings or other rigging devices are removed.

Inadequate Landing Surfaces – Loads are sometimes lifted or rested momentarily on scaffolding, planked platforms, or other temporary structures. Regulations required that such surfaces must be able to support whatever loads are applied. Normal scaffold platforms can safely carry on 50 pounds per square foot. Some loads can exceed that weight. A knowledgeable person experienced in calculating load distribution may have to assess the capacity of any temporary structure before heavy loads are landed.

Weather – Conditions such as rain, ice and snow can affect the rigging, control and handling of loads as well as the lifting devices involved. Visibility and wind can also create problems in hoisting and landing loads.

Lifting Overhead – The dangers of standing directly under a load being lifted or lowered are obvious. Although it is sometimes difficult, loads must not be allowed to pass over the head of personnel below.

Other Hazards – These include what workers often incorrectly learn to accept as normal – slips, trips, falls, caught between, struck from above, or materials handling accidents, to name a few. No one should consider workplaces normal with these hazards present. But many injuries result from exactly these causes. Combined with rigging and hoisting, they increase the danger of injury and damage, especially in congested work areas. Everyone has to actively think and practice safety to eliminate these conditions.

Rigging and Hoisting Essentials

Safe rigging and hoisting basically depends on knowing:

- The weight of the load to be lifted
- The capacity of the hosting device
- The safe working loads of chain, rope wire rope, or rigging hardware

Sharing the Responsibility

Safe rigging and hoisting depends on workplace parties working together. Management, supervision, and the workers who will do the rigging and hoisting must all be active participants. Leaving out any of the parties, or expecting one to carry the entire responsibility for the job, just doesn't work.

Employers as might be expected, carry several duties. Naturally it is their basic duty to provide appropriate well-maintained rigging and hoisting equipment. They must also ensure that workers are trained and the lifts and planned and supervised by competent personnel.

But this in no way exempts others. Everyone, including workers and supervision must carry out their work safely by following both the company safety policy and the applicable regulations.

Planning a Rigging and Hoisting Operation

1. Calculate or estimate the load weight.

The first step in planning is to calculate or estimate the weight of the material to be lifted or moved. Taking the time to carry this out is often overlooked or replaced by guesswork. Accurate information not only helps to prevent serious accidents but also determines the selection and use of every piece of equipment that follows.

When accurate weight information is not included in shipping papers, design plans, or other dependable sources, it may be necessary to calculate the weight based on the specific material. Even irregular shaped steel can be visually divided into familiar shapes allowing the calculation of total weight.

REMEMBER – *The weight of all rigging equipment must be included as part of the load to be Lifted.*

2. After considering site conditions, weight of load, and type of load, choose equipment.

Lifting Devices

- Determine the load weight influences the choice of equipment. Site conditions are also a factor. Cranes may be required for the heaviest lifts or in situations where access makes the positioning of equipment with less reach unworkable.

- Hand-operated chain hoists (chainfalls) are frequently used. They are available with lifting capacity ratings from ½ to 10 tons. Utilizing a model rated in excess of the lift weight anticipated leaves an added safety margin in unused hoist capacity. While the usual lift distance is ten feet, special-order lift distances are available and usually secured so the number of moves for the hoist rigging is reduced. Always remember that chainfalls should only be used for *vertical* lifts.

- Standard electric chain hoists have a limited lift distance (10 to 15 feet). There are models with single or two-speed lifting capability that range from 1/8 to 2 ton capacity. Dual 120 and 220 volt (quick-change) single-speed hoists are available. Ground fault circuit interrupters (GFCIs) should be used in the supply of 120 to 220 volt power.

- Forklift trucks are no alternative lifting device where it is safe and practical to run them into position. Manual extension boom devices are available that fit on the forks on the lift truck. However, as load is moved further away from the mast the operator must beware of the machine's shifting centre of gravity. A forklift configured in this way can quickly be overbalanced, rendering it impossible to control. The use of trained and competent operators will help to ensure that such accidents don't take place.

- Level chain hoists (come-alongs) are also occasionally used. They offer no particular advantage over a chainfall except that they can be used as a horizontal pulling device. Although they usually have a shorter lift distance (about 5 feet), special chain lengths can be ordered. They are tiring to operate since the user has to exert extra force on the operating level whether lifting or pulling.

Slings

Slings are often severely worn and abused. Slings worn or damaged should be taken out of service and discarded or destroyed. Even minor damage can affect a sling's rated capacity. To deliver their rated capacity, slings must be in good condition.

Damage is caused by

- Failure to provide blocking or softeners between slings and loads, thereby allowing sharp edges or corners to cut or abrade slings

- Pulling slings out from under loads, leading to abrasion and kinking

- Shock-loading that increases the stress on slings that may already be overloaded

- Traffic running over slings

Because of these and other conditions, as well as errors in calculating loads and estimating sling angles, safe-working loads must be based on a safety factor of at least 5:1.

For the same reasons, slings must be carefully inspected before each use.

Sling Angles

The rated capacity of any sling depends on its size, its configuration, and the angles formed by its legs with the horizontal.

For instance, a two-leg sling used to lift 1000 pound will have a 500 pound load on each leg at a sling angle of 90°. The load on each leg will go up as the angle goes down. AT 30° the load will be 1000 pound on each leg!

Keep sling angles greater than 45° whenever possible. The uses of any sling an angle lower than 30° are extremely hazardous and **not** recommended. An error of only 5° in estimating the sling angle at even 30° can be dangerous. Sling leg load would increase from 100% sling capacity to nearly 102% if the angle is, in fact, only 25°.

Sling Configuration

Slings are not only made of various materials such wire rope and nylon webbing. They also can be rigged in various configurations for different purposes.

Single Vertical Hitch

The total weight of the load is carried by a single sling leg. This configuration must not be used for lifting long material, or anything difficult to balance. This hitch provides absolutely no control over the load because it permits rotation.

Bridle Hitch

Two, three or four single hitches can be used together to form a bridle hitch. They provide excellent stability when the load is distributed equally among the legs, with the hood directly over the centre of gravity of the load. The leg lengths may need adjustments with turnbuckles to distribute the load.

Double Choker Hitch

Consists of two single chokers attached to the load and spread to provide stability. Does not grip the load completely but can balance the load. Can be used for handling loose bundles.

SLING TYPES

Braided Slings

These are fabricated from six or eight small diameter ropes braided together to form a single rope that provides a large bearing surface, tremendous strength, and flexibility in all directions. They are very easy to handle and almost impossible to kink.

Wire Rope Slings

The use of wire rope slings for lighting materials, provides several advantages over other types of slings. While not as strong as chain, it has good flexibility with minimum weight. Breaking outer wires can warn of failure and allow time to react. Properly fabricated wire ropes are very safe for general use.

Web Slings

Web slings are made with synthetic materials, usually nylon or Dacron – both remarkable for their strength. Web slings mold themselves to a load and, because of their width and softness, have fewer tendencies to mar or damage loads. But softeners are still recommended to reduce wear on web slings. Lightweight and free of the sharp, broken strands sometimes found in wire rope, web slings are easy to work with and reduce the risk of cut hands. However, they do stretch under a load. This can be an advantage (shock absorbing) or a disadvantage (sling rigging too long). Load limits should be marked on the sling. Look for either an information patch (leather) or the load capacity to be stenciled on the sling. If there is no capacity information, DON'T USE THE SLING.

Safe Working loads for Slings

Wire Rope

Tables of safe working loads (SWLs) for wire rope slings can be obtained from the supplier or manufacturer. The contractor who initially purchased the rope should keep this information. Even for the same construction and diameter of wire rope, the SWL changes with sling configuration and sling angle.

Web Slings

Web slings are used because they don't rust and mar materials and they grip and conform to the shape of a load. Rubbing against rough brick and stone, however, web slings come in for a lot of wear and tear. Damage is usually easy to detect. Do not attempt repairs. Replace slings when

- Eyes or fittings are worn
- Material is torn, punctured, or frayed at several points
- Stitching is torn, loose or cut
- Material is damaged by acid, caustic, or heat burns

Inspect web slings regularly and before each use. Regulations require that web slings be tagged or labeled with their load rating.

RIGGING HARDWARE

Hardware and fittings must be adequate to the load to be lifted and to the material, configuration, and safe-working loads of the other rigging equipment used for a particular job.

Only forged alloy steel load-rated hardware should be used for overhead lifting.

Commercially available hardware is stamped with its SWL. If the hardware isn't marked with its SWL, DON'T USE IT.

Hardware should be inspected daily for

- Excessive wear
- Cracks
- Severe corrosions
- Deformation such as twists and bends
- Mismatched parts

Hoisting Hooks

- Should be equipped with safety catches for masonry use.
- Should be forged alloy steel with the SWL stamped or marked on the saddle.
- Should be loaded at the middle of the hook. Applying the load to the tip will load the hook off-balance and reduce safe working load considerably.
- Should be inspected at least daily.

Shackles

Shackles for overhead lifting and hoisting should be manufactured form forged alloy steel and be stamped with their safe working load (SWL).

- Never replace a shackle pin with a bolt. Pins are designed and manufactured to match shackle capacity. Bolts will bend under load.
- Inspect shackles regularly.
- Do not use a shackle where it will be pulled or loaded at an angle. This severely reduces its capacity and opens up the legs. Where necessary, pack the pin with washers to keep the shackle centred on the hook.
- Do not use screw pin shackles if the pin can roll under load and unscrew.

Hoisting Tips

- Know the standard hand signals for hoisting. When signaling, don't be bashful. Make sure that your signals are seen and understood by the operator of the hoisting equipment.
- Never wrap a wire sling completely around a hook. The tight radius will damage the sling.
- When two or more slings are to be put on a hook, use a shackle.
- Make sure the load is balanced and secured in the hook. Off-balance loading can reduce capacity dangerously.
- Never point-load a hook unless it is designed and rated for such use. Point loading can cut hook capacity by more than half.
- Never wrap the crane hoist rope around the load. Attach the load to the crane hook by slings or other rigging devices.
- Avoid bending wire rope slings at points near attached fittings or near the eye section.

CONFINED SPACE ENTRY

The Occupational Health and Safety Regulations 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.

Purpose

The purpose of this procedure is to:

* Protect employees from the potential hazards associated with confined space entry.
* Ensure that company employees are trained to undertake work within a confined space.
* Ensure that all work in a confined space is in compliance with the provincial * Occupational Health and Safety Acts and Regulations.
* Ensure a rescue procedure is in place in the event it is required.

Application

* Confined spaces in which workers may have to occasionally enter are, but not limited to crawl spaces, boiler inspections, hot water thanks, etc.

Training

* The Company shall be responsible for providing adequate training for those employees who have to enter and work in a confined space.

* All personnel who may have to enter a confined space must attend training programs and re-training programs as required by the company or the client.

* A record will be kept on file of all trained employees and a written test will be required to ensure that an adequate level of understanding of this procedure has been achieved.

Procedures

Pre-entry

• Before any worker enters the confined space the employer must insure that:

- A co-ordination document where several contractors / employers working in the space is prepared by the constructor.
- A written program is developed by the employers and maintained for the confined space.
- An adequate assessment of the hazards related to the confined space has been carried out by a competent worker.
- An adequate written plan, including procedures for the control of hazards identified in the assessment, has been developed and implemented by a competent person.
- An adequate entry permit has been issued each time a work has to be performed in a confined space.
- An Adequate written on-site rescue procedures that apply to the confined space have been developed and are ready for immediate implementation.
- An adequate number of trained rescue personnel available for immediate implementation of the on-site rescue procedures.

• Ensure that the following equipment is available:

- Portable gas detector
- Emergency life support apparatus (ELSA)
- Portable air ventilation blower with air duct hose
- Full body harness
- Lifeline
- Ladder (if required)
- Protective clothing as required (i.e. safety glasses, gloves, hard hat, respirator)
- Rescue equipment as required by the on-site rescue procedures.

- Ensure that air in the confined space is safe. This is accomplished by drawing a sample form the confined space with the gas detector. Sample for 3 minutes and record results on the confined space entry permit.

- If the air test has given an unsafe result, purge the space for a minimum of 20 minutes, then repeat step 2. Continue until air in the space is safe.

- Only when the air in the confined space is tested safe and the confined space entry permit is completed, can the designated employees enter the confined space.

- Before workers enter a confined space, the supervisor will provide a *means of egress* from and to the parts of the confined space, which is accessible to his workers.

- The supervisor shall ensure that all mechanical equipment in the confined space is disconnected from its power source and *locked out* and that all pipes or other supply lines in and to the confined space, whose contents are likely to create a hazard are *blanked off.*
- A *competent* person shall *test and evaluate* the confined space before a worker enters it, to determine whether it is free from hazards to a worker, who will be present in it and *as often as necessary* to ensure that it remains free from hazard. The person who performs the tests *shall certify in writing* whether the confined space may endanger a worker and these test results are to be kept in a permanent record, on site, for review.

- The tests referred above, shall record and evaluate the content levels of any hazardous gas, vapour, dust, mist, smoke or fume, as well as an oxygen content of less than 18 per cent or more than 23 per cent, measure at atmospheric pressure unless the items a, b, c & d below, are adhered to:

  a) the confined space is *purged and ventilated* to provide an atmosphere which does not endanger workers and the *measures necessary to maintain* this atmosphere is taken.
  b) suitable arrangements shall be made to remove a worker from the confined space should assistance be required.
  c) when a worker is present in the confined space, another worker shall be stationed outside the confined space who is preferably trained in first aid and knows how to give artificial respiration.
  d) if the person stationed outside the confined space does not know how to adequately perform artificial respiration, then a person so trained shall be conveniently available.

- A worker may be present in a confined space that is not purged or ventilated and for which no certificate is required if the uses suitable protective breathing apparatus equipment and full body harnesses securely attached to a rope;

  a) whose free end is attached securely to a fixed located outside the confined space; and
  b) that is being held by a worker outside the confined space who is equipped with a full body harness and lifeline and is provided with an alarm device to signal an emergency.
  c) an effective means of communication between a worker in a confined space and the worker outside the confined space shall be provided.

d) The equipment mentioned above, shall be inspected and maintained as often as is necessary to ensure that it is in prime working order.

- No worker shall be present in a confined space that contains or is likely to contain an explosive or flammable gas, dust, mist, or vapour except under the conditions as outlined below:

a) A worker may engage in cleaning or inspection activities that do not create a source of ignition in a confined space providing the concentration of explosive or flammable gas, dust, mist or vapour is not likely to exceed 50 per cent of the lower explosive limit of the gas, dust, mist or vapour.

b) A Worker may engage in cold work (a work procedure that does not generate heat and does not cause sparks or open flames, explosions or flash fires) in a confined space in which the concentration of the explosive or flammable gas, dust, mist or vapour is not likely to exceed 10 per cent of the lower explosive limit of the gas, dust, mist or vapour.

Entry

- Confined space work is to be performed by a minimum of two (2) competent workers, one of whom will monitor all activities from outside the confined space.

- Full body harness and lifeline shall be worn for the duration of the entry.

- The person entering the confined space shall carry the gas detector and ensure that it is functioning for the duration of the entry.

- The person entering the confined space shall ensure the ELSA is at the site where the work is being performed.

- Upon reaching the work area, the gas detector is to be mounted in a location within the worker's reach and must be at head level while work is being performed. Perform all work tasks in a safe manner.

- Should the detector indicate an alarm condition:

  - Put on the ELSA immediately
  - Retreat from the confined space with the gas detector
  - Do not Re-enter without purging and re-testing

NOTE: In the event of an alarm condition and the space cannot be purged, contact the Supervisor and DO NOT ENTER.

Rescue

- Rescue personnel must be trained in:

1. The on-site rescue procedures

2. First aid and cardio-pulmonary resuscitation, and
3. The use of rescue equipment required in accordance with relevant plan.

- Under no circumstances is any person to enter a confined space to affect a rescue until additional help and sufficient equipment are available.

- Activate emergency response. Call 911.

- If possible, retrieve worker and remove from confined space via body harness and lifelines.

- When a worker is removed and is not breathing: apply artificial resuscitation until help arrives or worker is revived.

Potential Hazards

- Lack of natural ventilation
- Oxygen deficient atmosphere
- Flammable/explosive of toxic atmosphere
- Unexpected release of hazardous energy
- Limited entry and exit
- Physical barriers or limitation to movement
- Uneven or slippery conditions
- Not using appropriate lockout procedures

GENERAL PRECAUTIONS

Where air quality tests reveal and it is known through purging and ventilation that no hazardous atmospheric conditions or other hazards exists, but for which a worker will be entering inside the confined space; the worker(s) intending to enter the confined space, shall wear full body harness and an attached lifeline leading out to the attendant outside. Communication capabilities between the worker and attendant shall be implanted and a warning signal shall be used by the attendant to warn responsible parties outside the confined space of any problems. The immediate area outside the confined space shall cordoned off and have danger signs posted. Suitable arrangements and equipment for rescue operations shall be set up and placed on stand by. Suitable entry and equipment checklists and permits should be used to ensure all considerations have been addressed.

SAFE JOB PROCEDURES

Definition:

"A detailed written procedure to be followed which describes how to do a job safely".
Past experience clearly indicates that new employees are especially susceptible to accidents. "New" employees include those experienced employees to be transferred or promoted to a new job.

A special effort is essential to make sure that each employee is thoroughly trained on any new job. This training must emphasize safety.

Safe job procedures are an important part of new employee instruction. They should be direct and brief, and positive statements used as much as possible. The SJP (Safe Job Procedures) must include:

- Personal protective equipment required for each job must be listed. If side shields are required during certain operations, it must be indicated. If hand pads or gloves are allowed for certain operations, then this must also be indicated. Other basic requirements including long sleeves, long hair, hearing protection or any other similar provision must also be indicated.

- A step-by-step breakdown of each segment of the individual job is essential so that all potential hazards are identified and appropriate safe practices developed. Frequently performed unsafe acts must be listed separately i.e. don't operate this machine without having all guards in place, don't stack materials on the edge of pallets, don't let oil or coolant drip on the floor, etc.

- Machines having job set-up hazards must identified and appropriate safe practices listed in the SJP. Any hazardous materials must be covered so that the employee knows how to handle them safely.

- Proper material handling, use of hoists and lifting devices must be included. Housekeeping, disposal of waste, noise and fumes may also be important on some jobs.

- The employee must be reminded in the SJP that any questions must be directed to the Supervisor. The employee should not attempt to perform any new operation until he/she knows how to do it safely.

Preparing the SJP

It is the supervisor's responsibility to ensure that current SJP's are written and available for all employees under his/her direction. They may also involve other department supervisors and the individual employee in the development of SJP. They may act as a team to write them.

In most cases, the supervisor has worked with the machinery, process, or operation to write the first draft of the SJP. The team members are possibly other experts within the organization then review the draft.

Each job classification, machine, or operation, which has significantly different operating procedures under each supervisor, should have a separate SJP. If a supervisor has just one or two job classifications with similar operations i.e. machine operator, skilled trades, material handlers, etc. then the SJP can be written to cover each individual operation or function performed by the total department, (i.e. use of Lockout Procedure, working overhead, working in confined spaces, use of lifting devices or special equipment, etc.)

Each SJP must be approved by the line organization up to and including the Manager / Supervisor before it is distributed.

Use of SJP

A copy of each safe job procedure must be maintained on each operation/ undertaken by the company.

A separate form must be maintained and each new employee must sign and date the form after he/she has reviewed the SJP. If he/she refuses to sign the form, the Supervisor notes this on the form with the date.

New supervisors must also review all the SJP's under his/her supervision.

The review must include more than simply reading the SJP. There must be a complete discussion to make sure that the new employee or supervisor understands the SJP and can explain it. This practice must also be applied for employees assigned to an area on a temporary basis (over-time and "farmed in" employees). Also, the Supervisor must provide "hands on" training for new employees and make periodic observations to assure that the procedure is being followed.

Supervisors must review SJP's with employees at least annually and when a SJP is updated and revised.

Updating SJP

The supervisor is responsible to ensure that the SJP's in his/her area are current they must be reviewed with each "near miss" or accident injury. If the unsafe condition or act is not covered with the present SJP, then it must be revised. The revised SJP must be approved by the line organization up to and including the Manager / Supervisor.

HAND TOOLS

General

- Use tools for their intended purpose. Don't use pliers as wrenches. Don't use wrenches are hammers.
- Wherever possible, don't expose tools to extremes of heat and cold. Metal will lose its temper and get brittle.
- Don't extend the handles of tools with sleeves or cheater bars for more leverage and power.
- Don't confuse cushion grips with insulated handles. Cushion grips are for comfort only. Insulated handles are for electrical shock protection.
- Don't hammer on the handles of wrenches or pliers to gain more force. The tool could bend, break, or fly off and hit you or someone else.

Pliers

- Use pliers with enough space between the handles to keep palm and fingers from being pinched.
- Pull on pliers; don't push.
- Oil regularly. All it takes is a drop of oil on the hinge.
- Use pliers that are big enough to do the job with reasonable effort.
- Don't use pliers to turn nuts and bolts. The jaws can slip and damage corners and edges of nuts and bolt heads.

Wrenches

- Replace damaged wrenches. Straightening a bent wrench only weakens it.
- Pull on a wrench; don't push.
- Be prepared in case the wrench slips. Make sure your footing is solid, your stance balanced, and your hands clear.
- With adjusted wrenches, put pressure on the permanent jaw, not the movable jaw.
- Use the right wrench for the job. Don't use pipe wrenches on nuts or bolts. Don't use adjustable wrenches on pipe.

- On adjustable wrenches, inspect knurl, jaw, and pin for wear.

Screwdrivers

- Screwdrivers are not designed for chipping, chiselling, scraping, prying, digging, gouging, testing circuits, making holes, stirring paint, propping doors open, and taking the lids off cans. They're designed to drive screws. Used for that and nothing else, a good screwdriver will last a long time.

- Use the right screwdriver for the job. This means the right kind of tip – slot, Robertson, Phillips, whatever. It also means the right size. A screwdriver too big or small for the screw can only lead to trouble. You'll chew up the screw head, damage the screwdriver, gouge the material, or scrape your knuckles.

- Always drill a pilot hole before driving a screw into wood.

- Make sure that the screwdriver handle is intact, free of splits or cracks, and clean of grease and oil.

- Don't use excess force on a screwdriver. You should only need enough force to keep the screwdriver in contact with the screw. With a properly sized and drilled hole, the screw will draw itself into the material with minimum pressure and guidance.

- Keep the shank of the screwdriver in line with the screw.

- Don't hold the material in one hand and use the screwdriver with the other. The screwdriver can slip and cut your hand.

- Discard screwdrivers with chipped handles, bent shanks, and twisted or excessively rounded tips.

- Redress screwdriver tips with a file to get a good straight edge.

- Don't use bench grinders to restore tips. The excessive heat can destroy temper and reduce the hardness of shank and tip. Filing should be done by hand.

- Use screwdrivers with insulated handles for electrical work. But don't expect to be shockproof. You still have to take extreme care around live circuits.

- Don't use pliers on the handle or shank of a screwdriver for more power. To remove stubborn screws, for instance, use a screwdriver with a square shank designed for use with a wrench.

ELECTRIC TOOLS

There are some basic rules to follow with any electric tool.

- Make sure the tool is properly grounded or double-insulated.
  - "Properly grounded" means an approved three wire cord with a three-prong plug. You should only use the tool in a three-outlet or receptacle.
  - Never cut off or bend back the ground pin on a three-prong plug to make it fit in a two-pole receptacle. Never use a two-prong cheater or adapter.
  - If the tool is double-insulated, it will be labeled. There are different labels in use-a D, a D inside a square, a double square, and so on.
  - Make sure that the casing of a double-insulated tool is not cracked, split or broken.
  - Inspect tool cords and extension cords daily for damage.
  - Keep cords clear of the tool during use.
  - Replace any open front plugs with dead front plugs. Dead front plugs are sealed. They present less danger of shock or short-circuit.
  - Inspect tool cords and extension cords for kinks, cuts, cracked or broken insulation and makeshift repairs.
  - Don't use the cord to lift, lower, or carry an electric tool. Don't disconnect the tool by yanking or jerking on the cord. You'll damage the cord, loosen connections, and run the risk of shocks and short-circuits.
  - Protect tool, cords and extension cords from traffic. Run them through conduit or between planks along either side. If necessary, run cords overhead above work or travel areas.
  - If any cord feels more than warm to the touch, check the circuit for overloading.
  - Report any shocks from tools or cords to your supervisor. Tag the tool "Out of Service for Repair". Do not use it.
  - Outdoors or in damp or wet locations indoors, we must use ground fault circuit interrupters. GFCIs detect any current leaking to ground from a tool or cord and quickly cut off power before damage or injury can occur. In fact, GFCIs should be used with all electric tools, regardless of location.

- Never remove or tamper with safety devices.
- Study the manufacturer's instructions before you operate any new or unfamiliar electric tool.
- Before making adjustments or changing attachments, always disconnect the tool from the power source.
- Make sure that you hold the tool firmly and have the material well secured before you operate the tool.
- When operating electric tools, always wear eye protection.

Drills

- Electric drills are one of the most common electric tools used. The most frequent problem is using too light a drill for the job.
- If you have a push or crowd the tool beyond its capacity you can
  - burn out the motor
  - ruin the material
  - injure yourself.
- Leaning into the drill and pushing too hard can be dangerous. If you lose balance or control, you can strain your neck, arm, and shoulder muscles or fall.
- The size of the drill is determined by the maximum opening of the chuck. A 3/8-inch drill will only take bits of attachments with a shank up to 3/8 inch.
- The next step up is a 1/2 or 3/4 inch drill. These can be one or two speed reversible models. They are heavy-duty and designed to be used with two hands. They have a second handle at the back of an auxiliary handle that can be screwed into the top. This is what you want for drilling into concrete, steel, heavy, timbers, and so on.
- A heavier drill is also useful for hole saw bits and spade bits where the blade of the bit is considerably wider than the shank.
- These attachments not only require power. They need the kind of control that comes with a two-handled drill.
- For some work you'll need an impact or hammer drill…like drilling large holes in concrete or rock with a carbolic bit.
- Don't underestimate the continuous pressure required to control a heavy-duty drill or hammer drill. The low rpm means that you must hold and maintain the pressure while the drill slowly does the job.
- Take a break when you have to, especially when you're up on a ladder or scaffold.

- For some kind of drilling you may even need help.
- Never try to drill heavy timbers by yourself. If the self-feeding auger bit digs into a knot, the sudden torque can twist your arm and throw you off balance. You need someone to hold one handle of the drill while you hold and guide the other.
- When drilling deep holes with any drill, it pays to withdraw the bit several times with the motor running. This helps to clear cuttings from the hole.
- When you're using a drill on loose material, securing the work is half the battle.
- The general rule is HANDS OFF. Don't hold the work in your hand, on your knee, or against your boot while you're drilling. Clamp small pieces in a vice. If you must hold larger pieces by hand, stay well clear of the drill.
- When you're drilling into something besides wood, your main concern should be pushing or leaning too hard on the drill. You can damage the tool or the work.
- More important, you can be thrown off balance if the drill twists or stops.
- You need a drill powerful enough for the job. And you need a bit that is sharp and suited not only to the job but to the size of the drill.
- Punching a layout hole or drilling a pilot hole can make your work more accurate efficient and safe.

Sabre Saws

Cutting with these saws calls for eye protection. You should wear safety glasses with side shields. Even better are goggles for dust or face shield.

May trades to cut holes in ceilings, floors, and walls and to make short, straight cuts use the sabre saw. It should not be used for continuous or heavy cutting. Use a circular saw for that.

The stroke of the sabre saw blade is only 1/2 inch for the light-duty model and 3/4 inch for the heavy-duty. Using this for continuous cuffing is not efficient.

The sabre saw cuts on the upstroke only. Splintering will occur on the topside of the stock you're cutting. So you should keep the good side down.

Clamping material is not only safe. It reduces vibration and makes cutting more accurate.

Blades come with anywhere from 7 to 32 teeth per inch. For rough cutting of softwood and composition board, 7 teeth per inch will do the job best. For all-around work with most types of wood, a blade with 10 teeth per inch is fine.

There are some basic safeguards to follow when using a sabre saw.

- Don't start cutting with the blade in contact with the work. Let the saw reach full power before it touches the work.
- Never put the saw down until blade and motor have stopped.
- Hold the base or shoe of the saw in firm contact with the work. This keeps the blade cutting straight up and down and prevents it from twisting or breaking.
- When the motor is running, never try to work a blade in or out of a cut or lead hole.
- Don't try to make inside or pocket cuts without first drilling a lead hole.
- Let the saw and the blade do most of the work. Don't force the saw along or around a curve. The machine should turn with ease. If you have to push the saw, the blade is dull or the stock is too heavy for the saw.
- Keep your free hand away from the front of the saw.
- Never reach under, around, or behind the material being cut.
- Make sure that the saw will clear the bench, trestle, or other support.
- You need two hands to maintain control, absorb vibration, and avoid accidental contact.
- Always make sure you know what's on the other side of the surface being cut.
- Sawing into wires, cables, and pipes is the last thing you want to do.

PROPANE HANDLING AND TEMPORARY HEAT

Workers should receive training in the handling and use of propane cylinders that are used for temporary heating, torching or any other hot work.

Workers engaged in the handling of propane cylinders and heating equipment must now be in possession of propane handling certificate before undertaking this work. This is applicable when heat is required for the heating of welding joints, etc.

When installing and using propane cylinders, the following precautions must be followed.

- All connections must be made by a competent worker.
- Inspect the burner and controls, regulator and hose for defects. Have any damaged parts repaired or replaced. Gas burning equipment should only be repaired by licensed service personnel.
- Make sure all hose and valve connections are clean.
- Use proper fitting wrenches to make connections. Don't use adjustable pipe wrenches.
- Cylinders should be at least 10 feet away from the heaters but no more than 25 feet. The cylinder should be placed well clear of any heat source and never at the flame end of a heater.
- Have a 4A40BC fire extinguisher on hand before lighting the heater.
- When connections are made, slowly open the cylinder valve and check for leaks when the hose line is full of gas. When in use cylinder valves must be fully opened. Check for leaks with soapy water or a leak detector. Sometimes you may notice a gas odour or frost appearing on a fitting, but these signs are not always reliable. If a leak is detected shut off the cylinder valve and make corrections. Fully close valves when not in use.
- If the cylinder valve is opened too quickly it may cause activation of the excess flow safety feature. The purpose of this safety feature is to shut off gas flow should the regulator or the hose accidentally get broken off. To release the excess flow safety feature, shut off the flow at the cylinder valve, wait for a couple of minutes for the excess flow to reopen, then proceed. The cylinder valve should be opened slowly to its normal limit, approximately 11/2 to 2 turns. Do not force the valve beyond this limit.
- Secure the cylinder by tying or wiring it to a column or other upright. Keep cylinders out of traffic areas where thy may be knocked over.
- The cylinder and heater must always be in the same room so that the cylinder valve can be shut down quickly if trouble develops.

- Keep heaters away from the flammable materials. The heat from a burner is effective well past the tip.

- Watch for a drop in pressure or reduced flame efficiency. This indicates that gas is being withdrawn too quickly, and may require additional cylinders to be hooked up in manifold. Never attempt to increase the amount of vapour by applying heat to the cylinder.

- Where possible, use only single cylinders for heaters. However, if cylinders must be manifold, use no more than three 100-pound cylinders. If other heaters with manifold cylinders are to be operated in the same area, they must be at least fifty feet away or be separated by a firewall.

- Remember that propane is heavier than air and will collect in low areas such as trenches, pits and basements where it can create a flammable or explosive situation.

- Never attempt to tie down, defeat or bypass safety devices on a construction heater. If the heater is defective replace it. If the heater is inadequate get extra heaters or replace it with a larger one.

- If the flame goes out, act with caution. Shut off the gas supply, and then determine whether escaped gas is concentrated in the area. Usually, because of its strong odour, you can really smell propane. However, in a confined space, test with a gas detection device. If escaped gas is detected or even suspected, ventilate and purge the area thoroughly before relighting the unit.

Warning If the heater is in a confined or low-lying area, escaped gas can be hazardous. Never enter the area without assistance standing by. Never attempt to relight until the gas is completely purged from the area.

- Never expose any part of your skin to liquid propane. Propane under pressure is extremely cold and can cause frostbite. Always wear gloves when handling cylinders.

- Don't allow propane gas to saturate your clothing. A highly flammable situation can remain for some time after the exposure. Saturated clothing should be removed and aired outside.

- Never operate heaters without adequate ventilation. Follow manufacturer's recommendations on the plate.

FORKLIFTS

GENERAL

The operator must be trained in the machine's daily maintenance, its maximum capacity, and how its stability and centre of gravity are affected by ground slope and by load size and height.

The operator's manual covering these and other point's should be kept with the machine.

INSPECTION

Safety begins even before the machine is operated.

- Do not store materials to be moved by forklift under overhead power lines.
- Do a pre-use inspection before operating. Check for low tire pressure. Any fuel or hydraulic leaks should be repaired before using the machine.
- Make sure that steps, ladders, and the operator's station are free of mud, oil, snow, and other slippery material.
- Check all controls at the start of a shift to ensure that they are working properly.

OPERATION

- Start the machine only when you seated in the operator's station.
- Follow manufacturer's instructions when loading an unloading the machine from trailers or floats.
- Set the forks as wide as permissible for the load. Before lifting, the load should as far back on the forks as possible, with its centre of gravity between the forks.
- Transport the load with the mast raised in the normal carry position of no more than six to 10 inches.
- Tilt the mast back when transporting a load.
- Do not transport or elevate the load on a steep slope. The forks should only be raised when the machine is relatively level. On gentler slopes, the forklift should be driven up and backed down.
- Do not operate on soft, uneven ground or on floors, which cannot support the machine and its load.

- Do not walk or stand under a raised forklift. When raised for repairs, the forks should be supported.

- Never leave a forklift unattended with the engine running or the forks rose. Before leaving the machine, always rest the forks on the ground. Remove the ignition key or make the machine otherwise inoperable.

- Operate the forklift smoothly. Braking quickly or speeding around corners and over bumps can dislodge the load or even tip the machine.

- With the load raised, travel only very short distances and at creeping speeds.

- Operate on level ground when moving the load into position. Use a second worker as a guide, since depth perception is often distorted from the operator's station.

- Do not drive near the edge of embankments or over excavated areas that have been refilled but may settle or collapse.

- Do not attempt to lift materials with a sling looped over the forks. Use a proper hook with a safety catch instead.

- Never let anyone ride or be lifted on the forks. It is illegal.

- Maintain 3-point contact when getting on and off a forklift, always keep one foot and tow hands or two feet and one hand in contact with the equipment. Don't jump and always face the machine when climbing up or down.

6 SECTION -6-
SAFETY PRACTICES

CORE SAFETY RULES

The Occupational Health & Safety Act and the Regulations for Industrial Establishments forms the basis and minimum standards for our Company. A copy of this legislation is available and you are encouraged to make yourself familiar with the provisions of the Act and Regulations. If you are unsure of a Procedure or Process, we encourage you to ask for assistance. Guessing or assuming that it is safe is a major cause of accidents.

SPECIFIC RULES:

1. Enforcement of the applicable rules and regulations as specified herein and within any related legislation will be the responsibility of the immediate Supervisor.

2. Every person will be held accountable for his or her own actions.

3. All accidents must be reported immediately to your Supervisor and prior to leaving the workplace.

4. All workers must have a recognized certificate indicating that they are trained in WHMS.

5. Any identified hazard must be immediately reported to the Supervisor.

6. Working under the influence of drugs, alcohol or other intoxicants is strictly forbidden and is grounds for immediate discipline up to and including discharge.

7. Misuse of Company property or equipment will not be tolerated.

8. All employees must familiarize themselves with the contents of this Occupational Health & Safety Manual.

9. Violating safety laws and/or guidelines will be considered as a major *"rule violation"* and can result in disciplinary action up to and including, discharge.

10. Use common sense when it comes to Health & Safety. If you are not sure of a Procedure or what the safety hazards may be, please ask for assistance and/or instructions.

11. It is the responsibility of all employees to know and understand the rules, which apply to them and to any employee that they supervise including all applicable trade rules and regulations.

12. No person who is rendered incapable of performing his/her regular work duties because of alcohol or any other drug shall enter nor remain on the premises.

13. No person shall remove, tamper with nor misuse medical, rescue or fire fighting equipment.

14. No person shall remove nor make ineffective any guard or protective device required, without providing adequate temporary protection.

15. No person shall engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

16. No person shall load material handling equipment in excess of its maximum rated load.

17. No person shall operate a lifting device in such a way that any part of the load passes over a worker.

18. No person shall wear loose clothing, jewellery, or rings, when working on rotating equipment or near any source of entanglement.

19. No person shall work near a rotating shaft, gear, reel, roll, belt or other source of entanglement without confining long hair and neckties inside their shirts or headgear.

20. No person shall be exposed to a hazard of falling more than 10 feet without wearing a fall body harness and properly tied-off.

21. Smoking shall be in designated "smoking areas" only.

22. No person shall exposed to the hazards of bodily injury without wearing the required personal protective equipment (PPE) and the PPE shall be maintained in good condition.

PERSONAL PROTECTIVE EQUIPMENT

1. Workers shall wear the appropriate clothing suitable for their job function and the working environment. When operating any equipment, machinery or tools workers should not wear; loose clothing or cuffs, torn or ragged clothing, rings, or jewellery.

2. Where required, all workers must wear CSA approved safety glasses with side shields.

3. Workers must wear a face shield when there is a potential injury to eyes and face, such as working with disc grinders or corrosive chemicals.

4. All workers must wear CSA approved footwear with a green patch mark and meeting the construction Grade 1 standards.

5. All workers must wear type B or E hard hats. Do not paint or drill holes in your hard hat.

6. Hearing protection must be worn when the noise level is greater than 90 dBA.

7. NIOSH approved respirators must be worn if there is potential exposure to dust, fumes and chemical vapours. See your Supervisor for the type of respirator required.

8. Full body harness and other required fall arrest equipment must be worn if exposed to fall hazards when working above 10 feet (3 meters) high, above operating machines, water or chemical substances etc.

9. A vest with florescent illumination must be worn by all signal persons and as required by clients.

CRANES, HOISTING & RIGGING:

It is policy of this company to ensure that all lifting devices – cranes, chains, slings, hoists and rigging are maintained in accordance to all applicable regulations as defined under the Occupational Health & Safety Act. Propane or diesel powered mobile crane of various capacities as well as various type of cables, slings, sling-chokers and chain falls can be used on the site(s).

The Supervisor must ensure that the following items, carried out prior to using the crane:

1. That the operator who will operate a crane with related load capacity of more than 7260 kg (16000 lbs.) must be licensed under the Trades Qualification and Apprenticeship Act.

2. That the operator who will operate a crane with related load capacity less than 7260 kg (16000 lbs.) must be trained and must have proof of training.

3. The crane was inspect at least once within the last 12 months and is in good maintenance condition.

4. The crane has a maintenance logbook, which is kept on the crane.

5. Emission Control Test was carried out recently.

6. The Supervisor and the crane operator must ensure the following items are carried out during the unloading and hoisting:

    a. Restrict entry by unauthorized personnel by surrounding the lift area with yellow or red caution tapes and post signs warning of "Danger Work Over Head".
    b. Do not allow any person to be under the hoisted material.
    c. Do not use the crane to lift or lower materials, which weigh more than the crane's maximum rated load capacity.
    d. Use ropes to guide the load, which bulky or large.
    e. Signaller must be used if the operator's view is obstructed. The signaler must be in full view of the crane operator.

7. All cranes and hoists and the operation of such must conform to all the related legislation as specified within the OHSA.

8. Hosting systems, chains, wire ropes, cables, slings, hooks, and other parts must be in good condition and must be checked regularly.

9. The operator must ensure that no part of the load passes over any worker and the load is properly hooked or secured.

SCISSORS LIFTS / MAN LIFTS

(FOR THE SAFE USE OF ELEVATING WORK PLATFORMS)

The following is a detailed outline for the proper use of elevating work platforms.

This procedure outlines the equipment set-up, usage requirements, and the personnel protective equipment that is to be used with this equipment.

- This equipment is to be inspected each day prior to use to ensure that it is in safe working order. This should be recorded in a daily logbook.

- All safety devices such as automatic stops should be checked to ensure that they are working properly.

- The area where the equipment is to be used is suitable, flat and/or level ground, or a smooth hard surface that is sufficient to support the equipment.

- The total weight of all materials, equipment and men must not exceed the rated Capacity of the equipment. The recommended load-rating factor is 2/3 of the maximum load that the equipment is rated for.

- All workers who are required to use this equipment must be fully trained in its proper usage, and are fully knowledgeable of the restrictions that may apply to safe usage.

- Scissors lifts / man lifts are to be used only for the intended purpose, and are not to be used for the hoisting of materials or equipment.

- For machines equipped with stabilizers, (outriggers) these are to be fully extended, and the equipment leveled when in use.

- All scissors lifts/man lifts are to maintain a distance of at least 3 meters from any overhead electrical wires.

- The area immediately below the operational radius of the equipment is to be kept clear of other workers. There is to be no work below the machine at any time.

- At all times while on this equipment, all workers are to be provided with, and shall wear full body harnesses connected to the work platform. Use proper tie off points provided on the work platform according to the manufacturer instructions.

- Full body harnesses are to be inspected daily for defects, and any equipment that is found to be defective shall be removed from service and replaced.

TOOLS

ELECTRICAL POWERED TOOLS

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, knives and grinders.
3. Do not carry plugged-in equipment or tools with your finger on the switch.
4. Do not carry equipment or tools by the cord.
5. Disconnect the tool from the outlet by pulling on the plug, not the cord.
6. Turn the tool off before plugging or unplugging it.
7. Do not leave tools that are "On" unattached.
8. Do not handle or operate electrical tools when you are standing on wet floors.
9. Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere.
10. Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Our of Service".
11. Do not connect multiple electrical tools into a single outlet.
12. Do not run extension cords through doorways, through holes in ceilings, stairways, walls or floor.
13. Do not drive over, drag, step on or place objects on a cord.
14. Do not operate a power hand tool with a two-pronged adapter or a two-conductor extension cord.
15. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
16. Do not operate a power hand tool while holding a part of the metal casing or holding the extension cord in your hand. Hold al portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.
17. Do not operate a power hand tool that has frayed, worn, cut, improperly spliced or damaged power cord.
18. Do not operate a power hand tool if the ground pin from the three-pronged power plus is missing or has been removed.

POWER TOOLS – EXPLOSIVE

Referred to *as explosive actuated or powder actuated*, these tools use a powder charge to fire a fastener into hard materials such as concrete, mild steel, and masonry. They provide a fast efficient means of fastening certain combinations of materials.

REQUIREMENTS

1. Any worker using an explosive actuated tool must be instructed in its safe and proper use, and licenses.

2. Before using the tool, the operator must check to ensure that the tool is in proper working order.

3. All tools must have a proper guard of at least 75 mm in diameter, or other protective device mounted on the barrel.

4. The tool must require two separate actions before it will fire:
   a) pressure against the surface of the material
   b) action of the trigger

5. Explosive actuated tools must be stored in a locked container when not in use or when left unattended.

6. The tool must not be loaded until ready for immediate use. Once loaded, it must not be left unattended.

7. The tool must never be pointed at anyone.

8. Cartridges must be marked or labeled for easy identification. Cartridges of different strengths must be stored in separate compartment or containers.

9. Misfired cartridges must be placed in a container of water and be removed from the premise.

PNEUMATIC TOOLS

1. Do not point a compressed air hose at bystanders or use it to clean your clothing.
2. Do not use tools that have handles with burrs or cracks.
3. Do not use compressors if their belt guards are missing. Replace belt guards before use.
4. Turn the tool "off" and let it come to a complete stop before leaving it unattended.
5. Disconnect the tool from the airline before making any adjustments or repairs to the tool.
6. Engage positive locks on hoses and attachments before use.
7. Shut off pressure valve and disconnect airline when not in use.
8. Tag damaged or defective pneumatic tools "Out of Service" to prevent usage of the tool by other employees.

HAND TOOLS

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
2. Use tied-off containers to keep tools from falling off of elevated work platforms.
3. Keep the blade of all cutting tools sharp.
4. Carry all sharp tools in a sheath or holster.
5. Tag worn, damaged or defective tools "Out of Service" and do not use them.

6. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
7. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
8. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
9. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, snips, scrapers, chisels or files in your pocket unless the tool or pocket is sheathed.
10. Do not perform "make-shift" repairs to tools.
11. Do not use "cheaters" on load binders.
12. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
13. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.

GRINDING WHEELS

Even when a grinding wheel is tested and equipped with all possible safety devices, grinding is still a hazardous activity. It is important to always follow these safe work practices:

- Train operators in:
  - following the manufacturer's recommendations (e.g. spindle, speeds, line pressures, wheel mounting techniques, proper use of attachments);
  - pre-use checks;
  - tool rest adjustment (to 3 millimeters);
  - start-up procedures;
  - proper mounting;
  - inspection and servicing requirements;
  - proper handling and storage of wheels;
  - housekeeping (e.g. keeping floors clear and clean; storing tools in the proper areas);
  - using personal protective equipment (e.g. goggles, face shield, protective clothing).
- Wear hearing protection, if required.
- Never wear loose clothing, ties, rings, or other jewellery.
- Keep long hair tied back.
- Stand to one side of the wheel when first turning on the power.
- Let the machine run at full speed for one minute while everyone stands clear.
- Bring the work piece slowly and smoothly into contact with the wheel (don't bump the wheel).
- Give a cold wheel a chance to warm up.
- Don't force work against the wheel so that the motor slows down excessively or stalls.
- Don't side grind on the flat side of a straight wheel; use wheels designed for this purpose.
- If a wheel brakes, find out why and eliminate the causes.
- Adjust the work rest on a pedestal grinder so that:
  1. it has a maximum clearance of 3 millimeters (1/8 inch) from the wheel;
  2. it is above the horizontal centerline
- Don't adjust the work rest on the pedestal grinder while the wheel is moving.

- If a grinder appears to be defective or unsafe, tag it and report the problem immediately to your supervisor.
- Never operate a wheel at a speed above the manufacturer's recommendation.
- Dispose of damaged wheels immediately.
- Keep the work area around the machine clear.

AIR NOZZLES

This standard is intended to provide the minimum acceptable requirements for the design and use of air nozzles used in cleaning operations.

- Excessive air pressure used in cleaning operations can create flying particle hazards which must be avoided. Brooms, brushes, or other cleaning methods should be used instead of pressurized air. Established safety procedures dictate that air pressure used in cleaning operations be limited to 30 p.s.i. Two methods of accomplishing the 30 p.s.i. limit are:

  1. Install airline pressure regulators which limit airline pressure to less than 30 p.s.i. thus limited the air discharge to less than 30 p.s.i.

  2. Install special air nozzles which incorporate pressure reducers (nozzle orifice size) and/or a relief device (pressure relief ports or holes) which will reduce the 90 p.s.i. airline pressure to less than 30 p.s.i. if the nozzle is deadened.

- Pressure reducing nozzles with relief ports are the most frequently used method of complying with the 30 p.s.i. air pressure requirement.

- The appropriate personal protective equipment must be used when cleaning with pressurized air. Safety glasses are the minimum required protection. Face shields and safety glasses are necessary for operations with increased flying particle hazards.

- Additional precautions are necessary to ensure that the operating employee and nearby employees are not endangered by the operation. Barriers, screens, or enclosures are necessary to completely and effectively contain any flying particles created by the operation. Personal protective equipment cannot, by itself provide acceptable protection.

GAS CYLINDERS

Storage, Handling, and Use

1. Gas cylinders when not in use, must be stored outdoors and in locked designated area(s), only cylinders that are in use should be inside a building.

2. Different gases should be stored separately and isolated from other flammables such as gasoline, solvents, oil and lumber.

3. Store full cylinders apart from empty cylinders 25 feet away from building.

4. Gas cylinders are to be stored in an upright position, valve capped and secured away from the heat sources, corrosive and combustible material.

5. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.

6. Do not handle oxygen cylinders if your gloves are greasy or oily.

7. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.

8. Do not locate cylinders in stairwells and hallways. Leaking gas or the outbreak of fire can block exits and prevent escape.

9. **Use a hoisting cradle to move cylinders from one level to another. Never use a sling, and never hook onto the protective collar around the valve.**

10. When taken to a work area or moving around, gas cylinder must be adequately secured and in an upright position.

11. Always use proper fitting wrenches when making connections. Do not use vise grips or pipe wrenches.

12. Check valves for leaks using a soapy liquid around the valve connection.

13. No one shall use compress air or gas to blow dust from their clothes and no one shall blow compressed air or gas at any other worker.

14. Do not use dented, cracked or other visually damaged cylinders.

15. Close the cylinder valve when work is finished, when the cylinder is empty, or at any time the cylinder is moved.

16. Stand to the side of the regulator when opening the valve.

17. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

18. Do not use compressed gas to clean the work area, equipment or yourself.

19. Do not remove the valve wrench from acetylene cylinders while the cylinder is in use.

20. Open compressed gas cylinder valves slowly. Open fully when in use to eliminate possible leakage around the cylinder valve stem.

21. Purge oxygen valves, regulators and lines before use.

FLAMMABLE MATERIALS:

1. Storage Areas should be at least 6 feet (1.8 metes) from roof or floor openings, excavations or any open edges where material may fall off.

2. Flammable and combustible liquids must be stored outdoors and in designated areas only.

3. Only the required daily usage must be taken into the general work area.

4. Safety cans with a spring-loaded cap and flame arrestor must be used for flammable liquids.

5. Containers and dispensing equipment must be bonded and grounded.

6. Use copper grounding straps to keep static electricity from building up in containers, racks, flooring and other surfaces.

7. Flammable materials must not be used or kept in an area which has potential sources of ignition, such as welding sparks, open flames, electrical sparks and others.

8. Appropriate fire extinguishers should be located convenient to storage area.

HAZARDOUS MATERIALS

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.

2. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other signs of visible damage.

3. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.

4. Do not use chemicals from unlabeled containers and unmarked cylinders.

5. Do not perform "hot work", such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible".

6. Do not drag containers labeled "Flammable".

7. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic".

8. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic".

MACHINE OPERATION:

GENERAL

Machine operators must:

- Be trained in the safe operating procedures of the machine.
- Be trained in how to use the safeguards, where the safeguards are located, how they provide protection, what hazards they protect against, what circumstances guards can be removed, and the procedures to follow if they notice guards that are damaged, missing, or inadequate.
- Not operate machines, which have exposed moving parts or exposed pinch points.
- Follow all start-up, shutdown procedures.

Maintenance workers must:

- Receive up-to-date instruction on the machines they service.
- Lockout/tagout the machine from its power before beginning repairs, and use multiple lockout devices if several maintenance persons work on the same machine.
- Use appropriate and safe equipment in their repair work.
- Insure that maintenance equipment properly guarded.

Safeguards on machines must:

- Be firmly secured and not easily removable.
- Prevent hands, arms, and other body parts for making contact with dangerous moving parts.
- Ensure that no object will fall into the moving parts permit safe, comfortable, and relatively easy operation of the machine.
- Be provided for all hazardous moving parts of the machine including auxiliary parts such as gears, sprockets, pulleys, belts or chain drives, and or flywheels on the apparatus.

MATERIAL HANDLING

Safe Lifting

1. Plan the move before lifting; remove obstructions from your chosen pathway.

2. Test the weight of the load before lifting by pushing the load along its resting surface.

3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies pallets jacks and carts, or get assistance from a co-worker.

4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker's.

5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.

6. Face the load.

7. Bend at the knees, not at the back.

8. Keep your back straight.

9. Get a firm grip on the object with your hands and fingers. Use handles when present.

10. Never lift anything if your hands are greasy or wet.

11. Wear protective gloves when lifting objects with sharp corners or jagged edges.

12. Hold objects as close to your body as possible.

13. Perform lifting movement smoothly and gradually do not jerk the load.

14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.

15. Set down objects in the same manner as you picked them up, except in reverse.

16. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

17. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

VEHICLE/DRIVING SAFETY

Fuelling Vehicles

1. Do not smoke while fuelling a vehicle.

2. Wash hands with soap and water if you spill fuel on your hands.

3. Do not leave vehicle while it is being fuelled.

Driving Rules

1. Shut all doors and fasten your seat belt before moving the vehicle.
2. Obey all traffic patterns and signs at all times.
3. Maintain a three-point contact using hands and one foot or both feet and one hand when climbing into and out of vehicles.

TRUCK DRIVERS

1. Do not drive unless you have a license for the type of vehicle to be operated.
2. Perform vehicle check every trip, using the vehicle check sheet.
3. Keep trucks clean inside and wash windows regularly.
4. Do not move truck while loader is unsecured, except when dumping the load.
5. Wear hard hats in yard and on job-site while unloading.
6. Stabilize and secure loads on trucks before moving the trucks.
7. For off-the-road pulling, use low gear on both transmissions. Lock and equalize tandems.

WELDING & CUTTING

1. Do not attempt to perform any welding until you have been trained and authorized by your supervisor.
2. Obey all warning and precaution signs that are posted designating welding areas.
3. When arc welding and arc cutting, use helmets or hand shields with filter lenses and cover plates to view the arc.
4. When operating resistance welding or brazing equipment, use face shields or goggles.
5. Wear welding gloves when welding or cutting.
6. Open windows, doors and turn on local exhaust fans to reduce air contaminants.
7. Use respiratory protective equipment provided by supervisor.
8. Do not transfer gases from one cylinder to another or mix gases in a cylinder.

9. Do not use oxygen from a cylinder or cylinder manifold unless a pressure-regulating device intended for use with oxygen is provided.

10. Check all cylinders and equipment (hoses, regulators and etc.) for leaks before and after use. Do not use if leaking. Move leaking cylinder outside and report to your supervisor.

11. Use flash guard shields to isolate welding area.

12. When not in use, turn off gas supply and bleed off cylinders.

13. Place oxygen and fuel gas cylinders and acetylene generators away from the welding position so that they will not be unduly heated by radiation from heated materials, by sparks or slag, or by misdirection of the torch flame.

14. Keep one or more approved Class B or Class C fire extinguishers at the location where welding or cutting is being performed.

15. When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants and apron.

16. Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.

17. Do not use welding apparatus if power plug cord is cut, frayed, split or otherwise visibly damaged or modified.

18. Do not leave oily rags, paper or combustible materials in the welding, cutting or brazing area.

19. Use the red hose for gas fuel and the green hose for oxygen.

20. Do not use worn or cracked hoses.

21. Do not use oil, grease or other lubricants on the regulator.

22. "Blow Out" hoses before attaching the torch.

23. Ignite torches with friction lighters only. Do not use a cigarette lighter or match.

24. Do not wear contact lenses when cutting/brazing in a contaminated atmosphere.

25. Bleed oxygen and fuel lines at the end of the work shift.

26. Do not transport cylinders without first removing regulators and replacing the valve protection caps.

OFFICE SAFEY

NOTE: Includes administration and office personnel.

1. Close drawers and doors immediately after use.
2. Open one file cabinet at a time.
3. Put heavy files in the bottom drawers of file cabinets.
4. Use the handle when closing doors, drawers and files.
5. Use the ladder or step stool to retrieve or store items that are located above your head.
6. Do not stand on furniture to reach high places.
7. Do not kick objects out of your pathway; pick them up or push them out of the way.
8. Do not block your view by carrying large or bulky items; use dolly or hand truck or get assistance from a fellow employee.
9. Store sharp objects, such as pens, pencils, and letter openers or scissors in drawers or with the points down in a container.
10. Keep floors clear of items such as paper clips, pencils, tacks or staples.
11. Do not tilt the chair you are sitting in on its back two legs.
12. Carry pencils, scissors and other sharp objects with the point down.
13. Position hands and fingers onto the handle of the paper cutter before pressing down on the blade.
14. Keep paper cutter handle in the closed/locked position when it is not in use.
15. Do not use paper-cutting devices if the finger guard is missing.
16. Keep fingers away from the ejector slot when loading or testing stapling devices.
17. Point the ejector slow away from yourself and bystanders when refilling staplers.
18. Do not use extension or power cords that have the ground prong removed or broken off.
19. Use cord cover or tape the cord down when running electrical or other cords across aisles between desks or across entrances/exits.
20. Do not place fingers or loose closting in or near the feed of a paper shredder.

21. Do not connect multiple electrical devices into a single outlet.

22. Do not throw matches, cigarettes or other smoking materials into trash basket.

23. Keep doors in all hallways fully open or fully closed.

24. Use a staple remover, not your fingers for removing staples.

25. Turn off and unplug office machines before adjusting, lubricating or cleaning them.

26. Do not use fans that have excessive vibration, frayed cords or missing guards.

27. Do not place floor type fans in walkways, aisles or doorways.

28. Use handrails when ascending or descending stairs or ramps.

29. Obey all posted safety and danger signs.

30. Do not frayed, cut or cracked electrical cords.

31. Do not store or leave items on stairways or walkways.

32. Do not run on stairs or take more than one step at a time.

33. Do not jump from ramps, platforms, ladders or step stools.

34. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket.

HOUSEKEEPING

1. Good housekeeping must be practiced at all times.Tripping and slippery conditions must be eliminated. Aisles, axits or access ways to safety and emergency equipment such as fire extinguishers or fire alarms must be kept clear of any obstruction, well lit and properly ventilated.

2. Scraps must be removed to disposal bin or designated dosposal areas.

3. All maetrail must be segregated as to size, kind and length and placed in neat, safe and orderly piles ensuring clear passageways.

4. Materials must be properly stored, stacked or piled away from power lines and to prevent tipping/spiilling.

5. Bagged material should be stacked and piled no more tha ten high and should be cross piles on skids so that in all the cases, no one can be injured because of material fall, rolls, overturns or breaks.

6. Rreturn tolls to their storage places after use.

7. Nails or sharp objects protruding from lumber or broads must be removed or bent over and the boards placed in an orderly fashion. When handling such material the workers should wear heavy gloves and safety footwear as prescribed.

8. Signs must be posted to warn workers of hazardous areas.

9. Do not use gasoline for cleaning purposes.

10. All floor openings must be covered or surrounded by the appropriate guardrails as prescribed. NOTE: this is the responsibility of the General Contractor.

11. Daily site cleanup is required and individual cleanup duties must be assigned to all workers.

12. Kids or other like material should be stock piled in such a manner as to prevent tipping or collapsing.

13. Stockpiles should be blocked and interlocked, ensuring that they are not too high or obstruct any fire access, extinguishing or fire safety equipment i.e., fire doors.

14. Employees are not allowed to climb up, on or about such stacked equipment, machinery, supplies, parts, products etc.

15. Proper tools such as cutters or snips must be used to break metal bands and extreme caution should be taken when removing such.

CONTRACTOR SAFETY PRACTICES

This practice is intended to provide guidelines for contractors of COLUMBIA MASONRY Compliance with legal regulations is MANDATORY, and the use of common sense and good judgment is essential. Each individual contractor shall be responsible for the safety of their employees, as well as the safety of those working with them.

Safety

- The contractor shall designate a competent supervisor who will be available on site and shall be responsible for workers safety and the prevention of accidents.

- The contractor is responsible for assuring that all his employees comply with the COLUMBIA MASONRY Safety Policy Manual requirements, as well as all applicable safety standards and practices. This includes the wearing of required personal safety equipment.

- When servicing machines or equipment, which can be inadvertently started, the machine or equipment must be electrically, pneumatically, and hydraulically locked out and in a state of zero energy to prevent operation. Locks are to be provided by the contractor Equipment locked out must be tagged with a written explanation and signed by the person during the work.

- Care and use of pressurized cylinders:
  - Oxygen, acetylene, and similar tanks must always be secured in an upright position. This covers tanks in use, storage, and being transported.
  - Caps must be on unless gauges are attached.
  - Oxygen and acetylene tanks must be kept away from flames or sparks and corrosive materials.
  - When necessary to transport or hoist, an approved rack must be used.
  - When not in use, the oxygen and acetylene hoses must be shut off at the tank.

- Contractor areas must be kept orderly and free from hazards at all times. All surplus materials, rubbish, and debris must be removed daily or at more frequent as designated by the company.

- The use of company equipment by the contractor is prohibited, unless specific arrangements have been made.

- No work is to be performed above the work area of any employees without first having the area cleared and roped off.

- All open pits or excavations must be properly barricaded at all times.

- Danger signs, flags, and/or flashing lights must be used where appropriate.

- Warning devices must be placed in visible locations.
- In addition, where movements into an area would present a hazard, access must be restricted by ropes or barricades.
- The use of any or potentially hazardous materials must have prior approval of COLUMBIA MASONRY
- Flammable liquids brought in any area must be in approved safety containers and properly labeled. They must not be used or stored in any building are overnight without permission.
- The Supervisor must approve any connection to the Company or Client's utilities.
- Explosives or power-activated tools must not be used without authorization from COLUMBIA MASONRY Supervisor.
- Noise, dust, mists, and fumes must be kept within applicable "threshold limits values". Noise suppression devices, mufflers, local ventilation, etc. must be provided and used by the contractor.

Fire

- Approval must be obtained from the Supervisor prior to any cutting or welding.
- Fire aisles, access to fire equipment or walkways must not be blocked without prior approval from the company's manager.
- No smoking areas must be observed.
- Fires, property damage, and any time fire extinguisher or hose is used must be reported to the Supervisor.
- Use of fire protection water (for other than fires) without previous arrangement with the Supervisor is prohibited.

Enforcement

- The Contractor must enforce these various safety, security, and fire protection practices through his/her safety representative. Enforcement methods will be up to the contractor however shall be consistent with the COLUMBIA MASONRY safety program. The contractor may be advised of safety problems that have come to the attention of the Company, and the contractor shall correct such problems.
- In an emergency situation, which could cause a serious accident, the Supervisor shall communicate directly with the contractor.

- In the contract for the performance of the work, the contractor has to agree to "provide and maintain the necessary precautions and safeguards for the safety of all persons". Failure to comply could cause a breach of contract by the contractor and affect the awarding of future contracts.

7 SECTION -7-

EMERGENCY RESPONSE PLAN

EMERGENCY RESPONSE PLAN

The primary objective of the Emergency Response Plan is to minimize injuries and damage and to provide assistance to injured personnel.

This Emergency Response Plan outlines specific responsibilities and recommendations in dealing with an emergency or crisis situation.

It is imperative that the Emergency Response Plan is communicated to all personnel. The Emergency Response Plan must be reviewed periodically to reflect any progress.

Responsibilities

The following job descriptions describe the responsibilities of on personnel and the communications process during an emergency.

Supervisor

During the implementation of this Plan, the supervisor will inform all supervisors of their responsibilities regarding the emergency response plan details as they apply to the premise. Also, responsible for verifying that the facility is provided with suitable resources to handle the emergency situation, such as specialty personnel or equipment.

During an emergency, the supervisor or his designate assumes leadership and verifies that:

- The emergency response plan is implemented.
- The safety of all personnel is maintained by means of work stoppage, evacuation, worker headcounts, maintenance of security, etc.
- Appropriate steps are taken to limit loss or damage to property or equipment and that corrective action, if applicable, is taken as soon possible.
- Proper first aid procedures are carried out until the arrival of emergency response personnel.
- Assistance is provided to emergency response personnel.
- Work is resumed when the emergency subsides.
- Investigating, reporting and recommending future preventive action plans and reporting to the various government regulatory agencies or environmental protection agencies and to the Senior Management has been followed.

Supervisors

Supervisors should be knowledgeable of the workplace emergency response plan and be prepared to assist in the event of an emergency. The supervisors should affirm that all new or transferred employees to that area are aware of the procedures to follow during emergencies.

During an emergency, Supervisors will assist in the control of worker safety and security and provides assurance that all personnel are accounted for.

Workers

Workers must respond immediately to instructions from the first aid attendants, supervisors and emergency response agency personnel.

If workers are witness to an accident, they should (in order):

- Immediately notify their supervisor and call for first aid.
- Validate that the supervisor or his designate is immediate advised of the situation.
- If approached by the media, personnel shall be courteous, and explain that the company policy is to provide information in a timely and accurate fashion.

Reportable Accidents or Incidents

All accidents or incidents are immediately reportable to the Senior Superintendent including:

- Fire incidence
- Critical injuries
- Structural Collapse
- Failure of a building, hoist, crane or excavation
- Release or spill of a potential hazardous material
- Contact with power lines, fuel
- Contact with compressed gas lines, utility lines
- Any type of incident or accident involving the general public
- Any accidental damage to fire main/hydrants

First Aid

A First Aid kit will be located at the SAFETY BOARD. Ensure that a certified First Aid attendant is present at all times. The supervisor will organize the Emergency First Aid Action Plan for multiple injury situations.

Medical Aid

Injuries classified as Medical Aid, or injuries requiring immediate medical attention can be treated at the hospital, and must be reported to the supervisor.

Ambulance

Upon determination that an ambulance is required, the person of authority at the scene shall:

1. Designate an individual to telephone for an ambulance by calling _____ stating:

    a) We have a industrial related accident.
    b) We are located at _____.
    c) Phone number is _____ (cellular number if not at office)

2. Instruct the person contacting the ambulance services to:

    a) State whether first aid is attending, en route or not available
    b) Provide a description of the accident
    c) Report back that an ambulance has been called.

3. Designated an individual to meet the ambulance at the Gate and escort the ambulance to the scene of the accident.

Emergency Assistance

In the event of an emergency, the following procedure shall be followed:

- Workers shall immediately notify a supervisor
- All work is to be stopped
- Immediately call for First Aid
- Obtain access to a radio or telephone and call related emergency response

- Have someone go the access point and await the arrival of emergency response personnel and direct them to the appropriate area.

- Direct the emergency vehicle crew to the scene

Emergency Evacuation

In the event an emergency evacuation is required, personnel will be informed by word of mouth or air horn and the following procedure shall be followed:

- All work is to be stopped

- All loads are to be lowered, if possible

- Equipment and energy sources are to be shut down

- All employees are to leave the area immediately by the most direct escape route

- Leadership of the Emergency Response

- The location of hazardous materials is to be identified by supervisors

- Security measures are to be established in the area as necessary to keep non-essential people well back

- The supervisor or his designate and local authorities will coordinate search and rescue operations

- Work is to be resumed only under the direction of the supervisor

TYPES OF EMERGENCIES

Fire
During the first 30 seconds, emergency response procedures should be followed by anyone discovering or anyone being involved in a fire

Supervisors shall respond to the following as applicable:

- The fire is to be evaluated in regards to controlling it.
- Necessary evacuation steps are to be taken
- The supervisory evacuation procedure is to be carried out
- Lights are to be left on, doors closed, and windows closed but not locked
- Employees are to stay as low as possible and try to avoid the smoke (possibly toxic)
- Should clothes catch on fire, the best thing to do is stop, drop, and roll
- Should fire not immediately extinguished **call 911**

Structure or Equipment Failure
Should the situation arise where a structure has collapsed or equipment has been involved in an accident, the following general procedures should be followed:

- The emergency response procedures should be followed
- The area where the incident has occurred shall be secured
- The nearest supervisor is to be notified
- People are to be kept out of the area except for those rendering medical aid
- Area utilities are to be turned off as quickly as possible, provided it is safe to do so
- Attempts to cleanup or repair should not be made until the supervisor has given clearance

Storms
Severe Lightning Storm

- Lakes, sloughs or any open body of water are to be avoided
- Tops of buildings, high lines, vessels or crane operation are to be avoided
- Equipment is to be avoided

Tornado

- Below grade shelter to be found. Staying inside structures is recommended but exterior doors and windows are to be avoided
- Operation of tower crane to be suspended, the hook should be brought up and the trolley brought in, the power disconnected and the crane allowed to weathervane
- Operation of mobile crane to be suspended; the boom should be laid down if time permits or the load line hooked to either the house or the structure at some low point. The equipment should be left and refuge taken in a shelter
- If shelter is not available, employees should proceed to low ground or a ditch and he down, and protect their head

Hazardous Substance Release or Spill

Immediately upon a release or a spill, steps should be taken to implement the following spill plan:

- Report spill to the supervisor or his designate.
- The supervisor will immediately report the spill to the Senior Management, and related agencies.
- The Material Safety Data Sheets (MSDS, Manual) are to be referred to for detailed procedures.
- The area is to be secured.
- If the release is an airborne vapour spill or a large uncontrollable spill of liquid, public evacuation in the immediate vicinity.
- Cleanup procedures should start as soon as possible to prevent further spread of the substance into flowing water or ground water.

Gas Leak

- If a gas leak is detected in the work area try to identify and locate the source using soapy water, approved leak-test solutions, or detection equipment to check for gas leaks
- Shut-off the main source.
- Immediately report gas leak to the supervisor.
- If the leak is uncontrollable, the Supervisor will immediately report the leak to the utility company, fire department, and related agencies. Public evacuation in the immediate vicinity may be necessary.
- Shut off electrical power.
- Isolate other ignition sources. No welding, cutting or **SMOKING** in area
- Secure the area and leave.

Power Failure

- Set all light fixtures, equipment, tools and appliance switches in your area to the OFF position to protect them when the power comes back on, it is not necessary to unplug telephones.
- Remain in your area and await instructions from your supervisor.
- If power failure is due to outside factors and cannot be restored by simply switching the circuit breaker back on, the Supervisor will contact the utility company and notify them of the power failure, as well as to get feedback on when power expected to come back on.

Workplace Violence

Sometimes no matter what we say or do, individuals such as clients or co-workers may create enough of a disturbance to disrupt operations. The situation may have advanced enough that our safety or the safety of others is threatened. It is important to:

- Remain calm.
- Try to calm the individual.
- Avoid all provocation and physical violence.
- Move to an area where assistance can be offered at a moment's notice.
- Ask that your Supervisor to be present for any further discussions.

- If you are unable to continue, calmly end the meeting and ask the individual to leave. If you are at client's premises, leave as quickly and orderly as is possible.

- If you require assistance, including the police, do not hesitate to call. If you believe someone's life is in danger, emphasize this to police.
- Report the situation to the Supervisor. An incident/accident report is necessary.

Crime Prevention

In the event of a crime in progress.

- Workers are to avoid confrontation with criminals, and thieves and try to keep away from area, if possible hide until police arrive.
- In the event of confrontation remain calm, do not provoke the individual, and be cooperative
- If possible try to take notes and description of the individual, vehicle, equipment, etc. in order to assist police in capturing the criminal.

8 SECTION -8-

FORMS

COLUMBIA MASONRY

EMPLOYEE ACCIDENT REPORT

Name: _____ ***SIN:*** _____

Address: _____ ***Phone #:*** _____

_____ ***Position:*** _____

Date of Injury: ***Time of Injury:*** **AM/PM**

Injury Reported to: ***Time:*** **AM/PM** ***Date:***

Name of Witnesses:

Description of Incident (How):

Location of Incident (Where):

Injured Parts of Body:

Conditions Contributing to Incident (Why):

Any previous similar problems/injuries? ☐ Yes ☐ No
If "YES", give details:

Doctor or Medical Facility Attended:

Have you missed time from work as a result of this injury? ☐ Yes ☐ No
If "YES", give details:

I hereby certify that the above information is true and correct

Signature: Date:

COLUMBIA MASONRY

ACCIDENT INVESTIGATION REPORT

<table>
<tr><td colspan="4">ACCIDENT LOCATION</td></tr>
<tr><td>ACCIDENT DATE</td><td>TIME</td><td colspan="2">DATE REPORTED</td></tr>
<tr><td colspan="2">PERSONAL INJURY</td><td colspan="2">PROPERTY DAMAGE</td></tr>
<tr><td>INJURED NAME</td><td>AGE</td><td colspan="2">PROPERTY DAMAGED</td></tr>
<tr><td>OCCUPATION</td><td>DATE EMPLOYED</td><td>ESTIMATED COSTS
$</td><td>ACTUAL COSTS
$</td></tr>
<tr><td>NATURE OF INJURY</td><td>PART OF BODY</td><td colspan="2">NATURE OF DAMGE</td></tr>
<tr><td colspan="2">OBJECT/EQUIPMENT/SUBSTANCE INFLECTING INJURY</td><td colspan="2">OBJECT/EQUIPMENT/SUBSTANCE INFLECTING INJURY</td></tr>
<tr><td colspan="2">PERSON WITH MOST CONTROL OVER OBJECT/EQUIPMENT/SUBSTANCE</td><td colspan="2">PERSON WITH MOST CONTROL OVER OBJECT/EQUIPMENT/SUBSTANCE</td></tr>
<tr><td colspan="4">DESCRIPTION:
DESCRIBE CLEARLY HOW THE ACCIDENT OCCURRED – ATTACH ACCIDENT DIAGRAM FOR ALL MOTOR VEHICLE ACCIDENTS.</td></tr>
<tr><td colspan="4">ANALYSIS
WHAT ACT FAILURES TO ACT, AND/OR CONDITIONS CONTRIBUTED MOST DIRECTLY TO THIS ACCIDENT?</td></tr>
<tr><td colspan="4">PREVENTION
WHAT ACTION HAS OR WILL BE TAKEN TO PREVENT RECURRENCE?</td></tr>
<tr><td colspan="4">INTERVIEW – (Workers Involved & Witnesses)</td></tr>
<tr><td>INVESTIGATED BY</td><td>DATE</td><td>REVIEWED BY</td><td>DATE</td></tr>
</table>

COLUMBIA MASONRY

Supervisor's "Near Miss" Report

PROJECT: DEPARTMENT SHIFT: DATE OF INCIDENT:

OBSERVED BY: JOB CLASSIFICATION: LOCATION OF INCIDENT:

DESCRIPTION – What happened?

ANALYSIS – Why did it happen?

LOSS SEVERITY POTENTIAL MAJOR SERIOUS MINOR

PROBABLE RECURRENCE RATE FREQUENTLY OCCASIONALLY RARELY

PREVENTION – What remedy has been or will be instructed?

SUPERVISOR	DATE	SAFETY PROGRAM ADMINIST.	DATE
GENERAL SUPERVISOR	DATE	SAFETY SUPERVISOR	DATE

COLUMBIA MASONRY

EMPLOYEE ORIENTATION

Newly hired employees, employees returning from extended absences, employees hired on a contract basis, student employees, and supply of labour employees must be thoroughly oriented / instructed by their immediate supervisor before commencing their duties in the:

Worker's Name:	**YES**	**NO**
1. Occupational Health and Safety Act and Regulations		
2. Occupational Health and Safety Policy & Procedures Manual		
3. Worker's Responsibility and core safety roles		
4. Personnel Protective Equipment		
5. Worker's Conduct and Discipline		
6. First Aid Attendant, First Aid, Washroom, and Lunchroom Facilities		
7. Start time, breaks, and finish time		
8. Accident and hazard Reporting Procedures		
9. Emergency Procedures		
10. Safe Work Practices and job specific procedures		
11. Early and Safe return to work program		
12. Introduction to the Health & Safety Representative & his functions		
13. Trade Licenses & Certifications		
14. WHMIS, Fall Protection, Manual Material Handling, Propane, Forklift, and any other required Occupational Health and Safety training and certification		
15. Initial job instructions in the: • performance (how to) of their assigned activities. • operation of new equipment/process (refer to instructions in the manufacturer's operating manual). • Hazards and controls associated with their new job, assigned activities, environment, and equipment/process. • Safe operating procedures associated with their new job, environment, and equipment/process		
REMARKS:		

For the orientation process supervisors are required to use the company's Occupational Health & Safety Policy and Procedures Manual, in addition to other required reference material such as equipment operational manual.

This will certify that I have been given the company orientation briefing on the above noted subjects as indicated by me with an "X", and that I have fully reviewed and understand its contents.

_____ _____

New Worker Signature Supervisor Signature

_____

Date

COLUMBIA MASONRY

Worker's Training Evaluation & Review

As a part of our ongoing commitment to providing and maintaining a safe work environment for our workers, specific requirements have been established to ensure that all workers are familiar and trained in the safe operating procedures of the machines, equipments and tools they use and operate.

The following is a list of machines, equipments, and tools commonly used and operated at COLUMBIA MASONRY, please check mark the machine, equipment, and tool that you have been properly trained on and feel competent to use and operate.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional safety training attended/received:

First Aid	Forklift	_____
Propane Handling	First Aid	_____
WHMIS	OH&S Legislation	_____

Worker's Name: _____ Worker's Signature: _____

Supervisor's Name: _____ Supervisor's Signature: _____

Review Date: _____

COLUMBIA MASONRY

CONTRACTORS SAFETY ORIENTATION

AS PART OF OUR ONGOING COMMITMENT TO PROVIDING AND MAINTAINING A SAFE WORK ENVIRONMENT, SPECIFIC REQUIREMENTS HAVE BEEN ESTABLISHED TO ENSURE THAT ALL CONTRACTORS MEET SPECIFIC CRITERIA FOR WORKING WITHIN THE FACILITY.
THE REQUIREMENTS LISTED BELOW MUST BE PROVIDED TO THE SUPERINTENDENT FOR REVIEW AND ACTION.

PROJECT NAME	*CONTRACTOR*

#	*REQUIRED MATERIAL/DOCUMENTATION*	YES	NO
1.	COPIES OF THE CONTRACTORS OH&S POLICY, AND PROCEDURES		
2.	REGISTRATION OF CONSTRUCTORS AND EMPLOYERS ENGAGED IN CONTRSTRUCTION (FORM 1000)		
3.	WSIB CLEARANCE CERTIFICATE		
4.	SAFETY RELATED RECORDS SUCH AS MSDS, ENGINEERS DRAWINGS, ETC.		
5.	COPIES OF TRAINING RECORDS/CERTIFICATES FOR ALL WORKERS SUCH AS FALL PROTECTION, WHMIS, FORKLIFT, PROPANE, ETC.		
6.	COPIES OF TRADES CERTIFICATES WHERE REQUIRED		
7.	CONTACT NUMBERS FOR OWNERS, SUPERVISORS, AND SAFETY OFFICER		

#	*SPECIFIC GUIDELINES / INFORMATION*	YES	NO
8.	PERSONAL PROTECTIVE EQUIPMENT		
9.	FACILITIES INCLUDING WASHROOMS, FIRST AID STATION, LUNCH AREA, ETC.		
10.	DAYS AND HOURS OF WORK		
11.	EMERGENCY PROCEDURES AND NUMBERS		
12.	ORIENTATION FOR WORKERS		
13.	CONFIRMATION OF THE PROVISION OF ONGOING "TOOL BOX TALKS"		

COMMENTS:

This will certify that I have been given the orientation briefing on the above noted subjects as indicated as indicated with an "X", and that I have fully reviewed and understand its contents.

DATE	**CONTRACTOR**
SUPERVISOR / SAFETY REPRESENTATIVE **NAME:** _____ **SIGNATURE** _____ :	CONTRACTOR REPRESENTATIVE **NAME:** _____ **SIGNATURE** _____ :

COLUMBIA MASONRY

TRADES SAFETY ORIENTATION

AS PART OF OUR ONGOING COMMITMENT TO PROVIDING AND MAINTAINING A SAFE WORK ENVIRONMENT , SPECIFIC REQUIREMENTS HAVE BEEN ESTABLISHED TO ENSURE THAT ALL WORKERS MEET SPECIFIC CRITERIA FOR WORKING AT THE FACILITY.

THE REQUIREMENTS LISTED BELOW MUST BE PROVIDED TO THE SAFETY CONSULTANT FOR REVIEW AND ACTION.

PROJECT NAME	*CONTRACTOR*

#	***REQUIREMENTS***	**YES**	**NO**
1.	GATE AND GENERAL SECURITY		
2.	DAYS AND HOURS OF WORK		
3.	EMERGENCY PROCEDURES AND NUMBERS		
4.	PERSONNEL PROTECTIVE EQUIPMENT (CLOTHING / HARD HATS / SAFETY BOOTS / SAFETY GLASSES)		
5.	SAFE WORK PRACTICES AND WORKER CONDUCT		
6.	FACILITIES INCLUDING WASHROOMS, FIRST AID STATION, AND LUNCHROOM FACILITIES		
7.	PERMITS (TOOLS, ETC.) AND POWER TOOL TRAINING AND USAGE		
8.	USE OF LADDERS, SCAFFOLDS, MAN LIFTS, AND SCISSORS LIFTS		
9.	TRAINING RECORDS / CERTIFICATES FOR FALL PRTOECTION, WHMIS, FORKLIFT, MAN LIFTS, PROPANE, ETC.		
10.	COPIES OF TRADES CERTIFICATES WHERE REQUIRED		

COMMENTS:

This will certify that I have been given the orientation briefing on the above noted subjects as indicated as indicated with an "X", and that I have fully reviewed and understand its contents.

DATE	**CONTRACTOR**
SUPERVISOR / SAFETY REPRESENTATIVE	**WORKER**
NAME: _____	NAME: _____
SIGNATURE: _____	SIGNATURE: _____

COLUMBIA MASONRY

CONTRACTOR SAFETY RULES

COLUMBIA MASONRY contractors are subject to the requirements of the Occupational Health and Safety Act, Regulations for Industrial Establishments, as well as any company policies and procedures. Therefore Contractors are responsible for:

- ensuring that their OH&S Policy and Procedures for the work to be undertaken are filed with COLUMBIA MASONRY before the commencement of any work, and complied with throughout the duration of the assignment;
- reviewing and understanding the contents of COLUMBIA MASONRY OH&S Policy and Procedures manual, educating their workers of such, and insuring compliance.
- adhering to the safe work practices and any other health and safety requirements of COLUMBIA MASONRY
- ensuring that they comply with all relevant OH&S legislation and regulations.
- the immediate provision of information regarding accident, incident or dangerous occurrence they become aware of while on COLUMBIA MASONRY premises.
- performing all work activities in accordance with COLUMBIA MASONRY OH&S Policy and Procedures, provincial and federal OH&S legislation and standards, and agreed to by COLUMBIA MASONRY
- ensuring there workers provided with and using all personal protective equipment or devices that are required by the Occupational Health and Safety Act and Regulations, and by COLUMBIA MASONRY OH&S Policy and Procedures.
- providing safe tools, equipment, training and OH&S Policy and Procedures for there employees.
- implementing OH&S Policy and Procedures that ensure the safety of their employees, COLUMBIA MASONRY employees, visitors, and other contractors, and
- providing a clearance certificate from the Workplace Safety and Insurance Board demonstrating that their workers are properly covered in case of accidental injury or occupational illness, and insuring that they have adequate liability insurance.

NON-COMPLIANCE WITH COLUMBIA MASONRY SAFETY POLICY AND PROCEDURES MAY RESULT IN THE TERMINATION OF CONTRACT.

I have read & understand the requirements of the Contractor rules, and agree to carry out our work in accordance with its standards set as a condition of my Subcontract Agreement.

Company: _____ Signature: _____

Date: _____ Print Name: _____

COLUMBIA MASONRY

HEALTH AND SAFETY REPRESENTATIVE RECCOMENDATION FORM

_____
(Project Name)

DATE: _____ NO: _____

SUBJECT: _____

TO: _____
Employer Designate

It is the function of the Health & Safety Representative to make the following recommendation(s) to the employer. The employer's designate who receives written recommendations from the Representative shall respond in writing to the Representative within 21 days. The employer designate will forward all replies to the Health & Safety Representative.

RECOMMENDATION:

_____

_____

_____

_____

REASONS(S) FOR RECOMMENDATION(S):

_____

_____

_____

_____

_____

_____ _____
Health & Safety Representative Name Health & Safety Representative Signature

COLUMBIA MASONRY

JOINT HEALTH AND SAFETY COMMITTEE RECCOMENDATION FORM

_____
(Project Name)

DATE: _____ NO: _____

SUBJECT: _____

TO: _____
Employer Designate

Under Section 9 (18(c)) of the Ontario Occupational Health & Safety Act, it is the function of the Health & Safety Committee to make the following recommendation(s) to the employer. The employer's designate who receives written recommendations from the Committee shall respond in writing to the Committee within 21 days. The employer designate will forward all replies to the Health & Safety Co-Chairs listed below.

WE RECOMMEND:

_____

_____

_____

_____

REASONS(S) FOR RECOMMENDATION(S):

_____

_____

_____

_____

JOINT HEALTH & SAFETY COMMITTEE CO-CHAIRS:

1. _____

2. _____

COLUMBIA MASONRY

MODIFIED WORK OFFER

Dear, _____
(Worker's name)

In keeping with our Modified Work Policy, suitable employment shall be offered to any employee unable to perform their regular duties. We are offering the following modified work placement.

The modified position is: _____

The duties that you will be required to perform are as follows:

_____

_____

_____

_____

_____

_____

The hours of work will be from _____ to _____, and from _____ to _____.

Your rate of pay will be $_____.

The length of this modified work program will be from _____ to _____, We will continually review your progress and adjust the length of this placement as required, based on your relevant medical information.

During this period of modified work you will be supervised by _____.

If you have any concerns or difficulties please notify your supervisor. Your supervisor will also ensure that you are only performing the duties as outlined above.

Your case coordinator will be _____. We request that you meet with your coordinator periodically to review your progress.

_____ Offer Accepted **_____ Offer Declined**

_____	_____	_____
Employee signature	Date	Employee's name (print)
_____	_____	_____
Supervisor's signature	Date	Supervisor's name (print)

TO: THE ATTENDING PHYSICIAN / SPECIALIST

At COLUMBIA MASONRY we have in place an early and safe return to work program to assist our trained and valued employees in returning to work as soon as possible.

This program will be more effective, if you could please provide a detailed description of the level of fitness or physical capabilities such as lifting, weights, standing, sitting, bending etc. when completing the Functional Abilities Form for Timely Return to Work OR the Authorization to Return to Work form.

This can help us determine if the employee is fit enough to perform the essential duties of the pre-injury job or identify a more physically suitable job for the employee.

Thank you for your help.

AUTHORIZATION TO RETURN TO WORK

Please check:

1. _____ is fit enough to perform the essential duties of the pre-injury job.
   Worker's Name

2. _____ may return to light duties with the following physical restrictions:
   Worker's Name

Completed By _____

Signature _____

Date _____

COLUMBIA MASONRY

Safety Infraction Notice – Contractor

Contractor's Name:	Date:
Contractor's Supervisor / Worker:	Time:
Project Name:	Project No.:

INFRACTION: - Be advised that your firm or employees of your firm are in violation of the Workplace Safety and Insurance Act and/or Occupational Health and Safety Act and Regulations and/or the Safety Policy and Procedures of **COLUMBIA MASONRY** as noted below:

_____

_____

_____

Names of Violating Employees:

_____

_____

_____

Corrective Action Required:

_____

_____

_____

_____

Compliance Date: **Time:**

NON-COMPLIANCE WITH *COLUMBIA MASONRY* COMPANY SAFETY POLICY AND PROCEDURES MAY RESULT IN THE DISMISSAL OF INDIVIDUALS AND/OR TERMINATION OF YOUR CONTRACT

Issued by: Signature:

Copies to:
1. Violating Contractor Head Office & on Supervisor.
2. COLUMBIA MASONRY Supervisor & Safety Coordinator.

COLUMBIA MASONRY

Safety Infraction Notice – Worker

To Violator (Employee Name): _____ Date: _____

Violation:

_____
_____
_____
_____
_____
_____

Safety Rules and Regulations are there for the health and welfare of the Worker. In addition to being Company policy, many of these rules and regulations are legislated requirement.

This is a written warning and a request that you abide by the Safety Rules and Regulations or remove yourself from this premise until such time as you are prepared to abide by the Safety Rules and Regulations.

Failure to comply or further violations may result in termination of your employment.

Prior warnings (if applicable)

_____
_____
_____

Return to work date (if applicable) _____

Worker's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Manager's Signature _____ Date _____

Distribution list:
Worker's File
Supervisor
Manager
Safety Coordinator

COLUMBIA MASONRY

SAFETY MEETING MINUTES

Date	*Time*	*Place:*

Workers Attending	

Topic(s), Suggestion(s), Actions to be taken, and other issues discussed

Supervisor's Name	*Supervisor's Signature*

COLUMBIA MASONRY

HAZARD REPORTING FORM

Items Requiring Correction (List Hazard Observed & Location)	Hazard Class	Repeat Item		Recommended Corrective Action	Follow-Up By		Corrective Action Taken	Completed Date	Authorized Signature
		Yes	No		Whom	When			

Class A Hazard (Major): **A condition or practice likely to cause permanent disability, loss of life or body part, and/or extensive loss of structure, equipment or material. For example, an unguarded saw.**

Class B (*Moderate*): **A condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive. For example, spilled oil on the main aisle.**

Class C Hazard (Minor): **A condition or practice likely to cause minor, non-disabling injury or illness, or non-disruptive property damage. For example, handling solvents without using proper protective gloves.**

Hazard reported by: _____ *Employee's Name* _____ *Employee's Signature* _____ *Date*

Hazard reported to: _____ *Supervisor's Name* _____ *Supervisor's Signature* _____ *Date*

Hazard report to: _____ *Health & Safety Representative's Name* _____ *Health & Safety Representative's Signature* _____ *Date*

COLUMBIA MASONRY

EQUIPMENT DEFECT REPORTING FORM

Workers / Operators may detect a defect or a problem with the equipment and machinery while operating of such, or during Pre-Operational Safety Check.

Defects, when found, shall immediately report the supervisor and corrected.

Equipment	Defects Requiring Correction	Repeat Item		Recommended Corrective Action	Follow-Up By		Corrective Action Taken	Completed Date	Authorized Signature
		Yes	No		Whom	When			

Defects reported by: _____ _____ _____

Employee's Name *Employee's Signature* *Date*

Defects reported to: _____ _____ _____

Supervisor's Name *Supervisor's Signature* *Date*

COLUMBIA MASONRY

Fire Extinguisher Inspection Schedule

Fire extinguishers must be inspected at least once a month, and more often where needed. Inspections are visual to determine that:

1. The extinguisher is well supported and hangers are fastened solidly.
2. It is accessible: Can be easily reached – Location signs are clear – Class markings are clear – Operating instructions are clear.
3. It is in working conditions: Discharge opening is clear – Is fully charged – Has not been tampered with – Is not damaged.
4. The ring pin is in place.
5. The seal is intact.

SERIAL NUMBER	TYPE	LOCATION	INSPECTION DATE	DESCRIPTION OF MAINTENANCE	DATE OF NEXT INSPECTION	DATE OF ANNUAL SERVICING	INSPECTOR'S COMMENTS	INSPECTOR'S SIGNATURE

Note: For record keeping, in addition to the Fire Extinguisher Inspection Schedule attach a durable tag to each extinguisher that shows:

1. Dates of monthly inspection, recharging, and servicing;
2. Name of servicing agency;
3. Signature of person who performed the service.

COLUMBIA MASONRY –Safety Evaluation

Premise:	Supervisor's Name & Signature
Location:	Inspectors Name & Signature
Date:	Safety Representative's Name & Signature

	S	N/S	N/A
1. Safety Administration			
(a) OH&S Act Posted			
(b) W.S.I.B. -- Form 82 Poster Displayed			
(c) Safety Policy & Procedure Manual			
(d) Employee Orientation Forms on File			
(e) Orientation Sticker/Badge issued			
(f) Notice of Project Displayed			
2. Worker Training			
(a) Safety Orientation			
(b) WHMIS Training (proof)			
(c) Personal Protective Equipment			
3. Emergency/First Aid			
(a) Closest Medical Centre (map on wall)			
(b) Emergency Numbers Posted			
(c) Emergency Evacuation Plan			
(d) Certified First Aid Person Identified			
(e) First Aid Kits Adequate & Stocked			
4. Personal Protective Equipment			
(a) Head Protection			
(b) Foot Protection			
(c) Eye Protection (sideshields)			
(d) Fall Protection			
(e) Hearing Protection			
(f) Respiratory Protection			
5. Access			
(a) Level Firm Ground			
(b) Walkways Unobstructed			
(c) Ramps/Stairs in Good Condition			
(d) Emergency Accessibility			
6. Fire Protections			
(a) Fire Extinguisher Location Drawing			
(b) Fully charged & Inspected Monthly			
(c) Proper Class Extinguisher Used			
(d) Building Stand Pipes/Hydrants Clear			
(e) Fire Hose/Sprinkler Functional			

	S	N/S	N/A
7. Extension /Power Cords			
(a) Cords in Good Condition			
(b) Not Obstruction Walkways/Paths			
8. Compressed Gas Cylinders			
(a) Properly Stored/Compatibility			
(b) Adequate Secured When in Use			
(c) Properly Moved and Lifted			
(d) Valve Caps in Place When not in use			
9. Ladders			
(a) Properly set-up & secured (tied-off)			
(b) Proper Size & Type			
(c) Inspected for Defects			
(d) Being Used on a Firm Base			
10. Scaffolds			
(a) Complete with Handrails & kickplates			
(b) Fully Decked with Proper Materials			
(c) Adequately secured (3 – 1 rule)			
(d) Capable of Withstanding Load Applied			
(e) Current Inspection Tag Visible			
11. Cutting/Burning/Grinding			
(a) Fire Extinguisher at Work			
(b) Flame Arrestors at Torch or Gage End			
(c) Face Shields Being Used			
(d) Spark Protection/Control in Place			
(e) Proper Hot-Work Permit Obtained			
12. Welding			
(a) Fire Extinguisher at Work			
(b) Properly Secured Ground Cables			
(c) Adequate Ventilation Available			
(d) Flash Screens Being Used			
(e) Fire Blankets in Use			
13. Hygiene			
(a) Cleanliness of Facilities			
(b) Adequate Amount of Facilities Available			

COLUMBIA MASONRY –Safety Evaluation

	S	N/S	N/A
14. WHMIS Standards			
(a) MSDS's available for all Products			
(b) WHMIS Labels on Containers			
(c) Employees Trained in Safe Handling			
15. Hand Power Tools			
(a) Guards Are in Place and Functioning			
(b) Cords in Good Condition			
16. Housekeeping			
(a) General Appearance			
(b) Material Stored Neatly			
(c) Work Areas Cleaned at End of Shift			
17. Cranes/Hoisting/Rigging			
(a) All Lifting Equipment Test Yearly			
(b) Qualified Crane Operator(s)			
(c) Load Charts on Crane/Hoist			
(d) Daily Log Book Up-To-Date			
(e) Tag Lines Used on All Lifts			
(f) Competent Signal Person Used			
(g) Safety Clips in Place			
(h) Rigging Equipment in Good Condition			
18. Trenches			
(a) Proper Shoring/Sloping			
(b) Adequate Access/Egress			
(c) Materials Stored AT a Safe Distance			
19. Confined Space Entry			
(a) Employees Trained Prior to Entry			
(b) All Testing Done Prior to Entry			
(c) Emergency Plan in Place			
(d) Safety Harness with Lifelines Worn			
(e) Standby Attendant			
(f) Proper Permit Obtained/Completed			
(g) All Sources of Energy Locked Out			
20. Elevated Work Platforms			
(a) Daily Inspections Are Done			
(b) Workers Are Trained Prior to Use			
(c) Safety Harnesses Are Worn			
(d) Proof of Annual Inspection			

	S	N/S	N/A
21. Forklifts			
(a) Inspected Prior to Use			
(b) Workers are Trained Prior to Use			
(c) Forks/Chain in Good Condition			
(d) Proof of Annual Inspection (Mechanic)			
22. Propane			
(a) Workers Who Handle, Transport and Hook-Up Propane Torches, Heaters up To 500,000 BTU's and Propane Vehicles, Have Been Properly Trained			
(b) Propane Cylinders stored upright & secured			
(c) Fire Extinguishers available in area when Using Heaters			
23. Other			
(a)			
(b)			
(c)			
(d)			
(e)			
(f) No. of Workers			
(g) Number of Trades			
(h) Number of Trades			

Hazards Identified

All inspection items noted as unsatisfactory are to be documented on page 3 to ensure they are rectified, and to be discussed in the next safety meeting.

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Not Satisfactory items and/or Unsafe Observations	Corrective Action
Additional Comments	