

Health and Safety

Policies & Procedures Manual



Mailing Address: PO Box 98006, Courtice RPO, Courtice, ON L1E 3G6
Street Address: 1697 Highway #2, Courtice, ON L1E 2R5
PH#(905) 432-1279 FX#(905) 432-1579

TABLE OF CONTENTS

SECTION 1 SAFETY PROGRAM INTRODUCTION.....	3
LEGISLATED REQUIREMENTS	4
AIM OF THE SAFETY PROGRAM.....	5
COMMUNICATION	5
REVIEW PROCEDURE.....	5
SECTION 2 POLICY STATEMENTS	6
HEALTH AND SAFETY.....	7
SECTION 3 PROGRAM ADMINISTRATION AND RESPONSIBILITIES	8
GENERAL ADMINISTRATIVE PROCEDURE	9
SUPERVISORS.....	10
EMPLOYEES	10
SUB-CONTRACTORS	10
AUTHORITY-ACCOUNTABILITY-ENFORCEMENT	11
CORE SAFETY RULES.....	12
SECTION 4 JOINT HEALTH AND SAFETY COMMITTEE.....	14
PROCEDURAL GUIDELINES	15
INTRODUCTION	15
FUNCTIONS	16
MEETING AGENDA.....	17
MINUTES OF MEETINGS	17
DESCRIPTION OF MINUTES.....	18
QUORUM.....	18
HEALTH AND SAFETY COMMITTEE MEMBER COMPENSATION	18
CONFIDENTIALITY.....	19
GENERAL	19
TRAINING	19
INSPECTIONS.....	19
GUIDELINES FOR HEALTH AND SAFETY COMMITTEE INSPECTIONS.....	20
RECOMMENDATION FORM.....	22
SECTION 5 SAFETY PROCEDURES.....	23
REPORTING OF A HEALTH AND SAFETY ISSUE IN THE WORKPLACE.....	24
FIRST AID.....	24
ACCIDENT REPORTING	24
EMPLOYEES REQUIREMENT FOR REPORTING AND TREATMENT	24
EMPLOYERS RESPONSIBILITIES	25
REPORTING PROCEDURES BY THE WSIB AND THE MOL	25
FIRST AID CASES	25
HEALTH CARE CASES	26
LOST TIME CASES	27
FATALITIES AND CRITICAL INJURIES	28
SUMMARY OF LEGISLATED ACCIDENT REPORTING REQUIREMENT.....	30
NEAR MISS REPORTING	31
ACCIDENT INVESTIGATION	32
PROJECT INSPECTIONS	35
POWER TOOLS-EXPLOSIVE	37
SUSPENDED ACCESS EQUIPMENT.....	38
USE OF LADDERS.....	43

SCAFFOLDS	44
RAMPS AND TEMPORARY STAIRS	47
LOCKOUT/TAGOUT.....	49
INSTALLATION OF FLAT ROOF DECKING	54
HOUSEKEEPING.....	56
PLATFORMS	57
GAS CYLINDERS	57
PROPANE HANDLING AND TEMPORARY HEAT.....	57
FLAMMABLE MATERIALS	58
MACHINE OPERATIONS	59
ELEVATED WORK/AERIAL PLATFORMS	59
CRANES, HOISTING AND RIGGING.....	62
FALL PROTECTION	63
WELDING AND CUTTING.....	64
SECTION 6 SAFETY PRACTICES	69
FIRE SAFETY	70
PERSONAL PROTECTIVE EQUIPMENT	70
SUB-CONTRACTOR SAFETY PRACTICES	71
VISITOR SAFETY.....	73
SECTION 7 EMERGENCY PREPAREDNESS	74
RESPONSIBILITIES	75
TYPES OF EMERGENCIES	76
SECTION 8 APPENDICES.....	77
APPENDIX A: EMPLOYEE INCIDENT REPORT	79
APPENDIX B: ACCIDENT INVESTIGATION REPORT	81
APPENDIX C: SUPERVISOR’S “NEAR MISS” REPORT	83
APPENDIX D: NEW EMPLOYEE ORIENTATION	85

SECTION -1-
SAFETY PROGRAM INTRODUCTION

SAFETY PROGRAM INTRODUCTION

The Provincial Occupational Health and Safety Acts are designed to protect the safety and health of employees 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 GAY COMPANY LIMITED, and is intended to provide employees, sub-contractors, and supervisory staff with appropriate guidance in the resolution of Occupational Health and Safety issues.

As stated in the GAY COMPANY LIMITED Safety Policy and Administrative Procedure, the company has conscientiously accepted its responsibility for the provision of a safe and healthy working environment.

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

All staff are required to play an active role in order to maintain a safe and healthy environment for all employees.

LEGISLATED REQUIREMENTS

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

- The provincial Occupation Health and Safety Act;
- The Workplace Safety and Insurance Board Acts and Regulations regarding First Aid Requirements; and
- The provincial Fire Codes

AIM OF THE SAFETY PROGRAM

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

- Increase safety awareness throughout the Company
- The Company's compliance with all legislated safety requirements
- 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 cyclical program for safety audits of company projects

COMMUNICATION

The primary objectives of all safety communication is:

- 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

While posters, slogans, contests 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 regular opportunities for face-to-face safety communication.

REVIEW PROCEDURE – (COMPANY SAFETY PROGRAM)

Prior to the established review dates for the company's safety policies and procedures management shall review the company's safety program and update as required.

SECTION -2-
POLICY REQUIREMENTS

TELEPHONE:
(905) 432-1279



FACSIMILIE:
(905) 432 1579

Mailing Address: PO Box 98006, Courtice RPO, Courtice, ON L1E 3G6
Street Address: 1697 Highway #2, Courtice, ON L1E 2R5

HEALTH, SAFETY & ENVIRONMENTAL POLICY
--

GAY COMPANY LIMITED is committed to a strong Health and Safety program that protects its employees, subcontractors, clients and the public from injury or property damage caused by accidents and/or incidents.

GAY COMPANY LIMITED is committed to continuous improvement to health and safety in the workplace, through the participation of all employees. In fulfilling this commitment:

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

GAY COMPANY LIMITED believes that all accidents are preventable. Active participation at all levels will ensure **ZERO ACCIDENT** can be achieved.

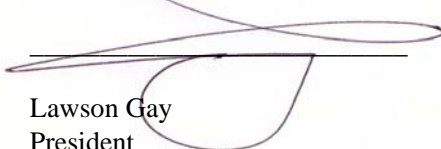
GAY COMPANY LIMITED Employees and Subcontractors are responsible for fully complying with all Health and Safety Standards and Regulations, and for co-operating with management in the continuous improvement of this program.

GAY COMPANY LIMITED is committed to protecting the environment in all aspects of our operations.

GAY COMPANY LIMITED management, employees and subcontractors are collectively responsible to ensure compliance with Local, Government, Occupational Health and Safety and Environmental Regulations.

Gay Company Limited Health, Safety, and Environmental Policy is adopted on October 2, 2007.

Dated this 2nd day of October 2007


Lawson Gay
President

SECTION -3-
PROGRAM ADMINISTRATION & RESPONSIBILITIES

GENERAL ADMINISTRATIVE PROCEDURE

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 equipment, personal protective supplies and the safe maintenance of the various projects.

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 and 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 encouraged 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.

Management must make clear to each supervisor that:

- Preventing accidents and unsafe employee exposures and maintaining employee safety awareness are basic and essential to success on the supervisory job.
- The individual safety results of supervisors have clear safety accountability and will be specifically noted in such individual's Management Performance Review.

This group will provide:

- Assistance in the resolution of health and safety concerns of the Joint Health and Safety Committee and employees;
- Assistance to management in the development of occupational health and safety-related training programs, safe work practices and other safety issues;
- Liaison with safety-related governmental bodies and agencies;
- Guidance to management and supervisory staff in respect to the interpretation and enforcement of safety-related policies and procedures

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;
- Take all precautions reasonable in the circumstances, to ensure the safety of their staff;
- Respond promptly to all occupational health and safety concerns and recommendations raised by their staff;
- Ensure that employees within their jurisdiction observe legislated occupational health and safety regulations and Company safety requirements

Further information on the legal responsibilities of “SUPERVISORS” may be found in the OCCUPATIONAL HEALTH AND SAFETY ACT.

EMPLOYEES

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 this program.

Further information on the legal responsibilities of “WORKERS” may be found in the OCCUPATIONAL HEALTH AND SAFETY ACT.

SUB-CONTRACTORS

Any Sub-Contractors, consultant or constructor retained by the Company shall be required to work within the guidelines of the GAY COMPANY LIMITED Safety Policy, and will be responsible for:

- The maintenance of a safe work area;
- Compliance with the Occupational Health and Safety Act and applicable regulations;
- Provision and maintenance of any necessary protective equipment or devices that are required by the Company

It is the responsibility of the sub-contractors to ensure that the above responsibilities are adhered to.

AUTHORITY – ACCOUNTABILITY – ENFORCEMENT

The **authority** vested in an employee is always directly proportional to the level of responsibility accorded 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 people. Enforcing safety rules and practices is of equal order of importance as requiring the proper quantity of quality work from each employee.

ENFORCEMENT

When we speak of enforcement, we are addressing non-compliance. Core safety rule 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.

CORE SAFETY RULES

The Occupational Health & Safety Act and the appropriate Regulations (usually the construction or industrial regulations) forms the basis and minimum standards for our Company. A Copy of this legislation is available on all jobs and you are encouraged to make yourself familiar with the provisions of the Act and the Regulations. If you are unsure of a Procedure of 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/Foreperson.
2. Every person will be held accountable for his or her own actions.
3. All accidents must be reported immediately to your Supervisor/Foreperson and prior to leaving the workplace.
4. All workers must have a recognized certificate indicating that they are trained in WHMIS.
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 H&S Manual and acknowledge receipt of this Manual prior to starting employment.
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 project.

13. No person shall remove, tamper with nor misuse medical, rescue or firefighting equipment.
14. No person shall remove or make ineffective any guard or protecting devise 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 or jewelry, 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 shorts or headgear.
20. No person shall be exposed to a hazard of falling more than 10 feet without wearing a safety belt or harness and lifeline.
21. Smoking shall be in designated "smoking areas" only.
22. No person shall be exposed to the hazards of bodily injury without wearing the required personal protective equipment (PPE) and the PPE shall be maintained in good condition.

SECTION -4-
JOINT HEALTH AND SAFETY COMMITTEE

Preventing accidents and incidence of work-related illness can be accomplished best through the involvement of all levels of the Company in a joint occupational health and safety effort. One vehicle for expanding involvement is the Joint Health and Safety Committee.

In compliance with the Occupational Health and Safety Act, the Company and its employees have jointly agreed upon the establishment of the Joint Health and Safety Committee, comprised of representatives from both labour and management.

The following procedural guidelines are provided to ensure the effective and consistent functioning of the Joint Health and Safety Committee at GAY COMPANY LIMITED.

PROCEDURAL GUIDELINES

Introduction:

1. The **Occupational Health and Safety Act** requires the establishment of a Joint Health and Safety Committee when twenty or more workers are regularly employed at a work place or where designated substances regulations apply.
2. Notwithstanding the above, the Minister of Labour, by order in writing can require an employer to establish one or more joint health and safety committees.
3. It is our firm belief that through joint education programs, joint investigations of problems and joint resolution of these problems, the workplace will be made safe and healthy for all employees.
4. The parties acknowledge that the proper functioning of the Joint Health and Safety Committee can only be carried out where the representatives of the company and of the employees are committed to these responsibilities.
5. The parties (labour and management) hereto adopt these guidelines in good faith and agree to promote and assist the Joint Health and Safety Committee wherever and whenever possible.

Structure:

The Joint Health and Safety Committee shall be composed of:

- * At least four (4) members. The committee shall have an equal number of management members and worker members;
 - a) Two (2) workers, who do not exercise managerial functions
 - b) An equal number of members from management as selected by the President or designate
 - c) Each member shall have an alternate member, who will be selected in the same fashion as a committee member; and
 - d) An alternate member assumes the full membership rights and responsibilities of the Committee member only when the member is absent.

- * It is recommended by the Ministry of Labour, that members be selected by giving consideration to their knowledge, duties and responsibilities as they relate to work procedures and health and safety.
- * There shall be two (2) co-chairpersons, one (1) from the management and one (1) from the worker members, appointed by the Committee for a definite period (1 year), who shall alternate the chair at meetings
- * The co-chairpersons may, with the consent and approval of their counterpart, invite a person(s) to attend the meeting to provide additional information and comment, but such person shall not participate in the regular business of the meeting
- * Staff of the company will serve the Committee in an advisory capacity by providing information and/or advice of technical, procedural and/or historical nature on matters pertaining to health and safety. The information or advice offered to this Committee must be not-partisan and intended to benefit the health and safety of all employees
- * The Safety Program Co-ordinator shall keep posted in a conspicuous place at the workplace the names, titles and work locations of the Joint Health and Safety Committee members
- * A Ministry of Labour's Occupational Health and Safety Inspector may attend Committee meetings. Copies of minutes of previous meetings and/or written correspondence will be supplied to the Inspector upon request

Functions:

- * The Joint Health and Safety Committee shall concern itself with health and safety issues related to the work carried out by the Company

The functions of the Joint Health and Safety Committee shall be:

- * To provide education and training programs to ensure that all employees are knowledgeable of their rights, restrictions, responsibilities and duties under the Occupational Health and Safety Act;
- * To recommend, in writing, to the Company, a resolution of all matters pertaining to health and safety in the workplace that have been referred to it by any member;
- * To deal with any matter related to health and safety. Examples are:
 - Co-ordinating the workplace inspections;
 - Ensuring that specialized knowledge areas are monitored by knowledgeable personnel;
 - Reviewing the workplace inspection items that are incomplete;
 - Reviewing accident reports;
 - Reviewing Ministry of Labour inspection reports
- * To act in accordance with the regulations of the Occupational Health and Safety Act.

- * To forward all recommendations, in writing on the appropriate form to the Safety Program Co-ordinator
- * To designate a worker representative to investigate health and safety concerns, refusals to work, critical injuries and accidents involving lost time away from the workplace
- * To designate a worker member of the Committee to inspect the physical condition of the workplace at least once a month

Meeting Agenda:

The Joint Health and Safety Committee shall meet at least once every three months or more frequently as determined by the committee, and shall maintain and keep minutes of their proceedings.

- * Co-chairpersons will jointly prepare an agenda and forward a copy to the secretary two (2) weeks before the meeting. The secretary will provide the agenda to the members one (1) week in advance of the meeting. Committee members will address co-chairperson to identify items for inclusion in forthcoming meetings or be allowed to address urgent items at current meetings
- * If the above event cannot be achieved, then the agenda shall be approved at the beginning of the meeting
- * The Committee may accept any item as proper for discussion and resolution pertaining to health and safety. All items raised from the agenda will be dealt with on the basis of consensus rather than by voting. Formal motions will not be used
- * All items that are resolved will be reported in the minutes and unresolved items will be referred to the agenda for further discussion and consideration at the next meeting or a special meeting may be called to address the issue. At the call of a Co-chairperson and emergency meetings may be called

Minutes of Meetings:

- * The Company shall provide a secretary for the meeting to take minutes and be responsible to have the draft minutes and recommendations typed and circulated to the Committee members
- * All minutes of formal Joint Health and Safety Committee meetings shall be approved by the Co-chairs and Committee.
- * The Safety Program Co-ordinator and each committee member shall maintain copies of all minutes of Committee meetings, formal Committee reports and correspondence. These documents shall be returned by retiring members to the appropriate Co-chairperson

- * Copies of all Committee minutes, reports and formal correspondence shall be distributed to the:
 - President of the Company
 - Supervisor
 - Joint Health and Safety Committee members
 - Any employee upon request

Description of Minutes:

- * Minutes are intended to record briefly and clearly the health and safety items dealt with by the Joint Health and Safety Committee. It is designed to provide information on the Committee activities
- * The first page will include the name, affiliation and location of the members present, members absent, advisory members, those on the distribution list as outlined and recording secretary
- * Items will be listed in bold lettering and include essential particulars of discussions. The items will be identified by number. Persons responsible for an action and the date of resolution will be indicated directly below the item
- * Other business discussed by the Committee will also be recorded. For example, accidental statistical reports, Ministry of Labour reports and workplace inspections

Quorum:

The quorum of holding Committee meetings and conducting business will be the full committee unless otherwise mutually agreed upon by both parties at the time of the meeting.

If a Co-Chairperson is absent, the other Co-Chairperson will chair the meeting.

Health and Safety Committee Member Compensation:

A member of the Joint Health and Safety Committee shall be entitled to time from work without loss of pay;

- * One hour or such longer period of time as the Committee determines is necessary to prepare for each Committee meeting;
- * To attend meetings of the committee; and
- * To carry out the member's duties as required by the Occupational Health and Safety Act. A Committee member shall be deemed to be at work during these times and shall be paid at the member's *regular premium rate as may be proper*. A Committee member shall be deemed at work while becoming certified as required by the Agency and shall be paid for those times at the member's regular or premium rate as may be proper. However, if the Agency pays a worker for this time the Company will only supplement this stipend to the member's regular or premium rate as appropriate.

Confidentiality:

Except as required by law, no committee member shall disclose or communicate any information, report or result of any examination or personal data of any person acquired through serving as a committee member.

General:

Committee members will thoroughly investigate all health and safety concerns that come to their attention; to get all the facts and will exchange these facts when searching for a resolution to the problem. All problem resolutions will be reported in the minutes.

A Ministry of Labour official, the Safety Program Co-ordinator, management representative, or a staff representative of the associated labour organization may attend as a non-voting observer and have voice only on matters pertaining to his/her appearance at the meeting.

All employees will be encouraged to discuss their problems with their supervisor (as outlined in O.H.S.A paragraph 17(1) (c) before bringing it to the attention of the Joint Health and Safety Committee members, who shall investigate the complaint in the accompaniment of a management representative.

Sec 17(1) – “A worker shall:

c) report to his employer or supervisor the absence of or defect in any equipment or protective device of which he is aware and which may endanger himself or another worker;

d) report to his employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he knows...”

Further information on the legal authority and responsibilities of “JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEES” may be found in the ONTARIO OCCUPATIONAL HEALTH AND SAFETY ACT.

TRAINING:

The Safety Program Co-ordinator, in co-operation with the Co-chairs of the Joint Health and Safety Committee will develop a training program for members of the Committee.

INSPECTIONS:

The Occupational Health and Safety Act gives the workplace Joint Health and Safety Committee the right to inspect the workplace.

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

Guidelines for 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 identify 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 workplace 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 Co-ordinator for each inspection

Inspection Procedures

- * The co-ordinator will contact the members of the inspection team to arrange a date to conduct the inspection
- * The co-ordinator 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
- * Conduct inspection taking into consideration items which are of concern to the staff at the location
- * List safety hazards on the inspection report form

- * After the inspection is complete, review the report with the Manager/Supervisor
- * The co-ordinator will send a copy of the inspection report form to the Supervisor
- * The co-ordinator to communicate with the Supervisor regarding follow-up of inspection items
- * The co-ordinator to communicate directly to the Joint Health and Safety Committee regarding outstanding follow-up concerns

RECOMMENDATION FORM

GAY COMPANY LIMITED

JOINT HEALTH AND SAFETY COMMITTEE RECOMMENDATION

DATE: _____

NO.: _____

SUBJECT: _____

TO: _____

Employer Designate

Under Section 9 (18(c)) of the Ontario Occupational Health and 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:

REASON(S) FOR RECOMMENDATION(S):

JOINT HEALTH AND SAFETY COMMITTEE CO-CHAIRS:

1. _____

2. _____

SECTION -5-
SAFETY PROCEDURES

REPORTING OF A HEALTH & SAFETY ISSUE IN THE WORKPLACE

Immediately report the problem to the Project Superintendent/Supervisor of that project in which the safety concern is found.

The Project Superintendent/Supervisor will attempt to correct the problem situation either personally or by requesting assistance (i.e. Engineering, Consultants, etc.) The Project Superintendent/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 problem is not resolved to the satisfaction of the employee who laid the original complaint, the problem will be reported to the Ministry of Labour. The employee or the employer may submit this report.

FIRST AID

Provincial First Aid Regulations, made under the Workplace Safety & Insurance Act, identifies the requirements for employers to provide specific first aid supplies and ensure that adequate staffs are trained in the application of first aid.

First aid kits of the proper type size are to be maintained at each project. A list of trained first-aiders is to be posted on the health and safety bulletin board.

When employers require first aid treatment, they should notify their Project Superintendent/Supervisor to obtain the first-aid.

All injuries, no matter how insignificant, must be reported to their immediate supervisor and an accident report completed.

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 services of a qualified first-aid who will arrange for the worker to receive first aid treatment or to be taken to a health care facility off site.

The injury or illness must be recorded and reported, as required by law. This necessitates the full co-operation of workers, first-aiders and supervisor staff in ensuring that the company's WSIB co-ordinator 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 site so that it poses no further threat to employees; and
- Cordon off the accident site so that if an investigation is warranted, the site remains undisturbed

In each province, there are overlapping accident reporting requirements between the Occupational Health and Safety Act (OHSA) and the Workplace Safety and Insurance Board Act (WSIB.) The severity of the accident will largely determine which forms the employer will have to complete to meet the requirements of this WSIB and the OHSA.

REPORTING PROCEDURES REQUIRED BY THE WSIB AND THE MOL

For the purposes of injury reporting, there are four (4) 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 log book by the employer in their First Aid area
- There is no requirement to file a report for any type with the WSIB or the provincial Ministry of Labour, merely 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 First Aid Regulations are available from the WSIB on request

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 forms” are 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 Treatment Memorandum (as provided by each board) 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 attached a letter to the required provincial report 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 provincial 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 this type of 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, if 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

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 four (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.

To complete the above Ministry of Labour requirements, the employer may send copies of the completed provincial WSIB report form.

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 provincial WSIB fatality report on the form specified by each provincial jurisdiction.

The WSIB will send this form to the employer after being informed of the fatality using the provided report.

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.

This must be followed by a written report within 48 hours.

A complete WSIB accident report form will meet the 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 the 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 48 hours after the occurrence containing such information and particulars as the regulations prescribe.

CRITICAL INJURY DEFINED
Under the Occupational Health and Safety Act

For the purpose 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 a toe;
- f) Consists of burn to a major portion of the body; or
- g) Causes the loss of sight in an eye

Summary of Legislated Accident Reporting Requirements

Jurisdiction/Legislation	Who reports to whom?	When to report?	What to report?
Provincial Health and Safety Act (OHSA)	Employer to Inspector, Safety Representative and Trade union, followed by written report to Director	Immediately, followed by written report within 48 hours	Occurrence in which person is killed or critically injured (as defined) giving particulars prescribed by regulation
OHSA	Employer to Director, Safety Representative and Trade Union	Within four (4) days (copy of WSIB Report Form)	Accident, Explosion or fire causing personal injury whereby worker is disabled from performing usual work or requires medical attention, but does not cause death or critical injury
WSIB	Employer to WSIB	Within in three (3) days (Form 7)	An accident which disables an employee from earning full wages or necessities health care giving nature of accident, time, name and addresses of employee, physician and further details as WSIB may require

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 based upon the widely accepted theory that the severity of an accident is often a matter of luck.

Since the injury of 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 safety programming 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 in his/her area. The completed form is reviewed by the Safety Program Co-ordinator. The Safety Program Co-ordinator follows up to ensure appropriate corrective action is taken; maintains a file of all “near misses” reported and the actions taken.

ACCIDENT INVESTIGATION

Introduction

The purpose of conducting an investigation is to determine the causes of an accident, whether or not it resulted in an injury, so that steps can be taken to prevent a recurrence.

- The supervisor is the first person to investigate accidents in his or her area
- Sometimes, however, accidents are investigated by the safety representative or the project supervisor. In fatality or critical injury accidents, the safety representative or the project supervisor has the legal responsibility to investigate the accident and report his/her findings to the Ministry of Labour
- Investigating all injuries to determine the cause of the injury and to develop countermeasures to prevent recurrence is a necessary part of an effective accident prevention program
- Accident countermeasures are most effective when all injuries, serious and non-serious, are investigated, since many serious injuries will be prevented when non-serious injuries are eliminated
- Investigation should include a detailed written report from the worker's supervisor and statements from witnesses and people working in the accident vicinity
- Statements should be signed and recorded on the Accident Investigation Report
- The results of the investigation, the casual factors and corrective actions should also be recorded on the form
- Provides a comprehensive record of all the factual data concerning the incident
- This report should be referred to, when the WSIB conducts an investigation of the claim
- Special attention should be given to situations where the employee has given a vague accident history
- It is not uncommon for a worker to give a vague report to the employer and then describe a specific detailed incident, along with the names of three witnesses to his doctor or directly to the WSIB
- Experience shows that often obscure and seemingly insignificant incidents often develop into long-term compensation claims
- If these situations are not fully investigated at the time of the initial report, the employer has no rebuttal to the worker's claim

- The information used on the Employer's Report of Accidental Injury is the factual data obtained during the investigation
- Reporting forms should not be given to the worker to fill out, i.e. a worker may have reported that he fell from a 40 ft ladder and the investigation finds that he slipped from the bottom rung. There is a substantial difference in the seriousness of these two incidents
- When the employee reports an injury and the accident investigation shows that no work-related incident occurred, there are several ways of handling the situation"
 - Do not submit a report the WSIB (no accident, no report)
 - Employer can wait for a letter from WSIB, "We have learned of this accident from someone other than the employer" and reply that it is the Company's opinion that no accident occurred
 - Fill out only the top portion of the provincial WSIB report form, the employee and employer identification and the date of the employee's report and in the area for accident history state "Internal Investigation clearly shows that no accident occurred"
 - An employee may also choose to report to the WSIB by letter outlining the discrepancies between the employee and employer information and ask for a WSIB investigation to settle this issue
 - Experience shows that a report form completed with wage information and signed by the employer is perceived by the WSIB to be a blank CHECK to pay the worker

Questions about Accident Investigation

1. WHICH incidents should be investigated?

All incidents should be investigated.

2. WHY should incidents be investigated?

Incidents don't just happen, they are caused! The seriousness of an incident is often just a matter of luck. Eliminating an unsafe action or unsafe condition that caused a minor incident today may prevent a serious injury tomorrow.

3. WHEN should incidents be investigated?

Every incident should be investigated as soon as possible after its occurrence. Important details are all too quickly forgotten.

4. WHO should investigate incidents?

The supervisors should make their own investigation... because...

- Employees under their supervision are their responsibility
- They know their employees and their work
- They will be able to recognize practical solutions
- Their employees will realize that their concern is for their safety
- And that the supervisor is sincere about accident prevention practices

5. HOW should incident investigation be made?

- Check the site and circumstances of the incident thoroughly before anything has been changed
- Discuss the incident with the injured employee but only after first aid or medical treatment has been given
- Talk with those who saw the incident and others familiar with conditions immediately before and after its occurrence
- Really 'dig' reconstruct events resulted in the incident. Consider all possible causes
- Be objective. The purpose of the investigation is to find the cause of the incident not to place the blame or embarrass anyone

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 a way 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

PROJECT INSPECTIONS

Inspections may be conducted at GAY COMPANY LIMITED projects by numerous organizations such as the:

- Provincial Ministry of Labour
- WSIB
- Fire Department
- Provincial Construction 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 facility. 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 Project Superintendent/Supervisor or the President of the GAY COMPANY LIMITED.

Ministry of Labour – Occupational Health and Safety Inspections

The Occupational Health and Safety Act identify specific requirements for these inspections. Included is the need for the site 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 the company. Senior management, who will be advised of any follow-up action necessary, will review the report. In addition, a copy of the report must be posted on the Health and Safety bulletin board.

Superintendent/Supervisors

Safety inspections conducted by the superintendent/supervisor can be formal or informal. Superintendent/Supervisors are required to check daily to see that project facilities and equipment are in safe proper working condition prior to operation. The supervisor will also observe employees to determine whether or not they are conducting themselves properly. Written reports are necessary in documenting the inspections.

Formal Inspections

This type of inspection involves a walk-through of the project area, with the inspector looking for anything or everything that could potentially degrade the operations. This inspection is made on a bi-weekly basis and all items 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 site 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.

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 licensed
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 strength must be stored in separate compartment or containers
9. Misfired cartridges must be placed in a container of water and be removed from the project

SUSPENDED ACCESS EQUIPMENT

This equipment includes suspended platforms, suspended scaffolds, work cages and bosun's chairs. The components of a typical swing stage are *Stabilizer, Stirrup, Tirfor, Skid-Resistant Surface, Guardrail and Bumper Roller*.

Designs Engineered

The Construction Safety Act requires that any suspended scaffold consisting of:

- More than one platform or that together with its components
- Weighs more than 525 kg. (1,160 lbs.) shall be designed by a professional engineer

The design drawings must include:

- Size and material specification for all components
- Maximum live load on platform
- Engineer's statement that design meets the regulations
- Has the engineer's signature and seal

The system must be:

- Erected according to the design
- Inspected by the engineer
- Approved in writing by the engineer

No one should use the suspended scaffold until these requirements have been met. The constructor must keep the design drawings and engineer's statement of approval on the project as long as the system is in place.

Workers who must use suspended scaffolds consisting of more than one platform, or weighing more than 525 kg should review the design drawings with management.

Fall Protection

A worker on, getting on or getting off suspended access equipment must wear a full body harness connected to a fall-arrest system. Safety belts are not allowed on suspended access equipment. The basic rule is that there must be two independent means of support for each worker on the equipment. In practice this usually means:

1. The suspension system of the equipment (including suspension lines, climbers, outrigger beams, counterweights etc.) and
2. A fall-arrest system

There must be one lifeline for each worker on the suspended equipment. Each lifeline must be:

- 5/8 inch polypropylene or equivalent rope
- Secured to anchorage that can support ten times the weight of the worker
- Anchored separately from other lifelines and from suspension lines
- Protected from abrasion and entanglement with other lines
- Anchored perpendicular to the point where the line drops over the edge and at least 3 meters back
- Long enough to reach a level where the worker can safely dismount from the equipment
- Inspected before each use

Suspension lines must be:

- The type, size, construction and grade of wire rope recommended by the climber manufacturer
- Free of kinks, birdcaging, excessive wear and other defects
- Securely anchored above
- Set the same distance apart as the stirrups on the stage (otherwise dangerous sideloading can result as the stage goes up, pulling the suspension lines at a tighter and tighter angle.)

Platforms

- Each platform should be equipped with secure top rails, mid rails, toeboards, skid-resistant surface, wire mesh between top rail and toeboards and adequately sized stirrups. In most cases, end rails are not required because stirrups and hoisting devices provide adequate protection
- Platform accessories are available to improve safety and operation. For example, guides or wire rope stabilizers attached to the stirrups will reduce platform sway. Ground castors on the bottom of the platform facilitate horizontal movement. Bumper or guide rollers attached to the front of the platform provide clearance around small obstacles and protect the building face from the platform

Outrigger Beams

- **Beams must be the same distance apart as stirrups.** Failure to ensure this has led to many serious accidents
- Various outrigger beams are in common use. The beam should be rated and rigged to withstand four times the maximum load applied. Beams should be used according to the manufacturer's table of counterweights and allowable projections beyond fulcrum for various loads

- Sectional outrigger beams must have a means of preventing pins from loosening and falling out. Otherwise pins can work loose with movement of the stage and action of the climbers. Beams should be free of damage or dings since these can reduce their capacity considerably

Counterweights

Counterweights range from 50-60 pounds. Only manufactured counterweights compatible with the outrigger beam should be used. Enough counterweights should be available to provide the capacity required for the beam beyond the fulcrum. (Information regarding the number of counterweights required should be on the outrigger beam.)

Rigging Hardware

Rigging hardware should be capable of supporting at least 10 times the maximum load to which it may be subjected. This applies to all hooks, shackles, rings, bolts, slings, chains, wire rope and splices.

Shackles and hooks should be forged alloy steel. The capacity of this hardware for normal hoisting is usually based on a safety factor of 5. For suspended success equipment, this capacity must be divided by 2 for a safety factor of 10.

Wire Rope

Use only wire rope of the type, size, construction and grade recommended by the manufacturer. The minimum size of steel wire rope used for climbing devices on suspended access equipment is 5/16 inch diameter.

All wire rope used with suspended access equipment should have a safety factor of 10 against failure (the manufacturer's breaking strength.)

Ensure that the solid core wire rope intended for manual traction climbers is not replaced by fibre core wire rope, which is more compressible and could cause the rope to slip through the traction climber.

Inspect wire ropes regularly. Do not use any rope showing kinks, birdcaging, excessive wear, broken wires or flat spots.

Wire ropes used as static lines or tiebacks for outrigger beams should be attached with cable clips of the appropriate size, torque up tightly and correctly installed.

Manual Traction Climbers

- The mechanical action of these devices is similar to hand-over-hand pulling on a rope. They are self-locking and, as the load increases, their grip increases. The greater the load the tighter the grip.

- Lifting capacity varies with size. Check the manufacturer's literature to ensure that the capacity is adequate to the load. Refer to the load rating for hoisting.
- Only the size, type, construction and grade of wire rope specified by the manufacturer should be used with these devices.

Secondary Safety Devices

A secondary safety device is a wire rope grabbing device that provides protection in case the wire rope connection or primary hoisting system fails. The device is mounted on each wire rope above the hoist with a whip or sling connected to the stirrup of the stage. As these devices advance on the wire rope, their jaws open to let the rope pass through. When a sharp downward pull is exerted, the jaws automatically close on the rope and grip it with a degree of tightness determined by the load.

Powered Climbers

Powered climbers come in various sizes, climbing speeds and power requirements. The majority are powered by electricity.

Most powered climbers have automatic over speed brakes in case descent takes place too quickly. They have a manual system of lowering the stage in case of power failure or other emergency. Workers should be fully trained to operate and understand these devices.

Manufacturers list a safe working load either on the device or in their literature. The load of the stage, workers, tools, equipment and air hoses or power supply lines must be kept below the manufacturer's safe working load.

When selecting a climber, consider the amount of climbing necessary for the job. Climbing speeds vary with the size of the climber. Small climbers carrying loads up near their safe working load limits over large distances may overheat and automatically cut off power. Switching to a slower climbing speed will reduce the load on the motor and in turn reduce the chances of overheating.

Suspended Scaffolds

All of the requirements spelled out in this chapter also apply to suspended scaffolds. Suspended scaffolds are a specific type of suspended access equipment.

With suspended scaffolds, it is important that ends and sides be raised or lowered at the same rate and that the scaffold be kept level in use.

A professional engineer must design suspended scaffolds and the design drawings must:

- Specify components including type and grade of materials to be used
- State the maximum live load of the scaffold
- Meet all regulated requirements
- Be signed and sealed by the engineer who designed the system

The suspended scaffold must be erected in accordance with the design drawings. Written proof to that effect must be provided by a professional engineer who has inspected the scaffold. The scaffold must not be used until this written statement has been given.

Design drawings and the engineer's statement must be kept on the project while the suspended scaffold is in place.

Multi-point suspended scaffolds with winding drum hoists and overhead protection are used by masonry contractors on large projects where anchors for the system can be installed when slab floors are poured. One common type is the Gold Seal scaffold.

Tiebacks

- Use tiebacks to prevent outrigger beams from shifting sideways
- Tiebacks should extend from the thimble of the suspension line back along the outrigger beam, with at least one half-hitch on each section, loop around the counterweight handles and then extend back to an adequate anchorage.
- Adequate anchorage includes:
 - The base of large HVAC units
 - Columns on intermediate building floor or stub columns on roofs
 - Designed tieback systems such as eye bolts and rings
 - Large pipe anchorage systems (12-inch diameter or greater)
 - Large masonry chimneys
 - Roof structures such as mechanical rooms
 - Parapet clamps attached to reinforced concrete parapet walls on the other side of the building

USE OF LADDERS

Portable Straight Ladders

- a) Incline so that its base is one (1) foot out for every four (4) feet of working length (base support to top support)
- b) 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
- c) Ladder MUSAT have safety anti-slip feet
- d) Do not stand on the top of three (3) rungs unless there are hand holds above the ladder
- e) Minimum extension ladder overlap is three (3) feet
- f) If climbing to a work platform or roof the ladder must extend three (3) feet beyond the surface to be accessed

Portable Step Ladders

- a) Must have safety anti-slip feet
- b) Spreaders must be locked into position to hold the ladder open
- c) Those ladders over eight (8) feet in length must be held by a co-worker while in use or until securely tied off
- d) Top step is not to be used for standing
- e) Portable step ladders are not to be used as portable straight ladders

Ladder Use Practices

- a) Keep both hands free for climbing. Carry tools in a pouch or use a hand line for lifting
- b) Face the ladder when ascending or descending
- c) Use a body harness and tie it off if doing ladder work while standing ten (10) feet above the surface
- d) Store ladders out of operating areas or remove from the Site promptly when no longer required
- e) Metal ladders are not to be used for electrical work or for work in switch rooms. Defects in wooden ladders may be concealed by use of paint. For this reason, ladders of this type must not be painted, except for the necessary identifying marks.
- f) Unless a ladder is used inside and established barricade, adequately rope off the area and display caution signs when working from a ladder
- g) Only one person on a ladder at any one time

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

SCAFFOLDS

Erecting and Dismantling Frame Scaffolds

The erection, alteration and dismantling of scaffolds must be carried out under the supervision of a competent person.

Inspection

- Before use, inspect scaffold materials for:
 - Damage to frames, braces and other structural components
 - Damage to hooks on manufactured platforms splits, knots and dry rot in planks
 - De-lamination of laminated veneer planks
 - Enough components for the job
- Structural components bent, damaged or severely rusted should not be used. Defective planks should be removed from the site so they cannot be used for platform material
- Before erecting a scaffold, check the location for:
 - Ground conditions
 - Overhead wires
 - Obstructions
 - Variations in surface elevation
 - Tie-in locations and methods

Support Surfaces

- Scaffolds must be erected on surfaces that can support all loads to be applied
- Floors are usually adequate to support scaffold loads of workers, tools and light materials. Older wooden floors should be examined to ensure that they would support the anticipated loads. Shoring below the floor and directly under the scaffold legs may be necessary, or sills which span the floor support structure, may be required to support scaffolds, backfilled soils must be well compacted and leveled.
- Where mudsills must be placed on sloping ground, the area should be leveled, wherever possible, by excavating rather than backfilling. It may be necessary to use half-frames to accommodate grade changes or adjust with screw jacks.
- Mudsills should be 2" x 10" planks (full size) and continuous under at least two (2) consecutive supports. Scaffold feet should rest centrally on the mudsill and the sill should, where possible, project at least 2 feet beyond the scaffold foot at ends or where individual sills butt together. Mudsills may be placed along the length or across the width of frames
- Blocking or packing with shims under scaffold feet or mudsills is bad practice

Assembly

- Install all parts, fittings and accessories in accordance with manufacturers' instructions. Always use base plates. They allow for minor adjustments to keep the scaffold plumb and level. Nail base plates to mudsills
- Bracing in the vertical plane is a must on both sides of every frame
- Bracing in the horizontal plane should be provided at the joint of every third tier of frames
- Horizontal bracing should coincide with the point at which the scaffold is tied to the building or structure being worked on
- Horizontal bracing on the first tier helps to square up the scaffold before base plates are nailed to mudsills
- Wheels or castors should be securely attached to the scaffold and equipped with brakes
- Always install guardrails. When the scaffold reaches the desired level, put up a guardrail. This applies to all scaffolds regardless of height. If the manufactured guardrails are not available, use 2" x 4" or tube-and-clamp guardrails

Platforms

- All parts and fittings should be secure before the platform components are put in place
- The rated load-carrying capacity of platform panels should be obtained from the supplier and marked on the panel if not there already
- Laminated veneer lumber is used increasingly as platform material. Rated working loads should be identified. Inspect veneer lumber for peeling, blistering or rot
- Planks must be at least 48mm x 248mm (1 7/8" x 9 3/4") and must meet or exceed the requirements for number 1 grade spruce-pine-fir (SPF). Select structural grades of SPF or Douglas Fir are strongly recommended. Inspect planks regularly and discard if defective
- Planks should be cleated on at least one end to prevent movement. The Platform should be fully decked in to prevent sideways movement. Maximum loads for planks should take into consideration a safety factor of at least 3 to 1
- **NOTE:** Where a scaffold exceeds 15 meters in height or where a scaffold constructed of a tube and clamp system exceeds 10 meters in height, the scaffold shall be designed by a professional engineer. The drawings for the scaffold shall be present on the jobsite and shall be signed and sealed by the professional engineer.

Rolling Scaffolds

- Rolling scaffolds should have brakes on all wheels or castors. Brakes should be applied once the scaffold is in position. Secure wheels or castors to the frame so they won't drop off crossing a hole or depression
- Rolling scaffolds should always
 - have guardrails
 - be securely pinned together
 - have horizontal bracing
- Rolling scaffolds over one frame high should not be moved with anyone on the platform. If movement is necessary with workers aboard, they must wear full body harness tied off to a fixed, independent support. The travel area must be firm and level

Scaffold Use

- Ladder rails used for access and egress must project 1 meter (3 feet) above the scaffold platform. Keep areas around top and bottom of ladders clear
- Use 3-point contact to climb ladders. This means two hands and one foot or two feet and one hand on the ladder at all times. Always face the ladder and keep your centre of gravity between the rails

General Scaffold Requirements

In all cases, scaffolds shall have or be equipped with the following:

1. Properly constructed and installed guardrails mid-rails and toe boards
2. A proper means of access and egress
3. Properly installed horizontal and vertical bracing
4. Deck planking of the proper dimensions and cleated. Where double planking is required for the placement of materials such as brick/block skids or mortar boxes, such planking shall extend beyond the frames on each side of the area used for the placement of these materials
5. Where required, proper tie-ins that secure the scaffold structure to the building or facility being constructed
6. A program of daily inspection of the scaffold structure to ensure that the structure is safe for use

ACCESS AND EGRESS TO HOUSES UNDER CONSTRUCTION

1. RAMPS
2. TEMPORARY STAIRS

Ramps

One of the most neglected areas of housing construction is the access and egress into and out of a house under construction. Often this is achieved by the use of a single plank propped up on the footing of the house and this is generally of material that is not sufficient for the job.

A proper ramp is constructed of construction grade 2 x 10 planks (2) that are joined with cleats that are spaced evenly along the length of the plank to provide adequate footing for the user.

The ramp is to be of a length sufficient to provide ease of use and should be supported to prevent the ramp from slipping or becoming dislodged.

Temporary Stairs

Nearly all of today's new houses are two story buildings and as such require access and egress to the second floor during construction.

Temporary stairs are commonly used for this purpose and the following basic rules are applicable.

1. each staircase is to be installed in a manner consistent with established construction practice and shall have guardrails installed as part of the installation procedure.
2. each staircase is to be inspected prior to and during use to ensure that it will withstand the daily use to which it is subjected
3. the stairs are to be of sufficient length and width to permit proper use; in other words these stairs should have the same pitch as a normal staircase would have in a completed house
4. any stairs found to be defective are to be repaired immediately
5. guardrails are to consist of both a top and mid-rail, consistent with standard guardrail construction practice
6. all stairs are to be kept clear of any debris, not only on the stairs themselves but at both the top and bottom of the stairs as well

LOCKOUT/TAGOUT

GAY COMPANY LIMITED is responsible for the design, implementation, training and enforcement of procedures for locking out/de-energizing of equipment being serviced and for the safe entry into designated confined spaces.

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 the energy 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 each provinces 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 from 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 GAY COMPANY LIMITED 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, energized 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 project
- 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 Project Superintendent/Supervisor and they issue padlocks to personnel requiring same for protection against uncontrolled activation of control switches and other control mechanisms. Generally personnel in this case would be electricians, machine repairmen and trades staff
- The Project Superintendent/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 Project Superintendent/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.***

Scissor Locks

- Scissor Locks are a device to allow more than one lock to secure a given lockout point
- Wherever 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” (see Appendix A) listing the name(s) of the worker(s) involved, the nature of the work being performed, expected time of return to service and/or work order or authorization number
- The following information shall be indicated on the tag:
 1. Signature and identification number of employee(s)
 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 GAY COMPANY LIMITED and/or sub-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.

Electrical Lockout

- Prior to starting work, review the entire lockout procedure for the equipment being serviced. Determine the required personal protective equipment and make sure it is used properly
- All energy sources must be identified and neutralized before work can begin. The worker shall review the drawings of the system to determine all the switches, power sources, controls, interlocks and all other devices necessary to isolate the system. Where necessary, confirm this with the Project Superintendent/Supervisor
- All personnel directly associated with the specific equipment must be notified of the shutdown before the initial steps are taken
- Turn controls to “off” position
- Lock controls in “off” position if possible (reversing controls should be blocked in both directions)
- BEWARE: a control panel override may exist; if so, lock out the override
- Place tag on controls to signal lockout in progress
- If power supply box is out of sight of controls and controls cannot be locked, post a helper at the control panel to ensure that the controls remain in the “off” position while the power supply is being turned off at the electrical box
- Locate all power sources
- BEWARE of “backup” or emergency power sources that may come on automatically after the main power supply is turned off
- BEWARE of multiple power sources (different functions in one machine or device powered from different sources)
- BEWARE of disconnected power sources – electrical boxes that have been deactivated and replaced, but not removed

- BEWARE of multiple possible lockout points: whenever a particular machine or device presents a choice of power supply lockout points (i.e. at the machine and/or at the control panel) there exists a potential for confusion especially if more than one person is involved in the lockout
- Ensure that the load is off (that all machines, lights or devices using power are turned off) before operating the on/off lever on the electrical supply box. If current is running through the box when the control is operated to open the circuit, it could arc violently, creating a bright flash and/or an explosion
- Turn off power sources. As an added precaution, stand beside the box (never in front) and turn face away before operating on/off lever to open circuit
- Open box and use an electrical tester to test for power above and below the switch
- As an added precaution, the fuse(s) can be removed or breakers shut off
- Close box
- Affix lock (if more than one worker involved, use scissors)
- Fill out and affix tag
- Return to control panel and unlock controls (or relieve helper posted there)
- Test controls to ensure that power supply is truly off before working on a machine that has been locked out. A test shall be made to ensure that all sources of power are properly shut off and locked out. Interlocking or dependent systems, which could electrically or mechanically feed into the system being isolated, shall also be tested
- Return controls to “off” position and lock if possible
- NOTE: Failure to return the operator’s control to the “off” position will result in sudden (unexpected) start-up of the machine when the power is turned back on. It will also establish a “draw” through the electrical box, and this could cause arcing when the on-off lever is moved
- Affix tag or sign indicating that a lockout is in place
- Perform servicing or maintenance

Hydraulic/Pneumatic Lockout

- Prior to starting work, review the entire lockout procedure for the equipment being serviced. Determine the required personal protective equipment and make sure it is used properly
- All energy sources must be identified and neutralized before work can begin
- The worker shall review the drawings of the system to determine all the switches, power sources, controls, interlocks and all other devices necessary to isolate the system. Where necessary, confirm this with the Project Superintendent/Supervisor
- All personnel directly associated with the specific equipment must be notified of the shutdown before the initial steps are taken

- Lower hydraulically or pneumatically operated moving parts to lower-energy position (the position from which they will not move when pressure is removed from the system)
- If work to be done requires moving parts to be in a raised (or energized) position, apply appropriate blocking and retaining devices to prevent movement when pressure is removed from the system
- Turn off and lock out power supply to electrically operated pressure pumps
- Test controls to ensure that power supply is truly off before working on a machine that has been locked out. A test shall be made to ensure that all sources of power are properly shut off and locked out. Interlocking or dependent systems, which could electrically or mechanically feed into the system being isolated, shall also be tested
- Operate pressure-release valve, or open system at a coupling, to remove any remaining pressure from the system
- **BEWARE:** Air under pressure can be extremely hazardous if it enters an eye, an ear or even an open cut on bare skin. Wear your hand and face protection
- Close and lock out valve using appropriate device (chain and padlock, if valve has no other provision for lockout)
- Operate controls and/or open release valve to neutralize any pressure downstream of locked out valve. Leave release valve or opening in “open” position. Apply tag
- Open pressure line coupling, install appropriate blank and re-close coupling. Apply tag. Perform servicing and maintenance
- **BEWARE:** Fluid under pressure may escape in a powerful stream. Always open coupling away from the worker (by loosening bolts on far side of coupling first)

Testing

- Once all energy sources have been identified and locked out they must be tested to ensure no energy sources were missed and also that supply lines are depressurized. The most efficient way to conduct these tests is to have the operator try to energize the machine or equipment
- Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate
- ***CAUTION: RETURN OPERATING CONTROL(S) TO NEUTRAL OR “OFF” POSITION AFTER VERIFYING THE ISOLATION OF THE EQUIPMENT***

Restoring Equipment to Service

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, reversing a lockout is equally important. The following steps shall be taken:

- Close any open relief valves
- Remove any blocking that may be in place. Remove blanks from lines
- Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact
- Check the work area to ensure that all employees have been safely positioned or removed from the area
- Verify that the controls are in “off” position. Lock or post helper to ensure that they stay off while lockout is being removed
- Each worker will remove his/her own lockout device
- Re-install electrical fuse or reset breaker
- Sound warning. Close box. Stand clear. Turn face away. Re-energize the machine or equipment
- Sound warning. Test controls and machine/device operation
- Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use
- ***NOTE: THE REMOVAL OF SOME FORMS OF BLOCKING MAY REQUIRE RE-STARTING OF THE MACHINE BEFORE SAFE REMOVAL***

Removing an Abandoned Padlock

- It may occasionally happen that the owner of a lock in place at a lockout cannot be located. (If 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 project to personally remove their own lock
- If they cannot be located (or if they cannot return to the worksite) and if an exhaustive search has satisfied the senior supervisor on duty that the worker is not in the danger area, the lock should be removed and the lockout lifted

Shift Work

- If work is not completed at the end of the day or shift, each worker shall report the status of the work to the person in charge of the incoming shift before removing his/her personal lock and tag. The incoming shift shall place their locks and tags as described in the procedures for lockout before commencing work on the machine
- Prior to commencing any work on the second shift, the equipment shall be tested as outlined in the testing of equipment

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

INSTALLATION OF FLAT ROOF DECKING (Q-DECK)

The following is a detailed outline of the safety requirements for the installation of metal, flat deck roofing (Q-Deck)

This procedure is presented in three (3) parts; the first outlines the material and equipment requirement, the second details the initial start-up and the placing of the first bundle of decking and the third sets out the ongoing decking procedures to be followed.

Section -1-

- Full body harness and lanyards for all workers involved with this work
- For the installation of the first few sections of decking, the use of 2 lanyards for each worker will be required
- Cable (5/8") and clamps, or 3/4" polypropylene rope with properly operating rope grabs for the static lines to be installed for the workers to tie off. Alternatively, the use of stop blocks (retractors) in good working order may be used
- Ladders in good condition and of sufficient length to allow for a 2 meter extension above the intended landing area, and tied off to the structure
- NOTE: if required, the use of a zoom boom or scissors lift for the initial installation may be used. Workers on this equipment shall wear and use full body harnesses and shall be tied off to the equipment

Section -2-

To commence the decking operation, it is first necessary to hoist into place the first bundle of decking with the use of a crane. To provide accurate placement of the first load, it will be necessary for a worker using a ladder, to disconnect the hoisting cables (slings) from the load. The worker will be equipped with a full body harness. That is tied off to the structural steel in the vicinity of the hoisted load. The ladder shall be secured to prevent dislodgement.

If using either a zoom boom or scissors lift, each worker shall use and must be equipped with a full body harness secured to the lifting device.

The load should be placed to allow ease of access for the placement of the first few sheets of decking, and the direction for the crane operation shall be carried out by a competent person fully knowledgeable in crane signals.

For the work to commence, access to the roof shall be by the previously secured ladder (scissor lift/zoom boom.) Only two (2) workers equipped with full body harnesses, fully secured to the structure or equipment shall be permitted to install the first few sections of decking. Once the first few sections of decking have been properly secured, these workers shall install static lines (cable) in a manner that will not permit a worker to move beyond the previously installed decking.

Section -3-

Once the first section of decking has been installed, additional static liners shall be installed, sufficient for all workers involved with this installation. In all cases, all workers shall be equipped with and shall use a full body harness equipped with a lanyard(s) connected to the installed static lines or rope grabs. Workers must be secured to a static line at all times, and this will necessitate the use of two (2) lanyards when moving from one location to another.

Prior to the commencement of any work, all workers shall be instructed in the requirements and procedures as outlined. This instruction shall include the proper wearing, use and inspection of the full body harness/lanyard, and the placement of the static lines. Specific instruction shall be given as to the use of the two lanyard system of restraint, and shall emphasize the requirement for being tied off at all times when working at height.

NOTE: harnesses, lanyards, static lines and stop blocks are to be inspected before the start of work each day to ensure that this equipment is in safe working order. Any equipment that is defective or suspect shall be removed from site immediately and replaced.

The work area is to be inspected to ensure that there are no hazards, and that all surfaces are dry and free of water, snow, ice or other hazardous debris.

At the end of each workday, all material that is to be left on the roof deck is to be properly secured to prevent accidental dislodgement. This is especially important during periods when high winds may develop.

HOUSEKEEPING

1. Good housekeeping must be practiced at all times. Tripping and slippery conditions must be eliminated. Aisles and access ways must be kept clear of any obstruction, well-lit and properly ventilated
2. Scraps must be removed to disposal bin or designated disposal area
3. Nails or sharp objects protruding from lumber or boards must be removed
4. All floor openings must be covered or surrounded by the appropriate railing as prescribed. NOTE: this is the responsibility of the General Contractor
5. Daily job site cleanup is required and individual cleanup duties must be assigned to all workers
6. All materials must be segregated as to size, kind and length and placed in neat, safe, orderly piles ensuring clear passageways in storerooms, warehouses and on job/project sites creating a safe workplace for all employees
7. Materials must be properly stored, stacked or piled away from power lines and to prevent tipping/spilling
8. Bagged or sacked material should be stacked or piled no more than 10 high and should be cross piled on skids so that in all cases, no one can be injured because the material falls, rolls, overturns or breaks
9. Barrels may be stacked upright with platforms/planks between layers and should not be stacked any higher than the mechanical equipment can safely reach
10. Skids of brick, block or other like material should be stock piled in such a manner as to prevent tipping or collapsing
11. Stock piles should be blocked or interlocked, ensuring that they are not too high or obstruct any fire access, extinguishing or fire safety equipment i.e. fire doors
12. Employees are not allowed to climb up, on or about any such stacked equipment, machinery, supplies, parts, products etc.
13. Proper tools such as cutters or snips must be used to break metal bands and extreme caution should be taken when removing such
14. Protruding nails in boards, planks etc. must have the nails 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
15. Signs must be posted to warn workers of hazardous areas
16. For lifting and carrying of materials. Employees must be aware of their personal limitations and not attempt to move material on their own which require two people
17. Proper lifting procedures must be adhered to by all workers i.e. check, load, bend at knees; keep back straight, arms and elbows close to the body and a firm grip on the object to be moved. If mechanical or assistance is required then this must be obtained.

PLATFORMS

1. Open sides of fixed platforms located at least 4 feet (1.25 metres) above ground or floor must have guard rails and an access ladder or stairs
2. The open edges of stairs require guard rail protection
3. An approved full body harness (including lanyard, rope grabbing device, lifeline and lifeline anchor) connected to an appropriate lifeline and/or solid fixed structure must be worn when working at a height of 10 feet (3 metres) above a floor, water, above operating machinery and/or above substances – as previously prescribed herein.
4. Workers must be properly tied –off when moving to, from or between work locations where safe access is not provided.
5. A full CSA certified body harness and fall arrest system (including lanyard, rope grabbing device, lifeline and lifeline anchor) must be worn by workers when, working on elevated mobile platforms such as a manlift, scissor lift and others.

GAS CYLINDERS

1. Gas cylinders when not in use, must be stored outdoors and in locked designated area(s)
2. Different gases should be stored separately and isolated from other flammables such as gasoline, solvents, oil and lumber
3. Keep full cylinders apart from empty cylinders
4. Gas cylinders are to be stored in an upright position, valve capped and secured in position
5. A crane or hoist must not be used to transport gas cylinders
6. A gas cylinder must be adequately secured when taken to a work area
7. Always use proper fitting wrenches when making connections. Do not use vise grips or pipe wrenches
8. Check valves for leaks using a soapy liquid around the valve connection
9. No one shall use compressed air or gas to blow dust from their clothes and no one shall blow compressed air or gas at any other worker

PROPANE HANDLING AND TEMPORARY HEAT

Recent changes to the Construction Safety act for the Province of Ontario now require that workers receive training in the handling and use of propane (natural gas) cylinders that are used for temporary heating on construction projects.

Workers engaged in the handling of propane (natural gas) 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 (natural gas) cylinders, the following rules must be followed:

1. The cylinders are to be installed and secured in an upright position to prevent from falling
2. Use only the proper tools for the connecting of any hoses or appliances to the cylinders
3. Only workers certified in the use of propane (natural gas) shall be permitted to install the equipment. This includes the changing of cylinders
4. Cylinders are to be transported in an upright position and secured from falling, and/or lifted only if secured in a proper lifting cage that is designed for this purpose
5. Adequate fire protection equipment that is suitable for use on propane (natural gas) fires shall be available in the near vicinity of the equipment being used, and all workers shall be trained in the use of this equipment
6. All connections are to be checked on a daily basis for leaks and proper installation. Any repairs that may be required are to be completed by a worker qualified to work on this equipment
7. Where this equipment is installed and/or used in an enclosed area, provision is to be made for proper and adequate ventilation
8. Safety devices, such as pressure release valves and regulators are not to be disabled or modified, unless this work is carried out by a technician qualified to carry out this work

FLAMMABLE MATERIALS

1. Storage areas should be at least 6 feet (1.8 metres) 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 or others
8. Appropriate fire extinguisher should be located convenient to storage area

MACHINE OPERATION

1. Control switches of machines must be locked-out to prevent accidental starting when under repair or maintenance. Use the Company's or Client's lock-out Procedures
2. Stop the machine's motion prior to repairs, adjusting or oiling
3. Do not operate machines, which have exposed moving parts or exposed pinch points
4. Operators must be properly trained on the operation of the respective equipment
5. Any and all start-up, shut-down procedures must be strictly followed

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 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 Project Manager or their designee must ensure that the following items are carried out prior to using the equipment on a project:

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 Project 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 is clear of the machine before you begin lowering the platform
 - if 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 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 do not 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:
 - a) Holes, debris, obstacles, drop-offs or rough spots
 - b) Weak spots or covers on ramps or floors

- c) Oil spills, wet spots, slippery surfaces, soft soil and standing water
 - Watch for anything that might make you lose 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 positions, 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

CRANES, HOISTING & RIGGING

It is the policy of this company to ensure that all lifting devices – cranes, chains, slings, hoists and rigging are maintained in accordance to the Regulations for Construction Projects as defined under the Occupational Health & Safety Act. Propane or diesel powered mobile crane of various capacities as well as various types of cables, slings, sling-chokers and chain falls can be used on the site(s).

The Project Manager or the Supervisor must ensure that the items following are carried out prior to using the crane on the project:

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 inspected 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 is bulky or large
 - e) Signaler 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. Hoisting 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

FALL PROTECTION

The Regulation for Construction Projects sets out the safety requirements for the use of fall protection equipment where workers are exposed to the hazard of falling distance of 3 metres (10 feet) or more.

Effective January 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

The following items are major components of a Fall Protection System:

- **Anchorage:** A secure means of attachment to which the personal fall arrest system is 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 500 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 dissipate energy and limit deceleration forces of the system on the body during the fall
- **Fall Arrest:** A device, such as a rope grab, which travels on a lifeline and automatically engages the lifeline and locks 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 anchorages. 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 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 a 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 requires that unless a safety net or guard rails 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:

$$\text{Length of Lanyard Free Fall} + \text{Shock absorber Extension (max)} + 0.5/t (15.24 \text{ cm})$$
 “D” ring side + 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 16mm (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 12mm (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 metres, it should have control points no more than 9 metres (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 metres (5 feet) below their work position

WELDING AND CUTTING

The 2 most common types of welding used in the construction industry are:

1. Shielded Metal Arc welding (SMAW)
2. Oxyacetylene welding and cutting

SMAW uses a short length of consumable electrode, which melts as it maintains the arc. Melted metal from the electrode is carried across the arc to become the filler metal of the weld.

The electrodes coated with a mix of chemicals that releases a shielding gas such as carbon dioxide to keep air out of the arc zone and protect the weld from oxidation. The composition of the coating varies with the metal being welded.

OXYACETYLENE WELDING AND CUTTING

This type of welding uses a mixture of 2 gases, usually oxygen and acetylene to generate heat for welding metals. This is common method of gas welding and cutting used in the construction industry. This process may also employ the use of a filler metal.

WELDING HAZARDS

Welders in the construction industry are exposed to a wide range of hazards that include inhaled fumes and gases, burns and electric shock from welding cable.

Eye protection is a must for all welders and others who may be exposed to the welding process. Listed below is a list of the welding hazards to which a worker may be exposed:

Physical

- ionizing radiation (x-rays, gamma rays)
- non-ionizing radiation (ultraviolet, infrared)
- visible light
- temperature extremes
- noise
- electrical energy

Chemical

- flammable/combustible products
- welding fumes
- toxic gases
- dust

Biological

- bacteria
- fungi
- viruses

ARC WELDING AND CUTTING

Equipment

Use only manual electrode holders that are specifically designed for arc welding and cutting and can safely handle the maximum rated current capacity require by the electrodes.

Any current carrying arcs passing through the portion of the holder that is held by the worker, as well as the outer surfaces of the jaws of the holder should be fully insulation against the maximum voltage encountered to ground.

All cables should be fully insulated and capable of handling the maximum current requirements of the work as well as the duty cycle under which the welder or cutter is working.

Avoid repairing or slicing cable within 10 feet of the cable end to which the electrode holder is connected. If necessary, use only approved cable splices having the same insulation properties as the cable being used.

Connections made with cable lugs must be securely fastened together to give good electrical contact, and the exposed parts of the lugs must be fully insulated.

Do not use cables with cracked or damaged insulation or exposed conductors or end connectors.

Arc welding procedures

- when electrode holders are to be left unattended, remove the electrode and place the holder so it will not make contact with other workers or conducting objects
- never change electrodes with bare hands or with wet gloves. Never change electrodes when you are standing on wet floors or grounded surfaces.
- Do not dip hot electrodes in water to cool them off
- Keep cables dry and free of grease to prevent premature breakdown of the insulation
- Suspend cable on overhead supports when it runs a substantial distance from the welding machine
- Cables that must be laid on the floor or ground should be protected from damage and entanglement
- Keep welding cables away from power supply cables and high tension wires
- Never coil or loop welding cables around any part of your body
- Before moving an arc welding or cutting machine, or when leaving the machine unattended, turn the power supply OFF
- Report any faulty or defective equipment to your supervisor
- Read and follow the equipment manufacturer's instructions carefully
- Prevent shock by using well insulated electrode holders and cables, dry clothing and gloves and insulation from the ground circuit
- All arc welding and cutting operations should be shielded by non-combustible or flame-proof screens to protect other workers from direct rays of the arc

OXYACETYLENE WELDING AND CUTTING PROCEDURES

Handling Cylinders

- Do not accept or use any compressed gas cylinder which does not have proper identification of its contents, that is a WHMIS label
- Transport cylinders on a hand truck whenever possible or roll them on their bottom edge. Never drag them
- Protect cylinders and any related piping and fitting against damage
- Do not use slings or magnets for hoisting cylinders. Use a suitable cradle or platform
- Never drop cylinders or let them strike each other violently

- Chalk EMPTY or MT on cylinders which are to be returned to the supplier. Close valves and replace protective caps
- Always regard cylinders as full and handle accordingly

Storing Cylinders

- Store cylinders upright in a safe, dry, well ventilated location maintained specifically for this purpose
- Never store flammable and combustible materials such as oil and gasoline in the same area
- Do not store cylinders near elevators, walkways, stairwells or other places where they may be damaged
- Do not store oxygen cylinders within 20 feet of cylinders containing flammable gases unless they are separated by a partition at least 5 feet high and having a fire resistance rating of at least 30 minutes
- Store empty and full cylinders separately
- Prohibit smoking in the storage area

Using Cylinders

- Use oxygen and acetylene cylinders in a proper buggy equipped with a fire extinguisher. Secure cylinders upright
- Keep the metal cap in place when the cylinder is not in use
- Do not force connections on cylinder threads that do not fit
- Open cylinder valves slowly. Only use the hand wheel, spindle key or special wrench provided by the supplier
- Always use a pressure-reducing regulator with compressed gases
- In the event of a backfire, always turn the oxygen torch valve first

PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

In addition to the normal personal protective equipment required for all construction workers, Welders should wear flame-proof gauntlet gloves, aprons, leggings, shoulder and arm covers, skull caps and ear protection

Clothing should be made of non-synthetic materials, with the sleeves rolled down and collars buttoned up. All clothing should be free from oil and grease.

Protective screens or barriers should be erected to protect people from arc flash, radiation or splatter. Barriers should be non-reflective and allow air circulation at floor and ceiling levels. Where barriers are not feasible or effective, workers near the welding area should bear proper eye protection and any other equipment required.

Signs should be posted to warn others of welding hazards.

Eye protection should be of a type specific to the welding operation being performed and should have the proper lens(es) type installed where required. The lenses should be in good condition and should be the correct shade for the work being undertaken.

SECTION -6-
SAFETY PRACTICES

FIRE SAFETY

While not normally considered part of “Occupational Health and Safety”, Fire Safety plays an integral part of GAY COMPANY LIMITED overall safety program.

Ontario Fire Code

Notwithstanding any general or specific requirements of any other legislation, or Company requirements, the provisions of the Fire Code will prevail.

The Ontario Fire Code requires all facilities to prepare, have approved and implement a Fire Safety Plan. GAY COMPANY LIMITED is responsible for the preparation of the Plan.

COMPANY FIRE SAFETY REQUIREMENTS

While legislated standards are paramount, the following specific company requirements are designed to further safeguard life and property.

Electrical Devices and Equipment

Electrical devices and equipment used at GAY COMPANY LIMITED must bear the approval of the Canadian Standards Association (C.S.A) or the Ontario Hydro.

Project Electric Heaters, Fans, etc.

The use of these items must be approved by the Project Superintendent/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.

PERSONAL PROTECTIVE EQUIPMENT

1. Workers shall wear the appropriate clothing suitable for their job function and the working environment. When operating any production equipment, machinery or tools workers should not wear loose clothing or cuffs, torn or ragged clothing, finger rings or jewelry etc.
2. Where required, all workers must wear CSA approved safety glasses with side and brow 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. 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 must be worn if there is potential injury due to a fall or when working 10 feet (3 metres) – above ground, above operating machines, above water or above chemical substances etc.
9. A vest with florescent illumination must be worn by all signal persons as required by clients

SUB-CONTRACTOR SAFETY PRACTICES

This practice is intended to provide guidelines for sub-contractors of GAY COMPANY LIMITED. Compliance with legal regulations is MANDATORY, and the use of common sense and good judgment is essential. Each individual sub-contractor shall be responsible for the safety of their employees, as well as the safety of those working with them.

Safety

- The sub-contractor shall designate a responsible member of their organization who will be at the site of work and whose duty shall be personnel safety and the prevention of accidents
- The sub-contractor is responsible for assuring that all his employees comply with the GAY COMPANY LIMITED 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
- Sub-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 intervals as designated by the company
- The use of company equipment by the sub-contractor is prohibited, unless specific arrangements have been made
- When the work is above or below the normal work level:
 - 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, danger flags and/or flashing lights must be used where appropriate
- Warning devices must be placed in strategic, visible locations
- In addition, where movement into an area would present a hazard, access must be restricted by ropes or barricades

- The use of any new or potentially hazardous materials must have prior approval of GAY COMPANY LIMITED
- 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 area overnight without permission
- Any connection to the Company's or Client's utilities must be approved by the Project Superintendent/Supervisor
- Explosives or power activated tools must not be used without authorization from GAY COMPANY LIMITED
- 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

- In all area under client company jurisdiction, weld permits (where required) must be obtained for every job by the Project Superintendent/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 project manager
- No smoking areas must be observed
- Fires and property damage must be reported to the Project Superintendent/Supervisor at once
- Use of fire protection water (for other than fires) without previous arrangement with the Project Superintendent/Supervisor must be notified any time a fire extinguisher or hose is used
- The project Superintendent/Supervisor must be notified any time a fire extinguisher or hose is used

Enforcement

- The Sub-Contractor must enforce these various safety, security and fire protection practices through his/her contractor safety representatives. Enforcement methods will be up to the contractor however shall be consistent with the GAY COMPANY LIMITED safety program. The contractor may be advised of safety problems that have come to the attention of the Company, and the contractor will correct such problems.
- In an emergency situation, which could cause a serious accident, the Project Superintendent/Supervisor shall go directly to the contractor
- In their contract for the performance of their work, the sub-contractor has agreed to "provide and maintain the necessary precautions and safeguards for the safety of all persons on the site." Failure to comply could cause a breach of contract by the sub-contractor and affect the awarding of future contracts.

VISITOR SAFETY

It is the company's responsibility to ensure maximum safety for all visitors within any facility/project and to provide an atmosphere of hospitality to reflect favourably on the company. Therefore, it is necessary that we provide proper instruction to and supervision of all visitors during any visit or tour. It is especially important that visitors not be placed in a hazardous situation.

Based on observation and experience, certain regulations are necessary for the safety of all visitors while they are on any company project.

Therefore, visitors must:

1. Be at least 18 years old
2. Wear shoes that provide a complete foot covering (no open toes or open heeled shoes) and suitable sole
3. Wear company-provided safety glasses if required
4. Wear clothing that would provide protection against flying or sharp objects
5. Visitors with walking casts, crutches and orthopedic devices are not permitted
6. There may be special situations where a visitor cannot comply with every rule. In these circumstances, exceptions may be made after consulting with the Project Superintendent/Supervisor.

SECTION -7-
EMERGENCY PREPAREDNESS

GENERAL

The most difficult time for people to make decisions is when they are under the stress of an emergency. This procedure is aimed at reducing that stress and ensuring that the best decisions are made to protect our employees in an emergency.

The Company accepts its own responsibility in emergency situations but also recognizes the work and jurisdiction of other agencies. The emergency procedures can only succeed if people are familiar with its content. Adherence to the Company's approved policy on emergency preparedness will ensure a safe environment for our staff and that of other members of the community.

PURPOSE

The purpose of the emergency preparedness program is to establish the framework that will provide, under emergency conditions, for the safety and security of the staff and facility under GAY COMPANY LIMITED.

In order to ensure a timely and effective response, the Company acknowledges and accepts a two-tier approach to the management of emergencies. The first is the incident in which the company is the focal point for response activities. The Company, in this instance, retains control and will provide executive direction and support to staff. The second is when a declaration of local emergency is made by head of council of a municipality or the Premier of the Province of Ontario. In this situation, the Company will defer to the authority of the municipality. In all cases, the company will promote a co-operative team approach in response to emergencies.

Emergencies are defined as a situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportion to life or property. GAY COMPANY LIMITED has determined that their priority, in the event of an emergency, will be to provide for the safety and security of staff and facilities.

RESPONSIBILITIES

President

- Upon being notified that an emergency has occurred, the President or designate of GAY COMPANY LIMITED will proceed to the project and will assume the responsibilities assigned
- Under emergency conditions, the President or designate of GAY COMPANY LIMITED is responsible to:
 - Take control of the emergency
 - Ensure that all required outside assistance is in place
 - Maintain a record of all action taken

Emergency Coordinator

- The emergency coordinator is appointed by the President of GAY COMPANY LIMITED. The role assumed by the emergency coordinator is one of facilitator which is achieved through coordination of response activities within the facility. To be successful, the emergency coordinator will see or have knowledge of all operational information related to the facility.
- The emergency coordinator will be responsible to:
 - Coordinate all response activities within the facility;
 - Establish liaison with community response services and agencies for the purpose of coordinating joint response activities;
 - Determine if the Company's resources are adequate and recommend when outside assistance should be requested;
 - Establish priorities to meet the immediate needs of the emergency
 - Maintain a record of all action taken

TYPES OF EMERGENCIES

1. Fire

A fire or a suspected fire on the site/project will always require the sounding of a fire alarm, the evacuation of the occupants and the summoning of the fire, ambulance and police services. The Project Superintendent/Supervisor will determine the location and severity of the fire.

In all cases of fire or suspected fire, the provisions of the fire safety plan will be observed.

Action

- Activate fire alarm
- Telephone:
 - Fire department
 - Ambulance
 - Police
- *If telephones are not working, send messenger to get help*
- Ensure designated persons are available to aid those who may be injured
- Shut off machinery/equipment
- Render first aid
- Evacuate
- Brief first responders
- Small fires may be extinguished by staff provided:
 - A means of extinguish is available
 - The fire is small
 - The person feels confident to fight the fire

SECTION -8-
APPENDICES

Appendix “A”
Employee Incident Report

Appendix “B”
Accident Investigation Report

ACCIDENT INVESTIGATION REPORT

COMPANY OR BRANCH		DEPARTMENT		FIRM NUMBER
EXACT LOCATION		DATE OF OCCURRENCE	TIME AM / PM	DATE REPORTED
PERSONAL INJURY			PROPERTY DAMAGE	
INJURED'S NAME	DATE EMPLOYED	AGE	PROPERTY DAMAGE	
OCCUPATION	TIME ON JOB		ESTIMATED COSTS \$	ACTUAL COSTS \$
NATURE OF INJURY	PART OF BODY INJURED		NATURE OF DAMAGE	
OBJECT/EQUIPMENT/SUBSTANCE/INFLECTING INJURY			OBJECT/EQUIPMENT/SUBSTANCE/INFLECTING DAMAGE	
PERSON WITH MOST CONTROL OF OBJECT/EQUIPMENT/SUBSTANCE			PERSON WITH MOST CONTROL OF OBJECT/EQUIPMENT/SUBSTANCE	

DESCRIPTION	DESCRIBE CLEARLY HOW THE ACCIDENT OCCURRED: ATTACH ACCIDENT DIAGRAM FOR ALL MOTOR VEHICLE ACCIDENTS.

ANALYSIS	WHAT ACTS, FAILURES TO ACT AND/OR CONDITIONS CONTRIBUTED MOST DIRECTLY TO THIS ACCIDENT?
ANALYSIS	WHAT ARE THE BASIC FUNDAMENTAL REASONS FOR THE EXISTENCE OF THESE ACTS AND/OR CONDITIONS?

LOSS SEVERITY POTENTIAL <input type="checkbox"/> MAJOR <input type="checkbox"/> SERIOUS <input type="checkbox"/> MINOR	PROBABLE RECURRENCE RATE <input type="checkbox"/> FREQUENT <input type="checkbox"/> OCCASIONAL <input type="checkbox"/> RARE
---	---

PREVENTION	WHAT ACTION HAS OR WILL BE TAKEN TO PREVENT RECURRENCE? PLACE 'X' BY ITEMS COMPLETED.

INVESTIGATED	DATE	REVIEWED BY	DATE
--------------	------	-------------	------

Appendix “C”
Supervisor’s “Near Miss” Report

GAY COMPANY LIMITED
Supervisor's "Near Miss" Report

FACILITY:	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 OCCASSIONALLY RARELY

PREVENTION - WHAT REMEDY HAS BEEN OR WILL BE INSTITUTED?

SUPERVISOR:	DATE:	SUPERINTENDENT:	DATE:
GENERAL SUPERVISOR:	DATE:	SAFETY SUPERVISOR:	DATE:

Appendix “D”
New Employee Orientation

**GAY COMPANY LIMITED
NEW EMPLOYEE ORIENTATION**

CONTRACTOR:

WORKER:

	YES	NO
1. Gate and general security		
2. Special requirements		
3. Emergency Procedures		
4. Personal Protective Equipment		
5. First Aid		
6. Safe work practices		
7. Safety policy		
8. Sanitation and Lunchroom facilities		
9. Contractor Responsibility		
10. Accident Investigation procedures		
11. Work site safety inspections		
12. Safety legislation		
13. Hoisting and rigging		
14. Permits (tools, etc.)		
15. Worker conduct		
16. Power tool training and usage		

REMARKS:

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.

Signature: _____

Date: _____

Contractor Rep: _____

Position: _____
